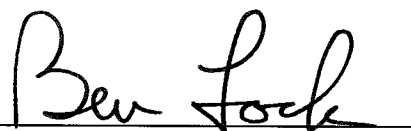


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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on August 4-5, 2011.


Ben Lock
Secretary

SEAL



Angelo State University Operating Policy and Procedure

OP 10.01: Undergraduate Student Admissions

DATE: Upon Approval

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to outline policies concerning undergraduate student admissions.

REVIEW: This OP will be reviewed in April of every even-numbered year by the associate vice president for enrollment management with recommended revisions forwarded by June 1 through the vice presidents to the president for approval and submission to the Board of Regents for approval. (*Regents' Rules*, Sections 05.01.2 and 05.02)

POLICY/PROCEDURE

1. HIGH SCHOOL GRADUATE

A graduate from a public or private high school accredited by a generally recognized accrediting agency or from a high school operated by the Department of Defense will be eligible for admission to Angelo State University when the applicant has met all admission requirements and has on file in the Office of Admissions the following items:

- Application for Admission
- Official transcripts of high school records with class rank and graduation program (see item a below in Assured Admission). Students attending non-ranking high schools (including home schools) will be evaluated based on 3rd Qtr ranking as noted on the chart found in the the Assured Admission section below.
- Residency Questionnaire
- Scores on the ACT or the SAT (scores cannot be more than five years old)
- Current non-refundable application fee

Regular Assured Admission

Applicants from an accredited Texas high school must meet one of the following requirements to be eligible for assured regular admission:

- a. Successfully complete the Recommended or Advanced High School Program.
- b. Successfully complete a curriculum from a high school other than public that is equivalent in content and rigor to the Recommended or Advanced High School Program.
- c. Satisfy ACT's College Readiness Benchmarks on the ACT assessment.
- d. Earn an SAT assessment score of at least a 1500 out of 2400, or the equivalent.

Applicants who meeting one of the above requirements (a-d) and who meet the class rank and test score requirements noted below are assured admission. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only. Writing portions of both tests are required but not used in determining assured admission. must present a composite score on the ACT or a combined verbal and math score on the SAT for the high school class rank shown in the following Ranking Chart:

High School Class Rank	Test Scores ACT or SAT	
Top 10%	No Minimum	
Next 40%	16	760
3rd Qtr	23	1030
4th Qtr	30	1270

Admission Review of Applicants

Applicants who do not meet the assured admission criteria will have their records reviewed to evaluate other factors that could predict success at Angelo State University. A committee will review applicants individually in a holistic manner. Additional information such as, but not limited to, high school course work, dual credit experience, and honors/advanced placement courses will be considered transcript for the purpose of identifying candidates for admission.

Achieving Collegiate Excellence (ACE) Admission

Applicants who do not qualify for regular admission and desire to enroll as full-time, degree-seeking students at ASU during the academic year may qualify for alternative admission through the ACE program.

Applicants must meet one of the standards in 1.a. through 1.d. listed above and not satisfy the minimum ACT or SAT score as listed in the Ranking Chart above. The Undergraduate Admissions Appeals Committee will review applications for consideration into the ACE Program. Students admitted may be subject to specific enrollment conditions established by the Undergraduate Admissions Appeals Committee and the Office of Predeclared Advising based on the applicant's individual circumstances. These conditions may include enrolling in prescribed developmental course work, participating in tutoring sessions and other academic support activities, and meeting other conditions designed to promote academic success.

Students admitted under this program must register for courses only at ASU while on alternative admission status and must complete 12 to 14 semester credit hours of prescribed course work at ASU during both the fall semester and spring semester. Students admitted to ACE must earn a GPA on all college level course work attempted at ASU during each semester which is at least equal to that required of regularly admitted students to maintain enrollment in the university as specified in the University Catalog. Transfer credits will not be considered in connection with the admission or subsequent status of an ACE student.

2. GENERAL EQUIVALENCY DIPLOMA (GED)

Individuals who are not high school graduates who have submitted evidence of a high school equivalency diploma from the Texas Education Agency (or equivalent agency in other states) may be eligible for admission to Angelo State University when they have submitted all required items noted in 1. above and must meet one of the following admission requirements:

- a. Satisfy ACT's College Readiness Benchmarks on the ACT assessment, or
- b. Earn an SAT assessment score of at least a 1500 out of 2400, or the equivalent.

Students admitted under this category are subject to requirements regarding satisfactory writing, reading, and mathematics skills as imposed on high school graduates based upon their subscores on the ACT or SAT exams, or scores received on the TSI assessment test.

3. DUAL CREDIT/CONCURRENT ENROLLMENT

High school students who have completed the sophomore or junior year of high school may be eligible for enrollment in certain courses at Angelo State University under the Dual Credit/Concurrent Enrollment Admission Program (*DC/CE*). Students approved for *DC/CE* must be enrolled concurrently in Angelo State University and high school. Enrollment will be limited to no more than seven semester credit hours, or two courses of prescribed work, ~~excluding a physical activity course~~, during a fall or spring semester or each summer term.

In order to be eligible for admission to Angelo State University under the *Dual Credit/Concurrent Enrollment Admission Program*, high school students must meet the requirements in one of the following categories:

- a. Distinguished Enrollment
 - (1) Current enrollment in high school courses necessary to complete the curriculum requirements for the Texas Scholars Program, Recommended High School Program, Distinguished Achievement or other College Preparatory Curriculum, and
 - (2) Meet TSI exemption requirements with a composite score of 23 or above (19 subscore in English and math) on the ACT or a combined verbal and math score of 1070 (minimum 500 verbal and 500 math subscores) or above on the SAT, or
- b. Regular Enrollment
 - (1) Current enrollment in high school courses necessary to complete the curriculum requirements for the Texas Scholars Program, Recommended High School Program, Distinguished Achievement or other College Preparatory Curriculum and present a composite score on the ACT or a combined critical reading and mathematics score on the SAT, for the high school class rank shown below:

High School Class Rank	Test Scores <u>ACT or SAT</u>	
Top 10%	No Minimum	
Next 40%	16	760
3rd Qtr.	23	1030
4th Qtr.	30	1270

- (2) A score of 17 or greater on the English section of the ACT or 430 or greater on the critical reading component of the SAT; and

- (3) A score of 18 or greater on the mathematics section of the ACT or 430 or greater on the mathematics component of the SAT.

A high school student will be eligible for admission to Angelo State University under the *Dual Credit/Concurrent Enrollment Admission Program* when the applicant has met all admission requirements and has on file in the Office of Admissions the following items:

- Dual Credit/Concurrent Enrollment Application for Admission
- Official transcripts of high school records
- Official scores on the ACT or the SAT (scores no more than five years old)
- Passing scores on a Texas Success Initiative (TSI) assessment test or proof of exemption
- Dual Credit/Concurrent Enrollment agreement form
- Current non-refundable application fee

Students granted enrollment to take academic courses under the *Dual Credit/Concurrent Enrollment Admission Program* will not be considered as having officially been admitted to, nor matriculated at, Angelo State University until they graduate from high school and enroll in the university as regular students.

4. TRANSFER FROM ANOTHER COLLEGE OR UNIVERSITY

Students transferring from an accredited college or university will be eligible for admission to Angelo State University when they have met all admission requirements and have on file in the Office of Admissions the following items:

- Application for Admission
 - Official transcripts of all college or university work*
 - Residency Questionnaire
 - Transfer Admission Agreement (if currently enrolled at another college or university)
 - Current non-refundable application fee
- a. Transfer students from an accredited college or university who are not on disciplinary probation or suspension may be admitted if their cumulative grade point average on all college level work attempted meets the following criteria and the other designated requirements:

Total College Level Semester Credit <u>Hours Attempted</u>	Minimum Cumulative Grade Point Average and <u>Other Requirements</u>
1-17	2.00 and meet admission criteria for regular admission for high school graduates as listed under No. 1
18 or more	2.00

* Students meeting all admission requirements who are currently enrolled in another college or university and are unable to provide current transcripts of all previous work may petition for tentative admission to the Office of Admissions. It is the responsibility of the students to provide the official transcript to the Office of Admissions or be subject to forced withdrawal.

Students who are on academic suspension at any institution attended are ineligible for admission to Angelo State University until the period and terms of the suspension have been satisfied and the above criteria have been met.

- b. Transfer students will be subject to the same special requirements regarding developmental course work in English/writing/reading and/or mathematics as required for high school graduates if their ACT or SAT scores, their performance on the Texas Success Initiative (TSI) assessment test or on proficiency tests administered by the university, or their performance in subsequent course work at Angelo State University indicates a deficiency in English and/or mathematics skills. ASU will not accept transfer credit for developmental courses.
- c. Graduates from an accredited Texas public two-year college with the associate degree will be admitted to Angelo State University once official transcripts have been received in the Office of Admissions. However, a maximum of sixty-six semester credit hours of college level academic course work may be applied towards a bachelor's degree at ASU.
- d. When calculating a transfer grade point average, grades of *A*, *B*, *C*, *D*, and *F* are computed as recorded. Grades of *WF* are averaged as *F*. When a course has been repeated, the last grade stands and is used for GPA calculations. Grades in non-transferable, developmental, and technical/vocational courses are disregarded.

5. READMISSION OF FORMER ASU STUDENTS

All former undergraduate Angelo State University students who did not attend one long semester (fall or spring) must re-apply for undergraduate admission in order to re-enter ASU. They must submit an application for undergraduate admission and the current non-refundable application fee.

Former ASU students who attend another college or university must submit an application for undergraduate admission, the current non-refundable undergraduate application fee, and official transcripts of all college or university course work since last enrollment at ASU. The cumulative grade point average of all official transcripts since last attendance at ASU must be a minimum 2.00.

Students who leave ASU on scholastic probation may be re-admitted on scholastic probation. If a student was suspended from ASU, he or she may return on probationary status after complying with the suspension requirements.

6. TRANSIENT ADMISSIONS

Transient admission is for the summer only. Applicants who have completed college work and are working toward a degree at another college or university are eligible to be considered for transient admission. Applicants who desire to register only for a summer session may be considered for enrollment without regard to the provisions of (a) above, but must not be on academic or disciplinary probation or suspension from another institution.

7. NON-DEGREE SEEKING STUDENT

A student who already has been awarded a Bachelor's degree and does not want to obtain another undergraduate degree may apply for admission as a non-degree seeking student. Non-degree seeking students are ineligible to receive financial aid.

8. OTHER PROVISIONS AND CONDITIONS OF ADMISSION

All other provisions and conditions of admission not covered by the above admission requirements, including but not limited to early admission for high school students, international student admissions, consideration of the content of the high school or college curriculum pursued by the applicant, and special admission on an individual basis, shall be established by the president of the university.

7.9. APPEALS

The policies and procedures for considering appeals shall be established by the vice president for student affairs and enrollment management, subject to the approval of the president of the university, and the university's decision in all such cases shall be final.

EXECUTIVE SUMMARY

Proposed revisions to the TTUHSC *Code of Professional and Academic Conduct* of the Student Handbook 2011-2012 are noted in the attached document.

Part I. Forward

F. Definitions 12, 16, 21c., 22c. Add "Anita Thigpin Perry and Gayle Greve Hunt School of Nursing handbook"

22.d. line 2, Remove "Student Conduct Administrator" and Replace with "Dean"

22.d.i. Remove "Associate" and Replace with "Assistant"

Part II. Code of Professional and Academic Conduct

Section A: General Policy

No changes

Section B: Disciplinary Jurisdiction

No changes

Section C: Violation of Law and TTUHSC Discipline

Remove "Note section"

Section D: Misconduct

1. Alcoholic Beverages

a. Remove "Use" and "or"

3. Firearms, Weapons, and Explosives

Remove "Firearms"

4.c. Remove "off"

5. Actions Against Members of the University Community

d.iii. Remove "substantially increased"

7. Hazing

Remove "the" and "person alone or acting with others"

a. Add "emotional" and "or the threat of such activity"

d. Remove "educational institution" and Replace with "university"

e. Remove line 1 "hazing" line 2 Remove "in engaging" and Replace with "directly or indirectly"

line 3 Remove "permits"

line 4 Remove "has" and Replace with "having"

line 5 Remove "knowingly"

8. False Alarms or Terrorist Threats

Remove "Intentional" and Replace with "Intentionally"

Remove "reckless" and Replace with "recklessly"

10.d. Add "without prior written permission"

12. Housing and Dining Services Regulations

Remove "publication" and Replace with "publications"

15. Failure to Present Student Identification

Remove "On request students must"

Section E: Other Professional and Ethical School Standards

2. Add "Anita Thigpin Perry" and "Gayle Greve Hunt School of Nursing"

Section F: Disciplinary Procedures

3. Filing a Complaint
 - a. Remove "member of the University community" and Replace with "faculty, staff, or student"
 - line 7: Remove "as soon as possible, but"
 - c. Remove entire sentence and Replace with "The Student Conduct Administrator may conduct an informal meeting to determine if the complaint may be disposed prior to a formal hearing. Any informal disposition must be in writing and agreed to by all of the parties. Such disposition shall be final and there shall be no subsequent proceedings. The Student Conduct Administrator will send a written notification of the resolution to all parties involved."
4. Student Conduct Board Hearings
 - d. Remove "seven (7)" and Replace with "ten (10)"
 - i. Remove "member of the University community" and Replace with "faculty, staff, or student"

Section G: Sanctions

1. Remove "The following sanctions" and Replace with "Sanctions which"
- Line 3: Add: "include but are not limited to the following:"

Section: H. Interpretation and Revision

No changes.

Part III. Withdrawal of Consent

No changes.

Part IV. Student Records

Section F. Student's Request to Amend Records

2. Add "HSC OP 77.13"
- C.1.c. Add "released"

Section G. Release of Student Directory Information

4. Remove "Date and Place of Birth" and re-number section

Part V. Registration of Student Organizations

No changes.

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

No changes.

Part VII. Solicitations, Advertisements and Printed Materials

No changes.

Part VIII. Student Travel Policy

- B. 2.b.iv. Remove "more than two" and Replace with "any"
- B.2.c. v. Remove "more than two" and Replace with "any"

Part IX. Miscellaneous Policies
Section A.

- 4. Adding and Dropping Courses
Remove "the Registrar's office" and Replace with "with your academic department"
- 10. Discrimination/Equal Opportunity
Add "to the Office of Student Services"
- 15. Graduation Procedures
 - iii. Remove "and" and Replace with "unless the student is granted an exception by the dean of their school;"
- 16. Health Services and Health Insurance Information
 - b. Remove "Effective 9/1/2007, TTUHSC students are required to pay the following fees: Physician Visit \$10; Physician Visit with Pap Test and/or STD culture \$25; Physician Visit with Colposcopy Procedure \$60; TB Testing (T-Spot) \$48"
 - c. Remove "Family Practice Center" and "immediately"
Add "Office of Student Services at (806) 743-2300"
- 21. Registration
 - c. Late Registration
Remove "Registrar's office and Replace with "Office of the Registrar"
- 26. Tuition and Fees Refund Policies
 - b. Add "To remain eligible for financial aid, a student must maintain satisfactory academic progress. This consists of two categories: (1) grade point average on hours attempted (qualitative) and (2) hours successfully completed (quantitative) based on hours enrolled. As a general rule, a student must successfully pass 75% of the hours they attempt (hours as of the census date). You can find more information here: <http://www.ttuhsc.edu/financialaid/faqs.aspx/#section27>"

Part X. Student Complaint or Grievance Policies and Procedures
Section E. Complaints regarding grades and grading

Line 7: Add "Grading Policy, Promotions Policy" and Remove "and Policies and Procedures"

Line 11: Add "Anita Thigpin Perry" and "Gayle Greve Hunt School of Nursing"

Section F. Complaints regarding other types of mistreatment

Line 11: Remove "and Dismissal and Appeals Policies and Procedure"

Part XI. Contact Information For Student Services Personnel

Remove "Office of the Bursar" and Replace with "Student Business Services"
Remove "(806) 743-1880" and Replace with "(806) 743-7867"



Student Handbook

CODE OF PROFESSIONAL AND ACADEMIC CONDUCT

2011-2012

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

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STATEMENT OF ACCREDITATION

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

PART I. FOREWORD

A. General Policy

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

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

- Train competent health professionals and scientists
 - Increase externally funded, peer-reviewed research, especially NIH-funded research, and research focused on aging, cancer, and rural health
 - Improve access to quality health care for the TTUHSC's target populations
 - Prepare health professions students for an increasingly diverse workforce and patient population
 - Provide leadership in the development of partnerships and collaborations to improve community health
 - Operate the TTUHSC as an efficient and effective institution
2. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its components function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual School's catalogs are intended to serve these purposes in the interest of all components of the Texas Tech University Health Sciences Center.
3. The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual Schools' catalogs and any other official University publications. Registered student organizations are required to follow all of these standards, rules and policies.
4. ***The Texas Tech University Health Sciences Center (TTUHSC or the University) reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC Schools of Medicine, Paul L. Foster School of Medicine, Allied Health Sciences, Pharmacy, Nursing or the Graduate School of Biomedical Sciences(See updates at www.ttuhscc.edu/studentservices)***

B. Tobacco-Free Environment

1. According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. Institutions with smokers suffer from lost productivity, conflict, and plant deterioration (HSC OP 10.19).
2. As a health care institution, TTUHSC is committed to the establishment and enforcement of a healthier tobacco-free environment. TTUHSC OP 10.19, Tobacco-Free Environment Policy, includes regulation and assessment.

C. Authority

1. The authority to enact and enforce regulations of the University is vested in the Texas Tech University System Board of Regents. The responsibility for enforcing regulations and imposing penalties is delegated to the Chancellor and/or the President of the University and any University officials the President designates.
2. All references to the Chancellor and/or President of the University, the Vice President for Academic Services or designee shall be interpreted to include persons designated to act on behalf of these officials.

D. Policy on Non-Discrimination

The University brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex or disability and that equal opportunity and access to facilities shall be available to all. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life and activities. For more information, visit www.ttuhsu.edu/HSC_OP_51.01, Equal Employment Opportunity Policy and Affirmative Action Plan.

E. University Name, Documents, and Records

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

F. Definitions

1. "Accused Student" means any student accused of violating the TTUHSC Code of Professional and Academic Conduct set forth in Part II of this Handbook. This term may also mean an accused registered student organization. If a registered student organization is alleged to have violated the Student Code, only one student from the organization may appear or act on behalf of the student organization (such as appearing before a Student Conduct Board or Student Conduct Administrator) for purposes of the Student Code.
2. "Business day" means a day in which the University normally carries on business or business operations, but excludes weekends and official University holidays.
3. "Complainant" means a member of the University community who submits a Complaint alleging that a student violated the Student Code. When a student believes that he or she has been a victim of another student's misconduct, the student who believes that he or she has been a victim will have the same rights under the Student Code as are provided to the Complainant, even if the victim is not acting as a Complainant.
4. "Complaint of Misconduct" or "Complaint" means a formal, written charge against a student(s) or student organization(s) alleging violation(s) of the Student Code(s). The form for a Complaint of Misconduct is attached to this Handbook as Attachment A. An anonymous report or a report by a person who is not a member of the University community shall not constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official.
5. Conduct Board reference F. Definitions, pg. 9, item # 22.
6. "Disciplinary good standing" is defined as relating to a student not currently on disciplinary probation; or, a student, whose disciplinary suspension, expulsion or conditions and/or restrictions imposed, if any, have been totally fulfilled in a timely manner.
7. "Faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by University to be a member of its faculty.
8. "Flag" means the indicator placed on a student's official record which may prevent registration and/or the issuance of a transcript until the student meets the requirements of the University office placing the indicator, as described herein and in the Schools' catalogs.
9. "May" is used in the permissive sense.

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

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

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

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

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

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

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

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

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

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

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

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

- a. For the Graduate School of Biomedical Sciences, the Assistant Dean.
- b. For the School of Medicine, the Associate Dean for Academic Affairs.
- c. For the Anita Thigpin Perry School of Nursing and the Gayle Greve Hunt School of Nursing, the Sr. Director, Office of the Dean, Administration and Student Affairs.
- d. For the School of Allied Health Sciences, the Assistant Dean for Admissions and Student Affairs.
- e. For the School of Pharmacy, academic violations - the Assistant Dean for Student Services; professional violations – Associate Dean for Professional Affairs.
- f. For the Paul L. Foster School of Medicine, the Associate Dean for Student Affairs.

22. "Student Conduct Board" or "Board" means any person or persons authorized by the Dean of each School to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. All persons serving on the Student Conduct Board must acknowledge an ability to be able to serve objectively and shall decline to serve if there is a conflict of

interest or an appearance of a conflict of interest with either the Accused Student or the Complainant. When a person declines to serve because of a conflict of interest, or appearance thereof, the Dean shall appoint another person with the same or similar faculty/student status as the person declining to serve. For each School, appointments are made as follows.

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

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

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

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

c. For the Anita Thiggin Perry School of Nursing and the Gayle Greve Hunt School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) tenured faculty member, who will serve as Chair;
 - ii. Two (2) faculty members not directly involved with the Complainant or the Accused Student; and,
 - iii. Two (2) students not directly involved with the Complaint or the Accused Student.
- d. For the School of Allied Health Sciences, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

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

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

- iv. Two (2) students not directly involved with the case
- e. For the School of Pharmacy, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:
 - i. Three faculty members of the Student Affairs Committee;
 - ii. President of the Pharmacy School Student Government; and,
 - iii. Vice President of the Pharmacy School Student Government.
 - iv. The Board will elect a Chair from its membership, and that Chair will vote only in the case of a tie.
- f. For the Paul L. Foster School of Medicine, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:
 - i. Two (2) faculty members chosen by the Chair of the School Hearing Committee or designee;
 - ii. One (1) faculty member chosen by the Chair of the Student Affairs Committee or designee; and,
 - iii. Two (2) medical students, who will be chosen by the Chair of the Student Affairs Committee from a list of second, third, and fourth year students.
 - iv. The Board will elect one (1) of the faculty members as its Chair.

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

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

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

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

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

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

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

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

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

A. General Policy

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

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

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

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

B. Disciplinary Jurisdiction

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

2. All students are expected to subscribe to an honor system which is implicit in accepting admission to the University. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual

enrollment. The Student Code shall apply to persons who withdraw after alleged violation of the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

C. Violation of Law and TTUHSC Discipline

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

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

D. Misconduct

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

1. Alcoholic Beverages

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

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

2. Narcotics or Drugs

- a. Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia, except as expressly permitted by law; or,
- b. Being under the influence of narcotics or drugs, except as permitted by law.

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

3. Firearms, Weapons, and Explosives

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

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

4. Theft, Damage, or Unauthorized Use

- a. Attempted or actual theft of property of the University, students, of members of the University community or off-campus visitors;
- b. Possession of property known to be stolen or belonging to another person without the owner's permission;
- c. Attempted or actual damage to property of the University, University students, members of the University community or off-campus visitors; or,
- d. Attempted or actual unauthorized use of a credit card, debit card, automated teller machine card, telephone card and/or personal check; alteration, forgery or misrepresentation of any form of identification.

5. Actions Against Members of the University Community

- a. Physical harm or threat of harm to any person;
- b. Intentional or reckless conduct which endangers the health or safety of any person, campus visitors, or volunteers;
- c. Behavior that disrupts the normal operation of the University, including its students, faculty, and staff or volunteers;
- d. Sexual conduct that involves:
 - i. Deliberate touching of another's sexual parts without consent;
 - ii. Deliberate sexual invasion of another without consent; or,
 - iii. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury;
- e. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile or demeaning environment for an individual's:
 - i. Academic pursuits;
 - ii. University employment;
 - iii. Participation in activities sponsored by the University or organizations or groups related to the University; or,
 - iv. Opportunities to benefit from other aspects of University life;
- f. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization; or,
- g. Actions involving free expression activities are covered in Parts VII and VIII of this Handbook.

6. Gambling, Wagering, or Bookmaking

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

7. Hazing

Hazing means any intentional, knowing or reckless act directed against a student, occurring on or off ~~the campus, by one person alone or acting with others~~ or more individuals acting alone or collectively, that endangers the mental or physical health or safety of a student for the purpose of pledging or associating, being initiated into,

affiliating with, holding office in, seeking and/or maintaining membership in any organization whose members are, or include, students. Consent or acquiescence by a student or students subjected to hazing is not a defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical or emotional brutality, or the threat of such activity, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student;
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk or harm, or which adversely affects the mental, physical health or safety of a student;
- d. Any activity that intimidates or threatens a student with ostracism that subjects a student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of a student, or that discourages a student from entering or remaining registered at this ~~educational institution~~ university, or that may reasonably be expected to cause a student to leave the organization or the ~~institution~~ university rather than submit to acts described above;
- e. Any activity in which a person engages in, ~~hazing~~; solicits, encourages, directs, aids or attempts to aid another in ~~engaging, directly or indirectly, in~~ hazing; intentionally, knowingly or recklessly ~~permits~~ permits hazing to occur; ~~has~~ having firsthand knowledge of the planning of a specific hazing incident which has occurred; and, ~~knowingly~~ fails to report the incident in writing to the specific School's student affairs office;
- f. Any activity in which hazing is either condoned or encouraged or actions of any officer or combination of members, pledges, associates or alumni of the organization in committing or assisting in the commission of hazing; or,
- g. Any act that is unlawful as designated by local, state, or federal government.

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

8. False Alarms or Terrorist Threats

~~Intentional~~ Intentionally or reckless ~~recklessly~~ sounding of a false fire alarm; making a false emergency call or terrorist threat; issuing a bomb threat; constructing mock explosive devices; improperly possessing, tampering with or destroying fire equipment,

Automatic External Defibrillators (AED) or emergency signs on University premises.

9. Financial Irresponsibility

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

10. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of University facilities;
- b. Unauthorized possession or duplication, processing, production, or manufacture of any key or unlocking device or access code for use in any University facility;
- c. Unauthorized use of the University name, logotype, registered marks or symbols of the University; or,
- d. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University without prior written permission.

11. Traffic and Parking

- a. Violation of University Traffic and Parking regulations; or,
- b. Obstruction of the free flow of vehicle, pedestrian or other traffic on University premises.

12. Housing and Dining Services Regulations

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

13. Student Recreation and Aquatic Center Regulations

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

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

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

15. Failure to Present Student Identification

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

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

- a. Unauthorized use of computing and/or networking resources;
- b. Use of computing and/or networking resources for unauthorized or non-academic purposes;
- c. Unauthorized accessing or copying of programs, records or data belonging to the University or another user or copyrighted software, without permission;
- d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to University computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources;
- e. Attempted or actual use of the University's computing and/or networking resources for personal or financial gain;
- f. Attempted or actual transport of copies of University's programs, records or data to another person or computer without written authorization;
- g. Attempted or actual destruction or modification of programs, records or data belonging to the University or another user or destruction of the integrity of computer-based information;
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the University's computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer); or,
- i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

17. Providing False Information or Misuse of Records

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

18. Skateboard, Roller Blades, or Similar Devices

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

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

19. Academic Misconduct

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Abuse of the Discipline System

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

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

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

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

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

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

- g. Harm, threat of harm, or intimidation either verbally, physically or written of a member of a disciplinary body prior to, during and/or after disciplinary proceeding;
- h. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under this Student Code;
- i. Influencing or attempting to influence another person to commit an abuse of the discipline system; or,
- j. Retaliation against any person or group who files a Complaint of Misconduct in accordance with the Student Code or files a grievance under the applicable School grievance policy.

E. Other Professional and Ethical School Standards

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

1. School of Medicine

- a. All students entering the TTUHSC School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Student Code. Adherence to the Medical Student Honor Code and the Student Code is considered a requirement for admission to the School of Medicine.
- b. TTUHSC School of Medicine students, as well as medical professionals in general, are expected, not only by patients, but also by society as a whole, to possess certain attributes, which include, but are not limited to:
 - i. Altruism, whereby they subordinate their own interests to take care of their patients;
 - ii. High ethical and moral standards;
 - iii. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others;
 - iv. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession; and,
 - v. Maintaining confidentiality concerning the patient and the patient's records.

c. Medical Student Honor Code

"In my capacity as a Texas Tech University Health Sciences Center School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards

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

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

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

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

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

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

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

3. School of Pharmacy

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

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

pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.

iv. A Pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.

v. A Pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.

vi. A Pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgment and skill, that cause a deterioration of the quality of professional services, or that require consent to unethical conduct. A Pharmacist should strive to provide information to patients regarding professional services truthfully, accurately and fully and should avoid misleading patients regarding the nature, cost or value of those professional services.

vii. A Pharmacist should associate with organizations having as their object the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.

viii. Acts of plagiarism or any other acts of academic dishonesty (as defined in Part II.D above) by students on any assignment, quiz or examination shall result in a course grade of zero (0) and may also result in the additional sanctions identified in Part II.G below.

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

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

http://student.ttuhschool.edu/pharmSG/files/Professionalism_code.pdf

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

<http://www.ttuhschool.edu/studentsservices>.

xi. Course Failures Resulting from Sanctions Secondary to Academic or

Professional Misconduct

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

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

4. School of Allied Health Sciences

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

5. Paul L. Foster School of Medicine

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

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

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

c. *Medical Student Honor Code*

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

violations of this Code by others and will report such violations to the appropriate authorities.”

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

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

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

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

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

3. Filing A Complaint

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

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

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

c. ~~The Student Conduct Administrator may conduct an informal meeting to determine if the Complaint can be disposed of administratively by mutual, written consent of the parties involved on a basis acceptable to the Student Conduct Administrator and the applicable Dean. The Student Conduct Administrator may conduct an informal meeting to determine if the complaint may be disposed prior to a formal hearing. Any informal disposition must be in writing and agreed to by all of the parties. Such disposition shall be final and there shall be no subsequent proceedings. The Student Conduct Administrator will send a written notification of the resolution to all parties involved.~~

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

i. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a Student Conduct Board Hearing shall be conducted in accordance with Part II.F.4 but shall be limited to recommending the appropriate sanction(s) Part II.G.

ii. If the Accused Student denies violating University rules, the allegations shall be referred by the Student Conduct Administrator for a Hearing before the Student Conduct Board under Part II.F.4 below.

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

4. Student Conduct Board Hearings

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

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

- i. Date, time and place for the hearing,
- ii. Name of the members of the Student Conduct Board,
- iii. Summary statement of the charge(s), and
- iv. Request in writing that at least five (5) business days prior to the Student Conduct Board Hearing, the Accused Student and the Complainant submit the information outlined herein below.

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

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

d. *Evidence Submission.* At least seven ~~(7)~~ ten (10) business days prior to the date scheduled for the Student Conduct Board Hearing, the Complainant and the Accused Student must submit to the Chair of the Student Conduct Board the following information, if applicable. Requests for extensions to file information with the Student Conduct Board shall be submitted to the Chair.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Whether a procedural deviation occurred that substantially affected the outcome of the case;
- b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

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

G. Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H. Interpretation and Revision

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

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

PART III. WITHDRAWAL OF CONSENT

A. Recommendation to Withdraw Consent During Periods of Disruption

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

- a. Threat(s) of destruction to University premises;
- b. Physical or emotional injury to human life on University premises; or,
- c. Threat(s) of willful disruption of the orderly operation of the University.

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

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

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

B. Concurrence by Dean

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

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

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

- b. Name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;
 - c. Brief statement of the activity or activities resulting in the Withdrawal of Consent; and,
 - d. Notification that the student is entitled to a hearing on the withdrawal not later than three (3) days from the date of receipt by the Dean of a request for hearing from the person.
3. Whenever consent is withdrawn by the Dean, the Dean shall submit a written report to the President within twenty-four (24) hours, unless the Dean has reinstated consent for the student. The report shall contain all of the following:
- a. Description of the student, including, if available, the student's name, address, and phone number; and,
 - b. Statement of the facts giving rise to the Withdrawal of Consent.

C. Confirmation by President

1. If the President or his/her designee upon reviewing the written report described above finds that there was reasonable cause to believe that the student has willfully disrupted the orderly operation of the University or university premises, and that his presence on University premises will constitute a substantial and material threat to the orderly operation of the campus or facility, he/she may enter written confirmation upon the report of the action taken by the Dean. Texas Education Code § 51.236 (b).
2. If the President or his/her designee does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed not to have been made for probable cause.

D. Hearing

1. The student from whom consent to remain on campus has been withdrawn may submit a written request for a hearing to the President, within the fourteen (14) day period of withdrawal. The written request must state the address to which notice of hearing is to be sent.
2. The student shall be entitled to the following procedures in accordance with the Texas Education Code, Sections 51.234 and 51.243.
 - a. *Hearing Notice.* Upon receipt of the request for hearing, the President shall grant the request and immediately mail a written notice of the time, place, and

date of the hearing, along with pertinent records, exhibits and written statements to the student. A hearing will be conducted not later than three (3) days from the date that the President receives the request for hearing. The Hearing Committee will be appointed by the President and will be comprised of members from the respective schools other than the accused.

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

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

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

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

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

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

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

h. *Appeal to the Board of Regents.* If the student is not satisfied with the decision by the President, the student may appeal to the Texas Tech Board of Regents by sending a written appeal to the Chairman of the Board of Regents, with a copy to the President, within three (3) days from the date of the President's decision. If the student does not appeal the President's decision, the President's decision is final. If the student appeals to the Texas Tech Board of Regents, the decision by the Board is final.

PART IV. STUDENT RECORDS

A. General Policy

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

B. Address of Record

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

C. Student Access to Educational Records

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

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

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

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

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

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

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

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

D. Records Not Accessible to Students

The following are records not accessible to students:

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

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

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

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

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

E. Disclosure of Education Records

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

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

F. Student's Request to Amend Records

Students have the right to request an amendment of their educational records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal and grievance procedures are set

forth in the individual Student Handbooks for each School and the TTUHSC Student Handbook/Code of Professional and Academic Conduct. The request is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed to amend the records.

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

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

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

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

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

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

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

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

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

G. Release of Student Directory Information

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

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

5. Classification

6 Major Field of Study

7. Dates of Attendance

8. Degrees, Awards, and Honors Received

9. Specific Enrollment Status

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

b. Undergraduate, Graduate

10. Participation in Officially Recognized Sports and Activities

11. Previous Institution's Attended

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

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

H. Destruction of Records

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

I. Letters of Recommendation

1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
2. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

J. Medical Records

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

PART V. REGISTRATION OF STUDENT ORGANIZATIONS

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the Office of HSC Student Services. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.
2. This application shall contain, but not be limited to, the following information:
 - a. A statement of the organization's purposes;
 - b. Any present or intended relation the organization may have to any other local, state, or national organization;
 - c. The organization's proposed activities;
 - d. A list of the organization's officers;
 - e. A copy of the organization's constitution/bylaws;
 - f. A copy of the constitution/bylaws of any related organization if any; and,
 - g. The signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.

3. Membership in the organization shall be open only to students of Texas Tech University Health Sciences Center without regard to race, religion, sex, handicap or national origin, except in cases of designated fraternal organizations which are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds allocated to the organization from TTUHSC controlled sources must be maintained in a TTUHSC account.
6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization and be lawful and peaceful in its activities.
7. The organization shall not use the name of the Texas Tech University Health Sciences Center, logotype, or symbols of TTUHSC as part of its name or in its publications. In addition, the organization shall not advertise or promote events or activities in a manner, which suggests sponsorship by TTUHSC. The organization is permitted to use the word "TTUHSC Chapter" as part of its name or to use the complete statement "a registered student organization at TTUHSC." Requests to use logos or symbols protected by TTUHSC, Texas Tech University or the Texas Tech University System shall be submitted to Office of the Vice Chancellor for Institutional Advancement.
8. Registration of an organization results from compliance with these regulations; it does not imply TTUHSC approval of the organization or its activities.

B. Faculty or Staff Advisor

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

C. Conditions for Maintaining Registration

1. In order to maintain its registration, a student organization shall comply with the following requirements:
 - a. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current

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

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

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

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

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

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

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

D. Denial of Registration

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

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

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

1. Space and Facilities

- a. The space and facilities of the University are intended primarily for the support of the instructional program of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire University community.
- b. TTUHSC buildings, grounds, or property may not be used by individuals or organizations not connected with TTUHSC.
- c. Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC property, but to be eligible for use of campus facilities, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in, planning, coordination, and implementation directly by members of the sponsoring organizations. Sponsors are directly responsible for ensuring that activities and events comply with TTUHSC requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.
- d. Permission to use campus space facilities may be granted only by the offices designated by TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person.
- e. TTUHSC reserves the right to move the location of any assembly should it appear that the activity might interfere with the normal operations of TTUHSC or interfere with the rights of others. The use of buildings, grounds or TTUHSC property must conform to these regulations and to local, state and federal law.
- f. Although TTUHSC is generally an open campus for purposes of student, faculty and staff free expression activities, students, faculty and staff are encouraged, and person and groups not affiliated with TTUHSC are required, to use the Forum Areas of the campus for free expressions activities. Forum Areas for each campus are set forth in TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*.
- g. With the exception of free expression activities mentioned above, reservations must be made for the use of TTUHSC premises and must be in accordance with TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. The term "TTUHSC premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by TTUHSC (including adjacent streets and sidewalks).

PART VII. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

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

PART VIII. STUDENT TRAVEL POLICY

A. TTUHSC OP 77.08, Student Travel Policy

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

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

- a. personally-owned vehicles;
- b. rental cars, vans, chartered buses;
- c. commercial airlines; and
- d. use of TTUHSC-owned vehicle.

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

B. Travel Using University-Owned Vehicles

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

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

- a. The requesting department or unit must place students who drive on behalf of the University on the approved driver's list.
- b. Qualifications for drivers of all University or rental vehicles are as follows:
 - i. Must possess a valid (Texas or other U.S. state) driver's license, be at least 18 years of age and have held a valid license for at least two years;
 - ii. Must have available documentation of current personal insurance;
 - iii. Must sign a disclosure statement;
 - iv. Must not have ~~more than two~~ any moving violations within the last 18 months;
 - v. Are required to report any driving violations to their immediate supervisor as soon as possible. This includes violations that occur while driving a vehicle not owned by the University; and
 - vi. Must not have had any violations for drunk driving, driving under the influence of drugs or reckless driving. Must not have had a reinstated license in effect for less than one year after a revocation.
- c. Additional qualifications for drivers of vans equipped for 15 passengers are:
 - i. Must be at least 21 years of age;
 - ii. Must comply with Motor Vehicle check on an annual basis;
 - iii. Must successfully complete a driver training course;
 - iv. Must attend retraining annually; and
 - v. Must not have ~~more than one~~ any moving violation in the last 18 months.

3. Operator Conduct.

- a. Operators of University vehicles must take a 15-minute break every 3 hours and may drive no more than 10 hours in a 24-hour period. When the vehicle driven is a van with passengers, a second person must remain awake at all times and ride in the front passenger seat.
- b. Those who operate a University vehicle represent the University to the general public. The image conveyed does affect the University; therefore:
 - i. DO NOT use University vehicles for personal transportation or business;
 - ii. DO NOT allow alcoholic beverages or narcotics to be transported or consumed in any University vehicle;
 - iii. DO NOT pick up hitchhikers or transport family members;
 - iv. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
 - v. DO observe all traffic rules and regulations;
 - vi. DO drive carefully, safely, and courteously;
 - vii. DO require driver and all passengers to use seat belts and other appropriate occupant restraints at all times the vehicle is being operated;

- viii. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints; and,
- ix. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle.

c. When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the operator shall provide a complete statement of the circumstances and a copy of the police report to the department head for appropriate administrative action. Citations for all parking and traffic violations will be the personal responsibility of the operator.

d. Use common sense when driving. For road trips of 100 miles or more, share the driving, if possible, and take frequent breaks.

4. Accidents. The following procedures should be followed whenever a University vehicle is involved in an accident, regardless of the extent of damage.

- a. Stop immediately and notify local police so that an official report can document the accident;
- b. Take necessary steps to prevent another accident;
- c. Use the motor pool card with instructions on the front and numbers to call on the back;
- d. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives;
- e. Get names and addresses of all witnesses;
- f. Provide all required information to the police officer;
- g. Notify the department head or supervisor (if you are unable to contact or reach someone, contact the Texas Tech Police Department); and,
- h. Refer to TTUHSC OP 76.34, *Accidents Involving University Vehicles*, for the completion of required vehicle accident documentation.

C. Travel Using Personal Vehicles

1. Transportation Generally. The University recognizes that students occasionally use personal vehicles while engaged in University-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their personal vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. No University coverage for personal injuries is available to students if they drive their personal vehicles on university-related activities as defined hereinabove.

2. **Reimbursement for Costs.** Mileage costs related to any significant use of personal vehicles to conduct University-related business unrelated to required academic experiences, e.g. clinical rotations, clerkships, etc. will not be reimbursed.
3. **Use of Personal Vehicles Not Required.** No individual shall be required to use a personal vehicle to perform University-related activities with the exception of clinical affiliation sites.
4. **Policy Concerning Use of Personal Vehicles by Students.**
 - a. Use of personal vehicles by students to drive to University-related activities is discouraged.
 - b. If students use their personal vehicles, and/or transport other students as passengers, their personal insurance will be primarily responsible for any liability that may arise from such use.
 - c. No University coverage for personal injuries is available to students if they drive their personal vehicles on University-related activities as defined here in above.

D. Policy Concerning Student Releases and Medical Authorization

Each student who travels by any form of transportation to participate in a University-related activity, including but not limited to academically-related field trips, courses, competitions, or contests, or non-academic activities, must, prior to such activities, execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment.

E. Guidelines Concerning Safe Travel Practices

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC, Texas Tech University or Texas Tech University System will assume no responsibility, financial or otherwise.
3. Faculty and staff sponsors and organization officers are urged to take all possible pre-cautions to ensure the safety and well-being of all persons participating in off-campus activities.

4. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances: they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

5. Please refer to the Texas Tech University (TTU) Study Abroad Department for information regarding travel abroad.

PART IX. MISCELLANEOUS POLICIES

A. Policies and procedures for certain items, including, but not limited to, academic advisement, academic review, appeals, attendance in academic courses, auditing courses, clinical attire, grades, promotions/dismissal, grievance procedures and student employment may be referenced in the various Schools' student handbooks and/or catalogs.

1. Absences

Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

2. Academic Requirements

Academic requirements vary with each TTUHSC School and particular degree program in which the student is enrolled. Students should consult with their respective School's academic/program advisor and/or School's catalog for specific details.

3. Admissions and Applicants

The educational policies of the TTUHSC are founded upon the regulations of the Board of Regents of the Texas Tech University System. TTUHSC is an upper-level, graduate, and professional study institution. The application and admissions policies for TTUHSC are outlined in the individual Schools' catalogs.

Most programs at TTUHSC have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

4. Adding and Dropping Courses

Consult the Registrar's office with your academic department for deadline dates for adding and/or dropping courses. Students should make an appointment with his/her

advisor to complete appropriate documentation. Students dropping a course to the point of zero hours of enrollment are considered to be withdrawing from the School's program. Please refer to the individual Schools' catalogs and/or handbooks for more specific details relating to your program.

5. Affiliation

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

6. Attendance

The faculty member responsible for the course determines attendance requirements for each course. A student who fails to attend any class for any reason is responsible for the material presented in class, assignments, examinations, announcements, etc. to the same extent as though the student had attended the class. Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

7. Bacterial Meningitis

a. *General.* Meningococcal disease is a potentially life-threatening infection caused by the bacterium *Neisseria meningitidis*. Bacterial meningitis is an inflammation of the membranes that surround the brain and spinal cord. This disease affects approximately 3000 Americans each year, including 100-125 people on college campuses, leading to 5-15 deaths per year among college students.

b. *Risks and Exposures.* The organism is spread from person-to-person through the exchange of respiratory and throat secretions such as coughing and kissing. Sharing cigarettes, water bottles, eating utensils and food, may increase your exposure. Resident Hall-style living may also play a role as crowded environments facilitate the spread of the infection.

c. *Symptoms and Diagnosis.* Early diagnosis is important. Your healthcare provider may use a combination of clinical symptoms and laboratory tests to diagnose the disease. Seek medical attention immediately if one or more of these symptoms appear:

- i. High fever
- ii. Severe Headaches
- iii. Vomiting
- iv. Light sensitivity
- v. Stiff neck
- vi. Nausea

- vii. Lethargy
- viii. Seizures
- ix. Confusion and sleepiness
- x. Rash or purple patches on skin

d. *Possible Treatment and Consequences If NOT Treated.* Antibiotic treatment may be effective if exposure and disease is detected early. Possible consequences of the disease, include, but are not limited to:

- i. Permanent brain damage
- ii. Kidney failure
- iii. Learning disability
- iv. Gangrene
- v. Coma
- vi. Convulsions
- vii. Hearing loss
- viii. Blindness
- ix. Limb damage that may require amputation
- x. Death

e. *Prevention.* Vaccinations may be effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the United States. Vaccinations typically take 7-10 days to become effective, with protection lasting 3-5 years. The vaccination is generally safe--most common side effects may include redness and minor pain at the injection site for up to two days.

f. *Information.* If you have more questions contact:

- i. Your healthcare provider
- ii. Your local or regional Texas Department of Health
- iii. TTUHSC Family Practice Clinic at 806-743-2757
- iv. Visit these web sites for more information -
www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

8. Credit by Exam

Specific credit by examination policies may be found in each of the Schools' catalogs and/or student handbooks; however, the School of Nursing does not offer Credit by Exam. Pass or fail grades earned on examinations for these courses will not be considered in determining grade-point averages. TTUHSC Schools may elect not to accept credit by examination, where it is determined that such academic achievement may hinder the success on national licensure exams/certifications.

9. Disabilities (Students)

TTUHSC OP 10.15 complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability may contact the ADA Compliance Officer for Students in the Office of Student Services. Any student seeking accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. Students seeking accommodations must complete an application for disability services and provide supporting documentation. For more information, visit www.ttuhsu.edu/HSC_OP10.15.pdf.

10. Discrimination/Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by TTUHSC on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, veteran status or disability. Grievances related to discrimination on the basis of race, religion, national origin or age should be pursued through regular administrative channels. Academic problems are to be handled in the academic administrative structure culminating in review by the individual School's Dean. The individual Schools as noted in their Schools' catalogs should direct non-academic student matters to the Office of Student Services. For more information, visit www.ttuhsu.edu/HSC_OP_51.01, Equal Employment Opportunity Policy and Affirmative Action Plan.

11. Employment Grievance

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the TTUHSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

12. Exams

Please refer to the individual School's catalogs for more specific exam details relating to your program. Any student seeking exam accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. Appropriate and reasonable accommodations, if any, will be determined by the ADA Compliance Office for Students in the Office of Student Services.

13. Financial Policies

Students must meet all financial responsibilities due the University. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of outstanding loans, and failure to meet any other financial obligations to the University, are considered a lack of financial responsibility. Financial irresponsibility can subject the student to action by TTUHSC, including, but not limited to, denial of registration, withholding of grades and transcripts and possible adjudication under the Code of Professional and Academic Conduct. In addition, failure to meet financial obligations to the University will result in:

- a. Cancellations of the student's registration if tuition and registration fees are not paid by the 20th class day (15th class day in summer), or if a returned check given in payment of tuition and fees is not redeemed by that time;
- b. Loss of University check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check;
- c. A flag placed on a student's academic records preventing future registration (before registering or requesting a transcript, students may check on the presence of flags on their records by contacting the Office of the Registrar); and/or,
- d. Reporting of financial problems to a credit agency or a collection agent.

14. Grades/Grading

- a. The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance.
- b. The processing of formal appeal procedures is the responsibility of the School which administers the course. A copy of the grade appeal procedures may be found in the individual Schools' catalogs and/or handbooks. A student must file a formal written appeal within 5 days of the beginning of the next long semester in accordance with the individual Schools' policy regarding student grade appeals. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved.
- c. Cheating and other forms of academic misconduct are addressed in the Code of Professional and Academic Conduct.

15. Graduation Procedures

- a. Degree requirements are published in the individual School's catalogs.
- b. Prior to graduation, all candidates for TTUHSC degrees are required to:
 - i. Complete all graduation requirements set forth by the applicable School;
 - ii. Complete and return to the Office of Student Services the University's *Intent to Graduate* form in the semester before anticipated graduation (the student's "diploma name" as requested in the *Intent to Graduate* form is printed on her/his diploma, and information provided by the student is used in commencement programs);
 - iii. Be registered in the semester the certificate or degree is to be conferred; and, unless the student is granted an exception by the dean of their school;
 - iv. Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance, which must be repaid after graduation.
- c. Information on invitations, academic regalia and class rings is available through the Office of Student Services website.
- d. Individual photos of each graduate receiving her/his diploma or certificate will be taken at graduation ceremonies. Students will be mailed proofs from which they may order copies from the photography company.

16. Health Services and Health Insurance Information

- a. The Texas Tech Physicians Family & Community Medicine clinic provides health services to TTUHSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. To receive health services, you must present a Student I.D. card at the time of the appointment. If you also have private insurance in addition to Student Health Services, you will need to submit your receipt for the co-pay to your insurance company for reimbursement.

*The Student Health Fee covers only those services provided by the Family & Community Medicine clinic and specific laboratory and radiology service performed at cooperating locations. **All other charges incurred are your responsibility.***

b. Clinic Procedures

Please call to make an appointment. If you need to be seen for a sudden illness, please call that day as early as possible. If you need to be seen after clinic hours, call your campus's clinic phone number and ask to leave a message for the on-call physician. When you check in, please inform the receptionist that you are a TTUHSC student. If you come to the clinic without an appointment, it may be

necessary for you to wait for a physician. Immunizations, paper work, and routine procedures are not ordinarily considered urgent care, and may not be taken care of on the same day as requested. If you have a health emergency that requires you to be seen at a hospital emergency room, go to the hospital listed for your campus under "Clinic Locations." *Visits to an emergency room that generate a charge from either TTUHSC or the hospital are your responsibility. Effective 9/1/2007, TTUHSC students are required to pay the following fees:*

Physician Visit ————— \$10
Physician Visit with Pap Test and/or STD culture ————— \$25
Physician Visit with Colposcopy Procedure ————— \$60
TB Testing (T Spot) ————— \$48

c. If the student receives a bill from the Health Sciences Center for services covered by the medical service fees, please contact the ~~Family Practice Center~~ Office of Student Services immediately at (806) 743-2300.

d. Students are expected to have hospitalization insurance coverage for each semester enrolled. Students should be prepared to provide proof of coverage at the time of registration.

e. TTUHSC will make available information on student health insurance providers for all registered students in the University. Students may investigate other insurance plans. Insurance information can be found on the Office of Student Services, www.ttuhscc.edu/student-services.

17. Notification of Student Death

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

18. Program of Assistance for Students

Personal counseling services are available to all TTUHSC students through the Program of Assistance for Students (PAS). Through the PAS, licensed counselors are available to assist students with all types of problems, including stress associated with academic, legal, or financial concerns; depression, anxiety, and/or other emotional problems; family and relationship issues; alcohol and drug abuse; and other mental health and wellness issues. For more information or to request assistance, please call 1-806- 743-1327 or 1-800-327-0328. In after-hours situations, these PAS phone numbers serve as a 24-hour crisis line. In the event of an emergency, the answering service will connect the student with the counselor who is on call. Through PAS, TTUHSC students and their dependents are eligible to receive five free counseling sessions per year. Additional information about PAS services is published in a brochure that is available from student affairs personnel on all campuses and is also posted on the Office of Student Services website at the following address:
http://www.ttuhscc.edu/student-services/documents/PAS_Document.pdf.

19. Student Emergency Contact Information

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

20. Student Publications

- a. The Daily Toreador student newspaper and La Ventana yearbook are free of arbitrary and capricious censorship and advance-copy approval, when operated and published within the canons of responsible journalism as established by the University Committee on Student Publications.
- b. All aspects of TTU\TTUHSC Student Publications shall be the responsibility of the President of the appropriate component institution and therefore under his/her direction.

21. Registration

- a. Registration is coordinated by the Office of the Registrar in cooperation with the School in which the student enrolls. Tuition and fees are payable in full at the time of registration unless other arrangements have been completed. Registration for new students is completed as a step in the orientation process, or with the assistance of the Schools' Student Affairs or Coordinators office.
- b. To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at the University. Any student deemed ineligible due to academic, administrative or disciplinary sanction will be barred from registration.
- c. *Late Registration.* Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge. Consult the Registrar's office Office of the Registrar for deadline dates for registration

22. Religious Holy Days

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class and (2) the Director of Student Affairs of his/her School. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a

reasonable time and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or after the absence.

b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the above-stated time.

c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.

d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

23. State Residency Classification

Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to ask for an official determination by the Office of the Registrar. An applicant whose classification as a resident of the State of Texas is not clearly established should request a Residency Questionnaire from the Office of the Registrar

24. Sexual Harassment Policy

Student concerns about sexual harassment which include faculty, staff, or students should be directed to the individual School's Dean, in accordance with TTUHSC OP 70.14, Sexual Harassment.

25. Tuition and Fees Installment Payment Options

a. Texas Education Code, Section 54.007, provides that state-supported institutions of higher education shall provide students with the election to pay tuition and fees during the fall, spring, or long summer semesters in installments. TTUHSC offers the following payment alternatives:

- i. Full payment of tuition and fees in advance of the beginning of the semester; or
- ii. One-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and eleventh class weeks, respectively.

b. TTUHSC shall develop procedures which will provide that students may elect to pay tuition and fees using the payment alternative.

c. TTUHSC is authorized to establish payment due dates in advance of the beginning of a semester and prior to the sixth and eleventh class weeks respectively so that required payments have been received and student records have been appropriately updated on the dates required by law.

d. If a student elects to pay tuition and fees using the payment alternative, he or she shall be assessed an installment option fee in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect all costs incurred in operating and handling payments under the installment alternative. The rates of the fee shall be approved by the Board of Regents.

e. If a student who has elected to pay tuition by installment fails to pay in full all amounts of tuition, other registration fees, installment option fee, late payment fees, and other authorized fees by the end of the business day of the last day of the semester, then he or she will be dropped from School for failure to pay.

f. TTUHSC shall develop procedures so that students are notified of the requirements, provisions, and penalties of the installment payment options.

g. Annual Approval of Student Fees: The Board of Regents shall approve the assessment and collection of fees from Texas Tech University Health Sciences Center (TTUHSC) and Texas Tech University (TTU) students. The amounts to be collected are presented in a Global Fee Document to the Board of Regents for annually for approval.

26. Tuition and Fees Refund Policies

Withdrawal / Refund Policies

Refund Policies (Institutional and Title IV Withdrawal / Refund Policies)

Detailed information about the impact of decreasing course load on:

- ✓ Institutional Refund Policy - All students who withdraw from TTUHSC or drop all courses during a term
- ✓ Additional considerations for students who received financial aid and withdraw from TTUHSC or drop all courses during a term

Institutional Refund Policy

Refund Policies for Tuition and Fees. Texas Education Code, Section 54.006, provides the amount of tuition and fees to be refunded to students who drop courses or withdraw from the institution. Class day count is based on the official institution calendar for the school, not the specific course dates.

Students who drop a course, but remain enrolled at the institution will be refunded at the following rate:

Term	Class Day	Percent of Refund of Charges

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

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

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

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

It's important for students who receive financial aid and withdraw or drop all courses during the term to be aware of the refund policies and to understand the impact they will have on the aid released and the continued financial aid eligibility. Current refund policies for students who withdraw or drop all courses during a term are determined by the Higher Education Title IV refund regulations.

Federal Refund and Repayment calculations must be performed for students who receive Title IV (Pell, FSEOG, Perkins and/or Stafford Loans) funds and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence prior to the 60% date of the term. All "unearned aid" must be returned to the federal aid programs as determined by the Federal Refund and Repayment calculations.

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

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

In order to keep all the financial aid issued in each term, students must be enrollment for at least 60% of the term. After this point in the term students have earned 100% of the Title IV funds released for the term. Therefore, it is in your best interest to maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds

How the calculation works:

- 1) Number of days attended ÷ Days in semester = % of semester completed
- 2) Total \$ disbursed X % completed = Earned \$
- 3) Total \$ disbursed - Earned \$ = \$ to be returned

Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid at TTUHSC or any other institution, until this debt is cleared.

To remain eligible for financial aid, a student must maintain satisfactory academic progress. This consists of two categories: (1) grade point average on hours attempted (qualitative) and (2) hours successfully completed (quantitative) based on hours enrolled. As a general rule, a student must successfully pass 75% of the hours they attempt (hours as of the census date). You can find more information here: <http://www.ttuhsc.edu/financialaid/faqs.aspx/#section27>

PART X. STUDENT COMPLAINT OR GRIEVANCE POLICIES AND PROCEDURES

The following narrative summarizes TTUHSC's student complaint or grievance policies and procedures. Links to specific policies and procedures are provided on the Office of Student Services website: <http://www.ttuhsc.edu/student-services/default.aspx>.

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel toward students. Policies and procedures exist for the following areas of student complaints:

- Complaints regarding the general or academic misconduct of another student

- Complaints regarding discrimination
- Complaints regarding student records
- Complaints regarding employment at TTUHSC
- Complaints regarding grades or grading
- Complaints regarding other types of mistreatment
- Other institutional-level student complaint procedures

The Office of the Ombudsman for Students, which is located on the Texas Tech University campus in Lubbock, serves as a neutral, objective third party to provide students in the Texas Tech University System including TTUHSC with informal assistance in resolving student-related problems, conflicts, and disputes. The Student Ombudsman is available by phone to assist all TTUHSC students in identifying appropriate complaint-resolution procedures and resources.

A. Complaints regarding the general or academic misconduct of another student

Policies and procedures governing complaints regarding the general or academic misconduct of students are defined in the Code of Professional and Academic Conduct (Student Code), which is published as Part II of this handbook. Students, faculty, and staff are all encouraged to report violations of the Student Code in accordance with the Disciplinary Procedures outlined in the Student Code.

B. Complaints regarding discrimination

This handbook identifies several policies intended to ensure the fair and equitable treatment of all members of the university community. The processes for filing complaints are detailed in the TTUHSC Operating Policies and Procedures. The following list identifies key institutional policies governing complaints regarding discrimination:

- HSC OP 10.15, Americans with Disabilities Act
- HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
- HSC OP 70.14, Sexual Harassment and Attachment A, Complaint of Sexual Harassment form

C. Complaints regarding student records

HSC OP 77.13, Student Education Records, provides detailed information about filing complaints relating to student records.

D. Complaints regarding employment at TTUHSC

Information about employment grievances for students who are employed at TTUHSC is provided in HSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. This policy covers complaints concerning issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job promotions, job assignments, or similar matters involving management decisions concerning the employee.

E. Complaints regarding grades or grading

The processing of formal grade appeal procedures is the responsibility of the school which administers the course. Relevant school policies are listed below:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Grading Policy, and Promotions Policy ~~Policies and Procedures~~, and policies and procedures for Challenging Student Records or Grades
- Paul L. Foster School of Medicine at El Paso: Student Faculty Dispute Resolution Policy
- Anita Thigpin Perry School of Nursing, Gayle Greve Hunt School of Nursing: Academic Grade Challenges/Appeals
- School of Pharmacy: Grade Grievance Resolution
- Graduate School of Biomedical Sciences: Grade Appeals Policy

F. Complaints regarding other types of mistreatment

Students who feel that they have been mistreated in a manner that is not directly addressed by any of the specific policies identified above are encouraged to refer to the policies and procedures governing student complaints, grievances, and appeals within their school. Relevant school policies include the following:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals) and Academic Misconduct Policy (addresses academic complaints against a student)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Student-Student Dispute Resolution Policy, Sexual Harassment Policy, ~~and Dismissal and Appeals Policies and Procedure~~
- Paul L. Foster School of Medicine at El Paso: Student Faculty Dispute Resolution Policy
- School of Nursing: Academic Grade Challenges/Appeals and Complaint or Grievance Resolution (Non-Grade Related)
- School of Pharmacy: NonGrade Grievance Resolution

- Graduate School of Biomedical Sciences: Appeals Policy for Students and Grade Appeals Policy

Students should process their complaints or appeals through the appropriate channels. Procedures are delineated in the policies identified above. Students are encouraged to bring their concerns to the designated student affairs officer of their school. The student affairs officer in each school is as follows:

- School of Allied Health Sciences: Assistant Dean for Admissions and Student Affairs
- School of Medicine-Lubbock: Assistant Dean for Student Affairs
- Paul L. Foster School of Medicine in El Paso: Associate Dean for Student Affairs
- School of Nursing: Senior Director, Administration and Student Affairs
- School of Pharmacy: Assistant Dean for Student Services
- Graduate School of Biomedical Sciences: Assistant Dean

The deans of the schools have final authority in resolving disputes related to academic issues, such as grading and promotion, and in non-academic issues involving the school's faculty and staff.

Every effort should be made to resolve complaints against faculty and other school personnel at the school level. If the complaint is about personnel or services at the institutional level, the student is advised to contact the TTUHSC Office of Student Services in accordance with the following institutional-level student complaint procedures. These procedures are also published on the Office of Student Services website.

G. Other Institutional-Level Student Complaint Procedures

The procedures defined below apply to student complaints that fall outside the scope of other institutional and school-based policies and procedures governing specific types of student complaints (Student Complaint or Grievance Policies and Procedures), including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer this institutional policy and will insure that due process is afforded to all concerned.

1. Early Resolution

- a. Prior to contacting the TTUHSC Office of Student Services, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or does not feel comfortable talking to the administrator or staff member involved, the student may contact the Director of Student Services. The student shall address the

issue and initiate action under this policy within 30 days of the event giving rise to the complaint.

b. The Director of Student Services may counsel the student to discuss the issue with the involved administrator or staff member. If the student does not feel comfortable talking to the person involved, the Director of Student Services will investigate the complaint, attempt to reconcile differences, and propose a solution. The Director of Student Services will provide a written statement of his or her recommendation to all parties within ten working days following the initial receipt of the student's report of the complaint. All involved parties will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level. The Director of Student Services will attempt to facilitate a resolution before proceeding with a hearing, as described below.

(If the complaint is against the Director of Student Services, the student should meet with the Vice President for Academic Services, who will follow the procedures outlined here.)

2. Filing a Hearing Request

a. If the student is not satisfied with the recommendation of the Director of Student Services, he/she may file a request for a hearing by submitting a written complaint to the Director of Student Services (Attachment F). The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Director of Student Services' recommended resolution.

b. If the student files a request for a hearing, a Student Hearing Committee as defined below must convene within 15 working days.

3. Hearing Procedure

Upon receipt of a written request for a hearing, the Director of Student Services will appoint a Hearing Committee according to the following procedure:

a. Each party will propose in writing a list of four TTUHSC faculty, staff, and/or students to serve on the Hearing Committee. The Director of Student Services will contact one person from each list in order of the submitting party's preference to determine the person's willingness to serve. Through this process, one person will be selected from each list. The two people selected will then select a third member (a TTUHSC faculty or staff member) and these individuals will comprise the Hearing Committee. This group will select a chair from among themselves.

b. The Director of Student Services will provide technical assistance and support to this committee.

c. As soon as the hearing is scheduled, the chair of the Hearing Committee will send a written notice to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the complaint. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.

d. At least three days prior to the hearing, all parties will provide to the chair of the Hearing Committee and the Director of Student Services a list of the names of any witnesses or counsel who will attend the hearing. If the student will be represented by counsel, the University will be represented by the Office of General Counsel. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

e. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the complaint rests with the student.

f. The Hearing Committee chair shall keep a recording of the hearing, which shall include date, time, and location of the hearing, names of those present, and any evidence introduced (e.g., records, written testimony, duplicated materials).

4. Committee Decision

a. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare a written recommendation. Copies of the Hearing Committee chair's report shall be forwarded to the involved parties within five working days.

b. The student may request a reconsideration of the case in instances where he or she is dissatisfied with the decision of the Student Hearing Committee. The appeal must be made, in writing, within five working days, to the Vice President for Academic Services.

c. The Vice President for Academic Services will review the complaint resolution and render a decision within five working days. The decision of the Vice President for Academic Services is final.

d. If the Vice President for Academic Services is serving as a mediator in the case, then the President or his designee will review the complaint resolution and render a decision within five working days. The decision of the President is final.

PART XI. CONTACT INFORMATION FOR STUDENT SERVICES PERSONNEL

Office of the Bursar <u>Student Business Services</u> (806) 743-1880	(806) 743-7867
Office of Student Services	(806) 743-2300
Office of Student Financial Aid	(806) 743-3025
Office of the Registrar	(806) 743-2300
Graduate School of Biomedical Sciences	(806) 743-2556
School of Allied Health Sciences Admissions and Student Affairs	(806) 743-3220
School of Medicine Student Affairs	(806) 743-3005
School of Nursing Student Affairs	(806) 743-3082
School of Pharmacy Student Services	(806) 354-5463
Paul L. Foster School of Medicine Student Affairs	(915) 783-5130

ATTACHMENTS

- Attachment A: Complaint of Misconduct
- Attachment B: Sample Letter from Student Conduct Administrator
- Attachment C: Guidelines for Student Conduct Board Hearing
- Attachment D: Sample Hearing Notice
- Attachment E: Sample Findings and Recommendations
- Attachment F: Institutional-Level Student Complaint Form

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)
Code of Professional and Academic Conduct**

Complaint of Misconduct

This form serves as an official charge against a TTUHSC student or student organization for alleged violations of the Code of Professional and Academic Conduct (referred to as the "Student Code") in the TTUHSC Student Handbook. This form is to be submitted to the Student Conduct Administrator for the applicable TTUHSC School. A separate Complaint of Misconduct must be completed for each student or student organization accused of violations of the Student Code.

Please complete the following:

Name of Accused Student/Registered Student Organization: _____

School, Department and Program of Accused Student (if known): _____

List the course name, number, and section (if applicable) in which the alleged misconduct occurred. _____

Please provide a clear and concise explanation of the circumstances of the alleged misconduct. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents, e.g., copy of assignment, source of plagiarism, etc.

Date of discovery of alleged violation (please report within 20 business days of discovery): _____

Date of alleged violation (if different from above): _____

Please cite the Student Code(s) and the provision(s) of such code(s) that the Accused Student allegedly violated. _____

What remedy are you seeking for your complaint (e.g., reduction of grade for particular work and/or class, warning, probation, suspension, dismissal, restitution, etc.)? _____

I certify that all information provided herein is accurate and complete.

Printed Name

Complainant Date

Complainant's Signature Contact Information

(Address/Email/Phone Number)

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhsc.edu/student-services/doc/student_handbook.pdf.

The following notice is provided in accordance with Texas Government Code § 559.003(a) of the Texas Government Code: (1) with few exceptions, you are entitled on your request to be informed about the information TTUHSC collects about you; (2) under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and (3) under Section 559.004 of the Texas Government Code, you are entitled to have TTUHSC correct information that is incorrect in accordance with TTUHSC policies and procedures.

Form Approved by _____ *[Insert proper authority]*

[Insert date]

Sample Letter from Student Conduct Administrator

Date

Name of Accused Student
Address
Anywhere, Texas XXXXX

PRIVILEGED & CONFIDENTIAL
CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED &
REGULAR MAIL

[In the alternative, "HAND DELIVERY"]

Re: Complaint of Misconduct

Dear Accused Student:

The Texas Tech University Health Sciences Center (TTUHSC) School of _____ has initiated an investigation based upon allegations that you have violated the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, as more fully described below. This investigation was initiated based on the Complaint of Misconduct, which is attached hereto.

On or about *[Provide date; detailed circumstances & conduct; time(s); location(s); individual(s) involved]*.

Under Part II.F of the Student Code, you are required to meet with me within five (5) business days from the date of this letter. It is your responsibility to call my office to schedule an appointment at your earliest convenience. If you fail to meet with me within this time period, you will be in violation of the Student Code and disciplinary action may be taken against you on that basis.

A copy of the Student Code, which is annually published in the TTUHSC Student Handbook, is attached and is available at _____ *[Insert website]* for your review. Until the Student Conduct Board has selected a Chair, I will be your contact for all matters concerning these proceedings. All information concerning this matter is regarded as confidential to the extent allowed by law.

I look forward to meeting with you about this matter.

Sincerely,

Student Conduct Administrator School of _____

xc: Complainant
Department Chair
Enclosures:

GUIDELINES FOR STUDENT CONDUCT BOARD HEARING

The following should be used as guidelines for conducting Student Conduct Board Hearings under the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook. These are not mandatory procedures. The Chair may develop other procedures that fit the particular situation, as long as the procedures do not contradict the provisions of the Code of Professional and Academic Conduct.

A. INTRODUCTION BY CHAIR

The Chair should do the following.

1. Begin recording.
2. Introduce himself/herself and identify his/her role (i.e., to oversee the Student Conduct Board Hearing).
3. Notify parties present that the Hearing is being recording and that the recording is the property of TTUHSC.
4. Ask Board members, the Accused Student (and advisor, present), and the Complainant (and advisor, if present) to identify themselves.
5. If the Complainant or the Accused Student has an advisor, read the following statement:
 - a. The role of the advisor during this Student Conduct Board Hearing is limited. It reflects that this process is not a courtroom proceeding but is part of TTUHSC's program designed to provide a good learning environment for all members of our academic community.
 - b. An advisor may not question witnesses or make statements before the Student Conduct Board. The only appropriate role for the advisor is to provide advice to the student who has requested his/her presence in a manner which does not disturb the proceedings of the Student Conduct Board.
 - c. If an advisor fails to act in accordance with the procedures of the Student Conduct Board, he/she may be barred from these proceedings by the Chair.
6. Remind all persons participating in the Hearing that falsification, distortion, or misrepresentation before the Student Conduct Board is a violation of the Student Code and that any person who abuses the Student Code System in this way may face disciplinary charges for the violation.
7. Advise that witnesses, other than the Accused Student and the Complainant, are present in the Student Conduct Board Hearing only while offering their information. All witnesses, other than the Accused Student and the Complainant, shall be instructed to leave the Student Conduct Board Hearing room and wait outside. Witnesses may be asked to affirm that they are presenting the truth before information is provided.
8. Address whether the Accused Student or the Complainant challenged any member of the Student Conduct Board for reasons of bias at least 3 days prior to the hearing in accordance

with Section F.2.d and whether any new member(s) has been appointed to replace the challenged member.

9. State the allegations that have been brought against the Accused Student and the provisions of the Student Code which have been violated.
10. Explain that the Board will receive information, interview the parties and any witnesses for the parties or the Board, and review documents. At the conclusion of the hearing, the Board will confer privately and issue Findings and Recommendations to the Dean.
11. Advise that the proceedings are not intended to follow courtroom or judicial procedures and are part of an educational process by which the University applies its values to establishing the best possible learning environment for its students. Rules of procedure and evidence applicable to trials will not apply in this hearing. Hearsay evidence may be admitted with consideration given to the source, its credibility, and the nature of the evidence.
12. Remind the parties that professional decorum will be maintained at all times by the participants. Any person may be requested to leave at the discretion of the Chair.

B. COMPLAINANT'S AND ACCUSED STUDENT'S OPENING REMARKS

The Chair should do the following:

1. Chair may allow questions before proceeding with introductory remarks.
2. Ask whether the Accused Student admits or denies the allegations.
3. Both Complainant and Accused Student shall have an opportunity to present opening remarks, not to exceed 5 minutes each. Further time may be allowed in the Chair's discretion. (Opening remarks are not required, and there shall not be a negative assumption should Accused Student and/or Complainant elect not to do so.) If either party has prepared a written Impact or Position Statement or wishes to make an oral statement, he/she may do so within the prescribed time frame.
4. Complainant makes opening remarks.
5. Accused Student makes opening remarks.

C. COMPLAINANT'S CASE PRESENTATION

The Chair should do the following:

1. Inform the Complainant of his/her responsibility to provide information regarding the allegations. Provide the Complainant an opportunity to present his/her case. The complainant may be questioned by the Student Conduct Board. The Accused Student will then be given the opportunity to question the Complainant. The Chair will then ascertain whether members of the Student Conduct Board and the Accused Student have any final questions for the Complainant.

The Complainant may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant, and the Student Conduct Board will have

opportunity to question the witness. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

D. ACCUSED STUDENT'S WITNESSES

The Chair should do the following:

1. Provide the Accused Student an opportunity to present his/her case regarding the allegations. Inform the Accused Student of his/her responsibility to provide information regarding the allegations. He or she may be questioned by the Student Conduct Board. The Complainant will then be given the opportunity question the Accused Student. The Chair will then ascertain whether members of the Student Conduct Board and the Complainant have any final questions for the Accused Student.

The Accused Student may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant and the Student Conduct Board will have an opportunity to question the witness. Questioning by the Accused Student and the Complainant may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

E. STUDENT CONDUCT BOARD'S WITNESSES (IF ANY)

1. If the Student Conduct Board requires further witnesses, it may call them at this time. The witnesses initially will be questioned by the Student Conduct Board. The Complainant and the Accused Student will then be given the opportunity to question the witnesses. Questioning by the Complainant and the Accused Student may be limited ~~in~~ at the sole discretion of the Chair of the Student Conduct Board for such things, as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.
2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board and the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

4. If the Board intends to visit a location where the alleged violation occurred, the Accused Student and Complainant shall accompany the Board to the location and be allowed to participate in discussion by the Board. All discussions regarding the matter made the subject of the Hearing will be "on hold" while traveling to and from a location. Members of the Board should not independently visit the location to investigate the allegations, without the Accused Student and Complainant present.

F. CONCLUDING REMARKS

The Chair should do the following:

1. Provide the Complainant an opportunity for concluding remarks.
2. Provide the Accused Student an opportunity for concluding remarks.
3. Concluding remarks are not required and there shall not be a negative assumption should the Accused Student and/or Complainant elect not to do so.

G. DELIBERATIONS

The Chair should do the following:

1. Inform the parties that the written Findings and Recommendations of the Student Conduct Board ("Findings") will be forwarded to the Dean, the Complainant, and the Accused Student.
2. Refer the parties to the Code of Professional and Academic Conduct in the TTUHSC Student Handbook if they have further questions regarding this proceeding or the appeal process. Questions should not be directed to any member of the Student Conduct Board.
3. Caution members of the Student Conduct Board not to discuss this matter with anyone in order to respect the privacy of all persons involved.
4. Excuse the Complainant, Accused Student, and their advisors (*if any*) from the Student Conduct Board Hearing room so that the members of the Student Conduct Board may determine if the Accused Student is responsible for any of the violations of the Student Code with which he/she has been charged.
5. Cease all recording of the proceeding.
6. After the parties have left the Hearing site, deliberate regarding appropriate sanctions, if any.

H. FINDINGS AND RECOMMENDATIONS

The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations. If the Findings and Recommendations are not unanimous, minority opinion(s) may be written by those who differ with the majority's Findings and Recommendations. The Chair will forward the written Findings and Recommendations, including minority opinion(s), to the Dean with copies to the Accused Student, the Complainant, and the Department Chair.

ATTACHMENT D

Sample Hearing Notice

Date

PRIVILEGED & CONFIDENTIAL

Name of Accused Student
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

Name of Complainant
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

TTUHSC School of _____
Notice for Student Conduct Board Hearing

A Student Conduct Board Hearing will begin on _____ *[Insert date]* at _____ *[Insert time]* in room _____. The purpose of this Hearing is to review the Complaint of Misconduct filed against you. The Complaint alleges that on or about *[provide date, time(s) and location(s); summarize circumstances & conduct]*.

In this connection, it is alleged that _____ *[Insert name of Accused Student]* violated *[Identify section of Student Code and quote section]* of the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, a copy of which was made available to you by the Student Conduct Administrator.

If the Hearing is not concluded by _____, the session may be adjourned and continued until a later date to be determined by the members of the Student Conduct Board.

The following individuals will serve on the Student Conduct Board and will make a finding on whether a violation has occurred and recommend appropriate sanctions, if any:

- *[List members of the Board.]*

You may challenge the impartiality of any member of the Student Conduct Board up to three (3) days prior to the Hearing by providing in writing to the _____ *[Insert name]* Student Conduct Administrator, _____, those reasons for the challenge.

At least (7) business days prior to the Student Conduct Board Hearing, you must submit the following information to me:

- All pertinent records, exhibits and written statements (including Impact or Position Statements);
- A list of all witnesses, if any, who will be speaking on your behalf, including a brief summary of the testimony to be given by each; and,

- The name of your advisor, if any, who may be present only in an advisory capacity at the Hearing. The advisor must be a member of the TTUHSC community and may not be an attorney, unless you are also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances.

After receiving the above information from each party, I will exchange the information with the respective parties prior to the Hearing. At the Student Conduct Board Hearing, you will be provided an opportunity to make opening remarks, call witnesses, question witnesses, be present when testimony/evidence is being presented, respond to questions of the committee and make closing remarks after all evidence is presented.

At the conclusion of the Student Conduct Board Hearing, I will notify you in writing regarding the Findings and Recommendations of the Student Conduct Board.

Please be advised that if you do not appear before the Student Conduct Board at the above-referenced date and time, the information in support of the Complaint shall be presented and considered even if you are not present.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Dean
Department Chair
Student Conduct Administrator

Sample Findings and Recommendations

Date _____

PRIVILEGED & CONFIDENTIAL

Dean of the School _____

Name of Accused Student _____
Address _____
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

Name of Complainant _____
Address _____
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

TTUHSC School of _____
Findings and Recommendations

The Student Conduct Board met on _____ [Insert date] at _____ [Insert time] in room _____ to review the Complaint of Misconduct filed against _____ [Insert name of student]. The Complaint alleges that on or about [Provide date, time(s) and location(s); summarize circumstances & conduct]. It is further alleged that _____ [Insert name of Accused Student] violated [Identify section of Student Code and quote section] of the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook.

[Identify names and titles of the Student Conduct Board members present at the meeting and whether or not they were challenged by any of the parties. Identify all other individuals present at the meeting.]

[Identify whether the hearing was recorded.. If so, indicate that the recording was delivered to the Office of the Dean.]

[Identify whether the parties submitted written evidence prior to the hearing and on what date. Attach written evidence.]

[Identify whether Accused Student admitted or denied the allegations.]

[Identify any witnesses and provide a brief summary substance of their testimony.]

[Provide a brief summary of the evidence that supported and/or refuted the Complaint.]

[Identify findings of the Committee and the vote numbers.]

[Identify recommended sanctions, if any.]

[Identify whether there are any dissenting opinions and attach the opinions.]

Please direct any further questions that you may have to the Student Conduct Administrator.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Chair of the Student Promotions and Professional Conduct Board
Student Conduct Administrator
Department Chair

Enclosures: Written evidence presented by the parties

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)

Institutional-Level Student Complaint Form

Use this form for filing an official complaint that fall outside the scope of other institutional and school-based policies, including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer the institutional policy and will insure that due process is afforded to all concerned. *This form is to be submitted to the Director of Student Services.*

Please complete the following:

Name of Accused: _____

School, Department (if known): _____

List the course name, number, and section (if applicable) in which the alleged misconduct occurred. _____

Please provide a clear and concise explanation of the circumstances of the alleged incident. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents.

Date of alleged violation: _____

I certify that all information provided herein is accurate and complete.

Printed Name

Complainant Date

Complainant's Signature

(Email/Phone Number)

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhscc.edu/student-services/doc/student_handbook.pdf.

FACULTY COUNCIL BYLAWS
BYLAWS of the FACULTY COUNCIL of the
SCHOOL OF MEDICINE
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

PREAMBLE
BACKGROUND, MISSION, AND RESPONSIBILITIES

The Faculty Council of the School of Medicine shall consist of all persons holding faculty full-time appointments other than visiting or resident physician appointment as defined in the "The Rules and Regulations of the Board of Regents of the Texas Tech University System. All members shall have equal rights and privileges.

The School of Medicine was created by the Legislature of the State of Texas in 1969 (H.B. 498) to be a "...medical school of the first class..." It provided that, "...when in the best interests of medical education... affiliations should be developed in Lubbock and its environs... to provide clinical, postgraduate (including internship and residency) and/or other levels of medical educational work for the new school." Students were first enrolled in 1972 and the Faculty Council was officially constituted in 1975.

The School of Medicine's mission encompasses undergraduate, graduate, continuing medical education, and graduate studies; has appropriate emphases on primary and highly specialized patient care; and is enriched by the conduct of relevant biomedical investigation and scholarly pursuits. The mission statement is, "To provide excellence in patient care, create a model teaching environment and strive to meet the primary and specialty care needs of the community, as we encourage scholarship and research among our faculty and students."

Within the limits of the policies and regulations of the Board of Regents of TTUHSC, the Faculty Council, its Executive Committee, and its individual members shall have certain responsibilities, striving to achieve and maintain excellence in all aspects of medical education, research, and service in all components of the School of Medicine. They shall review and make recommendations on such matters as admissions, curricula, standards of instruction, student conduct, student promotions, graduation, or any other matters which may affect the pursuit of academic excellence.

To this end, they shall:

- A. Be available for consultation by the Dean on general administrative affairs of the School of Medicine and on matters pertaining to the future development of the school.
- B. Serve on school committees and accept other responsibilities as deemed necessary and appropriate.
- C. Exercise their responsibility to establish by example and maintain by appropriate means, high standards of ethical, moral, and personal conduct by the student body.
- D. Involve student representation on committees when appropriate.

BYLAWS

ARTICLE I. NAME AND PURPOSE

The name of this organization is the Faculty Council of the School of Medicine of the Texas Tech University Health Sciences Center (TTUHSC). The purpose of the Faculty Council is to have input through the Executive Committee into all matters which pertain to the faculty of the School of Medicine.

ARTICLE II. ORGANIZATION

Section 1: Membership of the Faculty Council

A. All full-time faculty members of the School of Medicine in Lubbock and its associated Regional Academic Health Centers are members of the Faculty Council.

B. Those committees of the Faculty Council whose charge is student-related will continue to have representation from the El Paso campus until such time as there are no longer any third- and fourth-year students on the El Paso campus who completed years one and two on the Lubbock campus.

Section 2: Leadership

A. There shall be a Faculty Council Executive Committee, which shall be elected by and be representative of the Faculty Council in proportion to the respective numbers of Faculty Council members at each of the Regional Academic Health Centers. The respective number of representatives per campus shall be adjusted if necessary at the time of annual Executive Committee elections.

1. The Executive Committee shall administer affairs of the Faculty Council and shall report regularly to the Faculty Council which has veto authority over the actions of the Executive Committee.

2. The Executive Committee shall elect a Chairperson and a Chairperson-Elect from its membership. The Chairperson shall serve a one-year term and shall be succeeded by the Chairperson-Elect. In the event that the Chairperson, during his/her year in office becomes unable or ineligible or declines to continue to serve, the chairperson-Elect shall assume the office of the Chairperson. In the event that the Chairperson-Elect office becomes vacant, the Executive Committee shall elect a new Chairperson-Elect from its membership.

3. Each Regional Campus shall elect a Regional Executive Committee consisting of at least five members. This committee will serve as a sub-committee of the Executive Committee and will deal with matters pertaining to that campus. The Chairperson of each Regional Executive Committee shall serve as a member of the Faculty Council Executive Committee.

4. The Executive Committee has the prerogative also to appoint its

own *ad hoc* committees to assist it in the conduct of its affairs. These committees shall be appointed as need arises and the charge and term of function shall be determined by the Executive Committee.

Section 3: Conduct of Business:

In the discharge of its responsibilities, the business of the Faculty Council is conducted through elected and appointed committees as defined in these bylaws and with the approval of the Faculty Council. The functions of these committees shall lie within the purview of the Faculty Council and the committees will be responsible to the Faculty Council and, through it, to the Dean. The Faculty Council shall create new committees as needed or shall dissolve existing committees whose tasks have been completed. This privilege in no way limits or amends the power of the Faculty Council Executive Committee to create its own *ad hoc* committees. Additionally, the Executive Committee may appoint members of certain committees of the School of Medicine (SOM) and Health Sciences Center (HSC) as defined in these bylaws as well as make recommendations to the Dean relative to the members of committees he appoints.

ARTICLE III. **MEETINGS OF THE FACULTY COUNCIL**

Section 1. The Chairperson of the Faculty Council Executive Committee, the Chairperson-Elect of the Faculty Council Executive Committee or the Chairperson's designee shall serve as the Presiding Officer for all meetings of the Faculty Council. No decision, recommendation, or advice shall come from the Faculty council except when one of the three above is presiding.

Section 2. The Faculty in Lubbock and of each Regional Academic Health Center shall hold regular local meetings not less frequently than quarterly during the academic year. Meetings of the entire Faculty Council may be called by the Dean or the Chairperson of the Executive committee.

Section 3. The dates and time of the regular meetings shall be determined by the presiding officer. Notice of any meeting and its agenda shall be mailed in advance to the appropriate membership or posted online. Special meetings may be called by the Dean or the Chairperson of the Executive Committee.

Section 4. A quorum for meetings of the Faculty Council shall consist of the voting members of the Faculty Council who are present at the time of the meetings. Meetings must be announced in advance, and a majority of those voting members present may request a referendum on any matter put to a vote. The vote may be taken at an official called meeting or online.

Section 5. Except as stated otherwise in these Bylaws, the conduct of the meetings shall follow Robert's Rules of Order as revised in the latest edition. The Chairperson of the Faculty Executive Committee shall serve as the parliamentarian for the Executive Committee and the Faculty Council meetings.

Section 6. Minutes will be recorded at each meeting of the Faculty Council, the Faculty Executive Committees and all subcommittees unless they are in Executive Session. The Chairperson of each of these entities will designate as to the means of recording the minutes.

ARTICLE IV. COMMITTEES

Section 1. Committee Structure

A. There are six types of committees with faculty membership. This includes a) those elected by the Faculty Council, b) those appointed by the Executive Committee, c) those appointed by the Dean, d) those that are hybrids with some members appointed by the Dean and others either appointed by the Executive Committee (Grievance) or elected by the Faculty Council (Educational Policy) and e) those HSC committees whose members from the SOM are elected by the Faculty Council or appointed by the Executive Committee.

B. Governance policies applying to all committees unless otherwise stated in the description of the committee include:

1. Faculty committees are created by and exist as the province of the Faculty, with composition and responsibilities being developed by the Faculty. As such, any proposed changes to the composition of or overall charge to or responsibilities of any of the Faculty committees must be submitted to the Executive Committee for consideration and approval before any such changes can become effective. The Executive Committee may decide that approval is also required by the Faculty Council and the Dean, and, if so, will obtain such approval prior to the changes being implemented.

2. The members of these committees shall be elected or appointed annually for three-year staggered terms, unless otherwise stated, with the election taking place in May and the elected members taking office September 1.

3. In the case of each committee where an odd number of members are specified, the majority (with regard to basic or clinical science affiliation) shall alternate from year to year.

4. All members of the Faculty Council shall be eligible for election or appointment to committees pursuant to requirements as stated in the bylaws. However, those members appointed to part-time administrative positions by the Dean of the School of Medicine should not serve on committees where a conflict of interest might potentially exist. Those appointed in the middle of an academic year may complete that year with a replacement elected or appointed to fill an unexpired term either at the end of that year or when the member resigns. *Ex officio* members may be appointed to serve with voice but without vote on these committees.

5. At the initial meeting of each elected committee, terms of office of one, two, or three years shall be determined by lot. Thereafter, each of the newly elected members shall serve for a three-year term unless otherwise specified.

6. Each Committee shall elect its own Chairperson and Chairperson-Elect from its membership. The Chair shall serve a one-year term and succeeded by the Chairperson-Elect. In the event that the Chairperson, during his/her year in office, becomes unable, ineligible or declines to continue to serve, The Chair-person-Elect shall assume the office of Chairperson, and the committee shall elect a new Chairperson-Elect.

In the event that the office of the Chairperson-Elect becomes vacant, that committee shall elect a new Chairperson-Elect from that Committee.

7. All vacancies which occur during the year on any of the committees shall be filled by action of the Executive Committee by notifying the next runner-up for elective committees or appointing a new member for appointed committees.

8. Any committee member who misses three (3) or more meetings of a committee during the year, without adequate cause, shall be replaced by action of the Executive Committee.

9. Specific charges for each committee will be developed by the respective committees in consultation with the Executive Committee and the Dean as needed.

10. All committees shall report to the Executive Committee and the Executive Committee to the Faculty Council as requested or on a periodic basis set by the Executive Committee.

Section 2 Elective Committees in the School of Medicine:

A. The following committees shall be standing committees of the Faculty Council and shall be elected from a slate prepared by the Nominating Committee: 1) Faculty Council Executive Committee, 2) Faculty Research Committee, 3) Library Committee (School of Medicine members thereof), 4) Student Promotions and Professional Conduct Committee, 5) Student Affairs Committee, and 6) Hearing Committee.

B. The composition and overall charge for each of these committees shall be as follows:

1. The Faculty Council Executive Committee shall comprise eleven members in proportion to the respective numbers of Faculty Council members at each of the Regional Academic Health Centers. The respective number of representatives per campus shall be adjusted if necessary at the time of annual Executive Committee elections. Each campus shall have at least one representative. This committee shall administer the affairs of the Faculty Council and shall report regularly to the Faculty Council which has supervisory and veto authority over the Executive Committee.

The Executive Committee shall act as a Committee on Committees. This responsibility shall include presenting a ballot to the faculty for election to the various committees of the Faculty Council as well as submitting names of faculty to the Dean for consideration for the Dean's committees.

The Executive Committee shall have regularly scheduled monthly meetings. Special meetings may be called upon the written request of five or more members of the Executive Committee. A quorum of one more than half the members of the Executive Committee is required in order to conduct business.

The Dean of the School of Medicine, the Associate Dean for Faculty Affairs and Development and the Associate Dean for Academic Affairs may attend meetings of the

Executive Committee as *ex officio* members and make regular reports as a means of enhancing communication and keeping the faculty informed about current activities and potential issues. Other individuals may be asked to present special reports as necessary. The Executive Committee may go into executive session at any time as required.

A special meeting will be held in August each year at which members, current and incoming, from all campuses will be present together with the Dean for the purpose of orienting new members, reviewing committee reports and developing an agenda for the upcoming academic year.

2. Faculty Research Committee: Seven (7) members from Lubbock and one (1) from each of the Regional Centers and *ex officio* representation from the Office of the Dean. It shall meet at least quarterly. This committee shall consider matters referred to it by the Dean, the Faculty or the Faculty Council Executive Committee which have to do with the conduct and support of research in the school. These would include serving as a review panel for in-house grants and providing input on a) availability and funding of in-house grants, b) laboratory space availability for current and potential investigators, c) needs related to support current and future research efforts and d) operation of research support service such as the Animal Resource Center.

3. Student Promotions and Professional Conduct Committee (SPPCC): Membership: Twenty-one faculty council members from four campuses elected to serve staggered, three-year terms. Twelve members are elected from the Lubbock campus with six originating from the basic sciences and six from the clinical sciences. Three members are elected from each of the Amarillo, El Paso and Permian Basin campuses. The Associate Dean for Academic Affairs serves as an *ex officio* representative from the Office of the Dean.

Leadership: A Chair-Elect is elected at the first meeting of the year, preferably from faculty in their first year on the committee. The Chair serves for a term of one year or until a replacement is elected. The Chair, Chair-Elect, Past Chair along with the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs (Lubbock) constitute the Executive Committee of the SPPCC.

Subcommittees: Most of the work of the SPPCC is performed by subcommittees that are responsible for students in different years of the curriculum and/or on different campuses. The Year 1/Year 2 subcommittee is constituted by the 12 members from the Lubbock campus and is responsible for all students until they have obtained a passing score on USMLE Step 1. Year 3/Year 4 subcommittees are constituted on each campus by the three faculty members from that campus (three of the six members on the Lubbock campus).

Charge: The full committee is responsible for developing and reviewing policies related to student promotion, conduct and leaves of absence on a biannual basis. Each subcommittee meets to consider appropriate actions related to medical students whose academic performance or conduct is deemed to be unsatisfactory according to guidelines described in the SOM Promotion Policy and Conduct Policy. The Year 1/Year 2 subcommittee will meet with students with unsatisfactory performance in blocks, on the Comprehensive Basic Science Exam (CBSE) or USMLE Step One exam. Each Year 3/Year 4 subcommittee will meet with students with unsatisfactory performance on

clerkship components or on either component of USMLE Step 2. Each subcommittee makes recommendations to the Dean about potential requirements for remediation or termination. Each subcommittee also addresses concerns about timely progress of students through the curriculum (for example, those related to the requirement for students to complete the first two years of the curriculum within three years of matriculation and the entire curriculum within six years of matriculation), adherence to timelines for completing curricular requirements (for example, taking USMLE Step 2CK and CS prior to December 31 of the fourth year), requests for leaves of absence and issues related to inappropriate conduct. Conduct hearings are conducted as described in the TTUHSC Code of Professional and Academic Conduct.

4. Student Affairs Committee: Membership: Seven faculty council members from the Lubbock campus, one faculty council member from the Amarillo and Permian Basin campuses and the Vice Presidents of the MSIII classes on each campus will constitute the committee. Faculty council members will be elected through the annual election process on a campus-specific basis. Faculty committee members will serve for three years, while students will serve for a single year. In addition there will be an *ex officio* representative from the Office of the Dean.

Leadership: A Chair will be elected from the faculty members and will normally serve as Chair in the second year of their service on the committee.

Charge: The functions of this committee will include but are not limited to a) deliberating on matters related to student morale and the learning environment as needed, b) evaluating requests for accommodation for learning disabilities, c) evaluating initial campus assignments and requests for campus reassignment and d) serve in an advisory capacity to the Associate Dean for Academic Affairs. The Student Affairs Committee will review school policies related to these functions on a biannual schedule. The Chair of the committee is also responsible for assigning faculty to serve on hearing panels as defined under the Code of Professional and Academic Conduct.

5. Hearing Committee: The Hearing Committee is charged with conducting hearings for cases of non-renewal of contract and dismissal for cause/termination of appointment as described in Regents' Rule 04.02 and HSC Policy (HSC OP 60.01). The Committee shall be composed of twelve associate or full professors who are preferably tenured (but not chairs or SOM Administrators) to include six (6) from Lubbock and three (3) each from Amarillo and the Permian Basin, all elected to serve three-year terms with possible renewal. The Committee shall have a Chair and Chair-Elect. It shall meet at the beginning of each academic year to elect a new Chair-Elect and to review and orient new members on its charge and the procedures to be used in hearings. The Chair, or his/her designee, upon notice from the Dean, shall be responsible for assembling a hearing panel from among the committee members and naming a chair of the panel. The panel should have no less than five (5) members, including its chair. The panel members should not have any conflict of interest in the case and be acceptable to the faculty member and his/her Chair. Should there be difficulty in assembling a panel in a reasonable period of time, the Chair of the committee may name senior members of the School of Medicine Faculty to serve on the panel. The committee shall establish the procedures to be used during any hearings and make these available to all parties at the beginning of the process.

Section 3. Committees Appointed by the Executive Committee:

A. Nominating Committee:

The Faculty Council Executive Committee shall appoint a Nominating Committee of three members at the beginning of each academic year. The Nominating Committee shall prepare a slate of more than one nominee for each committee position or office prior to the May elections. Similarly, each Regional Executive Committee shall appoint a Nominating Committee of three members for developing slates for representatives from that campus to school-wide committees and for each committee on that campus. It is the responsibility of the Nominating Committee to screen candidates for potential conflicts of interest, such as holding a chairmanship or other administrative position appointed by the Dean. These individuals should not be put up for election or appointment as voting members of any committee.

1. Each faculty member nominated for committee membership shall return in writing to the Nominating Committee his/her consent to serve if elected.
2. Nominations may be taken from the floor during the preceding Faculty Council meeting provided that the consent of the nominee has been received previously in writing.

B. Peer Review Committee:

The Peer Review Committee shall be composed of twelve (12) tenured faculty members drawn from all Regional Academic Centers and appointed prior to the beginning of the calendar year by the Faculty Council Executive Committee. Representation should be approximately proportional to the number of tenured faculty at each Center. Each member serves a three-year term. This committee conducts the Periodic Review of Tenured Faculty, a process required as a result of legislation enacted by the Texas Legislature in 1997 and mandated under the Board of Regents Rules (04.03) and HSC Policy (HSC OP 60.03). It calls for a comprehensive review of tenured faculty no less than once every six years. The Guidelines for the process within the School of Medicine were drawn up by the Executive Committee in 2003 and approved by the Dean and President of TTUHSC.

1. The Guidelines for the process are accessible on-line at the HSC Operating Policies and Procedures website <http://www.ttuhsu.edu/HSC/OP/op60/op6003d.pdf>. The definition of the evaluation focus as defined in the Guidelines reads, "The Peer Review Performance Evaluation process will be directed toward the professional development of the faculty member. It will include a comprehensive review of the faculty member's performance of duties and responsibilities as assigned by the departmental chair consistent with institutional policy."
2. A list of appointments plus alternates will be made at the November meeting of the Faculty Council Executive Committee and finalized at the December meeting based on availability of appointees.
3. Each regional campus will have representation on the Peer Review Committee proportional to the number of tenured faculty eligible for evaluation, and the number of appointees from Basic and Clinical Science departments will be proportional

to the relative distribution of tenured faculty. A Ph.D. in a Clinical Department and an M.D. in a Basic Science Department may be counted as either. Pathology will be considered a Clinical Department for these purposes.

4. The Chair each year will be the member who served as Chair-Elect in the previous year. The committee will elect a new Chair-Elect from among its members at the beginning of each year. The Chair will be responsible for directing the process according to the Guidelines and for writing the report containing the committee's judgments and recommendations and submitting it to the Dean. A quorum at all meetings shall be considered to be seven (7) members.

C. Bylaws Committee:

An *ad hoc* Bylaws Committee shall be appointed annually by the Executive Committee. This committee shall be responsible for reviewing the Faculty Council Bylaws for possible amendment thereof. It also may be asked to review proposed or existent SOM, HSC or Board of Regents policies for the purpose of providing the Executive Committee or its designate with background material and suggestions. This process may be initiated by the Dean or the Faculty Council.

Section 4. Hybrid Committees:

A. Faculty Grievance Committee:

The Faculty Grievance Committee shall comprise fourteen members, associate or full professors who are preferably tenured (but not chairs or SOM Administrators), appointed at the beginning of each academic year. Half of the representation is appointed by the Dean and half is appointed by the Executive Committee. There will be representation from each Regional Campus, one appointed by the Dean and one appointed by the Faculty Council Executive Committee. Members will be appointed for a three year term which may be renewed.

The Committee elects its own Chair and Chair-Elect. This committee is charged with seeking resolution of grievances not covered under the TTUHSC Tenure and Promotion Policy, the Medical Practice Income Plan Bylaws, or the HSC Operating Policies and Procedures. The Faculty Grievance Committee shall be responsible for nominating members of mediation teams and shall serve as a pool of faculty members from which five-member Hearing Panels can be selected to hear grievance cases as described under the Faculty Grievance Policy. The Dean shall forward a list of his appointees to the Faculty Executive Committee prior to its meeting in September.

B. Educational Policy Committee:

On the Educational Policy Committee, any faculty member or medical student in good standing who demonstrates an active interest in medical curriculum beyond their immediate educational responsibilities is eligible for membership. The EPC is composed of a total of 22 voting members: 16 faculty and 6 students. Faculty members are selected from all the campuses through appointment by the Dean of the School of Medicine (Lubbock Campus), appointment by the Regional Deans (Amarillo, El Paso, and Permian Basin Campuses); or election by the Faculty Council on the respective campuses. The faculty members are selected from all the campuses as follows: ten (10) from Lubbock – five (5) appointed and five (5) elected; two (2) from Amarillo – one (1) appointed and one (1) elected; two (2) from El Paso – one (1) appointed and one (1) elected; and two (2)

from the Permian Basin – one (1) appointed and one (1) elected. Faculty will serve on the EPC for three years and can serve consecutive terms. One-third of the members are appointed or elected each year. New members receive appointment letters from the Dean that specify the duration of membership. Faculty members can serve consecutive terms. Members will be notified one year in advance of the end of their term to permit a decision regarding reappointment. All student members are elected by the student body and distributed as follows: one MS1 and one MS2 in Lubbock. One MS3/MS4 student each from the Amarillo, El Paso, Lubbock and Permian Basin Campuses. An alternate for each student representative is also elected to serve, as needed. Ex-officio, non-voting, faculty members include the Dean, School of Medicine, the Associate/Assistant Deans who represent the curriculum, faculty development, educational programs, and admissions on all TTUHSC campuses, and the President of the Teaching Academy (or their designee).

Section 5. Dean's Committees:

A. In the discharge of its responsibilities, the Nominating Committee of the Faculty Council shall prepare a slate of nominees for the Dean's committees to include the 1) Admissions Committee, 2) Faculty Appointments Committee on each campus, 3) Tenure and Promotions Committee, 4) Risk Management Committee, 5) Professional Liability Committee at each campus, Clinical Operations Committee and 7) Faculty Development Leave Committee.

1. The Dean shall define the structure of these committees, their functions and the qualifications for service.

2. Prepared slates for these committees shall be transmitted to the Dean for his/her consideration in making appointments to these committees.

3. The slates for the Admissions Committee shall be presented to the Dean by May 1 of each year and those for the other committees by July 1.

4. The proceedings of the meetings of the Professional Liability Committees shall be privileged.

Section 6. HSC Committees:

A. Certain committees have been created to serve the Health Sciences Center as a whole. These are described in the Health Sciences Center Bylaws.

1) HSC Faculty Senate: Three (3) representatives from the Faculty Council shall be appointed by the Executive Committee to serve three-year terms in the HSC Faculty Senate. It is recommended that present and past officers of the Executive Committee be selected in order to maximize the interaction between the two bodies. Executive Committee representatives to the HSC Faculty Senate shall be the immediate past Chairperson, current Chairperson, and the current Chairperson-Elect. If any of these representatives are unable to attend a meeting, they may appoint an alternate with voting privileges from the Faculty Council membership, preferably a member of the Executive Committee.

2) Library Committee: The Library Committee serves as an advisory committee to the Dean and the Director of the libraries on matters pertaining to general policies affecting the HSC Library, including such matters as needs (acquisitions and deletions), planning, budgets, functions, online access and operations. Each Center shall

have a committee of five faculty with the director of Libraries or the regional director being an *ex officio* member. Members representing the School of Medicine faculty shall be elected to serve three-year terms.

B. Nominating Committee: The Nominating Committee shall, in the discharge of its duties as prescribed in Art. IV:2:A, prepare a slate of more than one nominee for each vacant School of Medicine position on these HSC committees and at the time of general election the Medical School faculty delegates to these committees shall be elected.

ARTICLE V. ACTIVITIES OF THE FACULTY COUNCIL

Section 1. The Faculty Council, or appropriate committees thereof, may review and make recommendations on all faculty affairs. Issues may be referred to the Faculty Council by members of the faculty and by the Dean. Faculty affairs shall include, but may not be limited to, such matters as admissions, curricula, standards of instruction, student promotions, and graduation. If recommendations of the Faculty Council are submitted to the Dean, the Dean shall respond in writing within 20 working days to the Chairperson of the Faculty Executive Council and, if disapproving, should state the reasons for disapproval in writing.

Section 2. Actions taken by the Faculty Council shall be compatible with the laws of the State of Texas and the policies and regulations of the Board of Regents.

ARTICLE VI. AMENDMENTS

Section 1. Recommendations for proposed amendments to these Bylaws shall be directed to the Chairperson of the Executive Committee for referral to the Bylaws Committee.

The Chairperson, with the advice and consent of a majority of the Executive Committee, may modify the proposed amendment(s) or refer it (them) back to the Bylaws Committee prior to presentation to the Faculty Council.

Section 2. Notice of any proposed amendments to these Bylaws shall be circulated by the Secretary of the Faculty Council at least two weeks before presentation to a regular or special meeting of the Faculty Council.

Section 3. Opportunity shall be given at a regular or special meeting of the Faculty Council for debating and modifying any properly proposed amendment to any part of the Bylaws. If a quorum is present, a vote may be held then.

Without a quorum present, the amendment(s) as proposed by the Executive Committee shall be voted upon in a mail ballot.

Section 4. A two-thirds affirmative vote of the voting members present at a meeting of the Faculty Council shall be required to amend or rescind any portion of these Bylaws. Failing a quorum at such regular meeting, the presiding officer may authorize a mail ballot. The proposed amendment(s) and ballot shall be mailed promptly to each voting member of the Faculty Council. The time of beginning and closing of the balloting and the reporting of results shall be fixed by the Executive Committee. Affirmative votes of a two-thirds majority of the members of the Faculty Council returning ballots shall be required for adoption.

Amendments shall become effective after approval by the Dean of the School of Medicine, the President of Texas Tech University Health Sciences Center, the Chancellor, and the Board of Regents of the University.

ARTICLE VII. RATIFICATION

These Bylaws shall become effective when approved by a two-thirds majority affirmative vote of a meeting of the Faculty Council at which a quorum is present, or by a two-thirds majority affirmative vote by the members of the Faculty Council returning a ballot by mail or email and ratified by the Dean of the School of Medicine.

PROPOSED AMENDMENTS TO CHAPTER 12 OF THE *REGENTS' RULES*

12.04 Honorary degrees

12.04.1 Guidelines. Honorary degrees may be conferred for public service, scholarship, or other contributions in the public interest in accordance with the following guidelines:

a. Honorary degrees may be conferred:

- (1) to recognize excellence in the fields of scholarly pursuits and education, the sciences, humanities, the arts, public affairs, business, philanthropy, and social services which exemplify the missions and scope of TTUS;
- (2) to honor distinguished and outstanding service to TTUS, the State of Texas, the United States, or to the world;
- (3) to recognize those persons whose lives serve as examples of the aspirations of TTUS for its students; or
- (4) to recognize an individual from industry or government who has achieved national or international distinction through significant contributions to society and scholarly endeavors in particular.

b. The following are among the factors and attributes that should be considered during a review of nominations for an honorary degree:

- (1) What is the specific content of the nominee's contribution?
- (2) Of all possible contributors to the field of endeavor, why is this nominee of exceptional merit?
- (3) Why is the field of the nominee especially appropriate to TTUS?

- c. In all honorary degree candidates, the person's scholarly, creative, professional, service, or occupational achievements should be placed in a framework of high personal integrity, character, and concern for the public good.
- d. Although past, present, or future gifts, grants, or other donations to TTUS shall not be a primary consideration in whether a person is awarded an honorary degree, such gifts, grants, or other donations to TTUS shall not disqualify a person from being awarded an honorary degree from a TTUS institution.

12.04.2 Eligibility. [~~No person employed by the TTU system at the time of the award will~~] The following persons shall not be considered for an honorary degree:

- a. A person who is a current or former faculty member, administrator, or other employee or state officer affiliated with TTUS unless the person has been separated from TTUS for at least two (2) years.

b. A person who has direct political, legal, or budgetary authority over TTUS, including but not limited to candidates for political office and elected officials currently in office.

12.04.3 Nominations. Nominations for honorary degrees may be made by faculty, students, staff, administrators, or members of the board.

12.04.4 Nomination evaluation. Nominations [~~will~~] shall be evaluated by an advisory committee appointed by the president, with administrative, faculty, and student representation, and recommendations [~~will~~] shall be made to the president.

12.04.5 Recommendations and authorization. Honorary degrees conferred by the component institutions [~~must~~] shall be recommended by the president to the chancellor and authorized by the board.

12.04.6 Chancellor's duty. The chancellor [~~will~~] shall inform the board of nominations at least one month prior to the board meeting when candidates are scheduled to be considered for approval. The notification to the board shall include a justification of why the person nominated is deserving of an honorary degree.

12.04.7 Confidentiality of the process.

a. Prior to a public announcement by the chancellor or president of the institution awarding the honorary degree, all matters relating to a proposed honorary degree shall be held as confidential.

- b. An agenda item for the board's consideration of an honorary degree shall not include the name of the person nominated.
- c. Prior to an official notification made in accordance with Section 12.04.8 herein, under no circumstances should a person nominated for an honorary degree be informed that the person's name has been put forward.

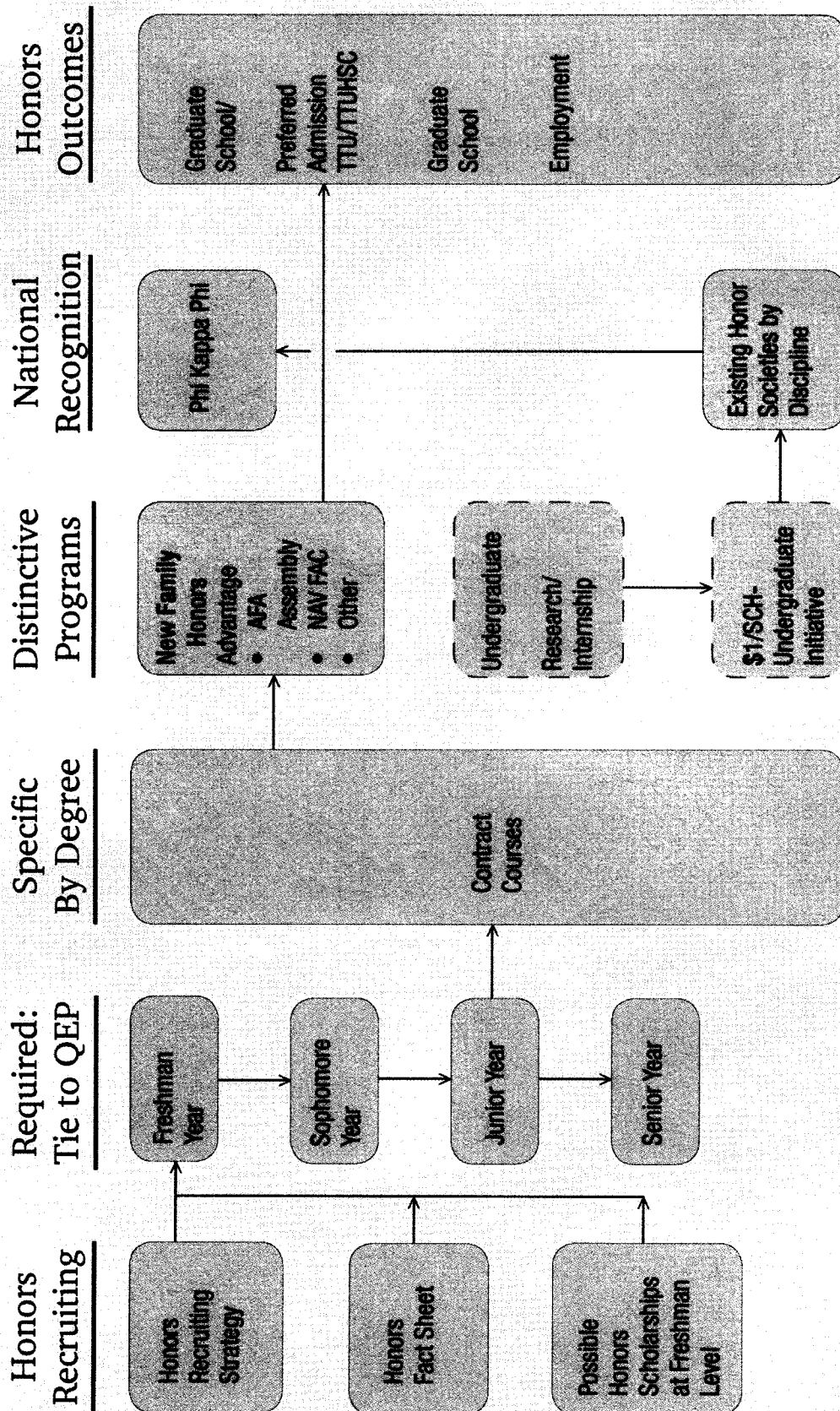
12.04.8 Notification to the recipient. After the board has approved the conferral of an honorary degree, an official notification to the nominee of the institution's wish to confer the honorary degree shall be made by the chancellor or president of the institution, as appropriate, on behalf of the board.

12.04.9 Award. Honorary degrees [~~will~~] shall be awarded at a commencement ceremony or at a time and place mutually agreeable to the president, chancellor, board, and the recipient.

12.04.10 Rescission of an honorary degree. In unusual and unforeseen circumstances, the board reserves the right to rescind an honorary degree that previously had been conferred.

ANGELO STATE UNIVERSITY

Honors Program





TEXAS TECH UNIVERSITY SYSTEM



Office of Audit Services

Annual Audit Plan
For the Year Ending August 31, 2012

Kimberly F. Turner, CPA
Chief Audit Executive

August 4, 2011

Definition



IIA's Definition of Internal Auditing

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Mission



Mission Statement

The mission of the Office of Audit Services is to assist the Board of Regents and other units of the Texas Tech University System in identifying, avoiding, and mitigating risks.

Risk Assessment



IIA Standard 2010—Planning

The chief audit executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organization's goals.

Inputs to the risk assessment process:

- Individual meetings with senior level administrators
- Institutional risk assessment information
- Past audits and other engagements
- Knowledge of trends in higher education and academic healthcare

2012 Areas of Focus



- **Financial compliance of grants and contracts**
 - *TTUS—Construction Project Expenses*
 - *TTU—NWRC/NIRE Funding; Small Business Program Federal Grants*
 - *HSC—Rural and Community Health; Nursing Shortage Grant*
 - *ASU—Center for Security Studies; Hispanic Serving Institution (HSI) Grant*
- **Safety and physical infrastructure**
 - *TTUS—Multihazard Emergency Plan Safety and Security Audit*
 - *TTU—Physical Plant*
 - *HSC—Physical Plant*
 - *ASU—Office of Environmental Health, Safety, and Risk Management*
- **HSC El Paso campus**
 - *Campus-wide Claims Rejections; Departments of Psychiatry, Ob/Gyn, and Family Medicine*
- **Information technology**
 - *TTUS—Team App System Security*



TEXAS TECH UNIVERSITY SYSTEM

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

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS	ACTUAL HOURS	HOURS TO FY 2012	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	20,100					
		REQUIRED AUDITS						
Required	ALL	Miscellaneous State Audits	Miscellaneous (assist)	20	(28)			(8)
		TTU: SAO 2010 Statewide Single Audit-Federal Compliance	Financial (assist)		2	Complete	2	0
		HSC: SAO 2010 Statewide Single Audit-Federal Compliance	Financial (assist)		4	Complete	4	0
		TTU: State Comptroller's Office Post-Payment Audit	Financial (assist)		4	In Progress	2	2
		TTU: State Comptroller's Office Post-Payment Audit -- ARRA Funds	Financial (assist)		3	In Progress		3
		HSC: State Comptroller's Office Post-Payment Audit -- ARRA Funds	Financial (assist)			Complete		0
		TTU: Texas Higher Ed Coordinating Board -- State Financial Aid	Financial (assist)		5	In Progress		5
		TTU: SAO 2011 Statewide Single Audit-Federal Compliance	Financial (assist)		5	In Progress		5
		ASU: SAO 2011 Statewide Single Audit-Federal Compliance	Financial (assist)		5	In Progress		5
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120		Complete	124	(4)
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20		Complete	17	3
Required	TTUS	Office of Audit Services Annual Report	Compliance	30		Complete	22	8
Required	TTUS	Office of Audit Services Annual Plan	Compliance	100		Complete	2	98
Required	TTUS	Office of Audit Services GAGAS Quality Assurance Activities Review	Compliance	60		Complete	42	18
Required	TTU	Texas Higher Education Coordinating Board ARP/ATP Grants	Compliance	150		Complete	197	(47)
Required	TTU	NCAA Compliance	Compliance	400		Complete	424	(24)
Required	TTU	Athletics Financial Review	Financial (assist)	240		Complete	456	(216)
Required	TTU	Joint Admission Medical Program Grants	Compliance	60		Complete	74	(14)
Required	TTU	KOHM-FM	Financial (assist)	300		Complete	247	53
Required	TTU	Football Attendance Certification	Compliance	10		Complete	9	1
Required	HSC	Texas Higher Education Coordinating Board ARP/ATP Grants	Compliance	120		Complete	158	(38)
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80		Complete	81	(1)
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200		Complete	144	56
Required	HSC	Joint Admission Medical Program Grants	Compliance	60		Complete	116	(56)
Required	ASU	Carr Foundation	Financial (assist)	20		Complete	1	19
Required	ASU	Joint Admission Medical Program Grants	Compliance	60		Complete	97	(37)
New	ASU	Athletics Financial Review	Financial (assist)		240	Complete	260	(20)
		TOTALS FOR REQUIRED AUDITS	2,050	240		2,479	20	(209)
		AUDITS IN PROGRESS AT AUGUST 1, 2010						
Prior Year	TTUS	Technology Transfer/Commercialization	Follow-Up/Compliance	20		Complete	151	(131)
Prior Year	TTU & HSC	Payroll Processes	Operational/Financial	360		Complete	249	111
Prior Year	TTU	Federal American Recovery & Reinvestment Act (ARRA) Funds	Controls/Compliance	330		Complete	425	(95)
Prior Year	TTU	NCAA Compliance	Compliance	10		Complete	5	5
Prior Year	TTU	Restricted Research Expenditures--FY 2010	Financial/Compliance	400		Complete	593	(193)
Prior Year	TTU	SAO: Veterans' Services	Compliance	2		Complete		2
Prior Year	HSC	SAO: Correctional Managed Health Care	Financial	2		Complete	1	1
Prior Year	HSC	Correctional Managed Health Care Committee Contract	Compliance	30		Complete	60	(30)
Prior Year	HSC	El Paso Research Funds	Operational/Controls	40		Complete	40	0
Prior Year	HSC	El Paso IT General Controls Review	IT/Controls	415		Complete	278	137
Prior Year	HSC	Xtender and Laserfiche Security	IT/Controls	236		Complete	319	(83)
Prior Year	ASU	College of Fine Arts	Operational	15		Complete	15	0
Prior Year	ASU	Electronic Forms Implementation	IT/Controls	328		Complete	191	137
Prior Year	ASU	Oracle Imaging System Security	IT/Controls	175		Complete	135	40
Prior Year	ASU	State Comptroller's Office Post-Payment Audit	Compliance	1		Complete		1
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		11		Complete		11
		TOTALS FOR AUDITS IN PROGRESS	2,375	-		2,462	-	(87)
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	4,000	(1,382)				2,618
		IN PROGRESS AT AUGUST 1, 2010						
Special	TTU	Animal and Food Sciences Follow-Up	Special	258	Complete	258		0
Special	TTU	Effort Reporting	Special	7	Complete	7		0
Special	TTU	Men's and Women's Track Special	Special	64	Complete	64		0
Special	HSC	El Paso Baby Café	Special	135	Complete	135		0
		BEGUN AFTER AUGUST 1, 2010						
Special	TTU	RCOBA Endowment Special	Special	172	Complete	172		0
Special	N/A	TeamMate R9 Migration	Special	123	Complete	123		0
Special	ASU	SAO Hotline Report: ASU Financial Aid	Special	19	Complete	19		0
Special	TTU	Student Affairs Assessment and Response Team Risk Assessment	Special	9	Complete	9		0
Special	TTU	College of Education	Special	16	Complete	16		0
Special	TTUS	Travel Special Project	Special	62	Complete	62		0
Special	TTUS	Fraud Monitoring Procedures	Special	372	Complete	372		0
Special	HSC	El Paso Emergency Medicine Research Grant	Special	1	In Progress	1		0
Special	HSC	El Paso Security Vendor	Special	5	Complete	5		0
Special	N/A	Miscellaneous Hotline Projects	Special	139	Complete	139		0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	4,000	1,382		1,382	-	2,618

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

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS	ACTUAL HOURS	HOURS TO FY 2012	BUDGET vs ACTUAL
HIGHEST PRIORITY								
	TTUS	Banner Security	IT/Controls	700	150	Complete	1,120	(270)
	TTUS	ePAF Approvals	Controls		40	Complete	58	(18)
	TTU	Responsibility Center Management	Management Advisory	500	(500)	2012 Plan		0
	TTU	Honors College	Financial/Operational	300		Complete	358	(58)
	TTU	Academic Department Reconciliation Processes	Management Advisory	400		In Progress	41	159
	TTU	Restricted Research Expenditures--FY 2011	Financial/Compliance	500	500	In Progress	536	(36)
	HSC	Grant Accounting and Reporting Processes	Operational/Compliance	450	150	Complete	883	(283)
	HSC	Time and Effort Reporting System	Compliance	400	(400)	2012 Plan		0
	HSC	School of Pharmacy Research Funding	Financial/Compliance	400		Complete	456	(56)
	HSC	El Paso Center of Excellence for Diabetes and Obesity	Financial/Operational	350	(350)	Cancelled		
	HSC	El Paso Center of Excellence for Neurosciences	Financial/Controls		400	Complete	561	(161)
	ASU	Instructional Enhancement Fee	Financial/Compliance	350		In Progress	270	80
	ASU	Office of Institutional Research & Effectiveness	IT/Controls/Operational	400		Complete	211	189
		HIGHEST PRIORITY TOTALS		5,100	(10)		4,505	775
MODERATE PRIORITY								
2	TTU	Stender Security	IT/Controls	300		Complete	263	37
2	TTU	Center for Professional Development	Financial/Operational	400		Complete	426	(26)
2	TTU	Grade Reporting Process	IT/Controls	400		Complete	366	34
New	TTU	Athletics Financial Processes	Financial/Operational	400		In Progress	130	375
2	HSC	Lubbock School of Medicine	Financial/Operational	500		In Progress	471	100
2	HSC	Information Technology Governance	Governance/IT	600	300	In Progress	667	300
2	HSC	President's Office	Management Advisory	400	(400)	Cancelled		0
2	HSC	El Paso Property Inventory Processes	Operational/Compliance	300		Complete	246	54
2	HSC	El Paso Department of Internal Medicine	Financial/Compliance	350		In Progress	204	100
2	ASU	College of Sciences	Financial/Operational	350	80	Complete	466	(36)
New	ASU	College of Education	Financial/Operational	350		In Progress	184	150
		MODERATE PRIORITY TOTALS		4,350	(20)		3,423	1,025
LOWER PRIORITY								
3	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	425		Complete	664	(239)
3	TTUS	Ethical Environment Assessment	Governance	300	(300)	Cancelled		0
3	TTU	College of Arts & Sciences	Financial/Operational	500		Complete	549	(49)
3	HSC	School of Allied Health Sciences	Financial/Operational	350		Complete	294	56
3	HSC	South Plains Oncology Consortium	Financial/Compliance	350		In Progress	64	250
3	HSC	El Paso Procurement Processes	Operational/Compliance	300	100	Complete	511	(111)
3	HSC	El Paso Department of Surgery	Financial/Compliance	350		In Progress	440	50
3	ASU	College of Nursing and Allied Health	Financial/Operational	350	100	Complete	461	(11)
		LOWER PRIORITY TOTALS		2,925	(100)		2,983	300
OTHER VALUE-ADDED WORK								
		Total Hours Budgeted for Other Value-Added Work		900				
Other	TTUS	Fraud Prevention Training				Ongoing	80	
Other	TTUS	Cash Handling and Control Environment Training				Ongoing	83	
Other	TTUS	Enterprise Application Steering Committee				Ongoing		
Other	TTUS	Enterprise Application Council				Ongoing	13	
Other	TTUS	Enterprise Application Work Group				Ongoing	3	
Other	TTUS	Enterprise Risk Management				Ongoing	22	
Other	TTUS	Research Projects Executive Steering Committee				Ongoing		
Other	TTUS	eCRT Implementation Committee				Complete		
Other	TTU	Institutional Compliance Committee				Ongoing		
Other	TTU	SACS Quality Enhancement Plan (QEP) Steering Committee				Complete		
Other	TTU	SACS QEP Ethical Institution Task Force				Complete		
Other	ASU	Emergency Response Team				Complete	3	
Other	HSC	Institutional Compliance Working Committee				Ongoing	11	
Other	HSC	El Paso Electronic Medical Records				Ongoing	36	
Other	N/A	University of Tennessee Peer Review				Complete	82	
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAI/AF)				Ongoing	456	
Other	N/A	Other Miscellaneous Projects				Ongoing	273	
		OTHER VALUE-ADDED WORK TOTALS		900			1,062	(162)
		TOTAL ENGAGEMENT HOURS		21,700	110		18,296	2,120
		Unplanned staff turnover		(3,404)				
		Total ACTUAL ENGAGEMENT HOURS		18,296				

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

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS	ACTUAL HOURS	HOURS TO FY 2012	BUDGET vs ACTUAL

		KEY						
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	TTU & HSC	Areas with parallel functions or shared responsibility						
	ASU	Angelo State University						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2012

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE		18,650					
		REQUIRED AUDITS							
Required	ALL	State Auditor's Office and Comptroller's Office Misc. Projects	Miscellaneous (assist)	20	(10)				10
		TTU: 2011 Statewide Single Audit--Federal Portion (A-133 Audit)	Fin/Compliance (assist)		5				5
		ASU: 2011 Statewide Single Audit--Federal Portion (A-133 Audit)	Fin/Compliance (assist)		5				5
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120					120
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20					20
Required	TTUS	Assessment of Risk Management Processes	Risk Management	200					200
Required	TTUS	Office of Audit Services Annual Report	Compliance	30					30
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40					40
Required	TTUS	Office of Audit Services GAGAS Quality Assurance Activities Review	Compliance	10					10
Required	TTUS	Office of Audit Services Self-Assessment	Compliance	120					120
Required	TTUS	Office of Audit Services Peer Review	Compliance	80					80
Required	TTUS	Multihazard Emergency Plan Safety and Security Audit	Compliance	150					150
Required	TTU	NCAA Rules Compliance Program	Compliance	400					400
Required	TTU	Athletics Financial Review	Financial (assist)	175					175
Required	TTU	Texas Tech Public Media Financial Statement Audit	Financial (assist)	300					300
Required	TTU	KTXI-TV Financial Statement Audit	Financial (assist)	5					5
Required	TTU	Football Attendance Certification	Compliance	10					10
Required	TTU	Time and Effort Certification Processes	Compliance	200					200
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80					80
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200					200
Required	HSC	Tx Higher Education Coordinating Board Nursing Shortage Grant	Compliance	10					10
Required	HSC	Time and Effort Certification Processes	Compliance	200					200
Required	ASU	Carr Foundation	Financial (assist)	10					10
Required	ASU	Investments	Compliance	150					150
		TOTALS FOR REQUIRED AUDITS		2,530	-				2,530
		AUDITS IN PROGRESS AT AUGUST 1, 2011							
Prior Year	TTU & HSC	State Comptroller's Office Post-Payment Audits	Fin/Compliance (assist)	5		In Progress			5
Prior Year	TTU	Tx Higher Education Coordinating Board--State Financial Aid Grants	Fin/Compliance (assist)	5		In Progress			5
Prior Year	TTU	Academic Department Reconciliation Processes	Management Advisory	200		In Progress			200
Prior Year	TTU	Restricted Research Expenditures--FY 2011	Financial/Compliance	500		In Progress			500
Prior Year	TTU	Athletics Financial Processes	Financial/Operational	375		In Progress			375
Prior Year	HSC	Lubbock School of Medicine	Financial/Operational	100		In Progress			100
Prior Year	HSC	Information Technology Governance	Governance/IT	300		In Progress			300
Prior Year	HSC	El Paso Department of Internal Medicine	Financial/Compliance	100		In Progress			100
Prior Year	HSC	South Plains Oncology Consortium	Financial/Compliance	250		In Progress			250
Prior Year	HSC	El Paso Department of Surgery	Financial/Compliance	50		In Progress			50
Prior Year	ASU	Instructional Enhancement Fee	Financial/Compliance	75		In Progress			75
Prior Year	ASU	College of Education	Financial/Operational	150		In Progress			150
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		10		In Progress			10
		TOTALS FOR AUDITS IN PROGRESS		2,120	-				2,120
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS							
		Total Hours Budgeted for Special Projects & Investigations		3,600	(270)				3,330
		IN PROGRESS AT AUGUST 1, 2011							
Special	HSC	El Paso Emergency Medicine Research Grant	Special		20	In Progress			20
Special	HSC	El Paso Surgery Center	Investigation		250	In Progress			250
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS		3,600	270				3,600
		HIGHEST PRIORITY							
	TTUS	Tech Enterprise Account Management (TEAM App) System Security	IT Controls	525					525
	TTUS	Construction Project Expenses	Financial/Compliance	400					400
	TTU	Nat'l Wind Resource Ctr / Nat'l Inst for Renewable Energy Funding	Financial/Compliance	300					300
	TTU	Student Fees	Financial/Compliance	400					400
	HSC	Contracting Processes	Operational/Controls	500					500
	HSC	Rural and Community Health	Financial/Compliance	500					500
	HSC	El Paso Department of Psychiatry	Operational/Financial	325					325
	HSC	El Paso Campuswide Claims Rejections	Operational	400					400
	ASU	Center for Security Studies	Operational/Financial	350					350
	ASU	Enrollment Management	Operational/Compliance	350					350
		HIGHEST PRIORITY TOTALS		4,050	-				4,050

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2012

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
MODERATE PRIORITY								
2	TTU	Responsibility Center Management	Management Advisory	350				350
2	TTU	Physical Plant	Operational	400				400
2	TTU	Enrollment Management	Operational	400				400
2	HSC	Anita Thigpen Perry School of Nursing	Governance/Operational	450				450
3	HSC	Lubbock Department of Surgery	Operational/Financial	400				400
2	HSC	El Paso Department of Obstetrics & Gynecology	Operational/Financial	325				325
2	ASU	Hispanic Serving Institution (HSI) Federal Grant Program	Financial/Compliance	250				250
2	ASU	Student Fees	Financial/Compliance	350				350
MODERATE PRIORITY TOTALS			2,925					2,925
LOWER PRIORITY								
3	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	300				300
3	TTU	Small Business Program (SBIR/STTR) Federal Grants	Financial/Compliance	250				250
3	TTU	Student Business Services	Operational/Controls	400				400
3	HSC	Lubbock Department of Internal Medicine	Operational/Financial	400				400
3	HSC	Physical Plant	Operational	400				400
3	HSC	El Paso Department of Family Medicine	Operational/Financial	325				325
3	HSC	El Paso Department of Medical Education	Financial	200				200
3	ASU	Office of Environmental Health, Safety and Risk Management	Operational	250				250
LOWER PRIORITY TOTALS			2,525					2,525
OTHER VALUE-ADDED WORK								
Total Hours Budgeted for Other Value-Added Work			900	0				900
Other	TTUS	Fraud Prevention Training			Ongoing			
Other	TTUS	Cash Handling and Control Environment Training			Ongoing			
Other	TTUS	Enterprise Application Steering Committee			Ongoing			
Other	TTUS	Enterprise Application Council			Ongoing			
Other	TTUS	Enterprise Application Work Group			Ongoing			
Other	TTUS	Enterprise Risk Management			Ongoing			
Other	TTUS	Research Projects Executive Steering Committee			Ongoing			
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	HSC	El Paso Electronic Medical Records			Ongoing			
Other	HSC	Institutional Compliance Working Committee			Ongoing			
Other	N/A	Texas Department of Public Safety Peer Review			Ongoing			
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAF)			Ongoing			
Other	TTUS	Other Miscellaneous Projects			Ongoing			
OTHER VALUE-ADDED WORK TOTALS			900					900
TOTAL ENGAGEMENT HOURS			18,650	0		0	0	18,650
KEY								
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	TTU & HSC	Areas with parallel functions or shared responsibility						
	ASU	Angelo State University						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

Angelo State University

Item 1

Approve update to the master plan

Dr. Joseph C. Rallo




ford, powell
& carson

Angelo State University Master Plan Update

Summary
July, 2011


FACILITY
PROGRAMMING





Master Plan Update


- Revisited the 2005 ASU Campus Master Plan
- Resulted in:
 - Updated demographics and enrollment projections
 - Space projections tied to enrollment by college
 - Identified physical planning issues with built facilities and the campus relevant to the Master Plan
 - Examined space planning issues such as utilization of classrooms and labs
 - Established programmatic and architectural goals for the Master Plan
 - Budget estimate for proposed construction, renovation, and infrastructure work
 - Engineering reports on MEP, traffic, civil and environmental, and IT
 - A housing study was conducted parallel to this effort; a summary is in MP



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FACILITY
MANAGEMENT

5



Master Plan – Programmatic Goals

- Accommodate 10,000 students by 2020
- Provide adequate space for Programs of Distinction
- Provide more support for distance education curriculum
- Increase space for student support
- Assure adequate administrative space
- Align space need projections to enrollment projections rather than by year



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FACILITY
MANAGEMENT

6



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ARCHITECT
PLANNERS

Master Plan – Physical Goals

- Accommodate building program
 - Plan facilities for 10,000 students
 - Accommodate additional students in campus housing
 - Develop a cohesive infrastructure expansion scheme
- Focus the campus entrances
 - Establish strong campus presence at Johnson Street and Avenue N / Dena
 - Acquire land along Johnson Street
- Create a strong, active campus
 - Focus campus core on academics
 - Create appealing outdoor spaces for students
 - Move vehicular traffic toward edges of campus
- Improve pedestrian experiences
 - Create / enhance series of strong, well-used centers along mall
 - Improve pedestrian-friendly qualities of campus
- Incorporate public art and architectural craft



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ARCHITECT
PLANNERS

Space Projections – E&G

- Accommodates enrollment of 10,000 (includes some on-line)
- Education and General space (THECB designation):
 - Currently ASU has sufficient space for population, but this does not take into account size, condition, and appropriateness of existing facilities
 - More space will be required for 10,000 students
 - Regularly evaluate space needs; assign to those who need it.
 - Improve classrooms and labs by “right-sizing” and adding appropriate technology and furnishings
 - Focus on flexible and adaptable space

8



Space Projections – Other

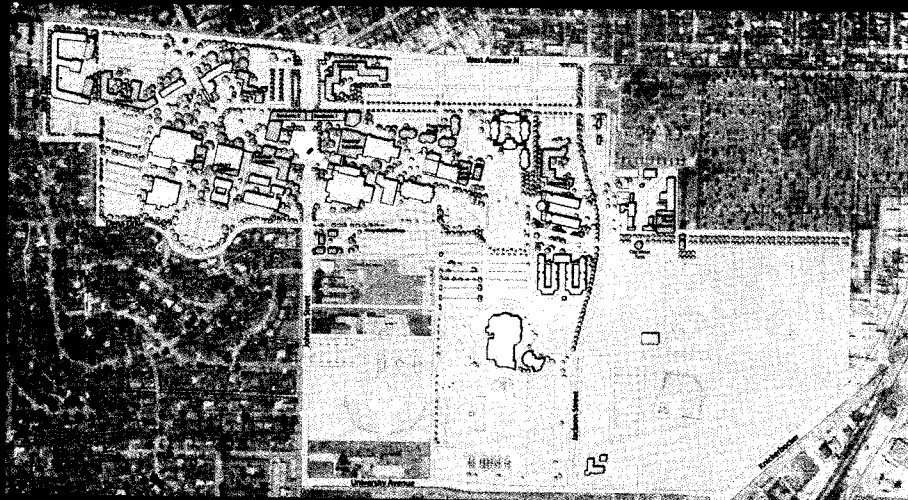
- Address greater emphasis on on-line learning
- Account for housing capacity goals
- Improve, consolidate, and increase administrative and student service space
- Locate parking at strategic sites; provide parking for residence hall occupants convenient to halls.

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ARCHITECT
PLANNERS

9

Final Master Plan

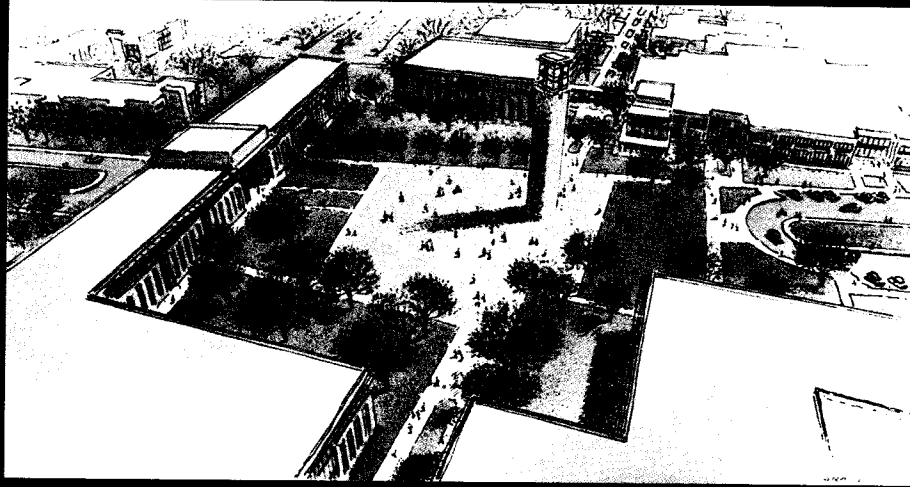


- Concentrates activity along campus mall
- Distributes housing
- Focuses academic buildings around academic core
- Eventual closure of Johnson Street

ARCHITECT
PLANNERS

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Academic Core and Central Plaza



- Creates a heart of campus
- Central gathering space and iconic tower
- Enhances campus mall; on axis with mall
- Academic buildings create edges of plaza

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Recommendation

Item 1

- Approve an update to the Centennial Master Plan 2008 for Angelo State University (“ASU”).
- The major ideal of the updated plan is to guide the programmatic and physical development of the University as ASU progresses toward their centennial in 2028.
- The update consists of three major components: (1) an update to the facilities master plan; (2) an update to the design guidelines; and (3) an update to the space utilization. Each area has been refined to reflect current conditions, including newly established programmatic priorities, recent construction on the campus, and a directive from the State requiring a higher percentage of online classes.



Texas Tech University

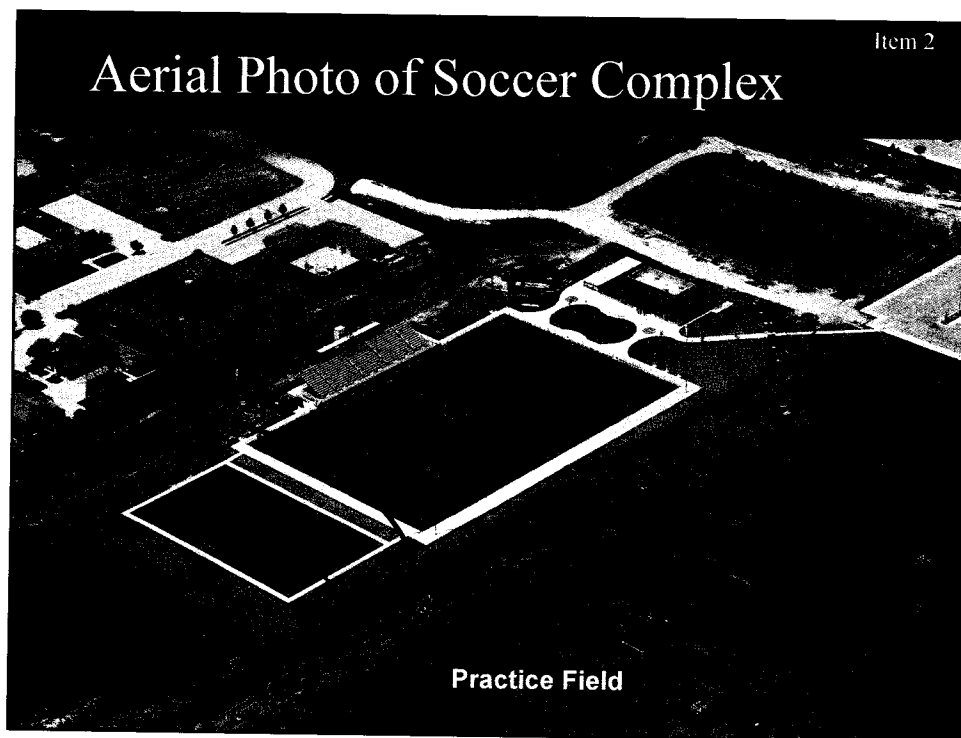
Item 2

Approve use of the Revenue Finance System
to construct an indoor soccer practice field
structure and naming of the facility

Michael S. Molina and Dr. Kelly Overley

Aerial Photo of Soccer Complex

Item 2



Practice Field

Budget

Item 2

Project Budget	\$	900,000
Construction	\$	756,900
Professional Services	\$	56,897
FF&E	\$	13,000
Administrative Costs	\$	7,050
BOR Directed Fees	\$	32,234
Contingency	\$	33,919



Recommendation

Item 2

- Authorize Texas Tech University to finance the project to construct an indoor soccer practice field structure through the Revenue Finance System repaid with gifts and pledges (\$700,000) and athletics' revenue, with a project budget of \$900,000.
- Approve naming the new facility the "Gerald Myers Indoor Soccer Facility".
- The donor concurs with the naming of this facility.
- The naming meets the requirement of donation of at least 50 percent of the project's total cost as stated in Regents' Rules, Section 08.05.



Texas Tech University System Board of Regents

A RESOLUTION

to support the development of a Department of Veterans Affairs Clinic on the Texas Tech University Health Sciences Center Lubbock campus

WHEREAS, The mission of the Texas Tech University Health Sciences Center ("TTUHSC") is to improve the health of people by providing high quality educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service; and

WHEREAS, The Department of Veterans Affairs' ("VA") primary mission is to serve our Nation's Veterans; and

WHEREAS, Military Veterans on the South Plains now primarily receive health care from a VA outpatient clinic in Lubbock, with specialty care, significant diagnostic test, or (non-life threatening) emergency care requiring travel to the VA Hospital in Amarillo, TX or Albuquerque, NM, depending on the specialty care required; and

WHEREAS, The care and concern shown toward veterans both at the small Lubbock clinic and the Amarillo hospital are very good, but the travel and associated hardships imposed on veterans and their families are both onerous, and given the excellent medical facilities in Lubbock, unnecessary, and;

WHEREAS, the Committee for Improvement of Veteran Healthcare on the South Plains ("a committee of retired general officers and Veterans") under the chairmanship of Dr. Bernhard T. Mitemeyer, former Surgeon General of the United States Army and former Executive Vice President and Provost of TTUHSC from 1986 to 1996, is highly committed to the long term care of our Nation's Veterans and is committed to foster the need for improved medical services and to pursue funds from the federal government or other sources to build a new Lubbock care facility, a division of the Southwest VA Health Care Network; and

WHEREAS, the committee of retired general officers and Veterans, TTUHSC's President, the Chancellor, and the Board of Regents seeks to develop a relationship with the VA Health Care System to ensure quality health care is accessible to all veterans residing in rural areas throughout West Texas; and

WHEREAS, TTUHSC and the VA have been in discussions concerning the need for updated clinical facilities and such a facility would both 1) improve health care for South Plains Veterans (including the 700+ Veterans enrolled at TTU) by providing better access to specialty, diagnostic, and emergency care, and 2) improve medical education for TTUHSC students by providing a wider and more diverse patient base than they currently see along with the potential to increase class sizes.

Now, therefore be it RESOLVED, that the Board of Regents of the Texas Tech University System on this date, August 4, 2011, do hereby recognize all efforts by TTUHSC to solicit and secure the necessary support from the federal government, the VA, or other available funding sources in order to construct updated VA clinical facilities on land presently owned by TTUHSC and adjacent to the Lubbock campus.



TTUS Design & Construction Review

Under Construction

August 2011

www.fpc.ttu.edu

Project	Cost	Status	Completion Date
Rawls College of Business Administration	\$ 70,000,000	Under Construction	December 2011
Business Administration Building Renovations	\$ 25,000,000	Under Construction	September 2012
NRHC North Addition	\$ 1,833,000	Under Construction	September 2011
PrinTech Building Renovation (HESS Relocation)	\$ 6,000,000	Under Construction	August 2011/December 2011
NRHC Historic Preservation Building	\$ 532,890	Under Construction	August 2011
Admin Bldg Abatement and Renovation	\$ 3,850,000	Under Construction	April 2012
Campus Chapel	\$ 3,000,000	Under Construction	June 2012
Boston Avenue Residence Hall and Dining Facility	\$ 45,000,000	Under Construction	August 2012
Rawls Course Clubhouse and Team Facility	\$ 3,700,000	Under Construction	September 2012
Texas Tech Baseball Park Improvements	\$ 5,000,000	Under Construction	February 2012
TTU Total	\$ 163,915,890		
Plaza Verde Residence Hall Phase I (Design Phase I & II / Construct Phase I)	\$ 35,000,000	Under Construction	August 2011/September 2011/Fall 2011
Recreation/Wellness Ctr & Center for Human Performance Expansion	\$ 7,000,000	Under Construction	May 2011
ASU Total	\$ 42,000,000		
	\$ -		
HSC Total	\$ -		
Under Construction Grand Total	\$ 205,915,890		



TTUS Design & Construction Review

In Design
August 2011

www.fpc.ttu.edu

	<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	Petroleum Engineering Bldg Renovation for Maddox Chairs	\$ 2,900,000	On Hold	TBD
	Renovate Exercise Sciences Center for Petroleum Engineering	\$ 15,000,000	Stage I Design Budget	TBD
	The Burkhardt Center for Autism Education and Research	\$ 10,000,000	Design In Progress	TBD
	Architecture Building Life Safety Upgrades	\$ 7,400,000	On Hold	TBD
	Biology & Biology Greenhouse Fire Suppression System	\$ 8,300,000	On Hold	TBD
	System Office Relocation	\$ 7,500,000	Planning in Progress	TBD
	TTU Total	\$ 51,100,000		
ASU	Mixed-Use Development	\$ TBD	Pre-Development	TBD
	Concho Hall Abate/Demolish	\$ 2,500,000	Design in Progress	TBD
	ASU Total	\$ 2,500,000		
HSC	Abilene School of Nursing	\$ 12,000,000	Proposed	TBD
	HSC Total	\$ 12,000,000		
	In Design Grand Total	\$ 65,600,000		



TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Prospective
August 2011
www.fpc.ttu.edu

Project	Cost	Status	Completion Date
Experimental Sciences Building II	\$ 87,750,000	Proposed	TBD
Engineering Expansion/Renovation Phase II	\$ 90,000,000	Proposed	TBD
Plant & Soil Sciences Building	\$ 15,000,000	Program Complete	TBD
Foreign Language Building Renovations	\$ 16,000,000	Proposed	TBD
Mass Communication Building Renovation	\$ 15,000,000	On Hold	TBD
Human Sciences Life Safety Upgrades	\$ 6,000,000	On Hold	TBD
TTU Total	\$ 229,750,000		
College of Nursing and Allied Health	\$ 16,200,000	Proposed	TBD
Plaza Verde Residence Hall - Phase II	\$ 30,000,000	Proposed	TBD
ASU Total	\$ 46,200,000		
Lubbock Education, Research & Technology Renovation	\$ 45,000,000	Proposed	TBD
El Paso Medical Science Building II	\$ 65,000,000	Proposed	TBD
El Paso Clinical Sciences Building	\$ 30,000,000	Proposed	TBD
Permian Basin Academic Building	\$ 18,900,000	Proposed	TBD
Amarillo Panhandle Clinical/Hospital Simulation Center	\$ 16,500,000	Proposed	TBD
Amarillo Laura W. Bush Institute Renovations	\$ 12,800,000	Proposed	TBD
HSC Total	\$ 188,200,000		
Future Grand Total	\$ 464,150,000		



TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Completed August 2011

www.fpc.ttu.edu

<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
Art 3D Annex Finish Out (Sculpture)	\$ 3,800,000	Substantially Complete	August 2011
Experimental Science Bldg Build Out	\$ 12,100,000	Under Construction	May 2011
Jones AT&T Stadium East Side Expansion	\$ 34,630,000	Complete	January 2011
Jones AT&T Stadium North End Zone Expansion	\$ 6,000,000	Complete	January 2011
System Office Relocation (2nd Floor)	\$ 2,000,000	Complete	December 2010
Jones AT&T Stadium NEZ Facilities (Toilets & Concessions)	\$ 1,300,000	Complete	January 2011
Scholarship Donor Walk-Phase 2	\$ 50,000	Complete	March 2010
Softball Team Facility	\$ 3,000,000	Complete	February 2010
Pulse Power Lab	\$ 1,500,000	Complete	October 2009/February 2010
Soccer Team Facility	\$ 4,080,000	Complete	September 2009
Rawls CoBA Tunnel Project	\$ 1,700,000	Complete	October 2009
Horn/Knapp Window Replacement	\$ 2,500,000	Complete	November 2009
Memorial Circle Utility Tunnel Replacement	\$ 3,887,819	Complete	August 2009
Student Leisure Pool	\$ 8,250,000	Complete	May 2009
SPICE Chess Garden	\$ 71,000	Complete	July 2009
Thompson Gaston Demolition	\$ 2,200,000	Complete	March 2009
Engineering Expansion/Renovation Phase I	\$ 10,000,000	Complete	March 2009
Track Renovation/Relocation	\$ 4,000,000	Complete	May 2009
Softball Field Improvements	\$ 1,000,000	Complete	March 2009
Art 3D Annex Ceramics/Klin Yard	\$ 1,556,937	Complete	October 2008
High Performance Research Computer Facility	\$ 1,800,000	Complete	September 2008
Sneed/Bledsoe HVAC Upgrade	\$ 6,000,000	Complete	August 2008
Bledsoe Window Replacement	\$ 1,000,000	Complete	August 2008
4th Street Sewer Upgrade	\$ 560,000	Complete	October 2008
Mark & Becky Lanier Prof. Development Center	\$ 13,665,000	Complete	April 2008
NCAA Soccer Complex	\$ 1,998,000	Complete	August 2007

Art 3-D Annex	\$	8,603,315	Complete	September 2007
Outreach & Extended Studies Building	\$	8,000,000	Complete	October 2007
Softball Field Repairs	\$	509,055	Complete	September 2007
Discovery Mall	\$	1,167,698	Complete	July 2007
Student Wellness Center	\$	9,229,767	Complete	March 2007
CDRC / CSAR	\$	8,126,506	Complete	October 2006
Scholarship Donor Recognition Walk	\$	225,000	Complete	November 2006
Sneed/Gordon/Bledsoe LifeSafety Upgrades	\$	5,792,000	Complete	September 2006
Jones AT&T Stadium Field Improvements	\$	2,860,000	Complete	August 2006
Student Union Building Phase II B	\$	6,034,070	Complete	November 2006
Student Union Building Phase III	\$	1,299,043	Complete	July 2006
NRHC - Christine DeVitt Wing	\$	3,278,509	Complete	June 2006
Experimental Sciences Building	\$	36,702,120	Complete	March 2006
Texas Tech Parkway	\$	9,222,073	Complete	February 2006
Grover E. Murray Residence Hall	\$	24,613,235	Complete	January 2006
Animal and Food Sciences Building	\$	16,809,505	Complete	February 2006
Wall/Gates LifeSafety Upgrade	\$	3,094,012	Complete	January 2006
Student Parking Expansion	\$	660,000	Complete	October 2005
Student Union Bldg. Expansion/Renovation	\$	37,372,009	Complete	October 2003/February 2005
Museum NSRL Addition	\$	3,555,259	Complete	August 2005
Admin Building Stone Repair	\$	2,262,839	Complete	January 2005
Jones SBC Stadium Stage IIA /IIB	\$	53,578,710	Complete	May 2004/Sept 2004
Hulen Clement Fire Protection	\$	3,234,692	Complete	August 2004
Football Training Facility	\$	10,974,030	Complete	May 2004
Marsha Sharp Center for Student Athletes	\$	3,789,332	Complete	January 2004
The Rawls Course Support Facilities	\$	1,692,000	Complete	November 2003
Admin Building Roof Repairs	\$	827,901	Complete	November 2003
The Rawls Course	\$	9,013,000	Complete	August 2003
Horn/Knapp Fire Suppression	\$	3,026,015	Complete	December 2002
Campus Conference Bonfire Circle	\$	400,000	Complete	September 2002
English-Philosophy & Education Complex	\$	44,910,950	Complete	August 2002
Flint Avenue Parking Facility	\$	10,670,916	Complete	August 2002

Dan Law Field	\$	1,612,000	Complete	June 2002
Fuller Track Field House	\$	480,000	Complete	June 2002
Pfluger Fountain	\$	826,000	Complete	April 2002
Recreation Center Expansion/Renovation	\$	12,070,277	Complete	November 2001
Jones SBC Stadium Stage I	\$	22,000,000	Complete	September 2001
Frazier Plaza & Masked Rider Statue	\$	515,000	Complete	September 2001
Tennis-Softball Complex	\$	4,059,784	Complete	September 2001
Campus Fiber Optic Connection	\$	1,667,000	Complete	September 2001
West Hall/Visitors Center	\$	5,703,441	Complete	August 2001
Broadway Gatehouses	\$	816,000	Complete	August 2001
Marquee	\$	352,000	Complete	August 2001
Stangel/Murdough Fire Suppression	\$	1,616,293	Complete	August 2001
Chitwood/Weymouth Fire Suppression	\$	511,900,112	Complete	August 2000
TTU Total	\$	1,007,900,224		

Project

Cost

Status

Completion Date

Porter Henderson Library IT Commons Renovation	\$	4,380,000	Complete	December 2010
Centennial Village Residence Hall	\$	28,215,000	Complete	August 2008/March 2009
University Hall/Abatement Demolition	\$	2,500,000	Complete	January 2010
UC Dining Services Expansion	\$	2,500,000	Complete	January 2009
ASU Total	\$	37,595,000		

The F. Marie Hall SimLife Center	\$	6,500,000	Complete	September 2010
4C Cancer Research Lab	\$	3,200,000	Complete	October 2010
Lubbock Memorial Garden	\$	181,130	Complete	January 2010
Amarillo School of Pharmacy Expansion	\$	8,010,000	Complete	November 2009
Amarillo Family Medicine Relocation	\$	7,026,925	Complete	July 2009
Amarillo Research Building	\$	18,152,430	Complete	March 2009
El Paso Vivarium Upgrade	\$	737,479	Complete	December 2008
International Pain Center	\$	7,000,000	Complete	November 2008
El Paso Strategic Space Study	\$	TBD	Complete	TBD

El Paso - Archer Building Renovations	March 2008	Complete	1,700,000	\$
Texas Tech Physicians Medical Pavilion	June 2006/Dec 2007	Complete	36,462,388	\$
El Paso Medical Education Bldg.	November 2007	Complete	45,000,000	\$
Abilene School of Pharmacy	July 2007	Complete	9,087,743	\$
El Paso Medical Science Bldg. I Build Out	July 2006	Complete	3,564,306	\$
Amarillo Campus Improvements	September 2006	Complete	1,424,677	\$
HSC Roof Replacement	April 2006	Complete	1,747,867	\$
The Larry Combest Health & Wellness Center	January 2006	Complete	1,551,549	\$
El Paso Medical Science Bldg. I	February 2006	Complete	36,977,869	\$
HSC Campus Infrastructure Improvement	January 2006	Complete	5,028,277	\$
HSC El Paso Clinic Expansion/Renovation	February 2005	Complete	9,638,830	\$
HSC El Paso Hydronic Pipe Replacement	February 2005	Complete	1,552,209	\$
HSC Academic Classroom Bldg.	October 2003	Complete	14,963,993	\$
HSC Synergistic Center	March 2003	Complete	1,995,105	\$
Amarillo Academic/Clinic Facility	April 2002	Complete	23,636,894	\$
Midland Physicians Assistant Building	August 2001	Complete	6,000,000	\$
HSC Admin Relocation	March 2001	Complete	1,862,000	\$
Odessa Clinic Renovation	September 2000	Complete	1,200,000	\$
Communications Disorders Renovation	May 2000	Complete	2,161,000	\$
HSC Total			<u>\$ 256,362,671</u>	
Completed Total			<u>\$ 1,301,857,895</u>	
TTUS Capital Project Total			\$ 2,047,523,785	



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System

Summary Operating Budgets Fiscal Year 2012

Chief Financial Officers

Board of Regents
August 4, 2011

TTUS Office of the CFO
Page 1



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

FY 2012 Proposed Budget

Board of Regents
August 4, 2011

TTUS Office of the CFO
Page 2



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

Significant Budget Changes from FY 2011

- Decrease in state appropriations: \$475,000 (25% of general revenue)
- No change in component contribution from FY 2011
- Flat budget since FY 2008 (\$17.0 million to \$16.7 million)
- Direct appropriation (general revenue) as a % of overall budget
 - FY 2011 – 11.33%
 - FY 2012 – 8.56%



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

Significant Budget Changes from FY 2011...Continued

- Reduction of positions for FY 2012 (14.00 FTE)
 - CFO's Office 2.000 FTE
 - Audit Services 1.000 FTE
 - General Counsel 0.500 FTE
 - Institutional Advancement 10.500 FTE
- New funding – Vice Chancellor (Dr. Tim Hudson)
 - Supported centrally in FY 2012
 - Distributed funding support beginning FY 2013



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2012				
	FY 2011 Estimated Expenditures	FY 2012 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 5,356,302	\$ 4,881,302	\$ (475,000)	-8.87%
DESIGNATED	11,415,629	11,765,629	\$ 350,000	3.07%
TOTAL	\$ 16,771,931	\$ 16,646,931	\$ (125,000)	-0.75%



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University FY 2012 Proposed Budget



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2011

- Direct appropriation (general revenue) as a % of overall budget
 - FY 2011 – 24.55%
 - FY 2012 – 22.01%
 - Reduced over 17% from 12 years ago
- The proposed FY 2012 budget includes a reduction of 218 employee positions
- The proposed FY 2012 budget includes an expenditure reduction of \$253 per full time student equivalent (FTSE)
 - FY 2011 – \$16,946 per FTSE
 - FY 2012 – \$16,693 per FTSE



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

How reductions will be addressed in the FY 2012 budget

- Elimination and consolidation of 75 low producing degree programs.
- 3,215 additional students taught with only 149 new sections.
- Student/faculty ratio increased from 19:1 to 23:1 as defined by US News for the past 2 years
- Closure of Abilene and Amarillo off campus sites
- In FY 2010 Texas Tech University had the lowest administrative cost of any emerging research university in Texas. With the elimination of 1 Senior Vice President, 2 Associate Vice Presidents, and 1 Assistant Vice President, this measure should be further reduced in FY 2012.



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2011...Continued

- Education and general funds decreased by \$8 million (-3.94%)
 - \$1.3 million decrease in institutional support
 - \$4.2 million decrease in special items and research development fund
 - \$1.5 million decrease in incentive funding
 - \$1.0 million decrease in instructional administration and operations
- Designated funds increased by \$22 million (9.72%)
 - New dollars will be used to accommodate advancement of undergraduate retention and graduation, enrollment growth, additional employee benefit costs, strategic initiatives and utility increase



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2011...Continued

- Auxiliary funds increased by \$8 million (6.33%)
 - Intercollegiate athletics increased by \$5.25 million
 - Additional Big 12 Conference revenue distribution
 - Hospitality services increased by \$1.8 million
 - Traffic and parking garage operations increased by \$1.4 million
- Current Restricted funds increased by \$4.7 million (5.00%)
 - Projected increase of \$1.1 million in federal programs
 - Projected increase of \$4.4 million private grants and contracts



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2012				
	FY 2011 Estimated Expenditures	FY 2012 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 210,390,420	\$ 202,095,964	\$ (8,294,456)	-3.94%
DESIGNATED	228,650,101	250,876,365	\$ 22,226,264	9.72%
AUXILIARY	127,472,214	135,540,997	\$ 8,068,783	6.33%
CURRENT RESTRICTED	93,961,563	98,659,640	\$ 4,698,077	5.00%
TOTAL	\$ 660,474,298	\$ 687,172,966	\$ 26,698,668	4.04%



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Sciences Center FY 2012 Proposed Budget



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

Significant Budget Changes from FY 2011

- Direct appropriation (general revenue) as a % of overall budget
 - FY 2011 – 26.1%
 - FY 2012 – 24.9%
- The proposed FY 2012 budget includes a reduction of 385 employee positions
- The proposed FY 2012 budget includes an expenditure reduction of \$9,373 per student
 - FY 2011 – \$65,181 per student
 - FY 2012 – \$55,808 per student



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

How reductions will be addressed in the FY 2012 Budget

- Eliminate 1 vice president (duties absorbed by existing staff)
- Close Nursing campus (Marble Falls)
- Reduce enrollment in Pharmaceutical Sciences Graduate Program
- Eliminate Pain Management fellowship, Pathology and Osteopathic residency programs (Lubbock)
- Reduce School of Pharmacy residency program
- Elimination of Women, Infants, and Children (WIC) contract (Permian Basin)



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

Significant Budget Changes from FY 2011...Continued

- Educational and general funds decreased by \$10 million (-5.24%)
 - \$1.7 million decrease in academic programs
 - \$1.6 million decrease in administration and infrastructure support
 - \$10.9 million decrease in special items
 - \$4.2 million increase in restricted educational and general funding, including staff benefits, TPEG and medical loans

- Designated funds increased by \$14.7 million (5.18%)
 - Faculty practice plan increases
 - Tuition and fee increases and additional student enrollment
 - Permanent health revenue increase
 - Decrease use of fund balance



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

Significant Budget Changes from FY 2011...Continued

- Auxiliary funds increased by \$0.2 million
 - Parking income increase due to increased fees
 - Fund balance budgeted for parking lot repairs

- Restricted funds decreased by \$18 million (-8.65%)
 - Correctional Managed Health Care contract reduction
 - Women, Infants and Children (WIC) contract eliminated
 - State agency budget reductions



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2012				
	FY 2011 Estimated Expenditures	FY 2012 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 191,610,007	\$ 181,567,114	\$(10,042,893)	-5.24%
DESIGNATED	284,050,516	298,764,074	\$ 14,713,558	5.18%
AUXILIARY	526,811	765,495	\$ 238,684	45.31%
CURRENT RESTRICTED	208,000,000	190,000,000	\$(18,000,000)	-8.65%
TOTAL	\$ 684,187,334	\$ 671,096,683	\$(13,090,651)	-1.91%



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

FY 2012 Proposed Budget



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Significant Budget Changes from FY 2011

- Direct appropriation (general revenue) as a % of overall budget
 - FY 2011 – 32%
 - FY 2012 – 29%
- The proposed FY 2012 budget includes a reduction of 38 employee positions
- The proposed FY 2012 budget includes an expenditure reduction of \$1,151 per full time student equivalent (FTSE)
 - FY 2011 – \$14,699 per FTSE
 - FY 2012 – \$13,548 per FTSE



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

How reductions will be addressed in the FY 2012 budget

- Reduced all M and O budgets by 17%
- Reduced utilities (increase thermostat, computer shutdown, building shutdown)
- Reorganized academic division (reduced number of Deans, compressed colleges)
- Implemented soft hiring freeze and internal search process to continue reduction in force through 2012/2013
- No utilization of fund balance to offset budget reduction



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Significant Budget Changes from FY 2011...Continued

- Education and general funds decreased by \$3.1 million (-7.15%)
 - \$1.2 million decrease in academic support
 - \$0.7 million decrease in special items
 - \$0.4 million decrease in direct student support (advising, registrar's office, bursar)
- Designated funds increased by \$2.1 million (6.23%)
 - New dollars will be used to accommodate academic support and direct student support areas
 - Eliminate reliance on fund balance



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Significant Budget Changes from FY 2011...Continued

- Auxiliary funds increased by \$437,468 (1.6%)
 - Residence life increased by \$1,156,115
 - Student service fee decreased by \$240,335
 - Intercollegiate athletics increased by \$54,756
- Current Restricted funds increased by \$498,185 (32.9%)
 - Projected increase of \$698,471 in federal programs
 - Projected decrease of \$158,618 in state programs



TEXAS TECH UNIVERSITY SYSTEM


ANGELO STATE UNIVERSITY				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2012				
	FY 2011 Estimated Expenditures	FY 2012 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 43,346,097	\$ 40,246,096	\$ (3,100,001)	-7.15%
DESIGNATED	33,763,992	35,865,851	2,101,859	6.23%
AUXILIARY	26,426,225	26,863,693	437,468	1.66%
CURRENT RESTRICTED	1,513,419	2,011,604	498,185	32.92%
TOTAL	\$ 105,049,733	\$ 104,987,244	\$ (62,489)	-0.06%




TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System

FY 2012 Proposed Budget

 TEXAS TECH UNIVERSITY SYSTEM				
TEXAS TECH UNIVERSITY SYSTEM BUDGET OVERVIEW (ALL FUNDS) FISCAL YEAR 2012				
	FY 2011 Estimated Expenditures	FY 2012 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION	\$ 16,771,931	\$ 16,646,931	\$ (125,000)	-0.75%
TEXAS TECH UNIVERSITY	\$ 660,474,298	\$ 687,172,966	\$ 26,698,668	4.04%
LESS SYSTEM FUNDING	\$ (3,566,526)	\$ (3,566,526)	\$ -	-
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER	\$ 684,187,334	\$ 671,096,683	\$ (13,090,651)	-1.91%
LESS SYSTEM FUNDING	\$ (3,505,977)	\$ (3,505,977)	\$ -	-
ANGELO STATE UNIVERSITY	\$ 105,049,733	\$ 104,987,244	\$ (62,489)	-0.06%
LESS SYSTEM FUNDING	\$ (376,559)	\$ (376,559)	\$ -	-
TOTAL	\$1,459,034,234	\$1,472,404,762	\$13,370,528	0.92%
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 TEXAS TECH UNIVERSITY SYSTEM	
<h1>Texas Tech University System</h1> <h2>Summary Operating Budgets</h2> <h3>Fiscal Year 2012</h3> <p>Chief Financial Officers</p>	
Board of Regents August 4, 2011	
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TEXAS TECH UNIVERSITY

Responsibility Center Management (RCM)

A Report to the Board of Regents

August 5, 2011

What is RCM?



RCM is...

- A decentralized financial management model that aligns financial responsibility with the natural decentralization of authority in universities.
- A financial model that (1) aligns the allocation of revenue with the generation of revenue, and (2) encourages revenue generation and efficiencies.
- An established system that has found success in a wide variety of universities ranging from Ohio State and USC to Indiana University and Harvard.

What are some benefits of RCM?



- Promotes both revenue growth and generation.
- Provides an excellent picture of per student costs of educational programs.
- Allows for analysis of faculty financial productivity at the University and College levels.
- Drives efficient provision of administrative and space related services at competitive prices.
- Encourages centers to adopt successful strategies used by other centers (i.e., best practices).

RCM—Progress and Plans



- RCM has already changed TTU's understanding of the sources and uses of funds and how those funds have been used historically to steer the university.
- The RCM Council has analyzed patterns of revenue generation and expenditures in 2009, 2010, and 2011.
- The study of this data has already proved beneficial for the university through education and discussion of the university's financial resources.
- TTU will continue to use the information RCM produces to help guide the university strategically in its current and future decisions.

Example of RCM Data



- RCM allows us to look at the university's financial data in a clear, concise, and comparative manner.
- For example, we are able to compare direct revenues and expenses across colleges.
 - *Direct Revenues: Tuition, State Appropriations, Fees, Endowment and Interest Income, Gifts, Facilities and Administrative Income, Grants and Contracts, Sales and Services*
 - *Direct Expenses: Salaries, Benefits, Operating Expense, Travel Expense, Capital Expense*

Example of RCM Data (cont.)



Direct Revenue and Expenses FY 2010

College	Direct Revenue	Direct Expenses	Student FTE
Agricultural Sciences	\$17,463,049	\$17,883,445	1,167
Architecture	\$5,497,948	\$5,156,535	537
Arts & Sciences	\$88,459,851	\$63,927,273	13,237
Business Administration	\$25,234,438	\$24,432,554	2,239
Education	\$11,437,272	\$10,976,145	1,385
Engineering	\$32,209,488	\$27,392,048	2,246
Human Sciences	\$16,652,709	\$14,187,161	1,929
Law	\$11,117,843	\$12,725,148	616
Mass Communications	\$5,035,708	\$4,603,465	681
Visual & Performing Arts	\$12,275,312	\$14,465,542	1,591

Actions Inspired by RCM That Create Efficiencies



- Eliminated/consolidated low-producing degree programs
 - ✓ *75 programs eliminated/consolidated*
- Have begun to teach classes at capacity
 - ✓ *Taught 3,215 new students with only 149 new sections*
 - ✓ *Increased SCH production by 7 ½ % per faculty member*
- Have begun to match revenue allocation with revenue generation
 - ✓ *RCM budget model being implemented*
- Streamlined administrative structure
 - ✓ *Eliminated a vice president and three associate vice presidents – this will reduce the percentage of our budget devoted to administration, which at 6.3% is already the smallest of the seven emerging research universities*
- Outsourced activities outside the core mission
 - ✓ *Outsourced university printing; outsourced distribution of books published by Texas Tech University Press*

Gains in Efficiency at Texas Tech FY 2008 – FY 2010

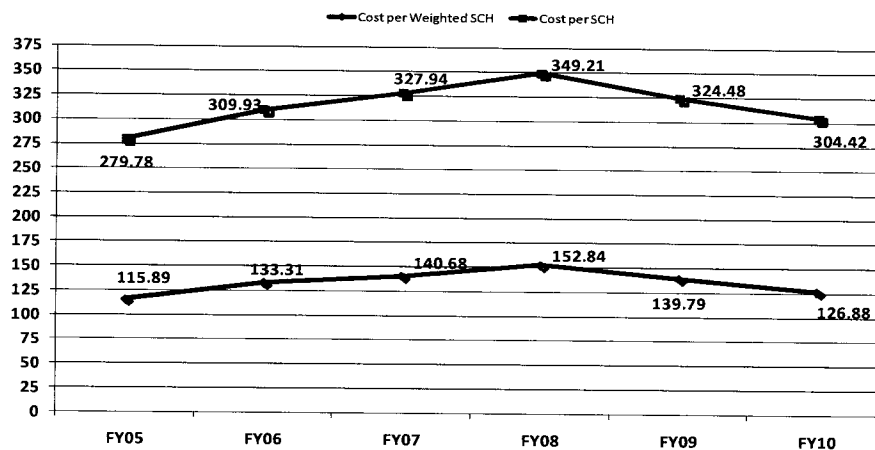


- The actions outlined above have yielded significant and measurable gains in efficiency and productivity.
- Since 2008 our...
 - *WSCHs have **increased** by 10.95%*
 - *Instructional costs have **decreased** by 13% per SCH or 17% per WSCH*
 - *Space efficiency score has **increased** from 75% to 92%*
 - *Student-faculty ratio has **increased** from 19:1 to 23:1*
- As we point out below, TTU has an extremely productive faculty as measured by the student credit hours they teach and the revenue they generate.

Gains in Instructional Efficiency Since 2008



Changes in Instructional Costs at Texas Tech University, FY05-FY10 (student credit hours & weighted student credit hours divided by total expenditures for instruction, academic support, & institutional support) Source: Annual Financial Report and THECB

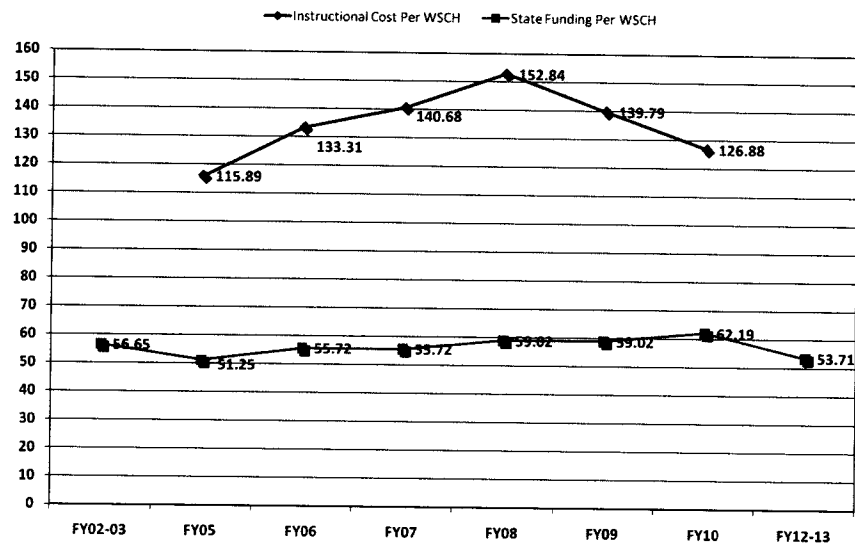


Reductions in State Appropriations

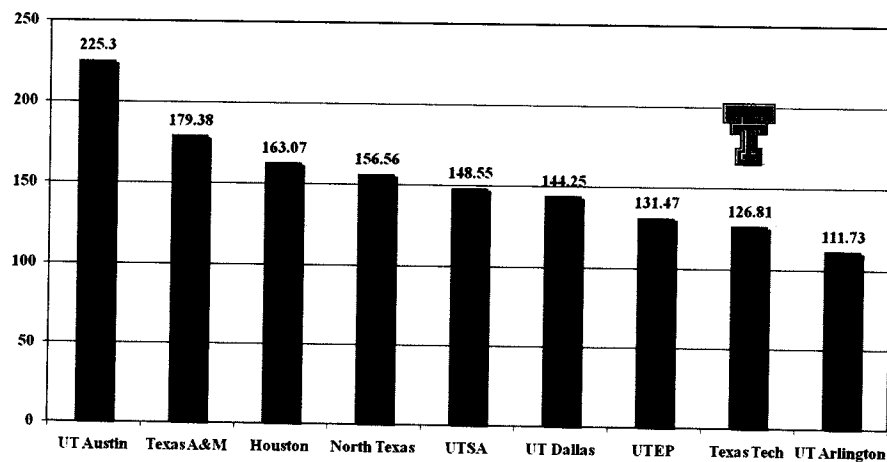


- However, our gains in efficiency have been obscured by reductions in state appropriations.
- State appropriations have been reduced by 7.7%, or \$29.1 million, for FY 2012-FY 2013.
- Our 17% reduction in instructional cost per Weighted Student Credit Hour (WSCH) has been largely offset by a 13.6% reduction in state funding per WSCH.
- Had state funding remained flat, we would not have needed a tuition increase.
- A comparison of our costs with our competitors shows that TTU is among the most efficient universities in Texas.
- Our faculty are among the most productive in Texas.

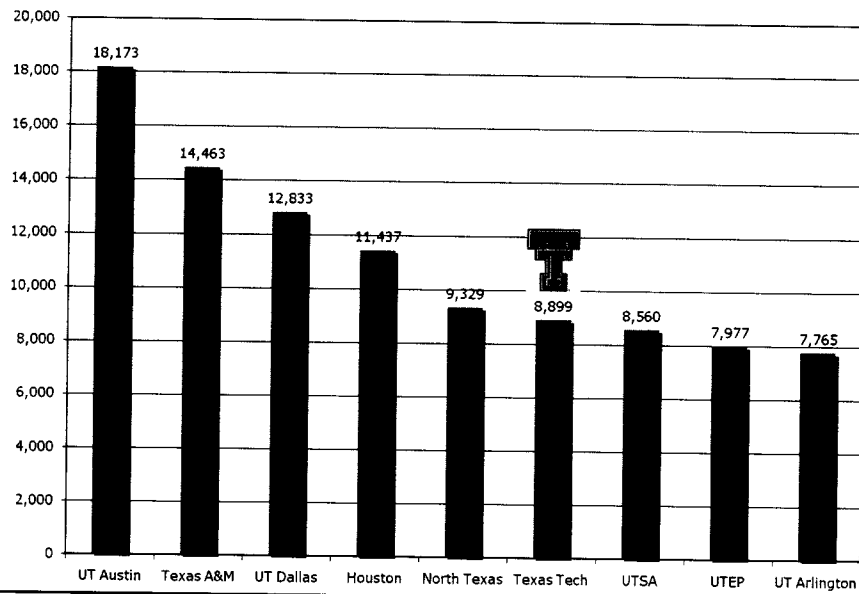
Comparison of Instructional Costs and State Funding Per Weighted Semester Credit Hour



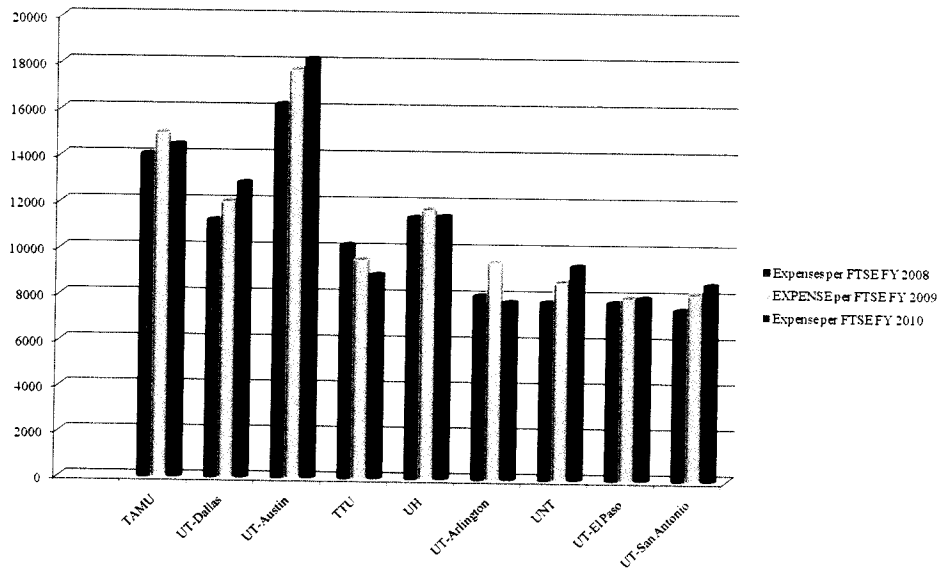
Instructional Costs Per Weighted Student Credit Hour at Seven Emerging Research Universities, UT Austin, and Texas A&M, FY 2010 (total expenditures for instruction, academic support, and institutional support divided by number of WSCHs)



Instructional Costs Per FTSE at Seven Emerging Research Universities, UT Austin, and Texas A&M University, FY 2010



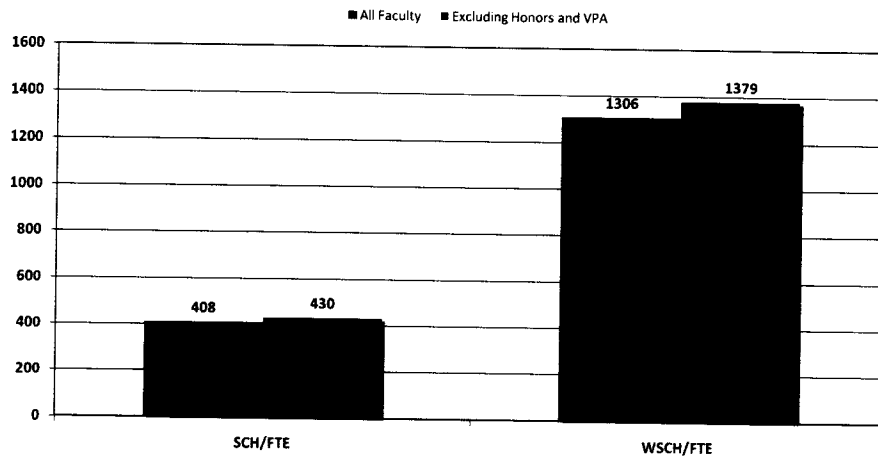
Instructional Costs Per FTSE at Seven Emerging Research Universities, UT Austin, and Texas A&M, FY 2008-2010



Average Faculty Workload at Texas Tech Expressed in SCHs and WSCHs



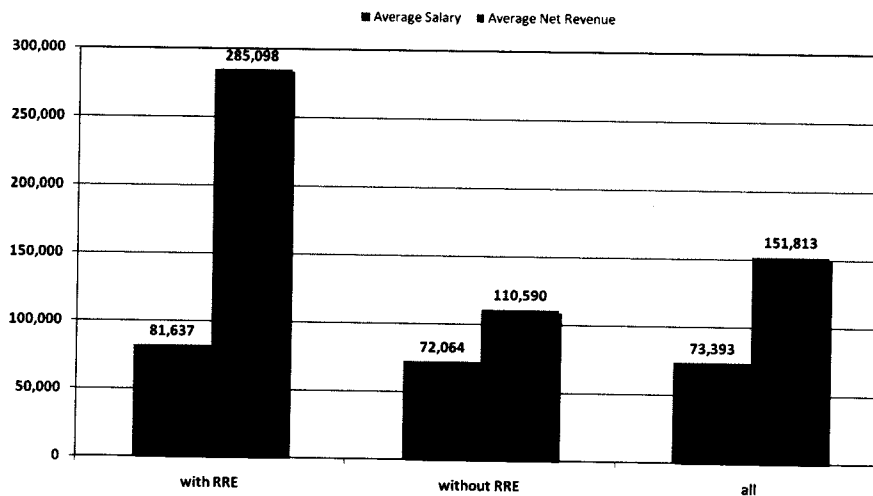
Faculty Workload at Texas Tech University (student credit hour and weighted student credit hour production per FTE faculty member of all faculty and of all faculty excluding the Honors College, the Museum, and the College of Visual and Performing Arts)



“Profitability” of Faculty at Texas Tech



Average Salary and Revenue Production of Faculty with Restricted Research Expenditures (n = 233), Faculty without Restricted Research Expenditures (n = 600), and All Faculty at Texas Tech University, FY10



Implementation of RCM



- Because state appropriations were not finalized until June, RCM will be implemented in two phases.
- Phase One, which will be implemented in FY12, will include the allocation of new revenue using RCM principles. The slide that follows shows the pending distribution of new revenue for FY12.
- During FY12, the RCM Committee will continue to meet to plan for full implementation in FY13.
- In FY13, Phase Two will be implemented, with historical allocations eliminated and budgets restructured according to RCM principles.

Phase 1 of RCM, Implemented with FY 2012 Budget

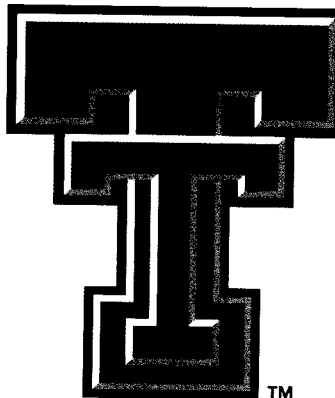


College	Proposed Allocation	Student FTE
Agricultural Sciences	\$236,271	1,167
Architecture	\$94,422	537
Arts & Sciences	\$2,309,273	13,237
Business Administration	\$516,625	2,239
Education	\$265,388	1,355
Engineering	\$496,274	2,246
Human Sciences	\$437,217	1,929
Law	\$115,872	616
Mass Communications	\$166,053	681
Visual & Performing Arts	\$264,330	1,591

Conclusions



- As we pointed out above, many of the efficiencies that RCM typically brings about have already been realized as Deans and Vice Presidents have planned for its implementation.
- “Plans are useless, but planning is indispensable.”
Dwight D. Eisenhower



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TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System

Conceptual Framework for the Investment of Operating Funds

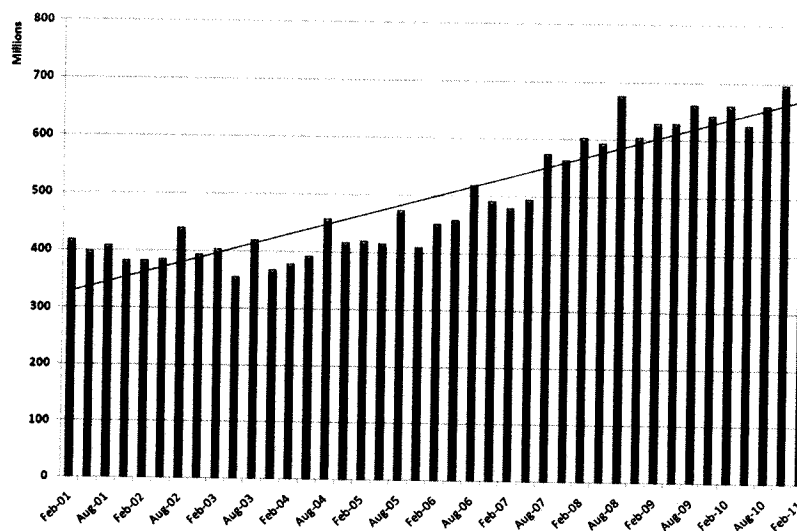
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TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Cash Assets



Board of Regents
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TEXAS TECH UNIVERSITY SYSTEM

Segmentation by Liquidity Needs

Fund Name	Cash Fund	Short Term Fund	Intermediate Fund
Amount	\$250 Million	\$200 Million	\$250 Million Plus
Time Horizon	Daily Liquidity	0-2 Years Maturity	3-5 Years "Maturity"
Strategy	Money Mkt. Funds	Fixed Income Only Average Term 1 Year US/Agency	Annual Yield 6-7%
Oversight	CFO / CIO	CFO / CIO	Internal Committee (TTUS CFO, CIO, Component CFOs)
Portfolio Management	Investment Staff	Investment Staff	Investment Staff

Board of Regents
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TEXAS TECH UNIVERSITY SYSTEM

Role of Internal Investment Committee

- Advise Board of Regents on investment policy, including asset allocation
- Implement the board-approved asset allocation for operating fund
- Approve investment manager selections recommended by staff and consultant
- Monitor performance of operating funds

Board of Regents
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TEXAS TECH UNIVERSITY SYSTEM

Intermediate Fund

Amount	2010-2011 Plan
Time Horizon	Intermediate Term
Strategy	Separate Asset Allocation (approved by Board of Regents) Investments with Lock-Up Period > 1 Yr Excluded Significant Manager Overlap with LTIF Liquid Hedge Fund Investments are Permitted
Oversight:	Internal Committee: TTUS CFO: Jim Brunjes (Chair) TTU CFO: Kyle Clark CIO: Gary Ratliff HSC CFO: Elmo Cavin ASU CFO: Michael Reid
Asset Allocation Manager Selection	Investment Office Staff Consultant
Portfolio Management	Investment Office Staff



TEXAS TECH UNIVERSITY SYSTEM

Issues

- Assess a management fee against system assets invested in the Intermediate Fund
- Determine expected reserve and return of fund
- Hire additional investment staff



TEXAS TECH UNIVERSITY SYSTEM

Steps for Creating a Intermediate Fund

- Draft investment policy statement for Intermediate Fund
- Determine appropriate management fee for assets invested in Intermediate Fund
- Establish a spending rate for the Intermediate Fund
- Seek approval from Board of Regents and Texas Tech Foundation, Inc.
- Assemble new investment committee for Intermediate Fund
- Perform an asset allocation study
- Develop Banner system accounts / procedures for Board of Regents and the Internal Investment Committee
- Determine managers who are eligible for Intermediate Fund
- Open additional accounts with existing managers
- Wire funds to investment managers
- Hire additional investment managers, if necessary

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
August 5, 2011

Chancellor Hance presented his report to the Board: "One thing that I wanted to discuss is our fundraising. We are on target. Only once before 2006 have we raised over a hundred million. This will be the fifth year in a row that we have raised over a hundred million a year. We've already surpassed our previous donations and I think that we are going to be in great shape at the end of August of this fiscal year. Last September, we publicly launched our billion dollar campaign. At the end of this month, we will be 80 percent there. So, we're ahead of schedule. I hope the economy improves some, but we've done great during a down economy. We've gone from 60th in the nation last year; we are now 46th of all colleges and universities in fund raising. This year since we're going for a record I think we'll be even further up. We surpassed Rice, Alabama, Michigan State, University of Tennessee, Oklahoma, and many others. Those are colleges you are familiar with. Dr. Overley and her entire staff have all done a great job.

Also, you just received information on the leadership, education, and development for Camp L.E.A.D. This is an idea that Russ Bookbinder and his staff have worked on. We want to get the students at an earlier time, and this is primarily out of San Antonio. The state didn't pay a penny. It was private. Regent Steinmetz helped us raise for some of the money. We collected funds primarily from bankers in this area and a few other people. We brought in about 50 students and most of them were from San Antonio who are classified as sophomores. They will be juniors, but they were picked by counselors, two from each school, that were young leaders. We gave them a camera and all kinds of things and they went through this program and they loved it. It was a great program. If you look, there were over 580,000 social media impressions from this. Seventy percent of the kids, when they left, said that Texas Tech is where they would consider going to school; it was their top choice. Ninety-four percent said they really recommended Camp L.E.A.D. It was great. I'd like to recognize some of the people that worked on it: Dr. Juan Munoz; Dr. Paul Ruiz—Paul worked with me when I was a member of Congress back, just yesterday—Dailey Fuller; Russ Bookbinder; Anna Thomas; and last but not least, from my hometown of Dimmitt, Texas, Jeannie Diaz. So this is the group that put the initiative together. It was a great program. We plan to expand it next year to include Dallas. Regent Scovell is going to make sure that we have it in Dallas next time. I appreciate his contribution and help on that. It would be great for us to expand this program to Amarillo and El Paso as well.

Regent Francis stated: "Just give me the number."

Chancellor Hance asked Russ Bookbinder what the final cost was for that program.

Mr. Bookbinder stated that the cost was about \$43,000.

Chancellor Hance added: "That's a big impact. That's great advertising which was paid by private individuals.

“One last thing, Bernie Mitemeyer is going to be our speaker tomorrow at graduation. We had a speaker and there was some confusion and the person double booked, but Bernie agreed to take on that task. If you’ve never heard him speak, you’re going to really enjoy him. He tells about his career in the military; he finished as a Three-Star General and was the Surgeon General of the U.S. Army. He’s had a great career at Texas Tech; he’s been the Interim President of the HSC, and he’s been the dean of the Medical School.

That’s all on my report.”

Chairman Turner thanked Chancellor Hance for his report.

President's Report
Texas Tech University
Board of Regents Meeting
August 5, 2011

Dr. Bailey presented his report to the Board: "There are a couple of things that are being distributed to you today. One is a report on our strategic plan, *Making It Possible*. Provost Smith and his staff put this together and we really appreciate that. There is also a press release this is included with the materials being handed out. First did a ranking of institutions in the country that were "best value institutions." We were among the top 47. That is good news that reinforces what we talked about earlier. What I am going to do is summarize and talk briefly about some things that you received earlier in a much longer version. I am going to go through an abbreviated version very rapidly, if you have questions please stop me and let me know. There were some questions about data, and essentially there are four or five sources of data in higher education including: the Texas Higher Education Coordinating Board; the Integrative Post-Secondary Education Data System; the Common Data set, which is a cooperative effort between some private groups; and Our Institutional Research, which is very good at annual financial reports. A lot of these agencies report the same data but it's different. They use different data definitions, so you might see two different figures reported and it's simply a matter of different definitions of the data. I explained that in the material that I sent to you. Also, another thing that creates variation here, a lot of institutions expend money out of foundations—scholarship money, for instance. If you look at the data on scholarship money that are there, it looks like the University of Kansas has very little but they actually have quite a bit but it is all in their foundation. They have the oldest and one of the larger foundations in the United States. Those are some issues with it. Now, there were questions about applications and enrollment. Applications and enrollments vary and have varied widely over the last five years, but between fall 2006 and fall 2010, applications in Texas as a whole increased by 16.5 percent. Our applications increased by 17.2 percent, a little better than the state average. This is better than the average in any state nationally, except perhaps Utah because of our population growth. We had had a good increase there. And by the way, I noticed that this fall our applications have increased by almost a 1,000, from about 1,650 to 1,700. So, we've had a very large increase this fall.

Regent Huffaker asked: "These applications are in four-year universities? You're not counting the community colleges?"

Dr. Bailey replied, "That's right. These are for four year institutions. Remember that a lot of the growth in higher education has been in two-year schools. Somewhere between 70 and 80 percent of the growth in Texas has been at two-year institutions.

"The universities that had greater increases in applications than we had are usually one of two things: they were working from a smaller base—that is there were not as many total number of applications, so a larger percentage was actually a smaller number; or they had a lot of scholarship money—more than we did. What's remarkable about us though is not really the increase in applicants, but the increase in the people who

enrolled. Our increase was far greater than that of our competitors. The next slide illustrates that. This is the increase in the number of first-time full-time freshman who enrolled at these seven emerging research universities: Texas and Texas A&M. It's the increase in the number of freshman and you can see over a five-year period that we had a little over 900, almost twice as many as our nearest competitor. So, in raw numbers, we had a significantly greater increase. What's even more impressive than that, if you look at the next slide, there are about 6,500 students who enrolled in four year institutions in Texas during that five-year period—14 percent of them enrolled at Texas Tech University. Again, significantly more than any of our competitors. So, we've got a significant percentage of the increase and then the only Big 12 school that had a larger number of new freshman—a larger increase in the number of freshman—over that period of time was the University of Missouri. And they, like us, have been growing very rapidly and recruiting very widely. So, on applications and..."

Chancellor Hance asked, "On the 940, that's from 2006. That's the number of freshman that had increased from 2006 to 2010?"

President Bailey replied, "That's the increase in the number of new first-time full-time freshman. And if you'll notice, that 940 is a little bit different from the 937 on the IPEDS versus Higher Education Coordinating Board Data. I mentioned the data will always be different. I've got the source of the data, so if you realize that something's a little bit different from one slide to another, just look to see where it probably came from. One came from IPEDS, one from the Coordinating Board. But that's right, that's the increase in the number of first time, full time freshman, not the number of first time, full time freshman.

Dr. Anders stated, "I think that's pretty interesting to point out. We are a four-year university and across the country the real growth has been in the community college, because of the down turn and the impact it's had on families sending kids to school. So that's pretty remarkable, what we're seeing here at Texas Tech."

Dr. Bailey replied, "It is. Again if you'll also remember, what makes it more remarkable are two other things: our students come a long way to go to school here. In many cases, we have students who come from as far away as Laredo and Corpus Christi. So our students are coming a greater distance. As I'll point out in a minute, we don't have as much scholarship and fellowship money as our competitors. So, we're working up hill but when you take those two things together, this number really is remarkable.

"The next slide covered scholarships. Among our competitors, we rank near the bottom in scholarship expenditures. In fact, if you look—again these are the seven emerging research universities including UT and Texas A&M. On the left, are the total scholarship and fellowship expenditures. In the middle, you have federal and state expenditures. On the right, you have institutional dollars. Here's the difference: federal and state expenditures are usually for need-based students. So things like Texas Grants and Pell Grants are mostly need based. The institutional things are more merit based, not all, some are need-based too, but a significant part of them are merit-based. The point of this slide is whether you're looking at need-based or merit-based, we rank near the bottom. We're well behind some of our competitors, and some of our

competitors, like UT Arlington which has some money from natural gas are growing at a very rapid pace. Again, the enrollment growth is remarkable in light of that figure. We're also near the bottom, I don't have the slide, I'm sorry, for the Big 12, I did these slides myself and I messed it up. I'm not real good at it. But if you look at the Big 12, we're about third from the bottom there as well. So anyway, that's one of our great needs, additional scholarship and fellowship money.

"Data on student debt—in 2009, 62 percent of graduating seniors at public universities took out loans, or had taken out loans during their college career. Their average debt was \$24,000. By the way, at private institutions, that number is 75 percent at for profit institutions the number is 92 percent. The loan amounts go up significantly as well. Now, in 2009, those numbers at Texas Tech were 67 percent and \$21,000, respectively. Now, what pleases us is that in 2010, the percentage of our graduating seniors who had taken out loan's declined to 39.6 percent. There was a modest increase in their debt, to \$21,500, but we did see a decline in the percentage of seniors who had taken out loans. That decline is due almost exclusively to an increase in scholarship funding that we had over the last couple of years. The next slide will illustrate that. If you'll look at the black line, that is the percentage of our graduating seniors who had taken out a loan and the red line is the total financial aid. You can see that as our financial aid increased pretty dramatically, the percentage of seniors who had taken out loans decreased. By the way, this data is very hard to get. This comes from the Common Data Set, and we couldn't get comparable data from most of the Texas institutions. We did get it for the Big 12. If you look at the Big 12, we had the smallest percentage last year of the people who took out a loan. To be fair here, a year earlier we would have been in the middle of the pack. That 67 percent would have put us in the middle of the pack. It's because we had that decline that were down at the bottom. But also the average debt of those students, as you look at the next slide, is near the bottom as well. Again, that would hold constant. We're second or third from the bottom consistently in the amount of debt that our students have."

Regent. Turner asked, "This is focusing on graduating seniors total debt accumulated, during their career? This isn't 2010 debt, its cumulative debt?"

Dr Bailey replied, "That is correct. It's cumulative debt. It's the cumulative debt that they graduate with. Now, that \$21,500 is a little bit over stated. Here's why: when that data was submitted, not all loan adjustments had taken place. Title Four, teacher grants and so forth, these are loan adjustments that are still going on right now for students who are graduating and have graduated. So, when all the loan adjustments were made, that \$21,500 number declines to \$17,875. So, the most accurate number of our graduating seniors who took out loans—the average debt for those people who took out loans—was \$17,875."

Regent Huffaker added, "Dr. Bailey could you back up just a second. That distinction two slides ago, where the percentage of students who took out a loan—that means they took out a loan sometime during their career—went down so much...what is the explanation?"

Dr Bailey answered, "Because our grant and scholarship funding went up. As you can see, we had a significant increase, that red line, in the amount of money that we put into scholarships and fellowships."

Mr. Huffaker added, "There are two things about that—one is, one of the things that's always hard for me to evaluate is when we raise tuitions. There's that component that has to go get plowed back into student aid. Is that part of this?"

Dr. Bailey replied, "Yes, well, it's part of it, but it's also additional money that, we were able to, through efficiencies, create and put into financial aid. This summer, Kyle was able to identify \$2 million that we had saved in efficiencies. That went into scholarship and fellowship money for this fall. When we find additional money that is the first thing we usually do with it, is put it into scholarship and fellowship money."

Regent. Anders added, "John, you bring up a good point. That seems to imply that the delta between the two percentages—the group that represents that delta, paid off their student loans. Can you draw that out of this? Or they made a dent on their student loans because of scholarships?"

Dr. Bailey responded, "I think that they probably just received more financial aid and had to take out less in loans. I think that's probably it. And again, over the last three years we have tried, whenever we've been able to find new money, the first priority has been scholarship and fellowship money for students. So, usually every semester we've been able to find some additional money through savings that we've plowed back in to that."

Regent. Huffaker asked, "Does it also reflect some change in the demographics of our student body or not?"

Dr. Bailey answered, "It probably does. And, by the way, I should also add that if you look at the big increase in scholarship and fellowships, Texas Grants had increased in the last Legislative session pretty significantly. And there was an increase in Pell Grants as well. So this reflects not only institutional, but yes, a demographic. Our students, if you go back slides, you'll notice that we don't get as much in federal and state scholarship and grant money. That's Texas Grants and Pell Grants basically. There are some other things as well. And that's because our student body tends to be, right after UT Austin, the second wealthiest among public four-year institutions in the state."

Regent. Huffaker added, "Less students qualify."

Dr. Bailey replied, "That is correct. However, increasingly we have large numbers of student who, our Texas Grant allocation for this coming year was reduced by \$9 million. We tried to make up as much of that as we can. We don't know how that will affect us, but certainly it will have some effect."

Regent Scovell asked, "Back up one slide—tell me what you think the number is for SMU, TCU and Baylor."

Dr. Bailey answered, "It would be a lot more."

Regent Scovell stated, "Double, triple?"

Dr. Bailey responded, "Well, I don't know whether it would be double or triple, but in higher education, the amount that's considered too much to borrow is \$40,000. If you graduate with \$40,000 of debt, that is kind of a red flag that's talked about publicly. My guess is when you look at people that graduate with debt that large, it's almost always from a private institution."

Regent Turner stated, "You know I'd also be curious, John—now I don't know if we can get this data or not, probably not, but it would be interesting to know what the average debt load is of Texas students who go to Ole Miss and Alabama and Auburn."

Dr. Bailey responded, "They certainly pay some out-of-state tuition. Our in-state and out-of-state tuition rates are very comparable to those schools in the Southeast. Very few have tuition rates that are less than ours. And so, I'm sure they're not paying in-state, in fact if you were recruiting them and they were all paying in-state tuition you would defeat the purpose of coming over to Dallas or Houston for recruiting. That's interesting; we'll see what we can find out."

Regent Turner stated, "A guy also made an interesting comment to me. He said that the University of Missouri—because we saw their numbers in here—the University of Missouri, their top two recruiting places are Chicago and DFW. Is that what you said?"

Dr. Bailey replied, "Yes. They recruit in Dallas and Chicago just like they do in St. Louis and Kansas City. And remember, if you're in Alabama, remember that Dallas/Fort Worth, that metropolitan area has more people than Alabama. So does Houston, and a lot more people than Mississippi. And it's getting on up there close to Missouri."

Regent Anders responded, "All of the SEC schools are active in recruiting—every one of them. The Big 12 too."

Chancellor Hance added, "If you go to Highland Park, Frisco or any of those schools on a school night, the SEC, all the Big 12, they're in there cherry picking. There are other schools where they don't think they have the money and you don't ever see them."

Dr. Bailey said, "That's absolutely true. Chicago is a great place to recruit, because there are a lot of people there, but in-state tuition in Illinois is usually as high as out-of-state tuition to other places. So, that's a great place to recruit from. When I was in Kansas City, we recruited Chicago very extensively. So, the thing that you have to also consider when you look at debt is: are your people getting jobs? I tell our students when I talk to them at orientation, their parents appreciate this more than they do, that we have three goals for them. One is that they come to school here; one is that they graduate from school here; and one is that they get a job and become gainfully employed. That's very important to us. There is no national data on this but our institutional research does surveys with our alumni one year after they've graduated and we have a pretty good return rate on that. And this data comes from the alumni

surveys, it will tell you a lot about what's happening and at some point in a President's Report I may just give a report on all the data from the alumni surveys. But, again, if you look at the data on employment, a year after graduation—the most recent from 2008-2009 students—only 4.8 percent of our graduates were unemployed after one year. If you look at the third column, the third set of columns there, you'll see the 4.8 percent of our graduates, one year after graduation who had not found work. Now that's a pretty good rate, and that's about half the national average, but it's about twice the rate before the recession hit fully. So, it's certainly of some concern to us. The other thing about this slide, the percent who are continuing their education—and that's the second set of bars there—has grown pretty steadily as well. That's probably not due to the recession, because the alumni questionnaire asks what their goals were when they were undergraduate students. Can we go two slides forward? This slide tells you about their goals. The increase in the percentage of those who go on to continue their education and the percentage who said their goals were to do that are very similar. And the increase is almost identical there. So, we think that most people had planned to go on after they graduated anyway. If you'll go back one slide, this shows us compared to the national averages of recent graduates. Our 4.8 percentage compares to over 8 to 8.7 nationally. So we think we're doing well."

Regent Huffaker asked, "Does that include the for-profit part of the segment?"

Dr. Bailey answered, "This data comes from the project on student debt. The project on student debt is a private website. I think it's funded by the Gates Foundation. They say they got their data from calling the Department of Labor Bureau of Statistics. I assume that it includes recent graduates from all institutions, but I can't answer that with certainty but I'm pretty sure it includes graduates from all institutions.

"The slide that follows is simply the one that we pointed out about what their ambitions were. The next slide I want to point out is on salaries."

Regent Montford asked, "You said that these numbers are based off of the respondents to the alumni survey. What percentage of total graduates responded?"

Dr. Bailey answered, "The best I can estimate—I haven't calculated that—but looking at the raw numbers of responses, it must have been at about ten to twelve percent. This is a fairly high response rate if you do a survey. If you do a survey and you can get that kind of response rate you're doing okay. Now, I'm sure it's not a random selection, but response rate is pretty good.

"Okay, I omitted a slide here but I want to tell you about it. We also have data on salaries one year after graduation, and they've held up fairly well. That information is in your larger packet.

"Last thing, data on graduation rates for four, five and six year graduation rates have improved dramatically, especially the four-year graduation rate. We have the fourth highest graduation rates in the State of Texas which are very close to those of UT Dallas' and really only behind UT's and A&M's. And among Big 12 institutions, we're right in the middle of the pack. But, we're very competitive there. Now, one point I want

to address, graduation rates are sometimes used as a measure of time to graduation. This is something you really can't do. I'll explain why. If you think about those slides, or when you have time to go back and look at them, the biggest jump is between four year and five year graduation rates. Here's what happens. A lot of kids go to study abroad; they do internships. Because of that they have to go an extra semester and they graduate in December, and they are counted as five year graduates. However, if you look at them in terms of semesters, if you measure this in terms of semesters, where students who start to school here, they graduate in an average of 8.8 semesters. That's a little less than four and a half years. Eight semesters is four years, so what this says is that for students who start here, on average, they graduate in a pretty timely matter. Even students who transfer graduate in less than five years, and that's the—we've got natives for people who start here and the others. So, the time to graduation for our students is really quite good. When you measure it in semesters, that's an accurate reflection of time. Are there any questions?"

Regent Turner stated, "Guy, we talked about this notion of graduating from the same institution, and that consequently our graduation rate might look lower than it actually is."

Dr. Bailey responded, "Yes, that's right; that's a very good point. The IPEDS, remember, collects graduation rates only from people who graduated from the institution where they started. The Coordinating Board collects that data but it also collects graduation rates of students who graduate from any institution. Because students have to come further here, we have a little higher transfer rate, and if you look at students who graduate from any institution, our graduation rates go up ten or twelve points. So, they're very competitive."

Regent Steinmetz asked, "Dr. Bailey, have we ever considered having the Career Center maybe do some sort of analysis on who has jobs coming out of school as opposed to doing a random sampling of phone calls?"

Dr. Bailey answered, "By that, do you mean by major or by discipline?"

Regent Steinmetz replied, "Correct"

Dr. Bailey continued, "We can probably calculate that from the Alumni survey. In fact, I'm sure we can. I'll just ask them to go back and do it. By the way, salaries in science and engineering continue to go up. Those in Business and Liberal Arts are down a little."

Regent Turner asked, "Dr. Bailey, what's your take away?"

Dr. Bailey responded, "Our take away is that, in summary, we've done a terrific job at recruiting students; we're doing an increasingly good job of graduating students—those students are graduating in a timely matter, and for the most part they are either getting jobs or continuing their education. It's a pretty good story at success. I think you'd have a hard time finding a picture, especially when you look at rates of improvement, of an institution that was doing better at all of those things."

Chancellor Hance added, "We do more with less."

Dr. Bailey continued, "We could always use more scholarship money. That's the other take away."

Dr. Bailey concluded his report, encouraging everyone to read the data he presented and let him know if there were any questions about it.

SGA President's Report
Texas Tech University
Board of Regents Meeting
August 5, 2011

Tyler Patton presented his report to the Board: "I gave student governments first report in May and I told you that we were going to start taking a look at our transportation account. We have finally arrived at the light at the end of the tunnel. A year ago is when I met Mike Uryasz, our external vice president, on the Transportation Fee Advisory Committee and we kind of found out that we were spending about \$3 million dollars annually on our transportation account and about \$869,000 of that was going to off campus transportation at private apartment complexes. But, we were only taking in about a \$162,500 of revenue off of those complexes. And so, Mike and I really set out this year to try and equalize that payment and make sure that we were actually taking in the equal amount of revenue as it costs to actually provide that service. Without the help of Kyle Clark and Jennifer Adling in Procurement Services, neither Mike nor I would have really been able to make this renegotiation possible. This is really the most significant transformation of our transportation contract, at least in four years. I really think that we've made some substantial gains in making sure that student's fees are actually going to student services starting this year. We actually have realized and increase of \$166,000 which has brought us to \$328,000 of revenue roughly off of those apartment complexes. So, we have almost doubled our revenue from the apartment complexes for off campus service. By next year, we will have realized the full \$869,000 that it actually costs to pay for off campus transportation. We're really proud of that. That's all because of Mike Uryasz and his commitment and dedication to this; I think he's had a few sleepless nights in the office. Really, it's been a privilege to be able to work with a friend and it's made it that much easier. So Mike, stand up and thank you for all your help. With that we've been able to kind of get our fiscal house in order and we've also added five new buses to our campus route system, and we've also been able to expand our route offerings to a Greek route that will run to our Greek circle and service those students from 5:30 to 8 pm weeknights. We're really proud about that and I think that we're going to have a good outlook for the rest of the year. We've got a good plan and that's where we're at. Hopefully I'll have more good news whenever we see you guys in October. If ya'll have any questions I'd be happy to answer those.

Regent Huffaker asked, "Do you all run the summer orientation program?"

Mr. Patton replied, "We actually help with that, but that's actually run out of the Center for Campus Life, but for all of those needs, we've been their point people. Mike's helped them out a lot with that."

Regent Huffaker asked, "I just wonder the approximate number of students you may have had this summer?"

Mr. Patton answered, "I'm not sure. Normally the way that we've calculated that is really just kind of seeing what the general demand orientation has been, and then we've kind of worked that out with what our contract terms are."

Tyler concluded his report.

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
August 5, 2011

Dr. Mitchell presented his report to the Board: "Our efforts over the last year have been concentrated on the budget. Now that we have some answers from the state, our focus will be on figuring out how to educate more students with less money. What I want to do today is go over a few milestones that we've had. I've done this in a way that you have bullet points to go by. I would encourage you to look over these later so that if you are chatting with the people in your communities, you will have some highlights to share that show that in spite of the challenges with state funding, we have been able to accomplish some pretty big things. I want to point out a few of these to you, very quickly. This will actually take me just a few minutes."

"In summer of 2010, we opened the Jenna Welch Women's Center, led by Dr. Leslie Chupp in the Permian Basin. The focus has been on adolescent health and women's health, particularly for more complicated surgical procedures that require open procedures by and large. Leslie Chupp is the specialist in doing certain types of less invasive procedures including total hysterectomies, but this center is up and running and doing well on our Permian Basin campus. Again, this is occurring with cuts in funding."

"We've opened the F. Marie Hall SimLife Center. This occurred last August. Since that time we've run 1,600 students through the SimLife Center, and the students that come through are not just Tech students but they are also Tech faculty members. We've also brought in outside students and outside members from the community to be trained in things that are as simple as basic cardiac life support, all the way up through procedures that require advanced microscopic surgical techniques. So our SimLife Center is functioning and doing extremely well."

"We have received a number of CPRIT awards from the state. Approximately \$10.4 million at this point in time, including a \$2.7 million grant that we just got last week for our Dr. Shokar from our El Paso campus for colon campus research. We're very pleased by the fact that we have caught the attention of the people in Austin when it comes to these cancer grant awards. They had originally looked at us as a single site and the way that they were dividing up their CPRIT money was by institutions having a president. We were actually very successful in pointing out to them that we've got a system that includes multiple campuses and they actually re-thought their policies and are now looking at us by campus, not just by institution. This has been extremely helpful, so we've really gotten on the CPRIT radar."

"In rural and community health, if you will remember, we had our AHEC, the Area Health Education Program, as a special item and one of the things that we were able to accomplish with this legislature was getting it restored completely. This is the pipeline that we use for getting students and young people in West Texas interested in careers

in health education. We have been treated differently than the rest of the state. We had our AHEC funding as a special item, where as in the eastern half of the state, it was part of their general revenues. So, our argument to them was that if you're trying to provide a service this way, it's really not fair to have West Texas get cut if special items get cut while you continue to provide the service for the eastern half of the state. So, we were successful in getting the 82nd Legislature to understand that and make us whole."

"One of the things that is very exciting for us is our Clinical Research Institute for faculty members involved in scholarly activity and clinical research. We established a Clinical Research Institute, the Council of Deans approved this in the fall and it was launched in January of this year. It is comprised of researchers, including nurse researchers and the like, who can help our investigators at various skill levels and at various stages of their research and development. They will do anything from helping to design a program, design a research study, to help negotiate contracts for them, to help submit proposals for the IRB. Since the CRI's launch, there are currently 84 projects within the Health Sciences Center."

"The Paul L. Foster School of Medicine—we had a site accreditation visit in February 2011. We received notice several weeks later that we had passed. The thing that's good about this is that we have a very unique curriculum out there, it's very different than most of the curricula for medical schools in the nation. So, this has been, to an extent, an experimental program and the fact that the accrediting body liked what it saw can only be good news. We only received five citations and we received several commendations. Again, considering that ours is an experimental curriculum, this portends well as we look forward to permanent accreditation. I have asked Dr. David Steele, senior associate dean for medical education, to ensure that our students continue to do as well as their peers on the Step One examination. Currently, we have had a 97 percent pass rate on Step One at the PLFSOM with a national average that runs about 91 percent. So, we're doing extremely well with that."

"We also have a unique product, if you will, from the Laura Bush Institute on a General Medicine Curriculum Project, driven by Dr. Marjorie Jenkins who, as you know, has a very strong interest in the education of medical students on how illnesses affect men and women differently. Our faculty have made presentations at women's conferences in Boston, Washington D.C. and Oklahoma City. We will add courses related to this subject matter in our curriculum in the fall of 2012."

"In April of this year, the Gayle Greve Hunt School of Nursing received its approval to become a freestanding school from the Texas Higher Education Coordinating Board and the Texas Board of Nursing. Dr. Josefina Lujan is in charge of getting this program up and running. The school is doing quite well. Our first cohort of 40 students will begin classes on August 24."

"This morning, you met students from the Family Medicine Accelerated Track. This concept was launched with the first group of nine students this summer. It allows our entering freshman to accelerate their medical education and get directly into primary

care. As a result of this, what normally would take seven years to complete can now be done in six. From a financial standpoint, the cost of four years of medical school is cut to two years. So these students will finish school with a little bit less debt than others, and they will go directly into primary care, which is our historical focus for West Texas."

"One of the things that I'm going to spend just a few minutes on is the Association of American Medical Colleges' rankings. One of the things you hear about all the time is the *US News and World Report* rankings. It is interesting to note that if one looks at *US News and World Report*, specifically the areas where we should rank high - primary care and rural health, we don't seem to do as well. There is a reason for this. The way *US News and World Report* defines primary care is "anybody going into medicine, family medicine or pediatrics." Most of the graduates, for example, at UT Southwestern, will go into internal medicine. None of them will stay in it. They're all going to go to cardiology, oncology, and other things. The way the AAMC does this ranking is, they say "okay, not only who goes into these fields, but who is practicing in these fields, five years later?" That is a true reflection of who is going to be in primary care. If you look at that, we rank extremely high nationwide in primary care as well as those staying in the state of Texas and in rural health. These are the areas that we are proud to be focused on in West Texas. We will try to make *US News and World Report* understand the fallacy in the way they do their rankings."

"Another program that we're very proud of begins this fall: the Honors Arts and Letters Health and Humanities Track. We've been working with Dr. Fritz on the Texas Tech side to redo some of their pre-med curriculum to include topics that we think are more helpful to medical students when they get across the highway. The curriculum involves classes in business, medical ethics, medical humanities, and it really broadens the educational horizon of the students on the Tech side of the campus. From our perspective, it's not all together altruistic. We want to make sure that we are making our SOM more appealing to those who we are thinking of entering the medical and health professions."

Regent Huffaker stated, "I think this is a great program. I read your brochure; I think this is the coolest thing. Good job."

Dr. Mitchell responded, "We're very excited about it and, as I said, we're going to be over on their side of the campus teaching. We're also going to pull some of their students onto our side of the campus for early clinical experience lectures. We're excited about this."

"Our Infant Risk Center with Dr. Tom Hale in Amarillo is doing quite well. We had a national launch of a professional app in San Diego this past month, and there will be another big roll out of this in an upcoming meeting in D.C. The professional application is made so that you can take a smart phone, and have Dr. Thomas Hale's book on it for consultation by practitioners, pediatricians, family medicine physicians, internal medicine doctors, OB/GYNs, and nurses who are working at baby cafes. Medications that women who are pregnant or who are breast feeding are on can be checked to ensure that the medicines are safe to take. Dr. Hale is one of the world's authorities on

this. His book *Medications and Mother's Milk* is in its 14th edition. There are more than 20,000 drugs that have been entered into this app. We are also in the process of finishing up our consumer app. The professional app is one that physicians and nurses can purchase for \$29.95. We think this is very reasonable compared to other professional apps. The consumer app will be free and will come out in the fall. With the consumer app, any user who is looking at a medication in the supermarket or drugstore can hold up the product and take a picture of the barcode on her iPhone. The consumer will then be advised as to whether or not that specific medicine is safe to take during pregnancy or breastfeeding periods. We are trying to stay ahead of the curve by using existing technology to make information available to our patients. I'm very proud of the way we've moved forward with this."

Regent Turner asked, "Who gets the sale proceeds from the app?"

Dr. Mitchell responded, "For the professional app, we have worked out an arrangement among Dr. Hale, the Infant Risk Center, our office of Technology and Development and, after all three are covered, there's a percentage that comes back to the Health Sciences Center. Dr. Hale's book sells very well, and the first thing we wanted to make sure was that we keep him whole in case sales of his books go down as use of the app rises. The second thing we wanted to ensure is the continued funding of the Infant Risk Center."

"School of Nursing building in Abilene—we're very excited about this. Our School of Nursing building project, we've been working very, very closely with Scott Dueser, Norm Archibald, Larry Gill and several leaders in Abilene. They have been extremely good about moving forward on this building project. Our Nursing School desperately needs this building to accommodate our increasing enrollment. The building and operations costs for the first two years are being completely funded by the people of Abilene."

"Our Rural and Community Health West Texas HITREC program—this is the program that's in place to make sure that people get to meaningful use with electronic medical records. This is a carrot-and-stick approach. Doctors who use electronic health records will be rewarded with higher reimbursements and those who do not will be penalized. Our West Texas HITREC program in Amarillo, Regent Huffaker, just did a great job with their meaningful use of electronic health records and we just got our first payment hitting a Medicaid target of \$1.19 million. Dr. Billy Phillips in Rural Health and Dr. Berk in the School of Medicine are doing a phenomenal job at making sure that we stay on top of this because there is money to be paid to us by complying with the program."

"Finally, regarding our programmatic areas, the Federally Qualified Health Center Expansion, which we covered in detail yesterday, is a significant advancement for us and our ability to provide service to folks in West Texas. Once we get the kinks worked out, we plan to launch this in the School of Medicine in Lubbock in January of 2012, or at least some time in the first quarter. If successful, we will progress to other clinics and other campuses within our system."

"We've also had some personnel accomplishments. I introduced Dr. Jose Lujan to you this morning as the interim dean of the Gayle Greve Hunt School of Nursing."

"Re the Anita Thigpen Perry School of Nursing, we have struggled for the last few years with recruiting a permanent dean. I am pleased to let you know that Dr. Michael Evans will start in January 2012. He is from Amarillo and received his nursing education at West Texas A & M and his undergraduate education at Texas Tech University and was a Saddle Tramp. He knows all the players in hospital administration in the Amarillo area and is excited about the possibility of expanding our Nursing School to communities where we do not have a presence."

"Another outstanding development is the appointment of Dr. Doug Stocco as dean of the Graduate School of Biomedical Sciences, concurrent with his position as executive vice president for research. These were two separate positions in the past. Having Dr. Stocco in this combined role will ensure that we have is a strong and vibrant basic science research program. To accomplish this, the GSBS dean needs to have some clout as well. That deanship has never been a funded position. Because Dr. Stocco has had the tobacco money at his discretion as the executive vice president of research, I think this is a tremendous opportunity to enhance our research programs, in addition to keeping with our goal of restructuring and combining positions when feasible."

"And finally, I would like to report on one really tremendous financial accomplishment, our Medical Practice Plan. During budget prep, we reviewed productivity of our practitioners and clinics. As a result, we implemented strategies for improved efficiencies and higher returns by having our practitioners spend more time in the clinics and see more patients - do whatever it would take to keep us whole. As a result, \$2 million – over last year – flowed into our medical practice plan. Thankfully, we have the ability to make up for financial shortfalls in other areas through the practice plan."

"Additionally, practitioners (not on tenure track) who were underperforming were actually let go. By doing this, we've helped to keep our system healthy in spite of state budgetary constraints."

"In closing, I hope I have been able to give you an idea of how we have moved the ball down the court during these economically challenged times. I am very proud of the work that everyone has done, Elmo Cavin and his team on the financial side, as well as our deans and administrators. I feel very blessed and proud to be a part of a growing and dynamic organization."

Regent Turner stated, "Dr. Mitchell, this is an excellent way to make your report to the Board. I'm really serious about this, it's easy to follow and I appreciate it. I know you were rushed."

Dr. Mitchell concluded his report.

President's Report
Angelo State University
Board of Regents Meeting
August 5, 2011

President Rallo presented his report to the Board: "We've had a lot of activities on campus, but I'm just going to be very brief and highlight a few things that I think are really important. Continuing with our recruitment and recognition, last week we were notified that we are again, for the third year in a row included in *Princeton Review's Best 376 Colleges* for 2012 and we are pleased with that. We are getting some return on that in terms of the types of students that we're getting, but also in terms of our recruitment and our visibility. That would be the third year in a row.

"The Center for Securities Studies continues on track. As I mentioned before, the courses will all be available online at the end of August. We have been hiring faculty and we're never going to out-Georgetown Georgetown, so what we're doing is focusing on doctorately qualified or doctorately prepared faculty, but also with operational experience, whether in the intelligence world or others. We've hired some great faculty with that background. We're also putting online, which I've discussed with Tim Hudson, all of the core curriculum, the general education courses. That will be available to the students in this program, but there's no reason why we can't offer these to high school students under a dual credit or concurrent enrollment. Again, we think it will help us in our recruitment, it will also help the visibility of the University, and it will add to the numbers because students in many of the rural areas are unable to take some of those higher level classes in those small school districts.

"Our enrollment numbers are very, very positive and on track. The latest report that I have shows that our freshman applications are up eight percent; our transfer applications are up three percent; our Hispanic applicants—this was a question from one of the Board members—are up eighteen percent; our Hispanic admits are up seven percent; and our Graduate programs again continue on a record pace. We believe that we will have over 7,000 students enrolled on campus this fall, a new record again. But more importantly, a record that has higher ACTs and more academically able students coming to us.

"We've already talked about some of the facilities, and I did mention yesterday reopening Roscoe's Den in the middle of campus from 7 pm to 2 am. Again, we'll be keeping those students on campus and giving them activities, feeding them which is essential, but also at the same time generating interest and buzz in the middle of campus.

"I'd be happy to answer any questions about these things, or anything else that I've mentioned."

Dr. Rallo concluded his report.

SGA President's Report
Angelo State University
Board of Regents Meeting
August 5, 2011

Vincent Perez, Vice President for the ASU SGA: "Hector is currently in Berlin, Germany. He prepared a note for me to read to you today: 'First of all, I'd like to apologize for not being able to attend this meeting. I am currently in Berlin, Germany in a study abroad program for ASU. However, Vincent is here to give you the updates in my stead. He also has an introduction to make. I would like to point out that to prevent any work layoffs and for the improvements of the University, our SGA is in favor with the fee increases that were recently approved by our Board. That's just to give you reaffirmation that there aren't any hard feelings on that topic. Thank you for all you do for us, and please keep us, the students in mind when making big decisions. I hope you will all have a great day and I will see you later.'

Mr. Perez continued with his own report, "I'd like to begin by introducing Senator Aaron Perkins. He's a member of the Honors Program at ASU. He's a member of the Alpha Chi Honor Society that was mentioned yesterday, and he's representing the Mathematics Department, and he is a founding member of the National Society of Leadership and Success and the RAPS program, which is a safe drive home program, 'Rams Actively Protecting Students'.

Regent Long asked what Aaron's hometown was.

Mr. Perez replied, "Aaron is from Castell, Texas or Llano as he put it, it's a little closer, a little bigger.

"Some of the things that we're working on—most of you guys are aware of the True Blue Campaign. We are currently working to expand it throughout the community. The University Center Program Council is actually trying to order in the vicinity of 2,000 shirts, many of which to give away and many of which to keep to kind of get the community involved with the True Blue Fridays and the spirit rally. I'm kind of the spirit guy on campus right now. My organization last year actually won the most spirited organization, so Hector's given me all that stuff to work with which is fun for me.

"Another thing we're working on currently is student involvement with the quality enhancement plan. We're trying to use students to help get research information out for that so we can turn it in at the end of the year in our document that we have to present for accreditation.

"The senior class gift is also something we're kind of looking at right now. A lot of seniors have expressed interest in participating in something like that. It wouldn't be something that's traditional on our campus so it's something that we're trying to start.

"As far as student discount program—we were talking about applications earlier. We're trying to expand that to more businesses throughout the community and we actually had

a student who designed an application that if you have a smart phone, whenever you get near businesses in the Student Discount program, it actually informs you about that business, which is pretty cool.

"Also, Hector and I would like to congratulate Jill, once again and thank her for her help. She met with us a while back with some of the student representatives from ASU. Thank you very much Jill, and congratulations.

"Does anybody have any questions?"

Regent Fadal asked, "I have a question for you. What are the seniors thinking about doing for a senior gift?"

Vincent replied, "Right now, we're really unsure. The idea has been thrown out there of getting a bench, but that seems really cliché to a lot of students. So, we're still throwing around ideas. We really do not want to a fountain considering that we're in a drought. We don't want to send the wrong message to the community. So, we're still looking at that right now. We do have, one of the few traditions we have that's halfway there now, is a gum tree. It actually fell down a while back and got replanted. So that's something we're working on but as far as a senior class gift, we're not exactly sure what it will be, but that's something that they've shown interest in doing."

Vincent concluded his report.