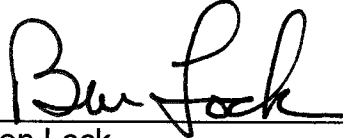


## INDEX OF ATTACHMENTS

Attachment 1	TTUS Annual Audit Plan For the Year Ending August 31, 2016 PowerPoint
Attachment 2	TTUS FY 2016 Prioritized Audit Plan
Attachment 3	TTUS FY 2015 Prioritized Audit Plan
Attachment 4	ASU Campus Condition Index Report
Attachment 5	ASU Acknowledge the Campus Condition Index Report and Submission to the THECB PowerPoint
Attachment 6	TTU Campus Condition Index Report
Attachment 7	TTU Acknowledge the Campus Condition Index Report and Submission to the THECB PowerPoint
Attachment 8	TTUHSC Campus Condition Index Report
Attachment 9	TTUHSC Acknowledge the Campus Condition Index Report and Submission to the THECB PowerPoint
Attachment 10	TTUHSC EP Campus Condition Index Report
Attachment 11	TTUHSC EP Acknowledge the Campus Condition Index Report and Submission to the THECB PowerPoint
Attachment 12	ASU Approve Establishment of a Stage I Design Budget for the New College of Health and Human Services Building PowerPoint
Attachment 13	TTU Approve Establishment of a Stage I Design Budget for a New Research Building (ESB II) PowerPoint
Attachment 14	TTU Approve a Project to Construct the Museum Life Safety Upgrade and Air Management Replacement PowerPoint
Attachment 15	TTU Approve Budget Increase for Expanded Scope to the United Supermarkets Arena Renovations Project PowerPoint
Attachment 16	TTU Approve Budget Increase for Expanded Scope to the Finish- out of the Jones AT&T Stadium East Building – Southeast First Floor Project PowerPoint
Attachment 17	TTUHSC Approve Establishment of a Stage I Design Budget for the Lubbock Expansion Project PowerPoint
Attachment 18	TTU Establishment of a Stage I Design Budget for a New Permian Basin Academic Facility on the Odessa Campus PowerPoint
Attachment 19	TTUHSC Approve Establishment of a Stage I Design Budget for the New Panhandle Clinical Simulation Center on the Amarillo Campus PowerPoint
Attachment 20	TTUHSC EP Approve Establishment of a Stage I Design Budget for the New Medical Sciences Building II on the El Paso Campus PowerPoint
Attachment 21	TTU Report on the New Residence Hall Project PowerPoint
Attachment 22	TTUS Design and Construction Review Report
Attachment 23	TTUS Report on Facilities Planning and Construction Projects PowerPoint
Attachment 24	TTUS Summary Operating Budgets FY 2016 PowerPoint
Attachment 25	TTUS Hazard Mitigation Action Plan
Attachment 26	TTU Differential Tuition PowerPoint
Attachment 27	ASU Student Handbook with Proposed Revisions
Attachment 28	ASU OP 10.01, Undergraduate Student Admissions with Proposed Revisions
Attachment 29	TTUS Chancellor's Report

Attachment 30	ASU President's Report
Attachment 31	ASU SGA President's Report
Attachment 32	TTU President's Report
Attachment 33	TTU SGA President's Report
Attachment 34	TTUHSC President's Report
Attachment 35	TTUHSC SGA President's Report
Attachment 36	TTUHSC El Paso President's Report
Attachment 37	TTUHSC El Paso SGA President's Report

I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on August 6-7, 2015.

  
 Ben Lock  
 Secretary

SEAL



TEXAS TECH UNIVERSITY SYSTEM

## Office of Audit Services

Annual Audit Plan

For the Year Ending August 31, 2016

Kimberly F. Turner, CPA

*Chief Audit Executive*

*August 6, 2015*

### 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.

## Risk-Based Planning



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.

### IIA Standard 2010—Planning

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

## 2016 Areas of Focus



### Academics and Research

- TTU – Graduate School; College of Media and Communications; Mechanical Engineering Theatre and Dance
- TTU and TTUHSC – Research Services offices
- ASU – Carr Foundation

### Financial Resources

- TTUS – Office of Institutional Advancement
- TTUS – Construction Projects
- TTU – Athletics Financial Contracts
- TTUHSC EP – Payment Services, Bank Reconciliations, Travel Services

### Compliance

- All – Contracting and Procurement Processes
- TTUHSC and TTUHSC EP – Title IX
- TTU – NCAA Compliance
- TTUHSC – Infection Control
- ASU – Student Financial Aid

### Information Technology

- TTUS – Direct Deposit Application Security
- TTUHSC – RSAM Risk Assessment Processes
- TTUHSC EP – IT General Controls Review
- ASU – CS Gold Application Security





TEXAS TECH UNIVERSITY SYSTEM™

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

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	19,000					
		REQUIRED AUDITS						
Required	ALL	Audit Report Follow-Up Procedures and Reporting	700					700
Required	ALL	State Auditor's Office, THECB, and Comptroller's Office Misc. Projects	20	(5)				15
		TTU and HSC: 2015 Statewide Federal Financial Audit		5				5
Required	ALL	CPRIT Grant Funds	50					50
Required	ALL	Contracting and Procurement Processes	200					200
Required	ALL	Compliance with Benefits Proportional by Fund Requirements	400					400
Required	TTUS	Texas Tech Foundation, Inc. Financial Statements	120					120
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	50					50
Required	TTUS	Office of Audit Services Annual Report	30					30
Required	TTUS	Office of Audit Services Annual Plan	100					100
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	60					60
Required	TTU	Athletics Financial Agreed-Upon Procedures	10					10
Required	TTU	Texas Tech Public Broadcasting Financial Statements	300					300
Required	TTU	Football Attendance Certification	10					10
Required	HSC	Correctional Managed Health Care Contract	150					150
Required	HSC	Joint Admission Medical Program Grants -- Lubbock SOM	60					60
Required	HSC-EP	SACS Financial Statement Audit	100					100
Required	HSC-EP	Joint Admission Medical Program Grants -- El Paso PLFSOM	60					60
Required	ASU	Carr Foundation Financial Statements	10					10
		TOTALS FOR REQUIRED AUDITS	2,430	-				2,430
		AUDITS IN PROGRESS AT AUGUST 1, 2015						
Prior Year	TTUS	Construction Project Expenses -- TTU Research & Technology Park	5		In Progress			5
Prior Year	TTUS	Construction Project Expenses -- TTU Bayer Crop Research Facility	5		In Progress			5
Prior Year	TTUS	Office of Investments	350		In Progress			350
Prior Year	TTUS	Chancellor's Office	200		In Progress			200
Prior Year	TTUS	Risk Management Assessment	10		In Progress			10
Prior Year	TTU	NCAA Rules Compliance Program	5		In Progress			5
Prior Year	TTU	Ovations Contract	40		In Progress			40
Prior Year	TTU	Division of Undergraduate Education and Student Affairs	10		In Progress			10
Prior Year	HSC	Information Technology Processes	40		In Progress			40
Prior Year	HSC	Institutional Compliance Office	150		In Progress			150
Prior Year	HSC	Correctional Managed Health Care Contract	40		In Progress			40
Prior Year	HSC	Lubbock Medical Practice Income Plan Trust Fund Reconciliation	60		In Progress			60
Prior Year	HSC	Amarillo Medical Practice Income Plan Trust Fund Reconciliation	40		In Progress			40
Prior Year	HSC	Lubbock Medical Practice Income Plan Business Office Follow-Up	400		In Progress			400
Prior Year	HSC-EP	GE Centrality Business System Implementation -- Design Phase	30		In Progress			30
Prior Year	HSC-EP	Financial Reporting Controls	120		In Progress			120
Prior Year	ASU	Facilities Management	150		In Progress			150
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report	30		In Progress			30
		TOTALS FOR AUDITS IN PROGRESS	1,685	-				1,685
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	3,500	(250)				3,250
		IN PROGRESS AT AUGUST 1, 2015						
Special	HSC	Rural and Community Health Special		250	In Progress			250
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	3,500	250				3,500
		HIGHEST PRIORITY						
	TTUS	Office of Institutional Advancement	500					500
	TTUS	Direct Deposit Application Security	200					200
	TTU	Graduate School	450					450
	TTU	Intercollegiate Athletics -- Financial Contracts	400					400
	TTU	Student Business Services	350					350
	HSC	Title IX Compliance	350					350
	HSC	Infection Control	350					350
	HSC	Human Resource Processes	400					400
	HSC-EP	Title IX Compliance	300					300
	HSC-EP	Human Resource Processes	300					300
	HSC-EP	Contract Management Processes	350					350
	ASU	Residential Programs	325					325
		HIGHEST PRIORITY TOTALS	4,275	-				4,275

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

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
<b>MODERATE PRIORITY</b>								
2	TTUS	Construction Project Expenses	Financial/Compliance (assist)	30				30
2	TTU	Intercollegiate Athletics – NCAA Compliance	Compliance	400				400
2	TTU	Office of Research Services	Operational	400				400
2	TTU	College of Media and Communications	Financial/Controls	250				250
2	HSC	School of Medicine	Financial/Operational	400				400
2	HSC	DSRIP Program Oversight Processes	Financial/Compliance	450				450
2	HSC	RSAM Risk Assessment Processes	Information Technology	350				350
2	HSC-EP	IT General Controls Review	Information Technology	350				350
2	HSC-EP	Payment Services	Compliance/Operational	200				200
2	HSC-EP	Travel Services	Compliance/Operational	200				200
2	ASU	CS Gold Application Security	Information Technology	275				275
2	ASU	Student Financial Aid	IT/Compliance	250				250
		<b>MODERATE PRIORITY TOTALS</b>		3,555	-		-	3,555
<b>LOWER PRIORITY</b>								
3	TTUS	Data Analysis	Risk Assessment	350				350
3	TTU	Department of Theatre and Dance	Financial/Controls	200				200
3	TTU	Department of Mechanical Engineering	Financial/Controls	200				200
3	TTU	Center in Seville	Financial/Controls	250				250
3	HSC	Payor Provider Relations	Operational	350				350
3	HSC	Collection Agency Processes	Financial/Controls	350				350
3	HSC	Office of Sponsored Programs	Operational	400				400
3	HSC-EP	Bank Reconciliation Processes	Financial	100				100
3	HSC-EP	Procurement Card Processes	Compliance/Operational	200				200
3	HSC-EP	GE Centrality Business System Implementation – Build/Test Phase	IT/Controls	150				150
3	ASU	Carr Foundation Royalty Payments	Operational/Financial (assist)	5				5
		<b>LOWER PRIORITY TOTALS</b>		2,555	-		-	2,555
<b>OTHER VALUE-ADDED WORK</b>								
		<b>Total Hours Budgeted for Other Value-Added Work</b>		1,000	0			1,000
Other	ALL	Continuous Monitoring Data Analysis			Ongoing			
Other	ALL	Fraud Prevention Training			Ongoing			
Other	ALL	Cash Handling and Control Environment Training			Ongoing			
Other	ALL	New Employee Orientation			Ongoing			
Other	TTUS	Enterprise Application Steering Committee, Council, and Work Group			Ongoing			
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	TTU	Ethics Center Advisory Board			Ongoing			
Other	HSC	Institutional Compliance Working Committee			Ongoing			
Other	HSC	Billing Compliance Advisory Committee			Ongoing			
Other	HSC-EP	El Paso Transition Committee			Ongoing			
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA)			Ongoing			
Other	ALL	Other Miscellaneous Projects			Ongoing			
		<b>OTHER VALUE-ADDED WORK TOTALS</b>		1,000	-		-	1,000
		<b>TOTAL ENGAGEMENT HOURS</b>		19,000	0		0	19,000
<b>KEY</b>								
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	ASU	Angelo State University						
	HSC-EP	Texas Tech University Health Sciences Center at El Paso						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2015

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY2016	BUDGET vs ACTUAL
		<b>TOTAL ENGAGEMENT HOURS AVAILABLE</b>	<b>19,200</b>					
		<b>REQUIRED AUDITS</b>						
Required	ALL	Audit Report Follow-Up Procedures and Reporting	400	300	Complete	1,229		(529)
Required	ALL	State Auditor's Office, THECB, and Comptroller's Office Misc. Projects	25	(10)	Complete			15
		TTU and HSC: SAO 2014 Statewide Federal Financial Audit		1	Complete	1		0
		ASU: THECB Texas Grant Compliance Desk Review		7	Complete	7		0
		HSC: THECB Formula Funding Desk Review		2	Complete			2
Required	ALL	CPRIT Grant Funds	50		Complete	35		15
Required	TTUS	Texas Tech Foundation, Inc. Financial Statements	120		Complete	85		35
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	50		Complete	40		10
Required	TTUS	Risk Management Assessment	100		In Progress		10	90
Required	TTUS	Office of Audit Services Annual Report	30		Complete	27		3
Required	TTUS	Office of Audit Services Annual Plan	40		Complete	63		(23)
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	60		Complete	50		10
Required	TTUS	Office of Audit Services Self-Assessment	120		Complete	138		(18)
Required	TTUS	Office of Audit Services External Quality Assessment	80		Complete	44		36
Required	TTUS	Multihazard Emergency Plan Safety and Security Audit	150		Complete	284		(134)
Required	TTU	SACS Financial Statement Review	600	(300)	Complete	233		67
Required	TTU	Athletics Financial Agreed-Upon Procedures	50	(45)	Complete	2		3
Required	TTU	Texas Tech Public Broadcasting Financial Statements	300		Complete	373		(73)
Required	TTU	Football Attendance Certification	10		Complete	15		(5)
New	TTU	Texas Higher Education Coordinating Board Facilities Audit		100	Complete	81		19
Required	HSC	Correctional Managed Health Care Contract	150		In Progress	84	40	26
Required	HSC	Lubbock Willed Body Program	240		Complete	270		(30)
New	HSC	Texas Higher Education Coordinating Board Residency Grants		40	Complete	20		20
Required	HSC-EP	El Paso Willed Body Program	240		Complete	327		(87)
Required	ASU	Carr Foundation Financial Statements	10		Complete			10
Required	ASU	Joint Admission Medical Program Grants	60		Complete	55		5
		<b>TOTALS FOR REQUIRED AUDITS</b>	<b>2,885</b>	<b>95</b>		<b>3,463</b>	<b>50</b>	<b>(533)</b>
		<b>AUDITS IN PROGRESS AT AUGUST 1, 2014</b>						
Prior Year	TTUS	Construction Project Expenses - West Village Housing	10		Complete			10
Prior Year	TTU	State Auditor's Office - TTU HUB and State Use Plan Requirements	5		Complete			5
Prior Year	TTU	Intercollegiate Athletics - Sports Medicine	115		Complete	260		(145)
Prior Year	TTU	Office of International Affairs	40		Complete	81		(41)
Prior Year	TTU	Faculty Review Processes	360		Complete	457		(97)
Prior Year	TTU	Office of Institutional Research	300		Complete	327		(27)
Prior Year	HSC	Lubbock Medical Practice Income Plan Business Office	250		Complete	484		(234)
Prior Year	HSC-EP	Department of Radiology	120		Complete	164		(44)
Prior Year	HSC-EP	Procurement Services	100		Complete	320		(220)
Prior Year	ASU	College of Graduate Studies	30		Complete	13		17
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report	20		Complete	14		6
		<b>TOTALS FOR AUDITS IN PROGRESS</b>	<b>1,350</b>	<b>-</b>		<b>2,120</b>	<b>-</b>	<b>(770)</b>
		<b>UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS</b>						
		<b>Total Hours Budgeted for Special Projects &amp; Investigations</b>	<b>3,500</b>	<b>(1,428)</b>				<b>2,072</b>
		<b>IN PROGRESS AT AUGUST 1, 2014</b>						
Special	ALL	Compliance with Benefits Proportional by Fund Requirements		191	Complete	191		0
Special	TTUS	Lubbock Power & Light Contract		112	Complete	112		0
Special	TTUS	Office of Technology Commercialization Cash Controls		42	Complete	42		0
		<b>BEGUN AFTER AUGUST 1, 2014</b>						
Special	HSC-EP	Southwest Endocrine Consultants Cash Handling		28	Complete	28		0
Special	TTU	Athletics Procurement Card Special		264	Complete	264		0
Special	HSC-EP	Center of Excellence in Cancer Special		174	Complete	174		0
Special	HSC-EP	Medical Records Cash Handling		90	Complete	90		0
Special	HSC	Ophthalmology Cash Special		192	Complete	192		0
Special	HSC	Rural and Community Health Special		34	In Progress	34		0
Special	ALL	Miscellaneous Hotline Projects		301	Complete	301		0
		<b>SPECIAL PROJECTS AND INVESTIGATIONS TOTALS</b>	<b>3,500</b>	<b>1,428</b>		<b>1,428</b>	<b>-</b>	<b>2,072</b>
		<b>HIGHEST PRIORITY</b>						
Special	TTUS	Office of Investments	400		In Progress	16	350	34
Special	TTUS	Chancellor's Office	400	(150)	In Progress	40	200	10
Special	TTU	Title IX Compliance	325		Complete	364		(39)
Special	TTU	The Institute for Environmental and Human Health	450		Complete	655		(205)
Special	TTU	Division of Undergraduate Education and Student Affairs	400		In Progress	567	10	(177)
Special	TTU	Accounts Receivable Balance Sheet Review	100		Complete	156		(56)
Special	HSC	Institutional Compliance Office	400		In Progress	814	150	(564)
Special	HSC	Accounts Receivable Balance Sheet Review	100		Complete	218		(118)
Special	HSC	School of Medicine ICD-10 Preparedness	350		Complete	310		40
Special	HSC	Controlled Substances	400		Complete	677		(277)
Special	HSC	Lubbock Medical Practice Income Plan Business Office Follow-up		500	In Progress	67	400	33
Special	HSC	Lubbock Medical Practice Income Plan Trust Fund Reconciliation	125		In Progress	44	60	21
Special	HSC	Amarillo Medical Practice Income Plan Trust Fund Reconciliation		125	In Progress	75	40	10
Special	HSC-EP	Centricity Business System Implementation	250		In Progress	65	30	155
Special	HSC-EP	Financial Reporting Controls	400		In Progress	273	120	7
Special	ASU	Title IX Compliance	225		Complete	719		(494)
Special	ASU	Accounts Receivable Balance Sheet Review	100		Complete	99		1
		<b>HIGHEST PRIORITY TOTALS</b>	<b>4,300</b>	<b>600</b>		<b>5,159</b>	<b>1,360</b>	<b>(1,619)</b>

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2015

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY2016	BUDGET vs ACTUAL
<b>MODERATE PRIORITY</b>								
2	TTUS	Construction Project Expenses	30	(30)				0
		TTU Research Building			In Progress		5	5
		TTU Bayer Crop Research Facility			In Progress		5	5
		TTU Human Sciences Life Safety			2015 Plan			10
2	TTUS	Data Analysis	400		Complete	347		53
2	TTU	NCAA Rules Compliance Program	400		In Progress	668	5	(273)
2	TTU	Ovarions Contract		410	In Progress	294	40	76
2	TTU	Vendor Contract Compliance	350		Complete	648		(298)
2	TTU	Center in Seville	250		2016 Plan			250
2	HSC	Title IX Compliance	325		2016 Plan			325
2	HSC	RSAM Risk Assessment Processes	300		2016 Plan			300
2	HSC	Information Technology Processes	450		In Progress	428	40	(18)
2	HSC-EP	Title IX Compliance	250		2016 Plan			250
2	HSC-EP	Faculty Credentialing Process	300	(300)	Cancelled			0
2	HSC-EP	Medical Practice Income Plan Revenue Distribution Processes	300		Complete	362		(62)
2	ASU	University Health Clinic and Center for Counseling Services	250	(250)	Cancelled			0
2	ASU	Office of Development - Endowment Processes	300		Complete	418		(118)
2	ASU	Carr Foundation Royalty Payments	10		Complete			10
<b>MODERATE PRIORITY TOTALS</b>			<b>3,915</b>	<b>(140)</b>		<b>3,165</b>	<b>95</b>	<b>515</b>
<b>LOWER PRIORITY</b>								
3	TTU	Vehicle Fleet Management	350		Complete	652		(302)
3	TTU	Vietnam Center and Archive	200		Complete	158		42
3	HSC	Permian Basin Medical Practice Income Plan Business Office	300	100	Complete	313		67
3	HSC	Vendor Contract Compliance	350		Complete	354		(4)
3	HSC-EP	President's Office	350	(333)	Cancelled	17		0
3	HSC-EP	Collection Agency Processes	200		Complete	498		(298)
3	ASU	Food Services Contract	225		Complete	320		(95)
3	ASU	Facilities Management	275	75	In Progress	200	150	0
<b>LOWER PRIORITY TOTALS</b>			<b>2,250</b>	<b>(158)</b>		<b>2,512</b>	<b>150</b>	<b>(570)</b>
<b>OTHER VALUE-ADDED WORK</b>								
<b>Total Hours Budgeted for Other Value-Added Work</b>			<b>1,000</b>	<b>(1,196)</b>				<b>(196)</b>
Other	ALL	Continuous Monitoring Data Analysis			Ongoing	214		
Other	ALL	Fraud Prevention Training			Ongoing	131		
Other	ALL	Cash Handling and Control Environment Training			Ongoing	56		
Other	ALL	New Employee Orientation			Ongoing	20		
Other	TTUS	Enterprise Application Steering Committee, Council, and Work Group			Ongoing	4		
Other	TTUS	Multiple PIDM Working Group			Complete	4		
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	TTU	Ethics Center Advisory Board			Ongoing	2		
Other	TTU	Department Self-Assessment Tool			Ongoing	39		
Other	HSC	Institutional Compliance Working Committee			Ongoing	5		
Other	HSC	Performance Improvement Committee			Ongoing	6		
Other	HSC	Risk Management Committee			Ongoing	3		
Other	HSC-EP	El Paso Transition Committee			Ongoing	35		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA)			Ongoing	405		
Other	ALL	Other Miscellaneous Projects			Ongoing	266		
Other	N/A	University System of Georgia Peer Review			Complete	6		
Other	N/A	Virginia Community College System Peer Review			Complete			
<b>OTHER VALUE-ADDED WORK TOTALS</b>			<b>1,000</b>	<b>-</b>		<b>1,196</b>	<b>-</b>	<b>(196)</b>
<b>TOTAL ENGAGEMENT HOURS</b>			<b>19,200</b>	<b>397</b>		<b>19,043</b>	<b>1,655</b>	<b>(1,101)</b>
<b>KEY</b>								
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	ASU	Angelo State University						
	HSC-EP	Texas Tech University Health Sciences Center at El Paso						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

Angelo State University 2014 CCI Summary Report January 2015									
Summary by Period and Category									
	Critical	Deferred	Planned	Adaptation	Total				
Budgeted - Current Year	\$0	\$0	\$209,100	\$67,652	\$276,752				
Expenditures - Previous Year	\$0	\$0	\$3,493,600	\$94,000	\$3,587,600				
Projected - Years 2 through 5	\$0	\$0	\$5,284,700	\$1,372,150	\$6,656,850				
Unbudgeted - Current Year	\$0	\$0	\$344,000	\$0	\$344,000				
Summary by Type and Category									
Architectural	\$0	\$0	\$2,647,900	\$1,223,802	\$3,871,702				
HVAC	\$0	\$0	\$495,000	\$0	\$495,000				
Plumbing and Electrical	\$0	\$0	\$1,167,553	\$0	\$1,167,553				
Safety	\$0	\$0	\$113,500	\$0	\$113,500				
Legal and Mandatory	\$0	\$0	\$0	\$0	\$0				
Other	\$0	\$0	\$4,907,447	\$310,000	\$5,217,447				
Total	\$0	\$0	\$9,331,400	\$1,533,802	\$10,865,202				
Top Five Priority Projects									
Priority	Name	Period	Category	Type	Amount				
1	ROOF REPLACEMENT	Budgeted - Current Year	Planned Maintenance	Other	\$95,000				
2	EXTERIOR BLDG REPAIRS	Budgeted - Current Year	Planned Maintenance	Other	\$150,000				
3	ABATE FLOOR TILE	Budgeted - Current Year	Planned Maintenance	Other	\$160,000				
4	REPAIR OUTSIDE STAIRS	Budgeted - Current Year	Planned Maintenance	Other	\$8,500				
5	VAULT AND MECHANICAL DECK	Budgeted - Current Year	Facility Adaptations	Architectural	\$240,000				
E&G Deferred Maintenance				\$0					
Non-E&G Deferred Maintenance				\$0					
Total Deferred Maintenance				\$0					

Item 1a

Angelo State University

## Acknowledge the Campus Condition Index Report and submission to the THECB

*Michael S. Molina*

Item 1a

## ASU – 2014 Campus Condition Index Report

\$	0	\$	0	\$	9,331,400
\$		\$		\$	1,533,802
\$		\$		\$	10,865,202

Educational and General Campus Condition Index Value (EGCCIV)	0.0000%	0.000%
Institution-Wide Campus Condition Index Value (IWCCIV)	0.1644%	0.000%

Texas Tech University  
2014 CCI Summary Report  
November 25, 2014

Summary by Period and Category										
Critical				Deferred		Planned		Adaptation		Total
Budgeted - Current Year				\$0	\$4,142,820		\$9,128,388		\$19,650,442	\$32,921,650
Expenditures - Previous Year				\$0	\$440,744		\$1,699,949		\$8,192,440	\$10,333,133
Projected - Years 2 through 5				\$0	\$3,745,000		\$7,047,000		\$430,000	\$11,222,000
Unbudgeted - Current Year				\$0	\$0		\$6,750,000		\$0	\$6,750,000
Summary by Type and Category										
Architectural				\$0	\$2,831,000		\$2,053,000		\$8,322,466	\$13,206,466
HVAC				\$0	\$1,096,692		\$12,148,013		\$502,600	\$13,747,305
Plumbing and Electrical				\$0	\$3,360,000		\$8,076,329		\$4,448,416	\$15,884,745
Safety				\$0	\$100,000		\$129,375		\$14,905,000	\$15,134,375
Legal and Mandatory				\$0	\$114,744		\$555,000		\$94,400	\$764,144
Other				\$0	\$826,128		\$1,663,620		\$0	\$2,489,748
Total				\$0	\$8,328,564		\$24,625,337		\$28,272,882	\$61,226,783
Top Five Priority Projects										
Priority	Name	Period	Category	Type	Amount					
1	RECOMMISSION AHUs	Budgeted - Current Year	Planned Maintenance	HVAC	\$150,000					
2	Replace Window s - Ph 3	Budgeted - Current Year	Planned Maintenance	Architectural	\$275,000					
3	Repair Tunnel Vault 5 to Marisha Sharp Center	Budgeted - Current Year	Planned Maintenance	Other	\$300,000					
4	2013-6, (0983) ACADEMIC BUILDING Replace Roof (Audit Project - Junction)	Budgeted - Current Year	Planned Maintenance	Plumbing and Electrical	\$1,000					
5	2013-6, (0983) ACADEMIC BUILDING Replace Roof (Audit Project - Junction)	Budgeted - Current Year	Planned Maintenance	Architectural	\$59,000					
6	Repair Stairwork and Solar Tiles	Budgeted - Current Year	Deferred Maintenance	Architectural	\$48,000					
E&G Deferred Maintenance					\$5,158,447					
Non-E&G Deferred Maintenance					\$2,629,373					
Total Deferred Maintenance					\$7,787,820					



Item 1b

Texas Tech University

## Acknowledge the Campus Condition Index Report and submission to the THECB

*Michael S. Molina*

Item 1b

## TTU – 2014 Campus Condition Index Report

\$	0	\$	8,328,564	\$	24,625,337	\$	28,272,882	\$	61,226,783

<b>Educational and General Campus Condition Index Value (EGCCIV)</b>	0.0020%	0.4360%
<b>Institution-Wide Campus Condition Index Value (IWCCIV)</b>	0.0018%	0.2593%

Texas Tech University Health Sciences Center  
2014 CCI Summary Report  
September 2014

Summary by Period and Category						
	Critical	Deferred	Planned	Adaptation	Total	
Budgeted - Current Year	\$0	\$1,491,727	\$5,822,783	\$9,419,812	\$16,734,322	
Expenditures - Previous Year	\$0	\$1,486,556	\$2,673,307	\$5,647,409	\$9,807,272	
Projected - Years 2 through 5	\$0	\$0	\$11,637,000	\$865,000	\$12,502,000	
Unbudgeted - Current Year	\$0	\$0	\$1,646,400	\$0	\$1,646,400	
Summary by Type and Category						
Architectural		\$0	\$1,068,686	\$6,309,178	\$12,440,021	\$19,817,885
HVAC		\$0	\$391,088	\$8,491,437	\$650,000	\$9,532,525
Plumbing and Electrical		\$0	\$261,745	\$2,953,655	\$1,629,250	\$4,844,650
Safety		\$0	\$551,671	\$1,026,480	\$420,896	\$1,999,047
Legal and Mandatory		\$0	\$259,090	\$301,900	\$56,944	\$617,934
Other		\$0	\$446,003	\$2,696,840	\$735,110	\$3,877,953
Total		\$0	\$2,978,283	\$21,779,490	\$15,932,221	\$40,689,994
Top Five Priority Projects						
Priority	Name	Period	Category	Type	Amount	
1	Interior Renewal (Family Medicine Clinic)	Budgeted - Current Year	Planned Maintenance	Architectural	\$135,000.00	
2	Replace Air Handling Unit - 5A01	Budgeted - Current Year	Planned Maintenance	HVAC	\$450,000.00	
3	Replace Air Handling Unit - 4A01	Budgeted - Current Year	Planned Maintenance	HVAC	\$375,000.00	
4	Joliet Street Repairs	Budgeted - Current Year	Planned Maintenance	Other	\$250,000.00	
5	HVAC Upgrades and Repairs - Amarillo	Budgeted - Current Year	Planned Maintenance	HVAC	\$800,000.00	
E&G Deferred Maintenance		\$	760,781			
Non-E&G Deferred Maintenance		\$	730,946			
Total Deferred Maintenance		\$	1,491,727			
		2013 Amount	DM Index Value			
Educational and General Campus Condition Index Value (EGCCIV)		\$	706,725,967	0.1076%		
Institution-Wide Campus Condition Index Value (IWCCIV)		\$	1,028,940,612	0.1450%		

Item 1c

# Texas Tech University Health Sciences Center

## Acknowledge the Campus Condition Index Report and submission to the THECB

*Michael S. Molina*

Item 1c

## TTUHSC – 2014 Campus Condition Index Report

\$	0	\$	2,978,283	\$	21,779,490	\$	15,932,221	\$	40,689,994

Educational and General Campus Condition Index Value (EGCCIV)		0.1075%	0.1076%	
Institution-Wide Campus Condition Index Value (IWCCIV)		0.2014%	0.1450%	

Texas Tech University Health Sciences Center - El Paso

2014 CCI Summary Report

September 2014

Summary by Period and Category						
	Critical	Deferred	Planned	Adaptation	Total	
Budgeted - Current Year	\$0	\$409,825	\$725,708	\$2,138,993	\$3,274,526	
Expenditures - Previous Year	\$0	\$434,200	\$644,659	\$870,814	\$1,949,673	
Projected - Years 2 through 5	\$0	\$0	\$2,864,000	\$1,040,000	\$3,904,000	
Unbudgeted - Current Year	\$0	\$0	\$420,500	\$150,000	\$570,500	
Summary by Type and Category						
Architectural	\$0	\$257,756	\$1,332,084	\$3,490,537	\$5,080,377	
HVAC	\$0	\$0	\$1,363,390	\$15,331	\$1,378,721	
Plumbing and Electrical	\$0	\$92,566	\$1,136,904	\$139,618	\$1,369,088	
Safety	\$0	\$0	\$182,130	\$107,820	\$289,950	
Legal and Mandatory	\$0	\$0	\$72,925	\$3,500	\$76,425	
Other	\$0	\$493,703	\$567,434	\$443,001	\$1,504,138	
Total	\$0	\$844,025	\$4,654,867	\$4,199,807	\$9,698,699	
Top Five Priority Projects						
Priority	Name	Period	Category	Type	Amount	
1	Interior Renovation - Data Center in Clinic - TTMC	Budgeted - Current Year	Planned Maintenance	Architectural	\$550,000.00	
2	Global Health Renovation - East Warehouse	Budgeted - Current Year	Planned Maintenance	Architectural	\$750,000.00	
3	Deans Suite Renovation - MSB1	Budgeted - Current Year	Planned Maintenance	HVAC	\$250,000.00	
4	Risk Management Renovation - AEC	Budgeted - Current Year	Planned Maintenance	Other	\$200,000.00	
5	Wayfinding - Campus	Budgeted - Current Year	Planned Maintenance	HVAC	\$50,000.00	
E&G Deferred Maintenance		\$	188,520			
Non-E&G Deferred Maintenance		\$	221,305			
Total Deferred Maintenance		\$	409,825			
Educational and General Campus Condition Index Value (EGCCIV)		2013 Amount		DM Index Value		
Institution Wide Campus Condition Index Value (IWCIV)		\$	174,772,055	0.1079%		
Institution Wide Campus Condition Index Value (IWCIV)		\$	260,622,000	0.1570%		

# Texas Tech University Health Science Center El Paso

Item 1d

## Acknowledge the Campus Condition Index Report and submission to the THECB

*Michael S. Molina*

## TTUHSC El Paso – 2014 Campus Condition Index Report

Item 1d

Deferred Maintenance				
Critical	Deferred	Planned	Adaptation	Total
\$ 0	\$ 844,025	\$ 4,654,867	\$ 4,199,807	\$ 9,698,699

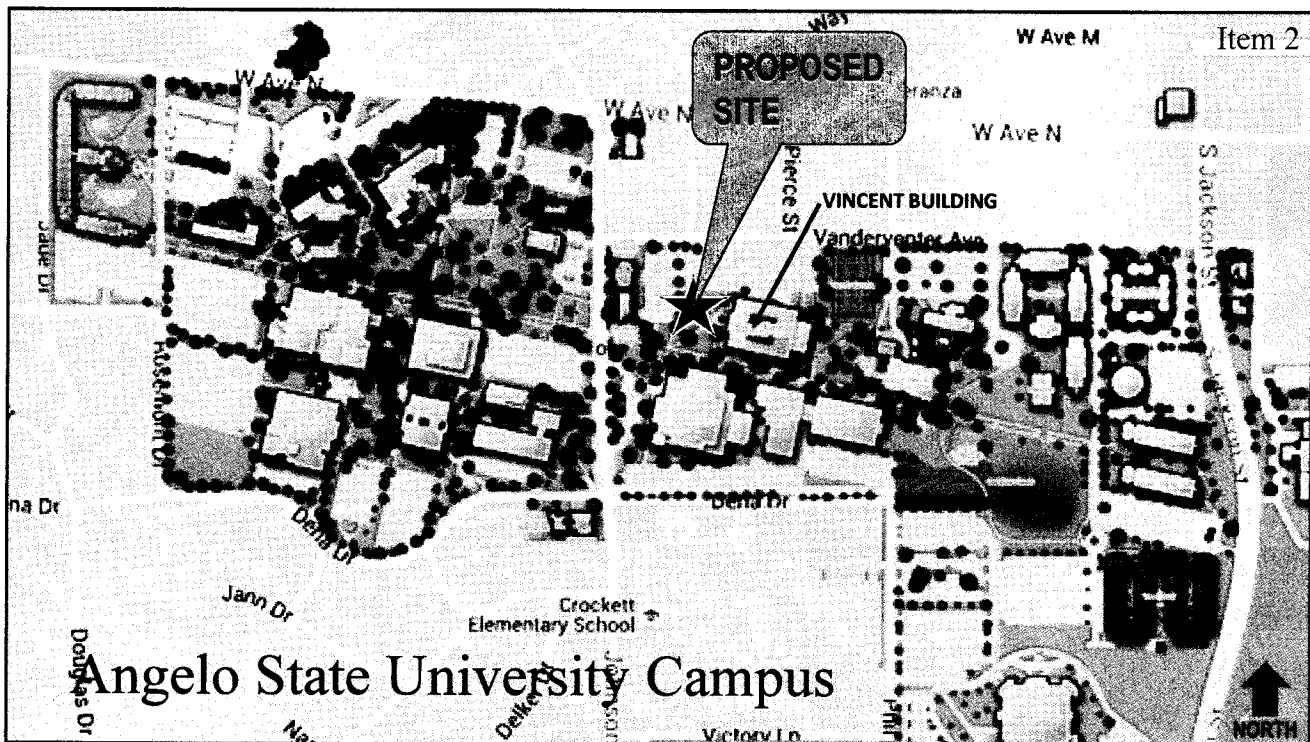
	2013	2014
Educational and General Campus Condition Index Value (EGCCIV)	N/A	0.1079%
Institution-Wide Campus Condition Index Value (IWCCIV)	N/A	0.1520%

# Angelo State University

Item 2

Approve establishment of a Stage I design  
budget for the new College of Health and  
Human Services building

*Michael S. Molina*



Item 2

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design, Construction Manager Agent, and Construction partners,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 2

## Proposed Project Overview

- Construct an approximate 56,000 GSF building to the west side of the Vincent Building. Project to include:
  - Teaching laboratories,
  - High-tech interdisciplinary research laboratories,
  - Classrooms
  - 100-seat auditorium
  - Student study rooms
  - Centralized administrative suite,
  - Faculty and staff offices,
  - Public restrooms and support spaces
- Includes site and utility infrastructure work, landscape enhancements, and public art.
- The new facility will be designed to minimize any adverse impact to the site's environment.

Item 2

## Proposed Stage I Design Budget

Stage I Design Budget	\$	797,195
Pre-Construction Services	\$	88,137
Professional Services	\$	637,468
FF&E / Other Items	\$	0
Administrative Cost	\$	27,964
<i>Regents' Rules</i>	\$	18,684
(FP&C - 2.4% of Stage I Design Budget)		
Contingency	\$	24,942

*Final GSF and SCHEDULE – TBD by the facility Programming process*

Item 2

## Recommendation

- Authorize to establish a Stage I design budget of \$797,195 to provide programming, planning, and schematic design for the new College of Health and Human Services building project with a total project budget of \$26,360,000; award a design professional contract; award a Construction Manager Agent contract; and award a Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$26,360,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$21,360,000) and cash gifts (\$5,000,000).

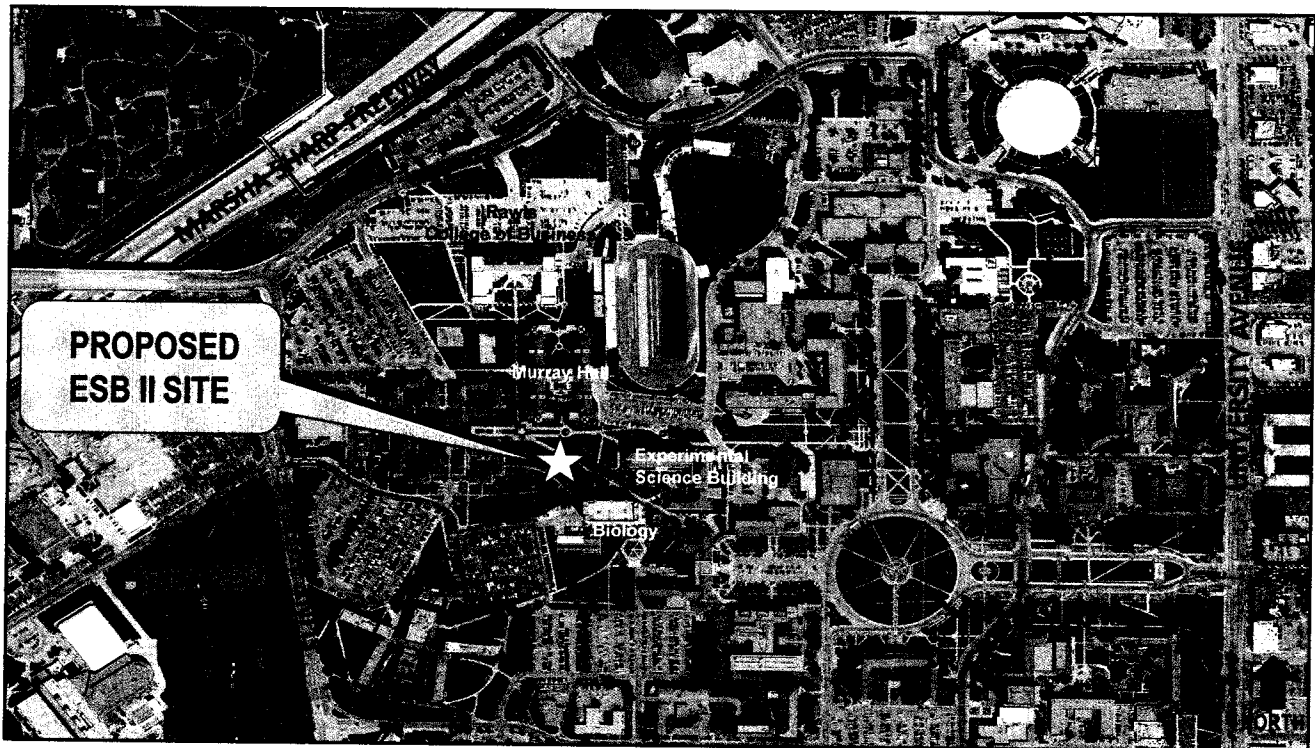


Texas Tech University

Item 3

## Approve establishment of a Stage I design budget for a new Research Building (ESB II)

*Michael S. Molina*



Item 3

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design, Construction Manager Agent, and Construction partners,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 3

## Proposed Project Overview

- Construct an approximate 150,000 GSF building to the west of the existing Experimental Sciences Building. Project to include:
  - Flexible, open, and modular high-tech interdisciplinary research laboratories,
  - Principal research investigator offices,
  - Laboratories for science disciplines,
  - Faculty/staff offices, and support spaces
- Space vacated in the Arts & Sciences buildings will be renovated for modern classrooms with state-of-the-art technology, and/or faculty offices.
- Site development provides opportunity to strengthen the campus master plan's pedestrian corridors.
- Also, included will be site utility infrastructure, landscape enhancements, and public art.

Item 3

## Proposed Stage I Design Budget

Stage I Design Budget	\$	2,217,364
Pre-Construction Services	\$	125,213
Professional Services	\$	1,862,310
FF&E / Other Items	\$	0
Administrative Cost	\$	104,730
<i>Regents' Rules</i>	\$	51,969
(FP&C - 2.4% of Stage I Design Budget)		
Contingency	\$	73,142

*Final GSF and SCHEDULE – TBD by the facility Programming process*

Item 3

## Recommendation

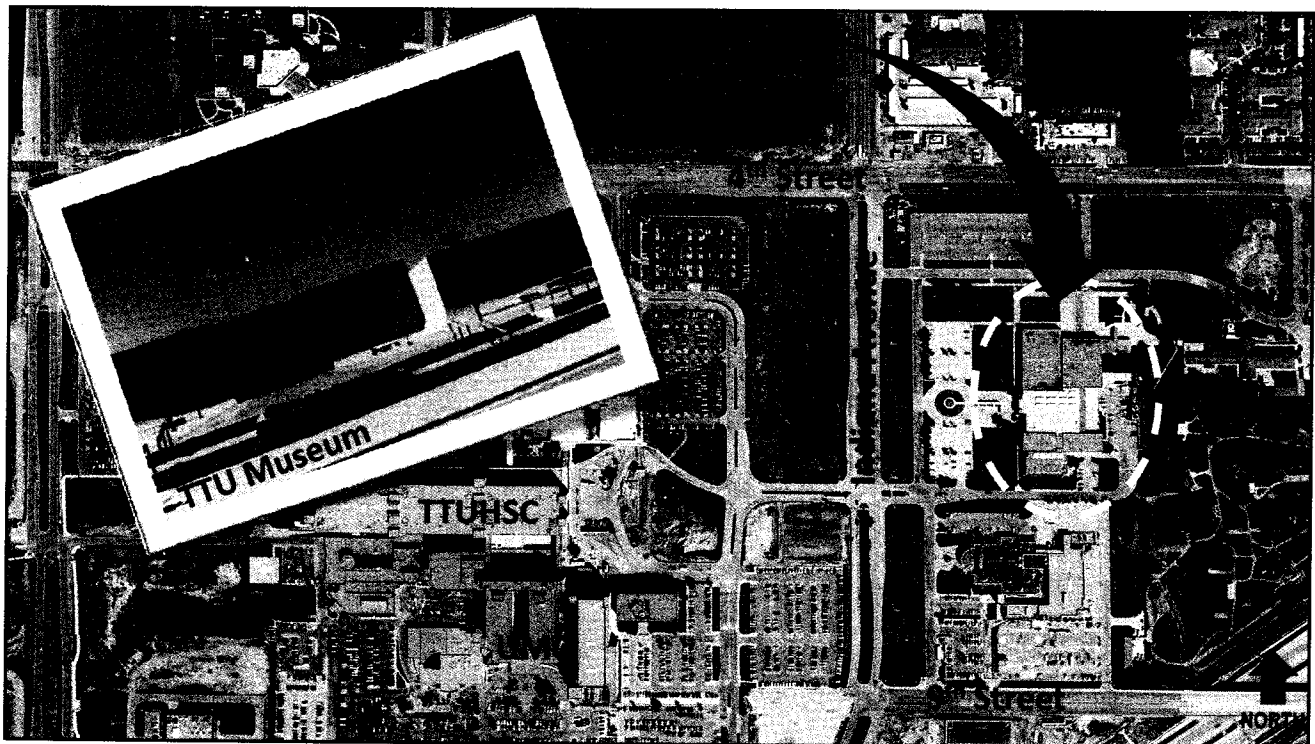
- Authorize to establish a Stage I design budget of \$2,217,364 to provide programming, planning, and schematic design for a new Research Building (Experimental Sciences Building II ("ESB II")) with a total project budget of \$77,000,000; award a design professional contract; award a Construction Manager Agent contract; and award a Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$77,000,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$70,000,000) and RFS funding to be repaid by Higher Education Assistance Funds ("HEAF") (\$7,000,000).

Item 4

Texas Tech University

# Approve a project to construct the Museum Life Safety Upgrade and Air Management Replacement

*Michael S. Molina*



Item 4

## Scope of Work

- Provide fire suppression system and other life safety upgrades to the existing multi-story Museum building. Project to include:
  - Heating, ventilation and air conditioning ("HVAC") components of the buildings' infrastructure that support the life safety system,
  - Selective asbestos abatement,
  - Electrical systems, and affected interior finishes, as required,
  - Water utility infrastructure upgrades.
- Replacement of two air handlers in the basement.
- Comply with all applicable federal, state and local laws, regulations, and codes; thereby bringing the existing building into full compliance with current life safety codes.

Item 4

## Proposed Project Budget

<u>Total Project Budget</u>	\$	<u>7,650,000</u>
Construction	\$	5,998,228
Professional Services	\$	826,190
FF&E / Other Items	\$	1,000
Administrative Cost	\$	105,841
<i>Regents' Rules</i>	\$	149,837
(1% Public Art / 1% Landscape Enhancements)		
Contingency	\$	568,904

*Schedule - TBD*

Item 4

## Recommendation

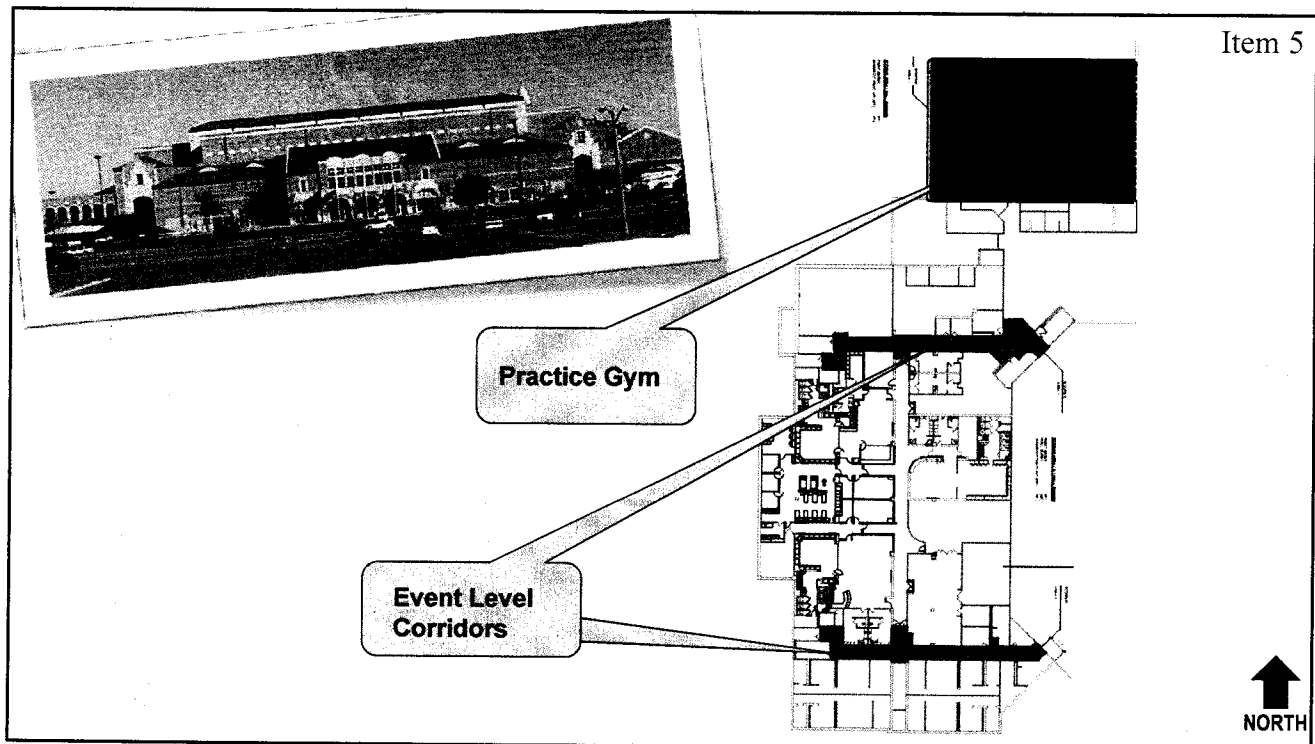
- Authorize to proceed with a project to plan, design, and construct the Museum Life Safety Upgrade and Air Management Replacement with a total project budget of \$7,650,000; report the project to the Texas Higher Education Coordinating Board; complete the contract documents; and award a construction contract.
- The project will be funded through the Revenue Finance System ("RFS") repaid with future museum gift funds.

Texas Tech University

Item 5

Approve budget increase for expanded scope  
to the United Supermarkets Arena renovations  
project

*Michael S. Molina*



Item 5

## Scope of Work

- Expanded scope to include renovation of additional 12,060 SF:
  - North and south event level corridor finishes,
  - Upgrade to the practice gym's finishes, and
  - New graphics in the practice gym

Item 5

	Previously Approved Budget	Revised Budget
Project Budgets	\$ 5,050,000	\$ 5,313,624
Construction	\$ 3,730,000	\$ 3,919,034
Professional Services	\$ 363,000	\$ 443,000
FF&E	\$ 338,815	\$ 325,815
Administrative Cost	\$ 14,000	\$ 22,090
<i>Regents' Rules *</i>	\$ 241,844	\$ 252,970
Contingency	\$ 362,341	\$ 350,715

*\*Waived Board directed fees for landscape enhancement and public art*



Item 5

## Schedule

- Start Construction January 2015
- Substantial Completion November 2015
- Final Completion December 2015

Item 5

## Recommendation

- Increase the project budget for the United Supermarkets Arena Renovations by \$263,624 for a total project budget of \$5,313,624; waive the board directed fee for landscape enhancements and public art associated with this expanded scope of work; complete the contract documents; and amend the design-build contract.
- The budget increase will be funded with cash from Red Raider Club gifts.

Texas Tech University

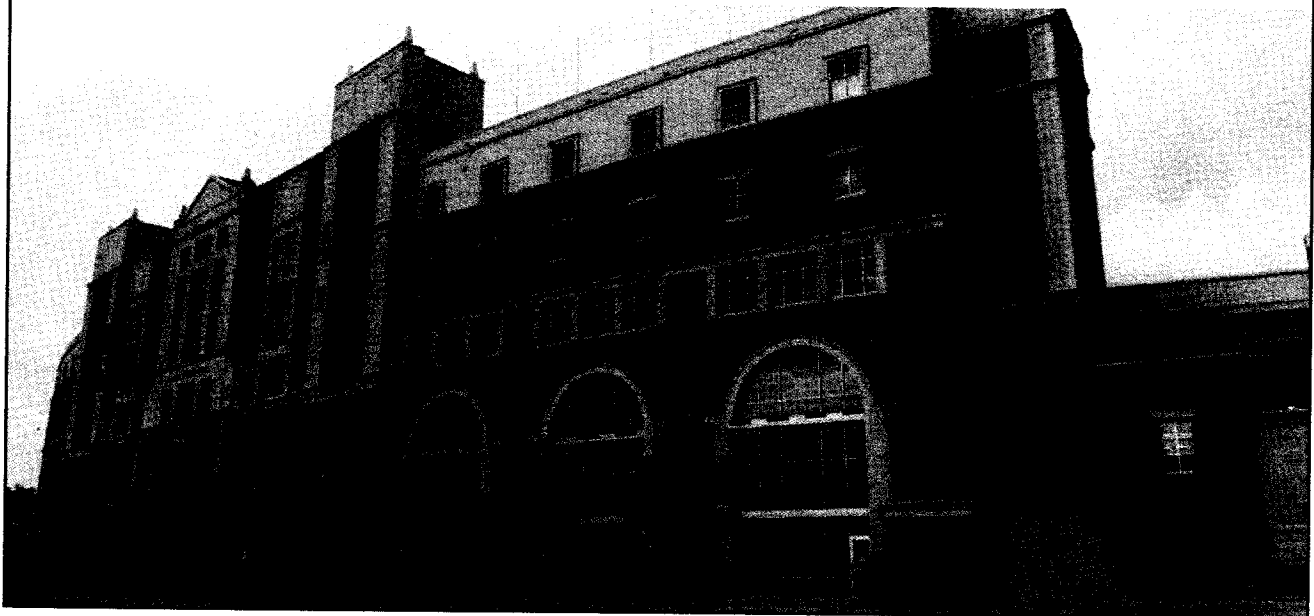
Item 6

Approve budget increase for expanded scope  
to the finish-out of the Jones AT&T Stadium  
East Building – Southeast First Floor project

*Michael S. Molina*

Jones AT&T Stadium East Building

Item 6



Item 6

## Scope of Work

- Expanded scope includes renovation of the 4,547 GSF former Red Raider Locker Room retail store on the north end of the building's first floor to provide:
  - Administrative and staff offices
  - Conference rooms, and
  - Support spaces to house various members of the Athletic groups for Institutional Development, Red Raider Club, and Athletic Administration

Item 6

	Previously Approved Budget	Revised Budget
Project Budgets	\$ 1,650,000	\$ 2,518,066
Construction	\$ 1,008,303	\$ 1,569,426
Professional Services	\$ 168,910	\$ 245,745
FF&E	\$ 229,076	\$ 409,779
Administrative Cost	\$ 32,275	\$ 56,950
<i>Regents' Rules *</i>	\$ 0	\$ 0
Contingency	\$ 211,436	\$ 236,166

*\*Waived Board directed fees for landscape enhancement and public art*

Item 6

## Recommendation

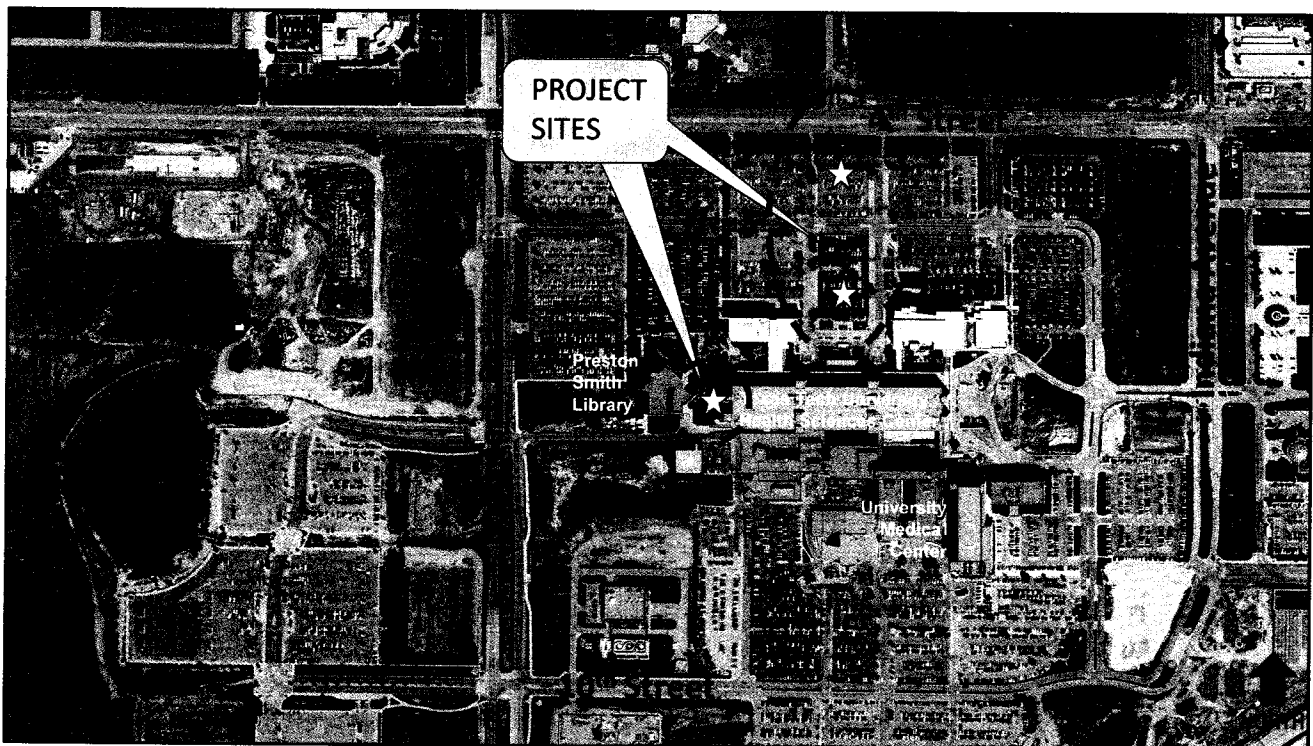
- Authorize to increase the project budget for the finish-out of the Jones AT&T Stadium East Building-Southeast First Floor project by \$868,066 for a total project budget of \$2,518,066; waive the board directed fees for landscape enhancements and public art associated with this expanded scope of work; complete the contract documents; and amend the construction contract.
- The budget increase will be funded with cash from Red Raider Club gifts and auxiliary funds.

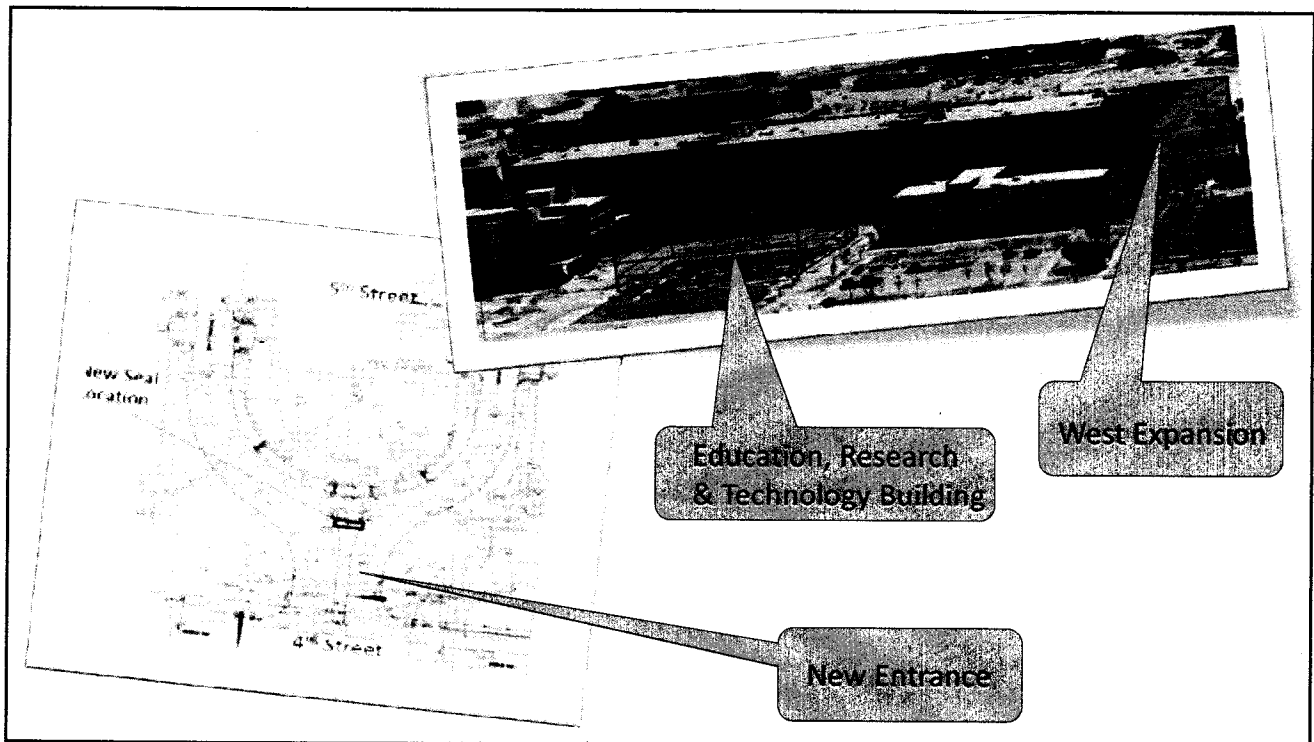
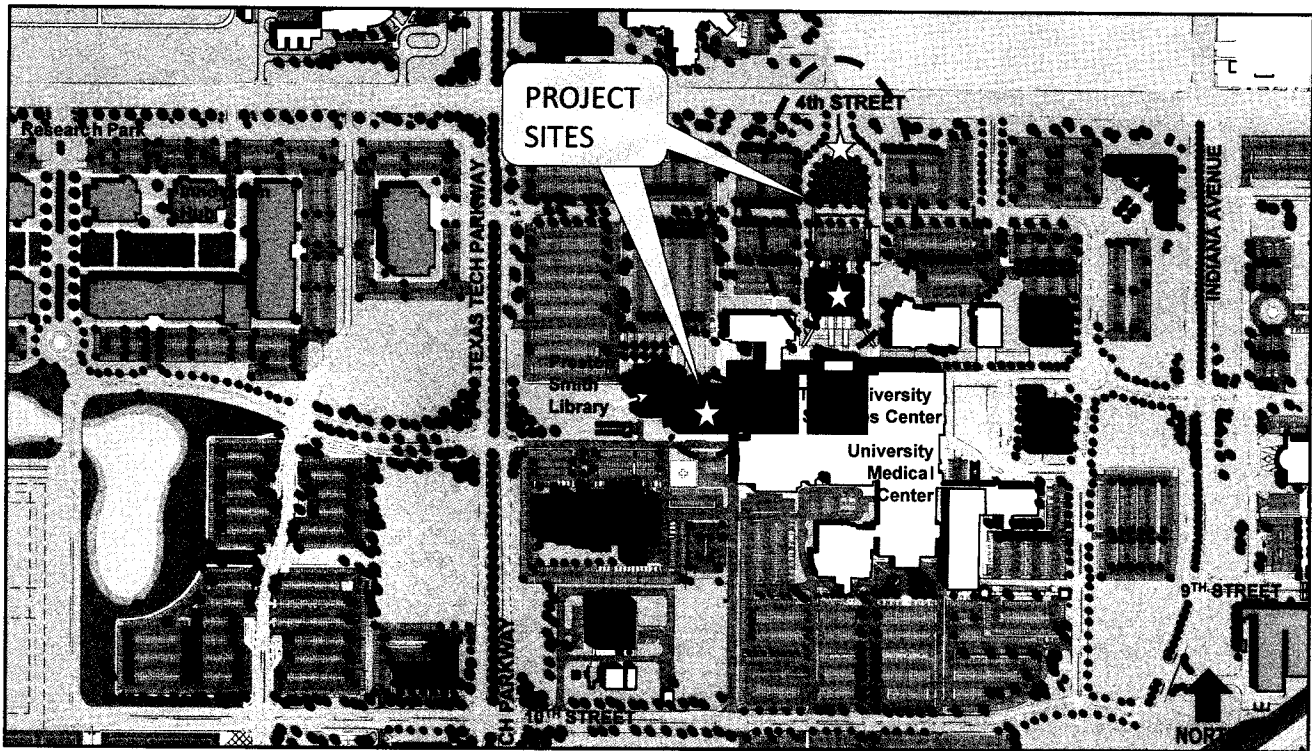
Item 8

## Texas Tech University Health Science Center

Approve establishment of a Stage I design  
budget for the Lubbock Expansion project

*Michael S. Molina*





Item 8

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design, Construction Manager Agent, and Construction partners,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 8

## Proposed Project Overview

- Construct two facilities approximately 100,000 GSF each and provide a new boulevard entrance off 4<sup>th</sup> Street.
- Education, Research & Technology Building to include:
  - State-of-the-art research laboratories,
  - Translational research facilities,
  - Classrooms,
  - Conferencing areas,
  - Faculty and staff offices and support space,
  - New technology and equipment, and
  - Related infrastructure upgrades.

Item 8

## Proposed Project Overview (cont.)

- West Expansion to include
  - Gross anatomy lab
  - State-of-the-art research laboratories,
  - Classrooms,
  - Conferencing areas,
  - Faculty and staff offices and support space,
  - Physical connection to the Preston Smith Medical Library at the basement and second floor levels.
  - Related infrastructure upgrades.

Item 8

## Proposed Project Overview (cont.)

- New 4<sup>th</sup> Street Boulevard Entrance to include
  - Formal front door entrance to the TTUHSC campus
  - Additional ingress and egress to the campus at a signalized intersection
  - Address the campus long-range master plan vision
- Projects to include site and utility infrastructure work, landscape enhancements, and public art.



Item 8

## Proposed Stage I Design Budget

<u>Stage I Design Budget</u>	\$	2,403,613
Pre-Construction Services	\$	146,120
Professional Services	\$	2,035,360
FF&E / Other Items	\$	0
Administrative Cost	\$	89,067
<i>Regents' Rules</i>	\$	56,335
(FP&C - 2.4% of the Stage I Design Budget)		
Contingency	\$	76,731

*Final GSF and SCHEDULE – TBD by the facility Programming process*

Item 8

## Recommendation

- Authorize to establish a Stage I design budget of \$2,403,613 to provide programming, planning, and schematic design for Expansion of the TTUHSC Lubbock campus with a total project budget of \$83,700,000; award a design professional contract; award a Construction Manager Agent contract; and award a Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$83,700,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$60,264,000) and Unexpended Plant Funds cash (\$23,436,000).

Item 9

## Texas Tech University Health Science Center

Approve establishment of a Stage I design budget for a new Permian Basin Academic Facility on the Odessa campus

*Michael S. Molina*



Item 9

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design, Construction Manager Agent, and Construction partners,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 9

## Proposed Project Overview

- Construct an approximate 54,000 GSF building. Project to include:
  - Classrooms and Class Labs,
  - Lecture halls,
  - Research laboratories,
  - Conference rooms,
  - Faculty/staff offices and support spaces,
  - HealthNet distance learning capabilities
- Includes site and utility infrastructure work, landscape enhancements, and public art.

## Proposed Stage I Design Budget

Item 9

<u>Stage I Design Budget</u>	\$	552,665
Pre-Construction Services	\$	34,960
Professional Services	\$	459,318
FF&E / Other Items	\$	0
Administrative Cost	\$	28,347
<i>Regents' Rules</i>	\$	12,953
(FP&C - 2.4% of the Stage I Design Budget)		
Contingency	\$	17,087

*Final GSF and SCHEDULE – TBD by the facility Programming process*

## Recommendation

Item 9

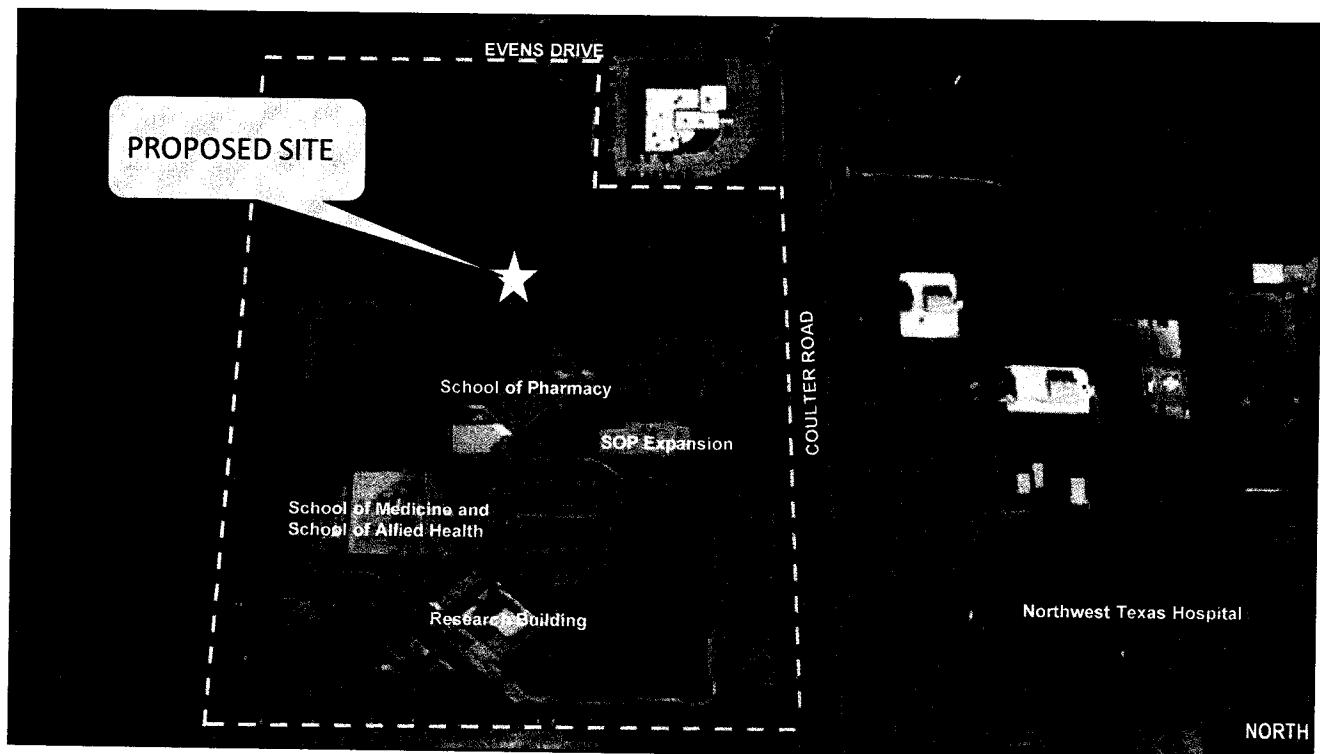
- Authorize to establish a Stage I design budget of \$552,665 to provide programming, planning, and schematic design for a new Permian Basin Academic Facility on the Odessa campus with a total project budget of \$19,800,000; award a design professional contract; award a Construction Manager Agent contract; and award a Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$19,800,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$14,256,000) and Unexpended Plant Funds cash (\$5,544,000).

# Texas Tech University Health Science Center

Item 10

Approve establishment of a Stage I design  
budget for the new Panhandle Clinical  
Simulation Center on the Amarillo campus

*Michael S. Molina*



Item 10

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design and construction partner contract amendments,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 10

## Proposed Project Overview

- Construct an approximate 21,000 GSF building. Project to include:
  - Clinical simulation rooms to teach medical/nursing school students,
  - State-of-the-art computer/software system for the in-patient, simulation and observation rooms,
  - Classrooms and Class Labs,
  - Use of computerized mannequins with clinical scenarios for mastery of invasive procedures,
  - Faculty/staff offices and support spaces
- Includes site and utility infrastructure work, parking, landscape enhancements, and public art.

Item 10

## Proposed Stage I Design Budget

Stage I Design Budget	\$	279,805
Pre-Construction Services	\$	33,285
Professional Services	\$	216,013
FF&E / Other Items	\$	0
Administrative Cost	\$	22,481
<i>Regents' Rules</i>	\$	0
Contingency	\$	8,026

*Previous expended \$209,000 for site analysis feasibility*

*Final GSF and SCHEDULE – TBD by the facility Programming process*

Item 10

## Recommendation

- Authorize to establish a Stage I design budget of \$279,805 to provide programming, planning, and schematic design for the new Panhandle Clinical Simulation Center on the Amarillo Campus with a total project budget of \$9,750,000; amend the design professional contract; and amend the Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$9,750,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$5,715,000), Higher Education Assistance Funds ("HEAF") (\$3,400,000), and Unexpended Plant Funds cash (\$635,000).

# Texas Tech University Health Science Center El Paso

Item 12

Approve establishment of a Stage I design  
budget for the new Medical Sciences  
Building II on the El Paso Campus

*Michael S. Molina*





Item 12

## Stage I Design Budget Scope

- Stage I design services will provide for the solicitation and contracting of:
  - Design, Construction Manager Agent, and Construction partners,
  - Facility functional use programming,
  - Schematic design,
  - Pre-construction services,
  - Survey,
  - Geo-tech testing,
  - Site analysis,
  - Utility infrastructure analysis, and
  - Final package development for a full funding request.

Item 12

## Proposed Project Overview

- Construct an approximate 227,000 GSF building to include:
  - Complex research laboratories,
  - Classrooms and Class Labs,
  - Lecture halls,
  - Vivarium facilities,
  - Faculty/researcher and staff offices
- Includes site and utility infrastructure work, replacement parking, landscape enhancements, and public art.

Item 12

## Proposed Stage I Design Budget

Stage I Design Budget	\$ 2,412,064
-----------------------	--------------

Pre-Construction Services	\$ 147,170
---------------------------	------------

Professional Services	\$ 2,019,315
-----------------------	--------------

FF&E / Other Items	\$ 0
--------------------	------

Administrative Cost	\$ 109,506
---------------------	------------

<i>Regents' Rules</i>	\$ 56,533
-----------------------	-----------

(FP&C - 2.4% of the Stage I Design Budget)

Contingency	\$ 79,540
-------------	-----------

*Final GSF and SCHEDULE – TBD by the facility Programming process*

Item 12

## Recommendation

- Authorize to establish a Stage I design budget of \$2,412,064 to provide programming, planning, and schematic design for the new Medical Sciences Building II on the El Paso campus with total project budget of \$84,400,000; award a design professional contract; award a Construction Manager Agent contract; and award a Construction Manager at Risk contract.
- The Stage I design budget will be funded through the Revenue Finance System ("RFS") repaid with the Tuition Revenue Bond ("TRB") Legislative appropriation. The project budget of \$84,400,000 is comprised of RFS funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$75,520,000), and RFS financing to be repaid by the El Paso's Medical Practice Income Plan ("MPIP") funds cash or gift (\$8,880,000).

Item 13

Texas Tech University

## Report on the new Residence Hall project

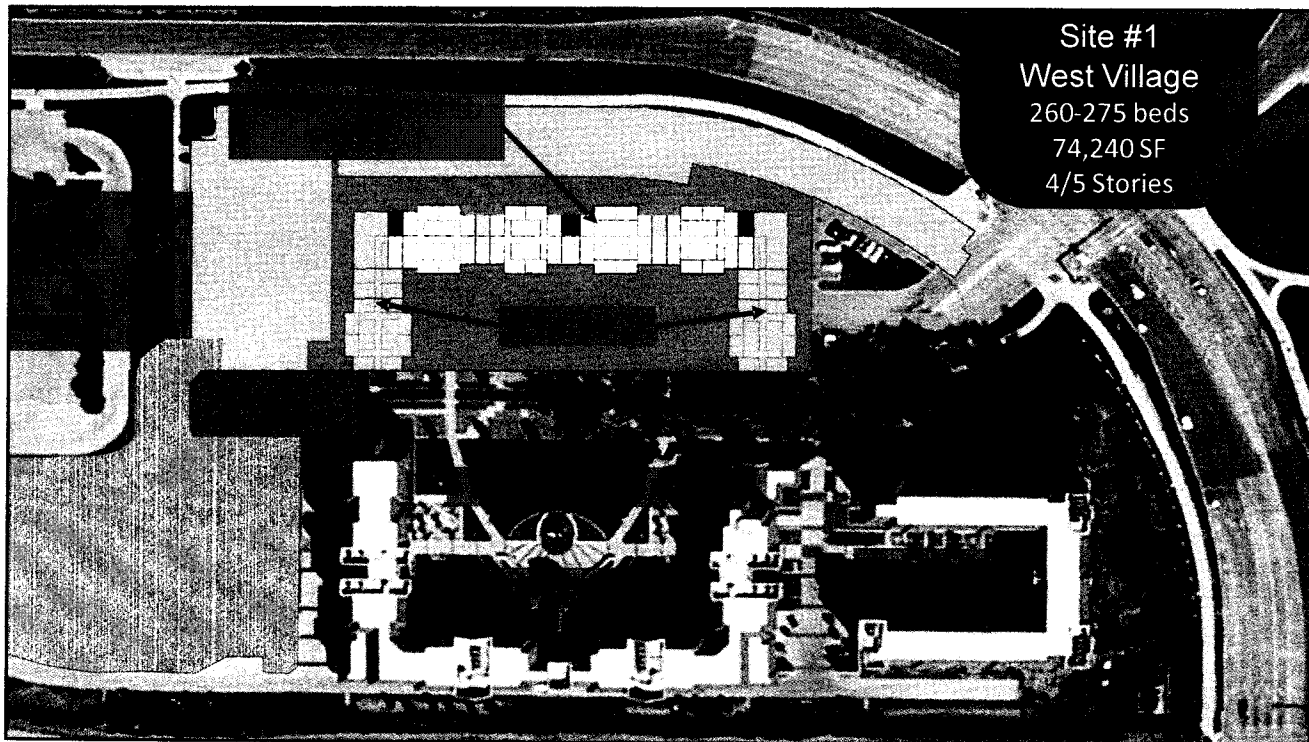
*Michael S. Molina*

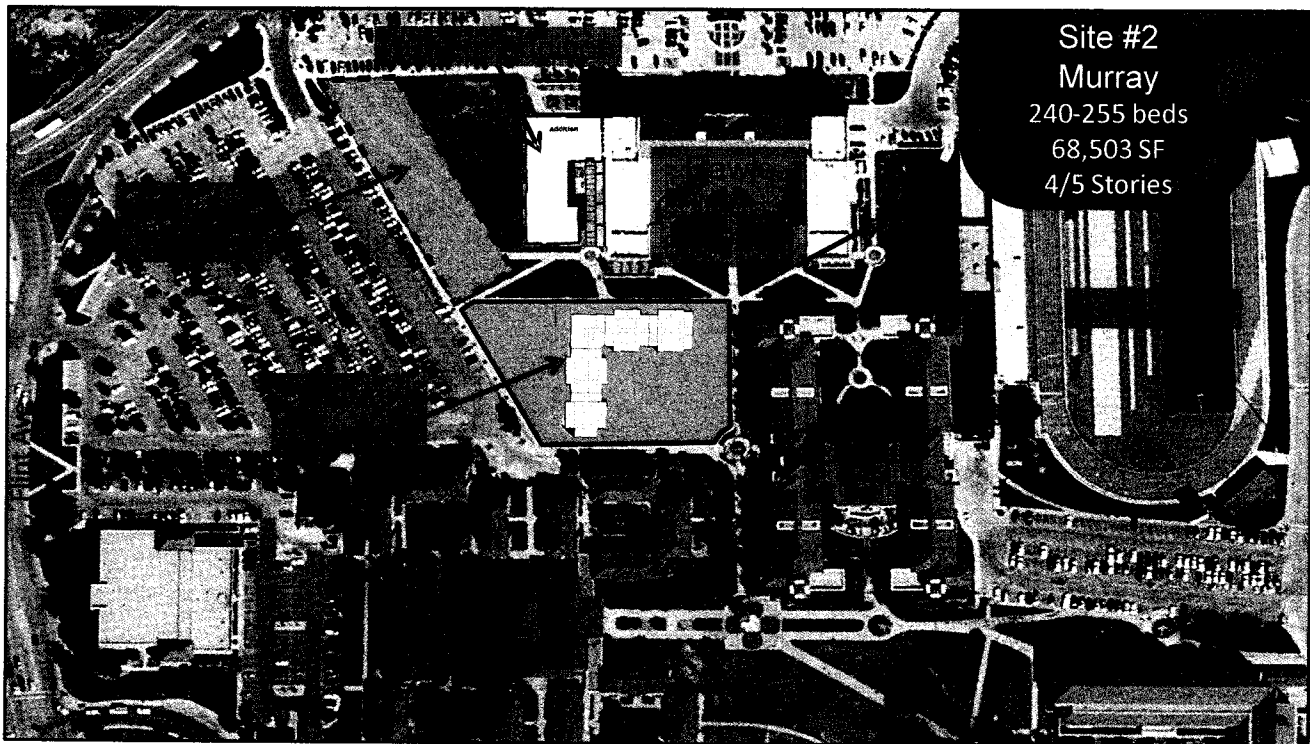
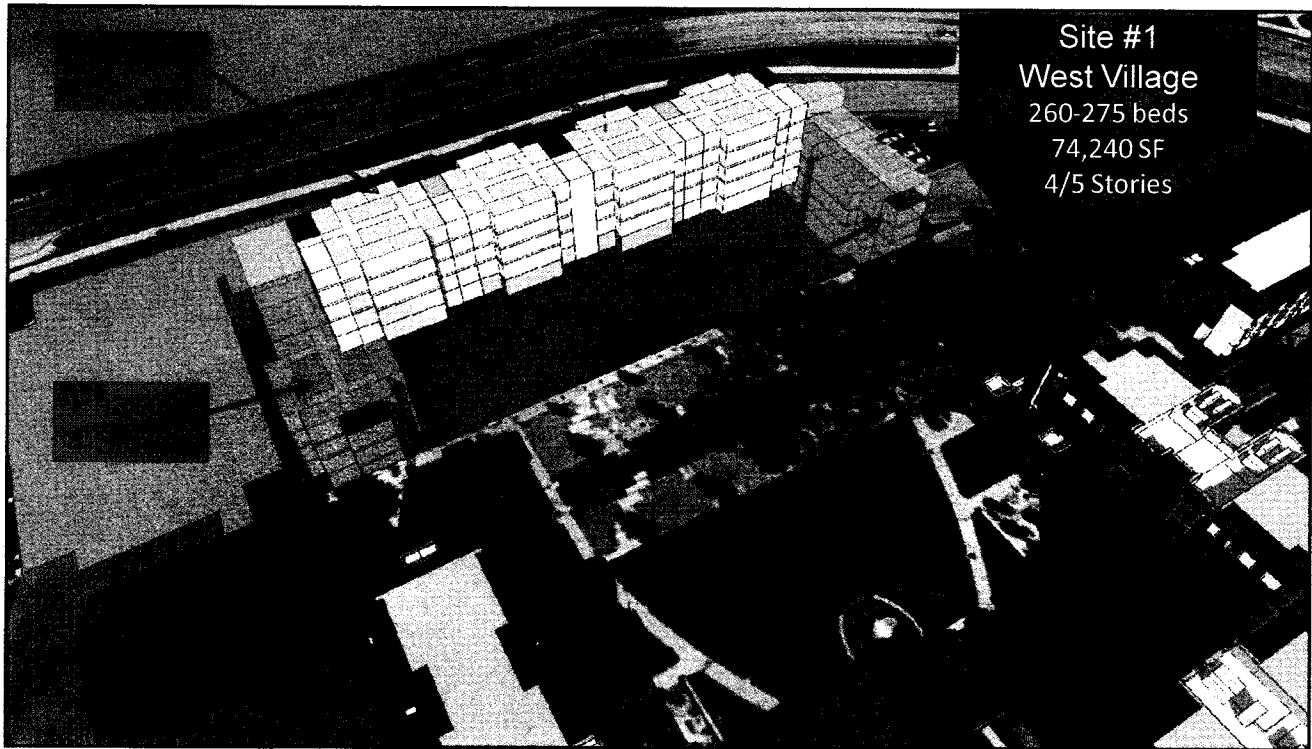


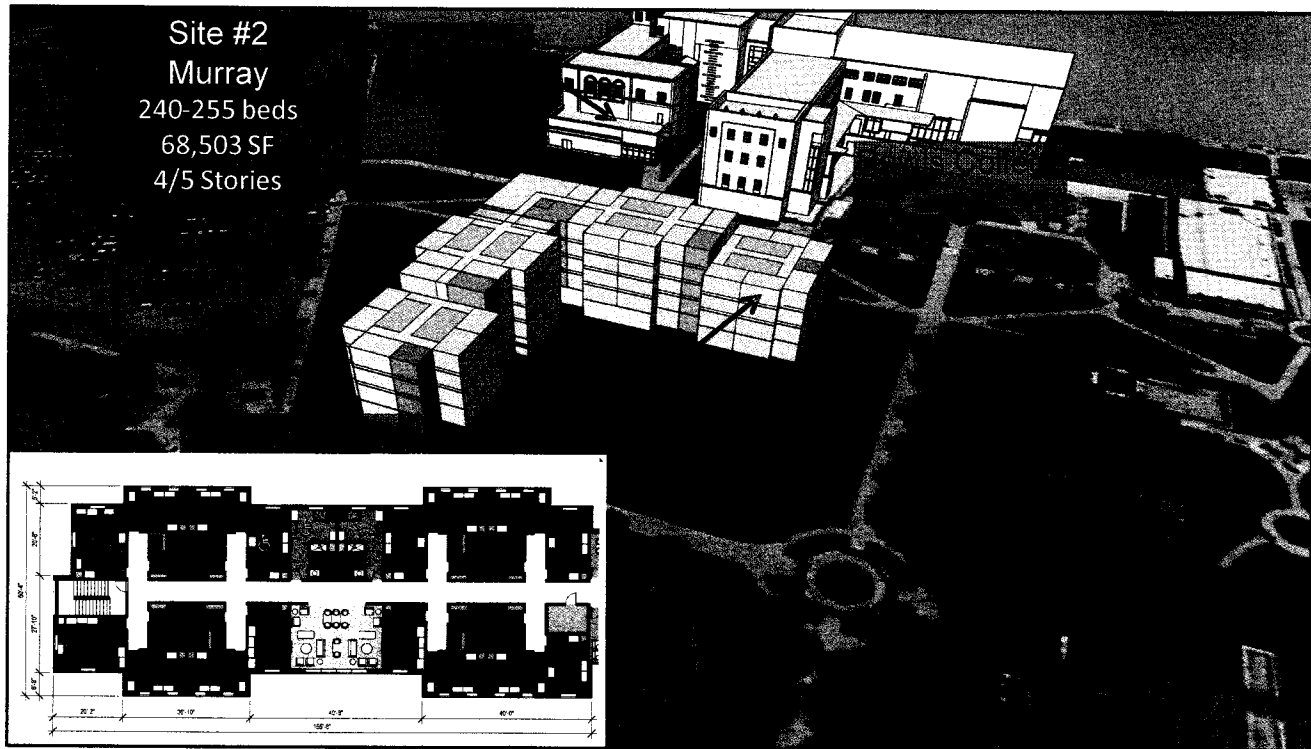
Item 13

## Scope of Work

- Provide conceptual site analysis on two separate sites for a new Residence Hall project.
- Project to create modern traditional style dormitory (two beds per room with common restroom facilities).
- Sites under consideration are:
  - Land north and west of West Village
  - Land adjacent to Murray Hall
- Site analysis will determine the development capacity of each site so the program can be further defined in terms of density, open space, and environmental quality.
- Previously listed on the MP1 as a \$50M project, TTU is interested in exploring a \$25-30M project.







New Residence Hall - Analysis of Potential Sites			Item 13
Discussion Factors	SITE 1 North of West Village	SITE 2 Between RCoBA and Carpenter Wells	
Adjacent to Honors Students at Murray Hall	No	Yes	
Interior Campus Location	No	Yes	
Within the 10-Minute Circle	No	Yes	
Located on a Bus Route	Yes	Yes	
Access to Campus Utilities	No	Yes	
Cost	\$\$\$	\$\$\$	
Site Compliant with Campus Master Plan	Yes	Yes	
Adjacent Residence Hall Office Available	No	Yes	
Adjacent Food Service Available	No	Yes	
Adjacent Conference/Meeting Spaces Available	Yes	Yes	
Summer Camp/Retreat Possibilities	No	Yes	
Future Expansion Possible	Yes	No	
Access to City Utilities	Yes	Limited	
Site Access	Good	Good	
Road Network	Good	Good	
Additional Surface Parking Required	Yes	Yes	
Available Adjacent Land for Parking	Yes	No	
Demolition Required	Parking Lot	Parking Lot	
Challenging Construction Logistics	No	Yes	



# TTUS Design & Construction Review

## Under Construction

### August 2015

www.fpc.ttu.edu

Project	Cost	Status	Completion Date
College of Human Sciences Life Safety Upgrade	\$ 9,650,000	Under Construction	August 2015
Campus Beautification Phase I & Phase II	\$ 4,950,000	Under Construction	February/August 2015
Bayer Plant Science Building	\$ 14,340,000	Under Construction	September 2015
Synthetic Turf Intramural Recreation Fields	\$ 5,785,000	Substantially Complete	February 2015
Engineering & Materials Research Center Renovation	\$ 29,207,030	Under Construction	August 2016
United Supermarkets Arena Renovation	\$ 5,050,000	Under Construction	November 2015
Research & Technology Park - Phase I	\$ 29,045,000	Under Construction	July 2015
Rawls College of Business Administration Addition	\$ 15,000,000	Under Construction	July 2016
Jones AT&T Stadium Renovation SE 1st Floor	\$ 1,650,000	Under Construction	July 2015
Jones AT&T Stadium North End Zone Building Renovations	\$ 3,750,000	Under Construction	July 2016
Bayer CropScience-Seeds Innovation Center Research & Development / Trait Development	\$ 19,316,135	Under Construction	December 2014/ May 2015
<b>TTU Total</b>	<b>\$ 137,743,165</b>		
<b>ASU Total</b>	<b>\$ -</b>		
Abilene Public Health Facility	\$ 15,000,000	Under Construction	July 2016
The Larry Combest Community Health and Wellness Center Expansion	\$ 5,108,500	Substantially Complete / Under Construction	June 2015
<b>HSC Total</b>	<b>\$ 20,108,500</b>		
El Paso School of Nursing	\$ 14,500,000	Complete	November 2014
<b>EP Total</b>	<b>\$ 14,500,000</b>		
<b>Under Construction Grand Total</b>	<b>\$ 172,351,665</b>		



TEXAS TECH UNIVERSITY SYSTEM  
Facilities Planning and Construction

# TTUS Design & Construction Review

In Design  
August 2015  
[www.fpc.ttu.edu](http://www.fpc.ttu.edu)

	<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	System Office Building	\$ 27,500,000	In Design	TBD
	Petroleum Engineering Building Renovation	\$ 5,000,000	In Design	TBD
	New Residence Hall	\$ 25,000,000	Programming	TBD
	<b>TTU Total</b>	<b>\$ 57,500,000</b>		
ASU	Engineering Laboratories Addition	\$ 4,000,000	In Design	TBD
	<b>ASU Total</b>	<b>\$ 4,000,000</b>		
HSC	Amarillo Panhandle Clinical Simulation Center	\$ 9,750,000	On Hold	TBD
	Amarillo Student Synergistic Center	\$ 6,000,000	On Hold	TBD
	<b>HSC Total</b>	<b>\$ 15,750,000</b>		
EP	EP Total	\$ -		
	<b>In Design Grand Total</b>	<b>\$ 77,250,000</b>		





TEXAS TECH UNIVERSITY SYSTEM  
Facilities Planning and Construction

# TTUS Design & Construction Review Prospective August 2015

www.fpc.ttu.edu

	<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	Research Building (ESB II)	\$ 77,000,000	Proposed	TBD
	College of Visual and Performing Arts - Phase I & II	\$ 45,200,000	Planned	TBD
	College of Engineering Expansion/Renovation Phase II	\$ 67,600,000	Proposed	TBD
	Weeks Hall Abatement and Renovation	\$ 24,200,000	Proposed	TBD
	Museum Life Safety Upgrade & Air Management Replacement	\$ 7,650,000	Proposed	TBD
	Jones AT&T South End Zone Renovation	\$ 41,000,000	Proposed	TBD
	Sports Performance Complex	\$ 45,000,000	Proposed	TBD
	Football Training Center Renovation	\$ 2,000,000	Proposed	TBD
	Jones AT&T Stadium East Building Finish-Out	\$ 20,000,000	Proposed	TBD
	<b>TTU Total</b>	<b>\$ 329,650,000</b>		
	College of Health & Human Services	\$ 29,360,000	Proposed	TBD
	Academic Building Renovation & Addition	\$ 24,788,000	Proposed	TBD
	<b>ASU Total</b>	<b>\$ 54,148,000</b>		
HSC	Lubbock Education, Research & Technology Renovation	\$ 45,000,000	Proposed	TBD
	Lubbock West Expansion	\$ 38,700,000	Proposed	TBD
	Permian Basin Academic Facility	\$ 19,800,000	Proposed	TBD
	<b>HSC Total</b>	<b>\$ 103,500,000</b>		
EP	El Paso Medical Science Building II	\$ 94,400,000	Proposed	TBD
	El Paso Clinical Sciences Building	\$ 37,000,000	Proposed	TBD
	El Paso Thermal Plant & Parking Garage #1	\$ 66,500,000		
	<b>EP Total</b>	<b>\$ 197,900,000</b>		
	<b>Prospective Grand Total</b>	<b>\$ 685,198,000</b>		

Item 14

## Texas Tech University System

### Report on Facilities Planning and Construction projects

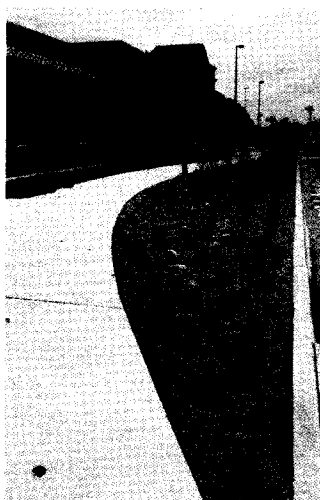
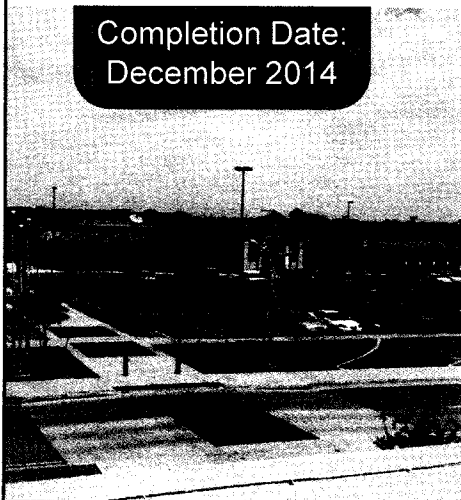
*Michael S. Molina*

## Bayer CropScience – Seeds Innovation Center Research & Development / Trait Development

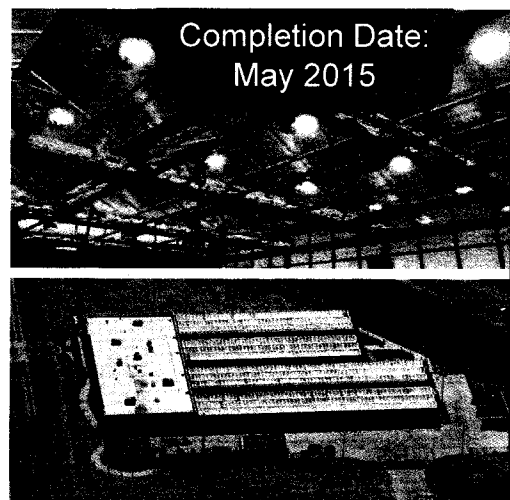
Item 14

➤ Project Budget - \$19,316,135 / 74,990 GSF

Completion Date:  
December 2014



Completion Date:  
May 2015

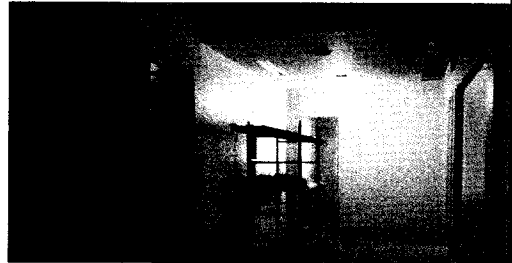


## Bayer Plant Science Building

Item 14

➤ Project Budget - \$14,340,000 / 21,122 GSF

Completion Date:  
September 2015

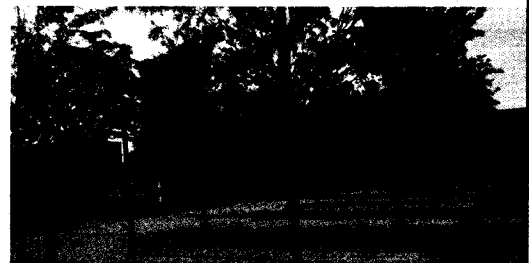


## Campus Beautification – Phase I

Item 14

➤ Project Budget - \$2,500,000

Completion Date:  
February 2015

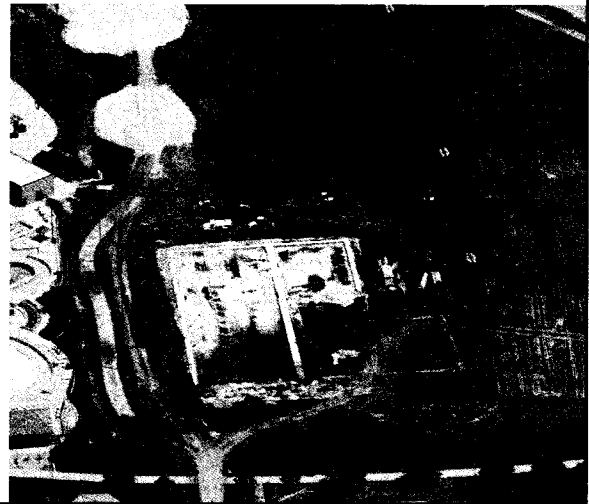


Item 14

## Campus Beautification – Phase II

➤ Project Budget - \$2,450,000

Completion Date:  
August 2015

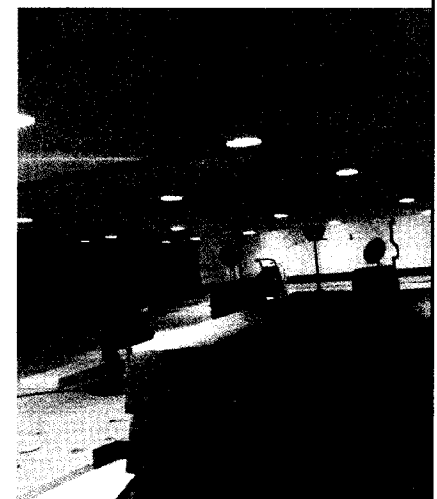


Item 14

## College of Human Sciences Life Safety Upgrade

➤ Project Budget - \$9,650,000 / 166,674 GSF

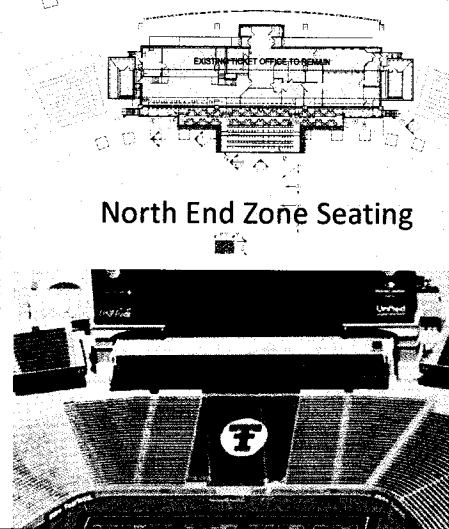
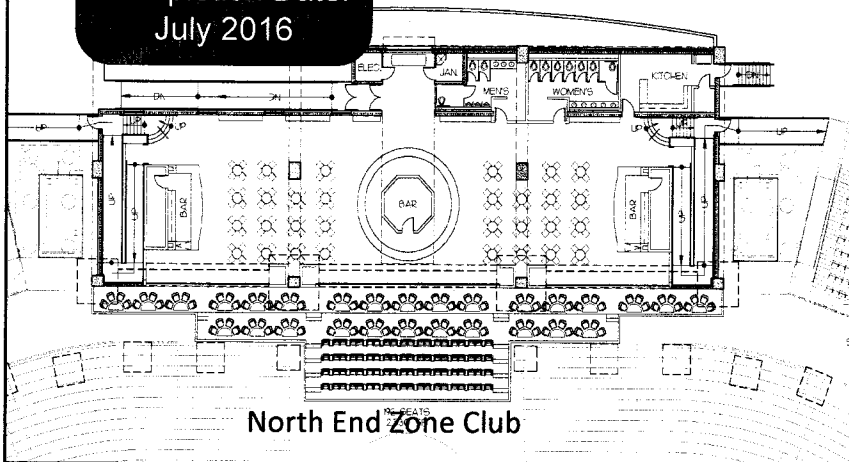
Completion Date:  
August 2015



## Jones AT&T Stadium North End Zone Building Item 14 Renovations

➤ Project Budget - \$3,750,000 / 10,505 GSF

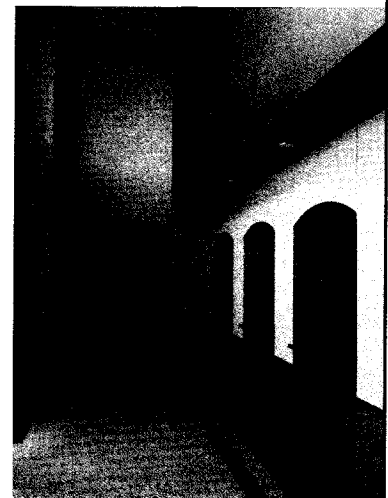
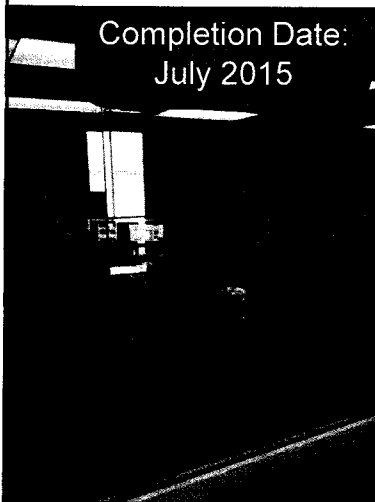
Completion Date:  
July 2016



## Jones AT&T Stadium SE 1<sup>st</sup> Floor Item 14

➤ Project Budget - \$1,650,000 / 6,619 GSF

Completion Date:  
July 2015



## Jones AT&T Stadium Seating Replacement & Concrete Repairs

Item 14

➤ Project Budget - \$3,800,000

Completion Date:  
August 2015



## Maddox Engineering Research Center

Item 14

➤ Project Budget - \$29,207,030 / 73,649 GSF

Completion Date:  
August 2016

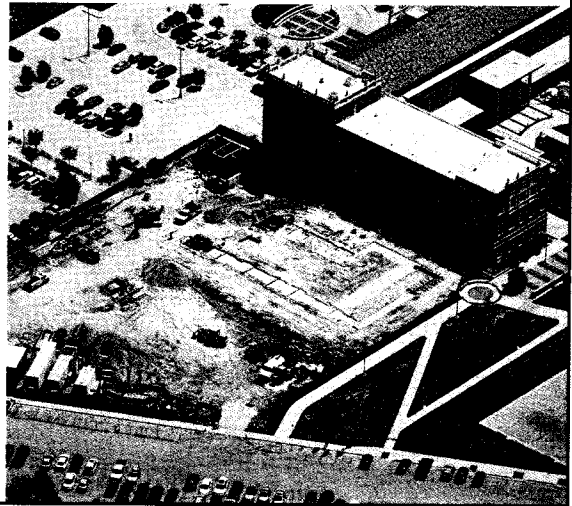


## Rawls College of Business Administration Addition

Item 14

- Project Budget - \$15,000,000 / 38,000 GSF

Completion Date:  
July 2016

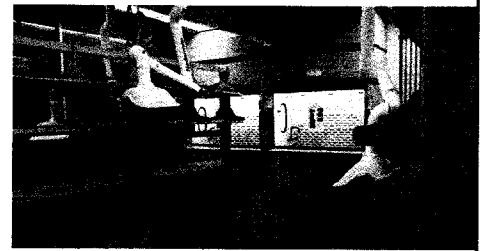
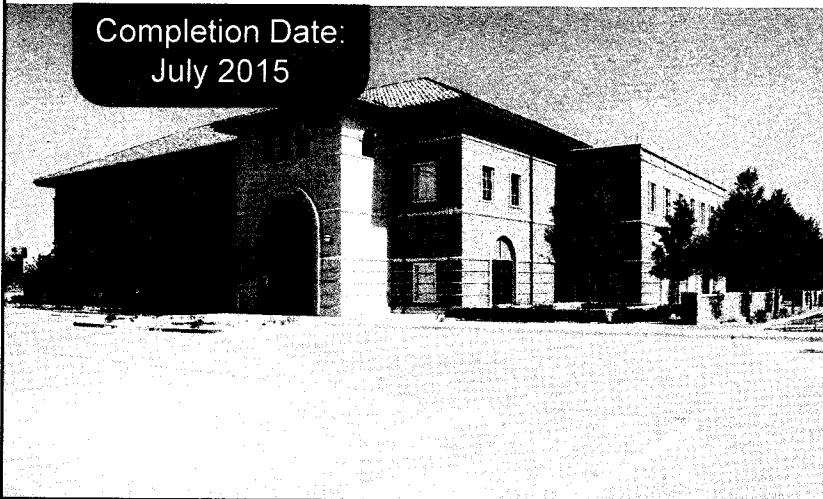


## Research & Technology Park – Phase I

Item 14

- Project Budget - \$29,045,000 / 41,000 GSF

Completion Date:  
July 2015

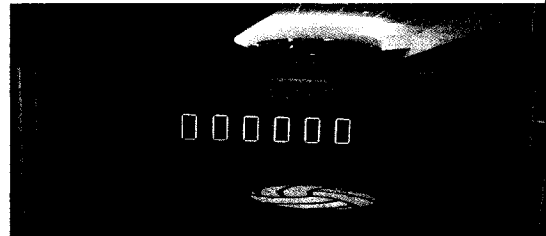


Item 14

## United Supermarkets Arena Renovation

➤ Project Budget - \$5,050,000 / 25,451 GSF

Completion Date:  
November 2015

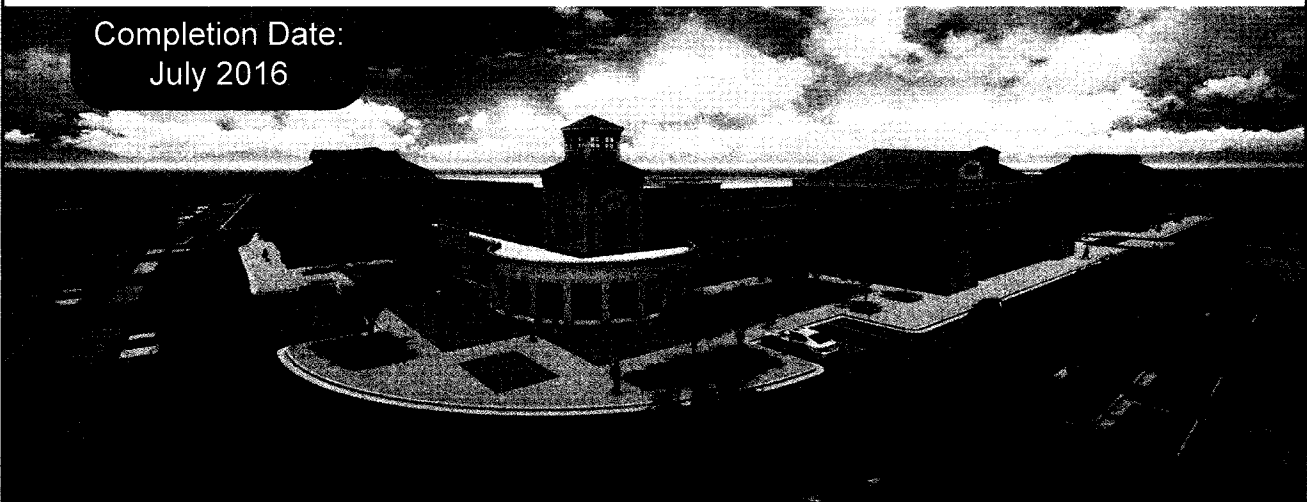


Item 14

## Abilene School of Public Health Facility

➤ Project Budget - \$15,000,000 / 43,803 GSF

Completion Date:  
July 2016



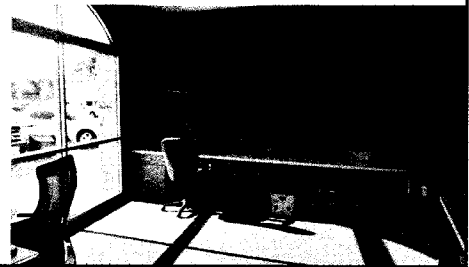
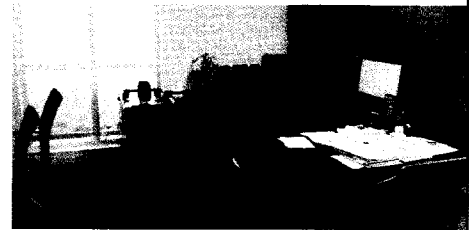
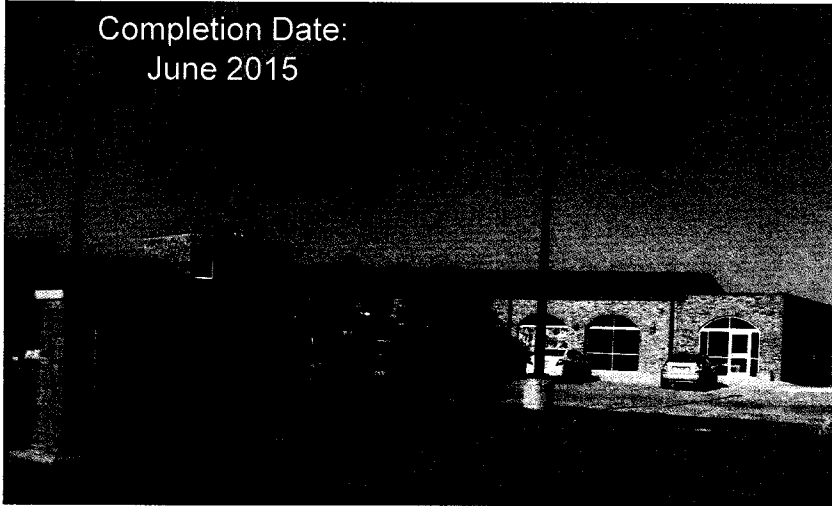


## The Larry Combest Community Health and Wellness Center Expansion

Item 14

➤ Project Budget - \$5,108,500 / 10,861 GSF

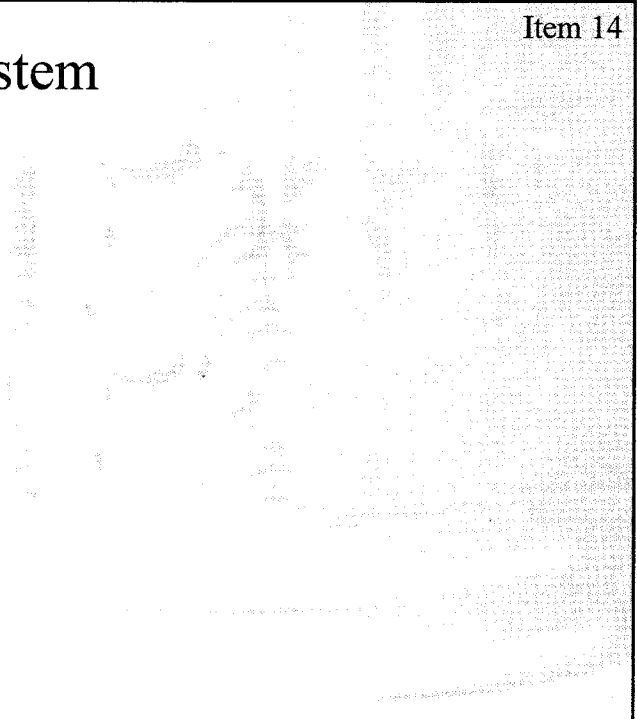
Completion Date:  
June 2015



## Texas Tech University System

Item 14

Public Art – Installed

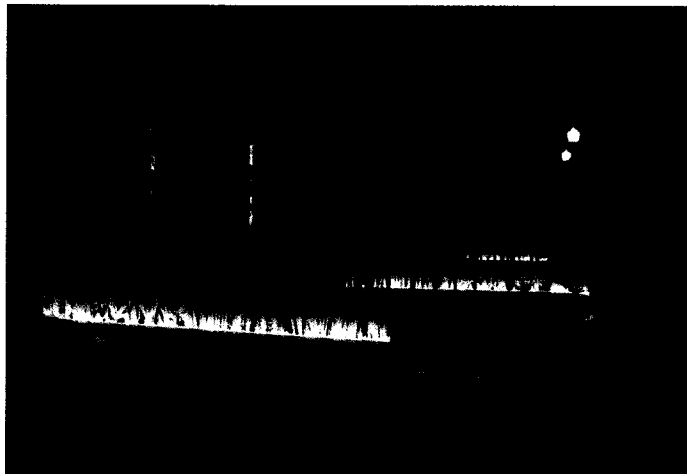
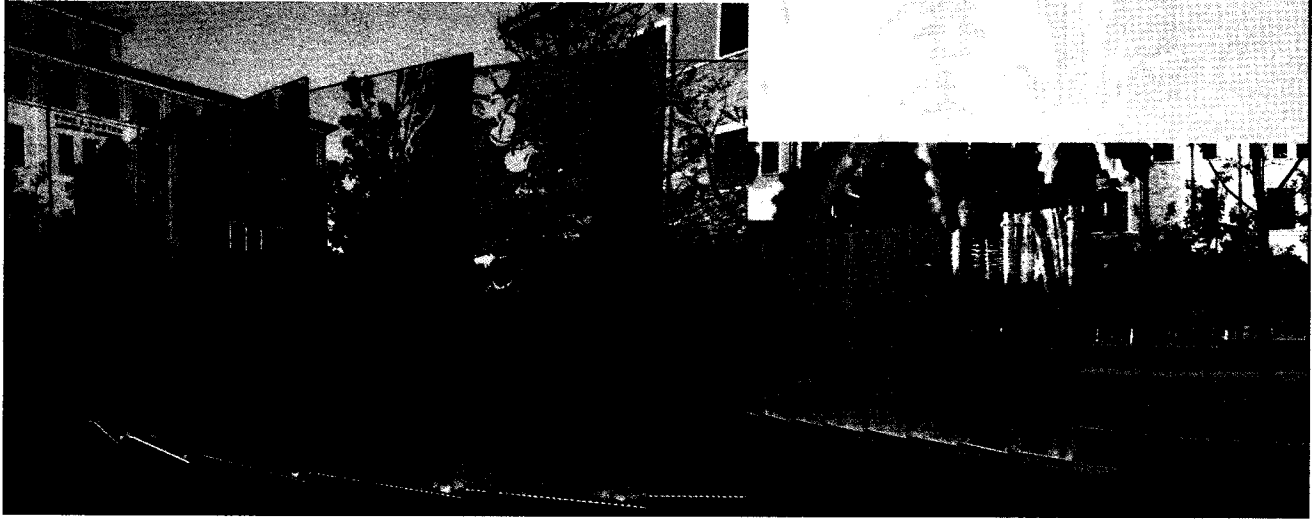


TTUHSC El Paso – Gayle Greve Hunt School of Nursing

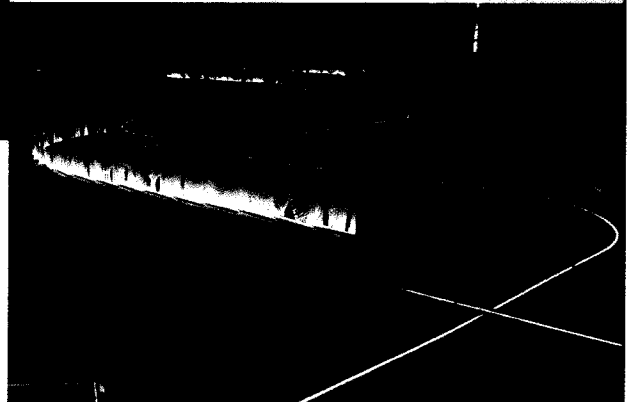
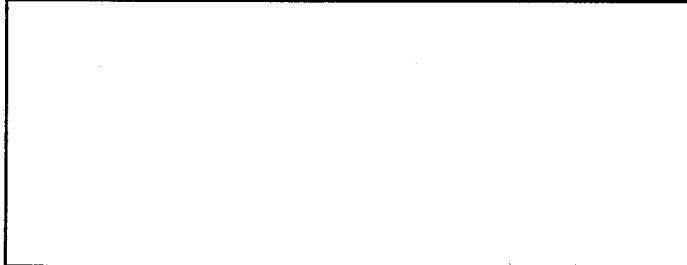
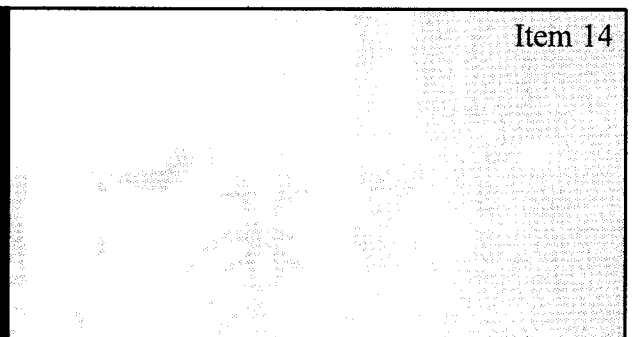
Item 14

*Andrea Wasserman & Elizabeth Billings (Vershire, VT)*

\$145,000



Item 14



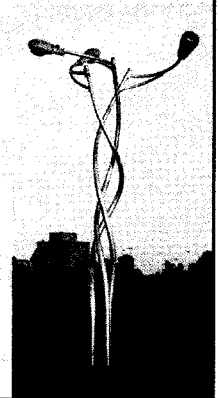
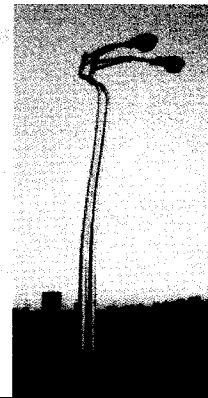
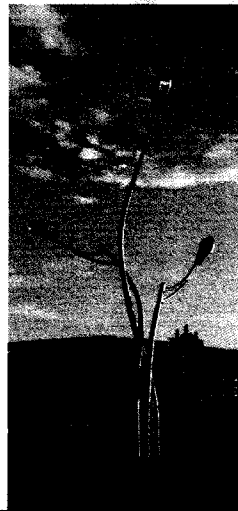
Item 14

Bayer CropScience – Seeds Innovation Center  
Research & Development / Trait Development  
*Aaron Stephan (Portland, ME)*

“Lubbock Lights”

\$170,000

Installed June 2015

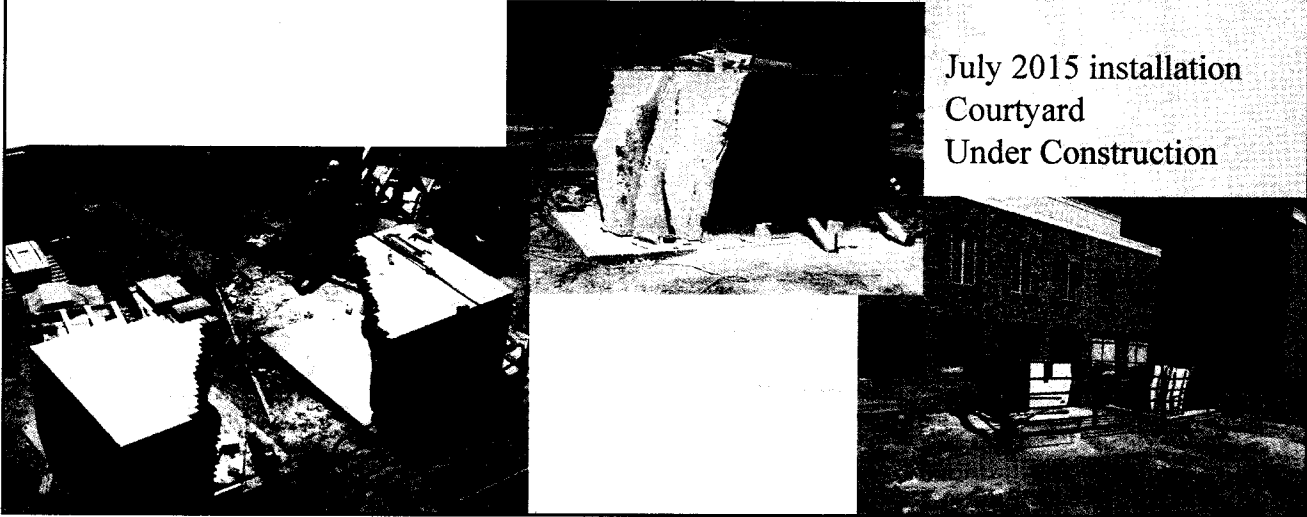


Bayer Plant Science Building  
*Rebecca Thompson (Los Angeles, CA)*

Item 14

\$136,000

July 2015 installation  
Courtyard  
Under Construction

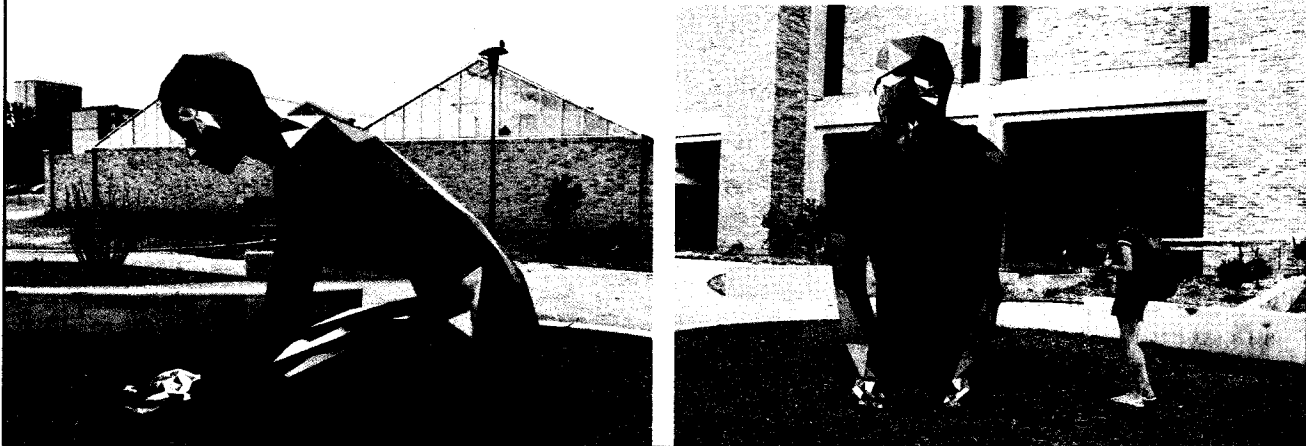


Biology Building  
*Julian Voss-Andreae (Portland, OR)*

Item 14

\$77,000

July 30, 2015 installation

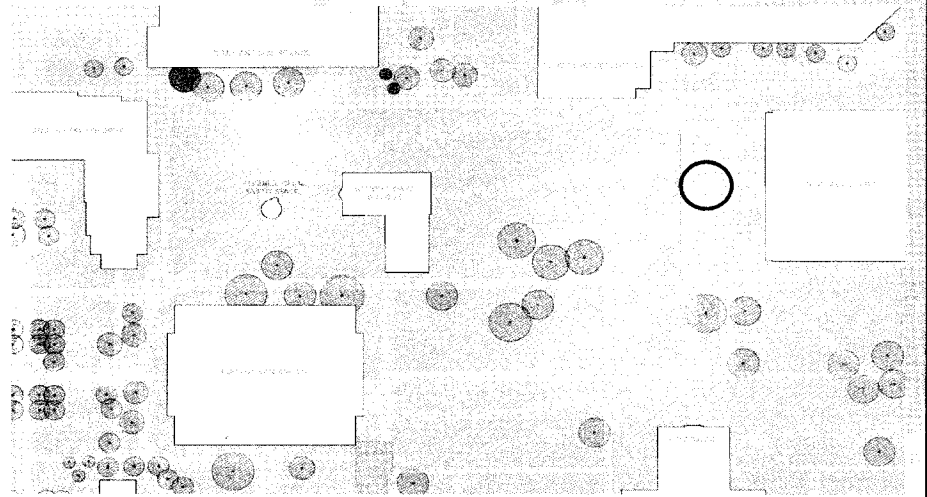
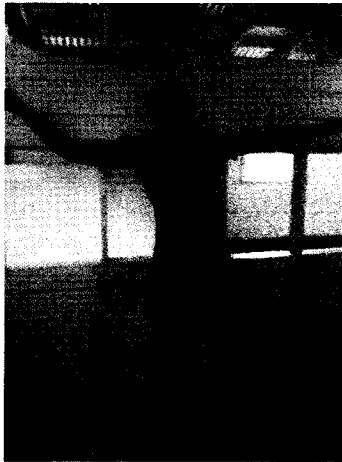


Item 14

## Campus Beautification, *donated Zeus sculpture*

\$25,000

July 31, 2015 installation



Item 14

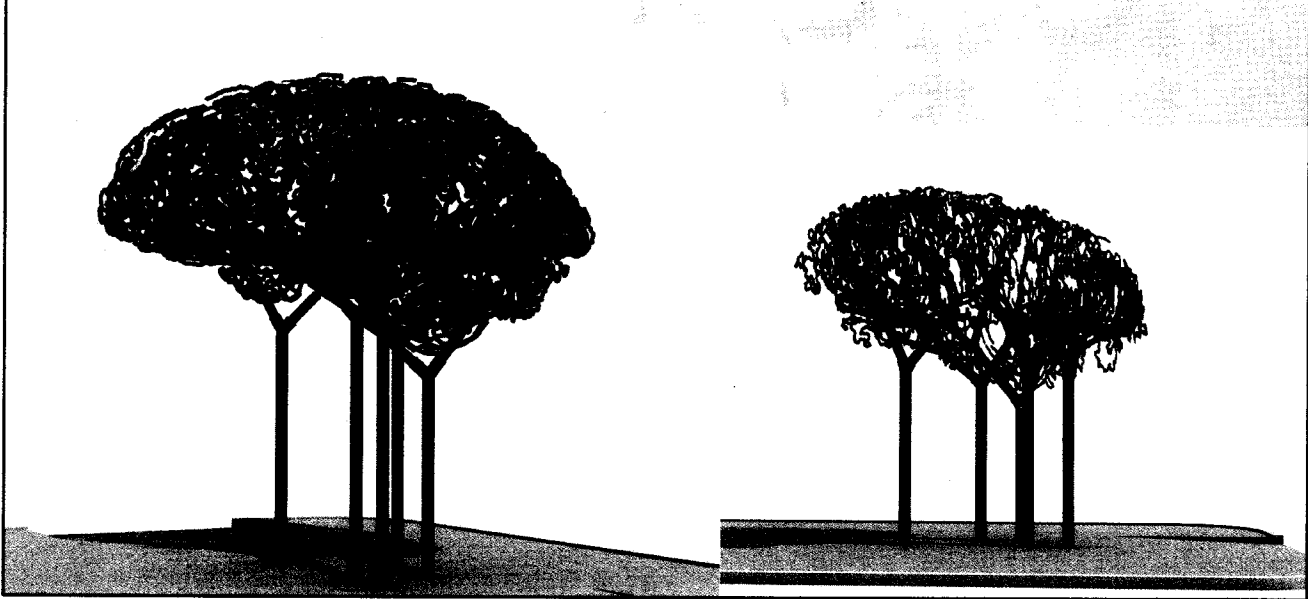
## Texas Tech University System

### Public Art – In Progress

## Research Park

*Marco Cianfanelli (Melville, South Africa)*

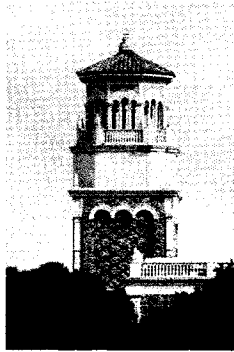
Item 14



Item 14



TEXAS TECH UNIVERSITY SYSTEM



# Summary Operating Budgets

Fiscal Year 2016

Jim Brunjes

*Vice Chancellor and Chief Financial Officer*

August 6, 2015

Page 1

## TTUS Merit Increase History



Fiscal Year, Beginning	TTUSA Staff	TTU		ASU		TTUHSC		TTUHSC at EP	
		Faculty	Staff	Faculty	Staff	Faculty	Staff	Faculty	Staff
September 2011	0%	0%	0%	0%	0%	0%	0%	-	-
September 2012	4%	4%	4%	2%	2%	4%	4%	-	-
September 2013	2%	2%	2%	1%	1%	2%	2%	-	-
September 2014	2%	2%	2%	1%	1%	2%	2%	-	-
September 2015	2%	2%	2%	3%	3%	2%	2%	2%	2%

Page 2



# Texas Tech University

## FY 2016 Proposed Budget

Page 3



## Texas Tech University

### Significant Budget Changes from FY 2015

- FY 2016 Operating Budget increased by \$99.2 million, or 12.4%, over FY 2015
- 2% merit increase for faculty and staff
- Additional investment in faculty salaries, including new faculty lines, graduate support, summer school and employee benefits
- Investment in new research initiatives
- Increase in scholarship funding for National Merit Scholarships, Presidential Scholarships (Top 10%), and Proven Achievers (Transfer Students)

Page 4



## Texas Tech University



### Significant Budget Changes from FY 2015

- Education and General funds increased by approximately \$27 million
  - Higher Education Assistance Fund (HEAF) appropriation
  - National Research University Fund (NRUF) fund balance
- Designated funds increased by \$51.7 million (\$16.7 million excluding TRIP)
  - Student tuition and fee increase
  - Increase in online and distance education enrollments
- Auxiliary funds increased by \$5.6 million
  - Intercollegiate athletics increased with additional Big 12 Conference distribution, ticket sales, and licensing revenues
  - First year guarantee amount under new Barnes & Noble contract
  - Increase in Hospitality Services meal plans, cash sales, and catering due to increase enrollment

Page 5

## Texas Tech University



### TEXAS TECH UNIVERSITY SUMMARY OPERATING BUDGET FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 232,014,318	\$ 258,962,838	\$ 26,948,520	11.62%
Designated	\$ 295,354,541	\$ 347,054,517	\$ 51,699,976	17.50%
Auxiliary	\$ 172,748,866	\$ 178,321,014	\$ 5,572,148	3.23%
Current Restricted	\$ 100,000,000	\$ 115,000,000	\$ 15,000,000	15.00%
<b>Total</b>	<b>\$ 800,117,725</b>	<b>\$ 899,338,369</b>	<b>\$ 99,220,644</b>	<b>12.40%</b>

Page 6



## **Texas Tech University Health Sciences Center**

### **FY 2016 Proposed Budget**

Page 7



## **Texas Tech University Health Sciences Center**

### **Significant Budget Changes from FY 2015**

- FY 2016 Operating Budget Increased by \$36.5 Million, or 6.09% over FY 2015
- 2% Merit Salary Increase Policy for Faculty and Staff
- Education and General Funds Increased by \$5.4 Million
  - Increased formula funding due to enrollment growth and rate increases
  - New Public Health special item

Page 8

## Texas Tech University Health Sciences Center



### Significant Budget Changes from FY 2015

- Designated Funds Increased by \$23.8 Million
  - Faculty Practice Activities
  - Student Tuition and Fee Increases and Additional Student Enrollment
  - Self Insurance Fund moved to System Budget
- Restricted Funds Increased by \$7.3 Million
  - Federal Grant Awards
  - State Grants and Contracts
  - Hospital Residency Contracts
  - Private Gifts, Grants and Contracts

Page 9

## Texas Tech University Health Sciences Center



### TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SUMMARY OPERATING BUDGET FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 146,550,302	\$ 151,959,280	\$ 5,408,978	3.69%
Designated	\$ 255,662,309	\$ 279,421,745	\$ 23,759,436	9.29%
Auxiliary	\$ 544,076	\$ 549,076	\$ 5,000	0.92%
Current Restricted	\$ 196,685,000	\$ 204,000,000	\$ 7,315,000	3.72%
<b>Total</b>	<b>\$ 599,441,687</b>	<b>\$ 635,930,101</b>	<b>\$ 36,488,414</b>	<b>6.09%</b>

Page 10



# Angelo State University

## FY 2016 Proposed Budget

Page 11



## Angelo State University

### Significant Budget Changes from FY 2015

- FY 2016 Operating Budget Increased by \$3.48 Million, or 3.38% over FY 2015
- 3% Merit Salary Increase for Faculty and Staff
- Dual Credit off-site program

Page 12

## Angelo State University



### Significant Budget Changes from FY 2015

- Designated Funds Increased by \$ 2.34 Million (7.31%)
  - Dual Credit Revenue generates over \$1 million in increased revenue
- Auxiliary Funds Increased by \$1.46 Million (5.63%)
  - Housing anticipated to be over 10% in overflow
- Current Restricted Funds Decreased by \$ 1.05 Million (-42.5%)
  - Federal Grant ending for Center for Security Studies

Page 13

## Angelo State University



### ANGELO STATE UNIVERSITY SUMMARY OPERATING BUDGET FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 42,397,020	\$ 43,128,147	\$ 731,127	1.72%
Designated	\$ 31,962,185	\$ 34,297,428	\$ 2,335,243	7.31%
Auxiliary	\$ 25,976,135	\$ 27,438,738	\$ 1,462,603	5.63%
Current Restricted	\$ 2,480,520	\$ 1,427,516	\$ (1,053,004)	-42.45%
<b>Total</b>	<b>\$ 102,815,860</b>	<b>\$ 106,291,829</b>	<b>\$ 3,475,969</b>	<b>3.38%</b>

Page 14



## **Texas Tech University Health Sciences Center at El Paso**

FY 2016 Proposed Budget

Page 15

## **Texas Tech University Health Sciences Center at El Paso**



### **Significant Budget Changes from FY 2015**

- FY 2016 Operating Budget Increased by \$19.7 million, or 8.9%
- 2% Merit Salary Increase Policy for Faculty and Staff
- New Pay Plan for FY 2016
- Education and General Funds Increased by \$13 million
  - Establishment of TTUHSC El Paso as a Separate University
  - Higher Education Assistance Funds Allocation
  - Student Tuition and Fee Increases Due to Additional Student Enrollment

Page 16

## Texas Tech University Health Sciences Center at El Paso



### Significant Budget Changes from FY 2015

- Designated Funds Increased by \$3.8 Million
  - Faculty Practice Activities
  - Student Tuition and Fee Increases and Additional Student Enrollment
  - Fund Balance for Westside Hospital Start Up
  
- Restricted Funds Increased by \$2.8 Million
  - CPRIT and Other State Grants and Contracts
  - Hospital Residency Contracts
  - Private Gifts, Grants and Contracts

Page 17

## Texas Tech University Health Sciences Center at El Paso



### TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO SUMMARY OPERATING BUDGET FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 56,953,335	\$ 69,906,696	\$ 12,953,361	22.74%
Designated	\$ 138,985,048	\$ 142,834,837	* \$ 3,849,789	2.77%
Auxiliary	\$ 149,922	\$ 234,657	\$ 84,735	56.52%
Current Restricted	\$ 25,315,000	\$ 28,161,000	\$ 2,846,000	11.24%
<b>Total</b>	<b>\$ 221,403,305</b>	<b>\$ 241,137,190</b>	<b>\$ 19,733,885</b>	<b>8.91%</b>

\*\$12,000,000 is projected from El Paso Children's Hospital

Page 18



## **Texas Tech University System Administration**

### **FY 2016 Proposed Budget**

Page 19



## **Texas Tech University System Administration**

### **Significant Budget Changes from FY 2015**

- Legislative appropriations remained at FY 2015 level for TTUSA
- Change in component funding to support:
  - 2% merit based salary increase from FY 2015
  - Transition of Self Insurance funds to TTUSA from TTUHSC
  - Establish TTUSA budget for General Counsel staff in El Paso
- Reduction in component funding for:
  - Transition of Research Commercialization Office to TTU
  - Reduction in FTE
- Investment management fee continues at 70bps

Page 20



## Texas Tech University System Administration



### TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION SUMMARY OPERATING BUDGET FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 5,061,302	\$ 5,396,142	\$ 334,840	6.62%
Designated	\$ 15,794,077	\$ 17,332,301	\$ 1,538,224	9.74%
<b>Total</b>	<b>\$ 20,855,379</b>	<b>\$ 22,728,443</b>	<b>\$ 1,873,064</b>	<b>8.98%</b>

Page 21



## Texas Tech University System FY 2016 Proposed Budget

Page 22

# Texas Tech University System



## TEXAS TECH UNIVERSITY SYSTEM BUDGET OVERVIEW (ALL FUNDS) FISCAL YEAR 2016

	FY 2015 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (in \$)
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION	\$ 20,855,379	\$ 22,728,443	\$ 1,873,064
TEXAS TECH UNIVERSITY	\$ 800,117,725	\$ 899,338,369	\$ 99,220,644
LESS SYSTEM FUNDING	\$ (4,608,377)	\$ (4,706,509)	
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER	\$ 599,441,687	\$ 635,930,101	\$ 36,488,414
LESS SYSTEM FUNDING	\$ (3,342,511)	\$ (3,313,023)	
ANGELO STATE UNIVERSITY	\$ 102,815,860	\$ 106,291,829	\$ 3,475,969
LESS SYSTEM FUNDING	\$ (482,849)	\$ (490,348)	
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO	\$ 221,403,305	\$ 241,137,190	\$ 19,733,885
LESS SYSTEM FUNDING	\$ (1,114,170)	\$ (1,234,452)	
<b>TOTAL</b>	<b>\$ 1,735,086,049</b>	<b>\$ 1,895,601,600</b>	

TEXAS TECH UNIVERSITY SYSTEM - ANNUAL CHANGE \$ 160,595,551

TEXAS TECH UNIVERSITY SYSTEM - PERCENT CHANGE 9.26%

Page 23



TEXAS TECH UNIVERSITY SYSTEM

Page 24



# TEXAS TECH UNIVERSITY SYSTEM Risk Management™

## **HAZARD MITIGATION ACTION PLAN**

### **BACKGROUND**

In compliance with 44 CFR §201.6 Texas Tech University System, with representation from TTUS, TTU and TTUHSC Lubbock, collaborated with Lubbock County in developing a multi-jurisdictional **Hazard Mitigation Action Plan ("Plan" or "HMAP")** addressing natural hazards which affect the county and participating jurisdictions. The Federal Emergency Management Agency (FEMA) defines *Mitigation* as *sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects*. Therefore, the goal of the Plan is to minimize or eliminate the long-term risk to human life and property from known hazards through effective mitigation. This Plan complies with applicable provisions of the Disaster Mitigation Act of 2000 (DMA 2000) and FEMA's criteria for approval of mitigation plans required in Section 322 of the DMA 2000.

A FEMA-approved hazard mitigation plan is required for eligibility for grant funds through FEMA's Hazard Mitigation Assistance (HMA) programs, which include: Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and the Severe Repetitive Loss (SRL) program. Funds from these federal grant programs may be awarded to all planning participants, including schools, hospitals, and non-profit organizations, to implement mitigation projects identified in the Plan.

From this process a FEMA approved plan was developed.

### **PROCESS OF PLAN DEVELOPMENT**

Lubbock County secured the services of a project team headed by H2O Partners, Inc. to assist in the preparation of the Plan and the planning process, which required the following steps:

#### **1. Capability Assessment**

The H2O team conducted a Capability Assessment by examining and evaluating the programmatic, technical, administrative and fiscal capabilities of participants to mitigate the effects of natural hazards. The purpose was to detect any existing gaps, shortfalls or conflicts within existing or ongoing activities that could contribute to hazard vulnerability. The assessment highlighted the positive measures in place that should continue to be supported and enhanced through future mitigation efforts.

#### **2. Hazard Identification and Analysis**

The project team identified and compiled relevant data on all potential hazards that threaten Lubbock County. Information collected included historical data on past hazard events in each jurisdiction and how these events impacted residents, property, and the overall community.

Based upon historical occurrences and best available data, the project team will identified and described hazards that threatened the area. Detailed hazard profiles included information on the frequency, magnitude, location and impact for each hazard in addition to estimating the probabilities for future hazard events.

### **3. Mitigation Strategy Development**

Based on the findings of the **Capability Assessment** and **Risk Assessment**, the project team worked with plan participants toward drafting an overall **Mitigation Strategy** for the planning area. The strategy included a comprehensive range of mitigation actions, such as: preventive actions, property protection techniques, natural resource protection strategies, structural projects, prevention and public information, and awareness activities.

### **PLAN REVIEW, ADOPTION AND APPROVAL**

In accordance with federal planning requirements, all participating jurisdictions reviewed the Plan which was submitted to the Texas Division of Emergency Management (TDEM) for formal approval. After review and approval, TDEM submitted the Plan to FEMA for review. FEMA has approved and all participating jurisdictions may formally adopt the Plan.

Emergency management coordinators from TTUS, TTU and TTUHSC contributed to plan development by actively participating in planning workshops and providing project specific hazard mitigation plans.

### **BENEFIT TO TTUS AND COMPONENTS**

Should hazard mitigation grants become available through a FEMA declared disaster, TTUS will be notified and have the opportunity to apply for funding of its mitigation plan(s) most closely aligned with the nature of the disaster precipitating the declaration.

To be eligible to apply for funds the TTUS Board of Regents must approve the Hazard Mitigation Plan by execution of resolution or other formal adoption document. The Emergency Management Coordinators for TTUS, TTU and TTUHSC request the plan be approved and adopted using a document similar to the sample resolution attached.

# DIFFERENTIAL TUITION

ANALYSIS . STRATEGY . IMPLEMENTATION

M. DUANE NELLIS  
NOEL SLOAN

AUGUST 6, 2015



## COMMITTEE & ANALYSIS

## DIFFERENTIAL TUITION

- A Differential Tuition Committee was established by President Nellis, which includes the Provost, TTU Chief Financial Officer, representatives from the applicable functional areas, and three academic Deans:
  - Dr. Michael Galyean – College of Ag Sciences & Natural Resources
  - Dr. Lance Nail – Rawls College of Business
  - Dr. Al Sacco Jr. – Whitacre College of Engineering
- Goals of the Committee:
  - Create a model which generates designated tuition dollars for the Colleges providing flexibility of use and no statutory maximum.
  - Focus on colleges which have higher enrollment demand and higher costs, to request “college differentials” in order to hire & retain high-quality faculty, hire staffing to support faculty level and student services, and add value to the degrees they award their students.
  - Provide a baseline for colleges who are not implementing “differential” to maintain their current tuition rates, with nominal increases for inflation.
    - This is done to reduce the “subsidy effect” of tuition increases for future students who wish to attend Texas Tech at the lowest cost possible.



## STRATEGY

### DIFFERENTIAL TUITION

I: Convert all ADIA Fees into designated tuition, which allows the income generated to be spent more flexibly. The conversion requires a 15% "set-aside", but also increases our financial aid packages to students.

II: Allow the higher-demand and higher-cost colleges the opportunity to set an additional "differential" increase for their undergraduate students, which generates much needed funding for various college specific goals. Including, but not limited to: Lowering student-to-faculty ratios to be more competitive with our peers, college strategic initiatives, additional staff hires to accommodate growth, etc.

- Provide "cohort discounts" to current students (i.e. 100% off differential for Seniors, 50% for Juniors, etc.)

III: Submit to the Board of Regents in December of odd-numbered years a two-year plan which allows Texas Tech to maintain its growth and overall affordability.

IV: Continue to allow program fees for graduate programs to generate funding for other college-specific goals - including providing competitive programs, college strategic initiatives, additional hires to support graduate growth, etc.



## STRATEGY - COLLEGE JUSTIFICATIONS FOR DIFFERENTIAL TUITION

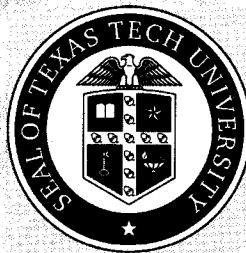
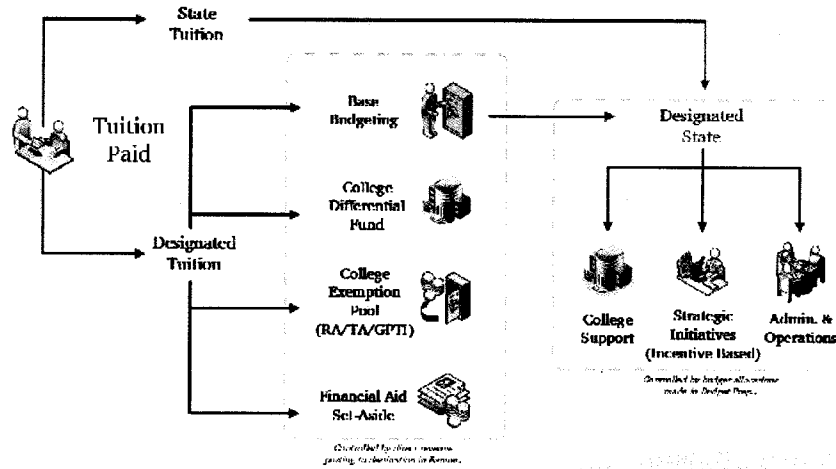
### DIFFERENTIAL TUITION

- Whitacre College of Engineering
  - Differential Tuition will provide the college additional revenue to add faculty lines. With the additional commitment of support from base budgeting, WCOE expects to be able to reduce their current student-to-faculty ratio to provide a higher value experience for their students.
- College of Ag Sciences & Natural Resources
  - Differential Tuition will allow CASNR to fund multiple initiatives to improve education quality for students. These include support for plant and animal facilities, off-campus learning activities, development of new courses and programs, as well as maintenance and expansion of computer and software resources.
- Rawls College of Business
  - Differential Tuition for undergraduates and Program Fees for graduates will allow the college to add additional faculty lines. With the additional commitment of support from base budgeting, RCOBA also expects to be able to hire additional support staff, and provide new student development funding. These enhancements should also allow RCOBA to reduce their current student-to-faculty ratio to provide a higher value experience for their students.



## IMPLEMENTATION EXAMPLE - MONETARY FLOW

### DIFFERENTIAL TUITION



**ANGELO STATE TEXAS TECH UNIVERSITY**  
**STUDENT HANDBOOK 2015-2016**

**TABLE OF CONTENTS**

**Forward**

**Part I: Code of Student Conduct**

Section A: Student Conduct Mission and

Policies Section B: Misconduct

Section C: Conduct Procedures for Students

Section D: Conduct Procedures for Student Organizations

**Part II: Community Policies**

Section A: Alcohol Policy &

Information Section B: Academic  
Integrity

Section C: Anti-Discrimination

Policy Section D: Class Absences

Section E: Complaint

Processes Section F:

Financial Responsibility

Section G: Freedom of

Expression Section H:

Housing Requirements

Section I: Sexual Violence

Section J: Solicitations, Advertisements and Printed

Materials Section K: Student Identification

Section L: Student Involvement &

Representation Section M: Student

Organizations

Section N: Student Right

to Know Section O:

Student Records Section

P: Use of University

Space Section Q:

Withdrawals

**Appendix**

Appendix A: Definitions

Appendix B: Rights and Responsibilities

Form Appendix C: Sanctioning Grids

Appendix D: Campus Resources



## **FORWARD**

### **General Purpose**

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

The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students are responsible for knowing the information, policies and procedures outlined in this document. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog and other official University publications, as well as the Texas Education Code. Student organizations also agree to follow these standards, rules, and/or policies. The University or its representative may amend this document at any time without notice.

The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online ~~[<http://www.depts.ttu.edu/dos/handbook/>]~~ for the updated versions of all policies and procedures. Students are also informed of changes to the *Code of Student Conduct* by electronic notification outlets and/or official campus publications. The Student Handbook was approved by the Board of Regents on ~~May 14~~August 6, 2015 to be effective Monday, ~~August 10~~May 18, 2015.

### **Membership in the Angelo State University**~~TTU~~ **Community**

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

### **Texas Tech University Vision**

~~Texas Tech is a great public research University where students succeed,~~

knowledge is advanced, and global engagement is championed.

### **Angelo State University Vision**

Growing regionally, nationally and internationally while achieving excellence by fostering a supportive learning environment that allows a diverse student body to achieve success and personal development through curricular and co-curricular experiences.

### **Texas TechAngelo State University Mission**

As a public research University, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The University is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The University is committed to enhancing the cultural and economic development of the state, nation, and world. Approved by the Texas Tech University Board of Regents on May 14, 2010. Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

### **Texas Tech Statement of Ethical Principles**

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

### **School of Law and Texas Tech University Health Sciences Center**

Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the *Code of Student Conduct*. In addition to the *Code of Student Conduct*, Tech Law students and registered organizations are also subject to the Honor Code of the School of Law. In specific situations, students may find themselves in violation of either the *Code of Student Conduct* or the Honor Code of the School of Law, or both.

Questions concerning the respective jurisdiction of the *Code of Student Conduct* and the Honor Code of the School of Law will be resolved by the Vice Provost for Undergraduate Education & Student Affairs and the Dean of the School of Law.

Students enrolled in the Schools of Medicine, Allied Health Sciences, Nursing, Pharmacy, Graduate School of Biomedical Sciences, and organizations registered with the Texas Tech University Health Sciences Center are subject to the TTUHSC Student Handbook/Code of Professional and Academic Conduct.

## **PART I**

### **CODE OF STUDENT CONDUCT**

#### **SECTION A: STUDENT CONDUCT MISSION AND POLICIES**

The *Code of Student Conduct* outlines behavioral standards developed by the University community for students and student organizations and the related procedures for addressing misconduct. Students should be aware that the student conduct process is not a criminal or civil court proceeding. Students and student organizations are responsible for actions that constitute misconduct and violate the *Code of Student Conduct*. Any student or student organization found responsible for misconduct may be subject to conduct sanctions.

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

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

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

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

#### **1. Disciplinary Authority**

The authority to enact and enforce regulations of the University is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the President of the University and any University officials the President designates. The Office of the Vice Provost, Undergraduate Education and Student Affairs is the principal agency for the administration of student conduct. ~~Dean of Students, the Office of Student Affairs, and University Student Housing shall implement the student discipline procedures.~~—All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

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

a. Student Conduct Officer/Investigator

A Student Conduct Officer/Investigator is a trained University staff member whose role is to conduct a thorough, reliable, and impartial investigation of alleged violations of the *Code of Student Conduct*. In most cases heard by a University Discipline Committee, the Student Conduct Officer/Investigator will present the information and evidence obtained through the investigation to the Committee, which will make a determination of responsible or not responsible, and assign a sanction. In cases heard through the Administrative Hearing process, or completed via an Informal Resolution, the Student Conduct Officer/Investigator may render findings and issue sanctions. Investigators are assigned to cases by the Executive Director of Student Affairs, the Assistant Director of Student Conduct ~~Dean of Students, The Managing Director of the Office of Student Conduct~~, or designee. Investigators may be staff members in the Office of Student Affairs ~~Conduct~~, or trained staff in other departments such as the Student Resolution Center, Dean of Students Office, Center for Campus Life, and University Student Housing, Housing and Residential Programs, the Office of Student Life, and University Recreation.

A.b. Administrative Hearing Officer

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

b.c. University Discipline Committee

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

1. Committee Composition

The University Discipline Committee will conduct disciplinary Hearings in referred cases after they have completed Office of Student Affairs ~~Conduct~~ training. The Committee pool will be composed of full-time faculty members, full-time students, and full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Managing Director of the Office Assistant Director of Student Conduct, in consultation with the Dean of Students ~~Executive Director of Student Affairs~~. Committee members may be re-appointed for consecutive one-year terms, but must complete Office of Student Affairs ~~Conduct~~ training each year.

2. Committee Appointments

University Discipline Committee appointments will be made as follows:

- a) The President of the Student Government Association, ~~Graduate Student Advisory Council, and the President of the Residence Halls Association, and Associate Academic Deans are is~~ invited to make recommendations for full-time student Committee members. Upon recommendation and review, full-time student members will be invited to participate in an application process, prior to appointment appointed by the Executive Director of Student Affairs or designee. Upon completion of the application process, full-time student members will be appointed by the ~~Managing Director of the Office of Student Conduct~~ Assistant Director of Student Conduct, in consultation with the ~~Dean of Students~~ Executive Director of Student Affairs.
  - b) The President of the Faculty Senate and ~~Associate Academic Deans~~ isare invited to make recommendations for full-time faculty Committee members. Upon recommendation and review, full-time faculty members will be invited to participate in appointed by the Executive Director of Student Affairs or designee ~~an application process, prior to appointment.~~ Upon completion of the application process, full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.
  - c) The President of the Staff Senate is invited to make recommendations for full-time staff Committee members. Upon recommendation and review, full-time staff members will be appointed by the Executive Director of Student Affairs or designee. ~~invited to participate in an application process, prior to appointment.~~ Upon completion of the application process, full-time staff members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.
3. Committee Removals  
The ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs may remove a member from this Committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this Committee.
  4. Committee Chairperson  
The chair of a Committee Hearing will be selected prior to the commencement of a University Discipline Hearing and will be a member of the faculty or staff. The chairperson is responsible for composing the Committee's decision, rationale, and appropriate sanctions.
  5. Committee Meetings  
The Office of Student ~~Affairs~~ Conduct will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee Hearings will be conducted by a subgroup of the Committee members.
  6. Committee Quorum  
A quorum for the Committee consists of five (5) members, provided that at least one (1) member is present from each of the representative categories. In cases involving Part I, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination,

sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.

7. Committee Deliberation

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

8. Additional Committee Members

~~The Managing Director for the Office of Student Conduct~~ Executive Director of Student Affairs or designee may appoint additional members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of the conduct process within the University. The additional members of the University Discipline Committee will complete the same training, have the same composition of membership, the same duties, and the same authority as the original University Discipline Committee.

9. Committee Orientation & Training

~~B.~~ Prior to serving in a Committee Hearing, members of the University Discipline Committee will be required to participate in an orientation and training program facilitated by the Office of Student Affairs ~~Conduct~~.

e.d. *The Code of Student Conduct* Review Committee

The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with the Office of Student Affairs ~~Conduct~~, ~~University Student Housing~~, ~~Dean of Students~~, and the ~~Associate Vice Provost for Student Affairs~~. The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the ~~Associate Vice Provost for Student Affairs~~ Vice President for Student Affairs and Enrollment Management regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The ~~Associate Vice Provost for Student Affairs~~ Vice President for Student Affairs and Enrollment Management will then present the *Code of* ~~—Student Conduct~~ to the ~~Vice Provost for Undergraduate Education & Student Affairs and the Provost~~ University President for review and consideration by the Board of Regents.

~~1.~~ Committee Appointment

1.

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

2. Committee Composition

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

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

- Full-time graduate student(s).

3. Committee Removals

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

4. Committee Meetings

~~5.~~ The Office of Student ~~Affairs~~Conduct will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for \_\_\_\_\_ scheduling special meetings as needed.

~~6.5.~~—Committee Quorum

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

~~2.6.~~—Additional Committee Members

~~The Managing Director of the Office of Student Conduct~~ Vice President for Student Affairs and Enrollment Management may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code.

## 2. Jurisdiction

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

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

The *Code of Student Conduct* and the student conduct process applies to the conduct of individual students, both undergraduate and graduate, ~~including law students and all~~ registered student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

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

independent of, concurrent with or following civil or criminal proceedings.

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

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

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

### 3. **Notice**

Notice is deemed to have been properly provided when written notification is sent to the student's official assigned Texas Tech Angelo State University email address, delivered via Certified Mail to the student's last known address, or personally delivered to the student. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address. Students will be given a reasonable amount of time to respond to requests to meet with University officials. Prescheduled meetings are scheduled around a student's published academic schedule and include the opportunity to reschedule in the event of unavoidable conflicts. Should a student wish to reschedule an appointment, they should do so in a timely manner. The University will make all reasonable efforts to accommodate student scheduling conflicts, but will not permit unreasonable delays in the Conduct Process. After proper notice has been given to the student, the Student Conduct Officer/Investigator or designee may proceed with the conduct process. Should a student fail to comply with the requests of a Student Conduct Officer/Investigator or designee, the Office of Student Affairs Conduct may issue a 'Failure to Comply' *Code of Student Conduct* allegation to the student. Students are advised to keep their most current local address, permanent address, and primary local telephone number updated in the student records system at [www.raiderlink.ttu.edu/](http://www.raiderlink.ttu.edu/) <http://ramport.angelo.edu>.

### 4. **Timelines**



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

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

**5. Standards of Evidence**

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

**6. Reporting Allegations of Misconduct**

To file allegation(s) of misconduct against student(s) or student organization(s), individuals should complete an online ~~Student Grievance Form~~incident report form. The written allegation should describe the action or behavior in question. Individuals may also file a report in person at the Office of Student ~~Affairs~~Conduct, located in suite ~~112211~~ of the ~~Student Wellness Building~~Houston Harte University Center. Staff are also available in the ~~Office of Student Affairs~~Dean of Students Office to take initial reports of allegations and assist with conduct processes. The Office of Student ~~Affairs~~Conduct also regularly reviews reports submitted from ~~Angelo State Texas Tech~~ University faculty and staff, University Student Housing, and the ~~University Texas Tech~~ Police Department.

To submit a concern regarding a student organization or to file an allegation of misconduct against a student organization or its members, individuals (faculty, staff, students, organization members, parents, community members or other parties) may complete an online form at <https://www.angelo.edu/content/forms/330-student-grievance-form?preview=1>. ~~http://ttu.orgsync.com/org/orgeconduct/home~~. Individuals may also file a report in person with the Center for Student Involvement, room 001 of the ~~Houston Harte University Center~~Campus Life, 201 Student Union. Staff are also available in the ~~Student Resolution Center~~ and Office of Student ~~Affairs~~Conduct to discuss reports of misconduct against student organizations.

Student organization leaders also can self-report organization or member behavior that may be considered violations of ~~Angelo State University~~TTU policy. When an organization is able to quickly identify a concern, address it, and report it, it is less likely that the organization would be held responsible for behavior that may be a policy violation. The self-report allows the University, in conjunction with the student organization to collect information, begin individual student conduct processes, and ensure that behavior has ceased and does not reoccur. When incidents are unreported by organizations and instead come to the attention of the University via a Complainant or third party, the options for resolution are more limited. Self-reporting allows the University to work collaboratively with the organization to address the situation and

can allow for lower-levels of sanctioning for misconduct.

Sometimes organization leaders may also become aware that organization or member activities may result in violations of policy but have not occurred yet. In these cases, the organization leadership is encouraged to work directly with ~~Student~~Campus Life staff to intervene and address the concern. This type of pre-report has the highest likelihood of lowering the risk of potential conduct violations and sanctions for the organization. Organization leaders may self-report misconduct or potential misconduct by utilizing the online form at <https://www.angelo.edu/content/forms/330-student-grievance-form?preview=1> ~~http://ttu.orgsyne.com/org/orgeconduct/home~~ or by contacting the appropriate student organization or fraternity/sorority life staff member in the Center for ~~Campus Life~~Student Involvement, room 001 of the Houston Harte University Center.

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

#### 7. **Confidentiality**

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

- University Health Clinic and Counseling Services:  
[http://www.angelo.edu/services/health\\_clinic\\_counseling/](http://www.angelo.edu/services/health_clinic_counseling/)

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

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

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

#### 8. **Anonymity**

~~Angelo State University~~Texas Tech understands the sensitive nature of some incidents

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

**9. Family Educational Rights and Privacy Act (FERPA)**

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

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

**10. Student Organizations**

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

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

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

**11. Reporting Criminally**

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

## 12. Amnesty

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

- Victims of misconduct who were engaging in policy violations, such as underage drinking or drug use, at the time of the incident.
- Students who offer assistance to others by calling medical personnel or law enforcement.
- Students who bring their own use, addiction, or dependency to alcohol, drugs, or other addictions to the attention of the University prior to any conduct incidents or reports.

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

## 13. Withdrawal

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

# SECTION B: MISCONDUCT

## 1. Academic Misconduct

Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.

Additional information about academic misconduct is available in the ~~Texas~~ TeahAngelo State University Community Policies section.

### a. Cheating

1. Copying from another student's academic work, test, quiz, or other assignment
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
3. The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.
4. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous course materials without the instructor's permission.
5. Obtaining by any means, or coercing another person to obtain items including,

but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution or computer program.

6. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
  7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.
  8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
  9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
  10. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.
- b. Plagiarism
1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.
  2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.
- c. Collusion
- The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing
- another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.
- d. Falsifying academic records
1. Altering or assisting in the altering of any official record of the University and/or submitting false information.
  2. Omitting requested information that is required for, or related to, any official record of the University.
- e. Misrepresenting facts
1. Providing false grades, falsifying information on a resume, or falsifying other academic information.
  2. Providing false or misleading information in an effort to injure another student academically or financially.
  3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another individual.

*NOTE: Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class and failing to remain the entire time.*

- f. Violation of Professional Standards

Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

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

g. **Unfair Academic Advantage**

Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f.

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

Any act, or attempted act, perpetuated against a member of the University community including, but not limited to:

a. **Disruptive and/or Obstructive Conduct**

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

b. **Harmful, Threatening, or Endangering Conduct**

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

1. **Assault**

- a. Intentionally or recklessly causing physical harm or endangering the health or safety of another person.
- b. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

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

3. **Intimidation**

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

4. **Intimate partner / relationship violence.**

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

5. **Bullying/-Ceyber Bbullying**

- a. Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically.
- b. Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.

6. **Stalking**

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

c. **Sexual Misconduct**

1. **Sexual Harassment**

Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with

the student's educational experience or creates a hostile educational environment.

2. Sexual Exploitation

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

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

3. Public Indecency

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

4. Nonconsensual Sexual Contact

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

5. Nonconsensual Sexual Intercourse

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

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

d. Hazing

Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding.

Hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely

affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.

5. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student ~~Affairs~~Conduct.
6. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.
7. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

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

e. **Discriminatory Harassment**

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

f. **Retaliatory Discrimination or Harassment**

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

g. **Complicity**

1. Failure of a student, through an act, to assist another student, individual, or group in committing or attempting to commit a violation of the *Code of Student Conduct*, specifically Actions Against Members of the University Community.
2. Complicity with or failure of any organized group to address known or obvious violations of the *Code of Student Conduct* by its members, specifically Actions Against Members of the University Community.

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

**3. Alcoholic Beverages**

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages that would constitute a violation of any federal, state, local law, and/or ~~Texas~~Teex~~Angelo State~~ University policy.
- b. Being under the influence of alcohol and/or intoxication that would constitute a violation of any federal, state, local law and/or ~~Texas~~Teex~~Angelo State~~ University policy.

**4. Narcotics or Drugs**



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

**5. Smoking**

Smoking in unauthorized areas on University property as designated by the Texas Tech Angelo State University ~~smoke-free and tobacco-free~~ environment Smoke/Tobacco-Free Environment policy.

**6. Firearms, Weapons and Explosives**

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

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

**7. Flammable Materials/Arson**

a.—Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by University officials, ~~such as the Outdoor Events Coordinating Committee.~~

~~b.a.~~ Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of University premises.

**8. Theft, Damage, Littering or Unauthorized Use**

- a. Attempted or actual theft of property or services of the University, other University students, other members of the University community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property owned or leased by the University, littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the University, by other University students, other members of the University community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, ~~eRaider~~ OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.

- f. Possession or use of any form of false identification.
- g. Failure to meet financial obligations owed to the University, or components owned or operated by the University, including, but not limited to, the writing of checks from accounts with insufficient funds.

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

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

**10. False Alarms or Terroristic Threats**

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

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

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

**12. Failure to Comply**

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

**13. Abuse, Misuse or Theft of University Information Resources**

- a. Unauthorized use of University information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions pursuant to the *Code of Student Conduct*. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of ~~TTU~~Angelo State University

information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Operating and Security Policy (OP 44.00), ~~ies~~

~~(<http://depts.ttu.edu/infotech/security/>)~~, University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:

- b. Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access University information resources.
- c. Use of University information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- d. Using University information resources to violate Part I, section B.2 (Actions against Members of the University Community and Others).
- e. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to Angelo State University~~TTU~~ information resources, compromising the privacy of another user or disrupting the intended use of ~~TTU~~Angelo State University information resources.
- f. Attempted or actual use of the ~~TTU~~Angelo State University information resources for unauthorized political or commercial purposes, or for personal gain.
- g. Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department ~~Chair~~Head. Discovery of obscene material, including child pornography, on any Angelo State University~~TTU~~ information resource must be reported to the ~~Information Security Office~~Chief Information Officer immediately.
- h. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the integrity of computer-based information using ~~TTU~~Angelo State University information resources.
- i. Attempted or actual use of ~~TTU~~Angelo State University information resources to interfere with the normal operation of the University.
- j. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using ~~TTU~~Angelo State University information resources.

#### **14. Providing False Information or Misuse of Records**

Knowingly furnishing false information to the University, to a University official in the performance of his or her duties, or to an affiliate of the University, either verbally or

through forgery, alteration or misuse of any document, record or instrument of identification.

**15. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of**

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

NOTE: Refer to University Parking Services Regulations at:—

<http://www.parking.ttu.edu/Resources/pdf/rulesregulations.pdf>; [http://www.angelo.edu/services/parking\\_services/](http://www.angelo.edu/services/parking_services/)

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

Violation of any published University policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of:

- a. University Parking Services
- b. Housing and Residential Programs University Student Housing
- c. University Recreation Recreational Sports
- d. Texas Tech University System Board of Regents' Rules
- e. Angelo State University Operating Policies and Procedures
- f. Community Policies of the Student Handbook (Part II)

**17. Violation of Federal, State, Local Law and/or University Policy**

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

**18. Abuse of the Discipline System**

- a. Failure of a student to respond to a notification to appear before a Student Conduct Officer/Investigator during any stage of the conduct process.
- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g. Influencing or attempting to influence another person to commit an abuse of the discipline system.

**SECTION C: CONDUCT PROCEDURES FOR STUDENTS**

Upon notice of an alleged violation of the *Code of Student Conduct*, ~~the The Dean of Students~~ Executive Director of Student Affairs or ~~—The Managing Director of the Office—~~ the Assistant Director of Student Conduct will appoint a Student Conduct Officer/—

Investigator to review allegations of misconduct. The Student Conduct Officer/Investigator will inquire, gather and review information about the reported student misconduct, and will evaluate the accuracy, credibility, and sufficiency of the information.

Incidents will be forwarded for investigation when there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complainant statement. If it is determined that the information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question.

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

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

#### 1. **Remedies and Resources**

The University will take immediate action to eliminate hostile environments, prevent reoccurrence, and address any effects on the Complainant and community prior to the initiation of formal investigation and/or formal conduct procedures. These immediate steps will be taken to minimize the burden on the Complainant while respecting due process rights of the Respondent. Remedies for students may include, but are not limited to counseling services, victim's advocate assistance, and modifications to on-campus housing, modifications to parking permissions, and modifications to academic schedule. Remedies will be evaluated on a case-by-case basis.

##### a. Resources

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

##### b. Interim Actions

Under the *Code of Student Conduct*, the Executive Director of Student Affairs or

designee may impose restrictions and/or separate a student from the community pending the ~~scheduling of a campus Hearing~~ completion of the conduct process on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the ~~completion of the conduct process~~scheduling of a campus Hearing on alleged violation(s) of the *Code of Student Conduct*. A student who receives an interim suspension may request a meeting with the ~~Dean of Students~~ Executive Director of Student Affairs or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, a student may be denied access to University Student Housing and Residential Programs/or the University campus/facilities/events. As determined appropriate by the ~~Dean of Students~~ Executive Director of Student Affairs or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the ~~Dean of Students~~ Executive Director of Student Affairs or designee and with the approval of, and in collaboration with, the appropriate InstructorDean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. Students are informed of interim actions by the official notice procedures outlined in Part I, section A.3 of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and/or other members of the University Community. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim administrative action may result in additional allegations of the *Code of Student Conduct*.

#### 1. No Contact Order

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

The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

## 2. Immediate Temporary Suspension – Students

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

Upon Immediate Temporary Suspension, the student may no longer attend classes, use University services and/or resources, and is not allowed to be on campus until the conduct proceedings have been concluded. Any instances whereby the student should need to return to campus must be coordinated through the Office of Student Affairs ~~Conduct~~ and the ~~Texas Tech University~~ Police Department. Conduct, on or off campus that typically results in immediate temporary suspension:

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

## 3. Other Interim Actions

In the event that the physical or emotional well-being of a student, other students, or members of the University community could be endangered, or if the presence of the student could significantly disrupt the normal operations of the University, other interim actions may be taken to protect the educational environment. These actions include, but are not limited to, temporary removal from University sStudent hHousing, temporary changes in a student's academic schedule, and temporary restrictions from University activities, services and/or buildings.

#### 4. Non-Student Interim Actions

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

#### 5. Withdrawal of Consent

##### a. Grounds for Removal

The Student Conduct Officer/Investigator or another University agent acting in accordance with his/her duties may recommend to the Executive Director of Student Affairs ~~Dean of Students~~ that, in accordance with the Texas Education Code, the student have ~~his/her~~ consent to remain on the campus withdrawn if, in the judgment of the Student Conduct Officer/Investigator and ~~Dean of Students~~Executive Director of Student Affairs, it is determined that:

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

If the ~~Dean of Students~~Executive Director of Student Affairs concurs with the Student Conduct Officer/Investigator's recommendation, permission for the student to be on University premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) calendar days and a Hearing must be held within these fourteen (14) calendar days to determine the student's status at the University. Permission to be on University premises must be coordinated through the ~~Dean of Students~~Executive Director of Student Affairs and the Texas Tech University Police Department. The ~~Dean of Students~~Executive Director of Student Affairs will notify all parties of the final decision using the written notification procedures outlined in Part I, section A.3 within five (5) University businessworking days.

##### b. Registration Flag Following Withdrawal of Consent

When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the University. This administrative hold will remain on the student's records until the student is readmitted.

*NOTE: See Texas Education Code, sections 51.233-51.244*

## **2. The Conduct Process**

### a. Notice of Involvement

A student will be given notice of his or her involvement in an alleged violation of the *Code of Student Conduct* by receipt of a "Notice of Involvement/Need to Talk" Letter. In cases involving Part I, Section B.1 (Academic Misconduct), the instructor



of record will notify the student of the allegations. When preliminary information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a Student Conduct Officer/Investigator or the instructor of record for allegations of Academic Misconduct. In addition to the possible sanctions, and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student's record to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Student Conduct Officer/Investigator receives an appropriate response. Failure to comply with or respond to a notice issued as part of conduct procedure and/or failure to appear will not prevent a Student Conduct Officer/Investigator from proceeding with the conduct process. Likewise, failure of a student to respond to notification to appear may result in additional alleged violations and result in a charge of Failure to Comply.

b. Rights and Responsibilities

Prior to the formal investigative process, a student will be provided a Student Rights and Responsibilities document. This document will be reviewed and signed by the student prior to an interview with the Student Conduct Officer/Investigator. The Student Rights and Responsibilities document informs the student of his or her rights to be exercised before and during the investigative process. Information gathered during the course of the investigation and student conduct process may only be shared with faculty, staff, students, and/or advisors who are directly involved in the incident or necessary to the student conduct process. Information gathered may also be disclosed in compliance with a judicial order or lawfully issued subpoena.

A student has the right to:

1. A prompt, fair, and equitable process;
2. Be accompanied by an advisor at any meeting or Hearing. An advisor can be any one of the following: a member of the Texas Tech-Angelo State University Community (faculty, staff, or student), a Victim's Advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney. An advisor's role is that of support – he or she may not speak on behalf of the student and does not have an active, participatory role in the conduct process. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the Hearing on behalf of the University. The Complainant and/or the student accused of alleged misconduct is –responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any Hearing unless authorized by a Student Conduct Officer. Students should select an advisor whose schedule allows attendance at the scheduled date and time for the Hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a Student Conduct Officer/Investigator upon written request five (5) University businessworking days in advance of the scheduled Hearing date;
3. Refrain from making any statement relevant to the investigation. Students are expected to cooperate inwith the University conduct process, but may elect not to participate in the investigation process, either in part or entirely. However, a

student's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. In other words, if a student chooses not to provide information during the investigation, they will not be allowed to present new information during the Hearing; similarly, if a student provides only limited information during the investigation (i.e., answering some of the Investigator's questions but not others), then during the Hearing, the student will only be permitted to speak to the information he or she provided, with no additional commentary. The rationale for this policy is to prevent either party from presenting new evidence at the Hearing that was available during the investigative process for the purpose of disadvantaging the other party.

*NOTE: See Pre-Hearing Process, below, for details on inclusion of new, previously unavailable information after conclusion of the investigative process.*

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

It is the student's responsibility to:

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

c. Investigation

~~The Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs; or designee will appoint a Student Conduct Officer/Investigator who will conduct a thorough, reliable, and impartial investigation of the reported allegation. In cases involving Part I, Section B.1 (Academic Misconduct), the instructor of record will conduct the initial inquiry/investigation. Reported allegations of misconduct under the *Code* have varying degrees of complexity and severity. Therefore, the investigation procedures described below may vary.

When initial inquiry indicates a concurrent police investigation is occurring, the Student Conduct Officer/Investigator will, where possible, collaborate with the University Texas Tech Police Department during the investigation. Elements of this collaborative investigation may include the Student Conduct Officer/Investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing. The Student Conduct Officer/Investigator will never take physical custody of any physical or electronic evidence, but will work

closely with the University Texas Tech Police Department to inspect, analyze, and incorporate physical or electronic evidence into the Investigative report.

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

Once the investigative process is complete, the Student Conduct Officer/Investigator will~~may~~ compile the relevant information and evidence into an Investigation Report, which will include the allegations of the *Code of Student Conduct* and may include a timeline of the event(s), statements from interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The Student Conduct Officer/Investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations. A student will have access to review the completed Investigation Report and/or investigative materials relevant to the investigation after the Investigative process has concluded. In order to protect confidentiality however, students are not given copies of Investigation Reports and/or investigative materials.

Allegations of potential violations of the *Code of Student Conduct*, if appropriate, are assigned at the conclusion of the Investigative Process at which point the Student Conduct Officer/Investigator explains the options for resolution to the involved parties. Should students not participate in the Investigative Process, the conduct process may continue without their participation, including the assignment of allegations.

d. Informal Resolution

If after the Initial Inquiry/Investigation, the responding student accepts responsibility for the allegations of the *Code of Student Conduct* which may be outlined in an Investigation Report, the student can choose to resolve the issue informally. Should the student wish to participate in the Informal Resolution Process, the Student Conduct Officer/Investigator conducting the initial inquiry/investigation will inform the student of the appropriate sanctions for the misconduct. To participate in the Informal Resolution process, a student must accept both the finding and the sanctions. If accepted, the process ends, the finding is final, and there is no appeal. In cases involving Part I, section B.1 (Academic Misconduct), the instructor of record can assign sanctions in Part I, section C.4.h. Additional sanctions in Part I, section C.4.a-g can also be assigned on a case by case basis by the Executive Director of Student Affairs or designee.

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

Written notification of the outcomes and sanctions, if applicable, of the Informal Resolution will be provided to the student and appropriate University Administrators within five (5) University businessworking days of the effectuation of the Informal Resolution. All cases involving Part I, section B.1. (Academic Misconduct) will be reported to the Office of Student Affairs by the instructor of record if the student chooses the Informal Resolution.

e. Pre-Hearing Process

In cases involving an Administrative or University Discipline Committee Hearing, the Pre-Hearing Process will be followed. Once the investigative process is complete, the responding student will be given notice of a Pre-Hearing Meeting scheduled outside of the student's academic schedule. Should students not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or University Discipline Committee Hearing. During this meeting, students will be given the opportunity to review the Investigation Report, relevant evidence, and/or other documents to be used in the Administrative or University Discipline Committee Hearing. Other documents reviewed may include notification of Respondent's allegations, Committee composition, and Hearing script. Following the Pre-Hearing, student(s) will be notified, via the notification procedures, outlined in Part I, section A.3 of a date, time, and location of the Hearing.

While students may identify errors in their own statements during the Pre-Hearing, they are not able to add additional information to the Investigation Report unless that information, in the judgment of the Student Conduct Officer/Investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Administrative or University Discipline Committee Hearing, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or University Discipline Committee Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Administrative or University Discipline Committee Hearing.

The student conduct process is designed to be non-adversarial. Students will be permitted to question the statements and evidence presented by the other involved parties, but may not do so directly. After reviewing the investigation report, during the Pre-Hearing, Complainants and Respondents will have the opportunity to question the statements and evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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

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

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

### 3. **Hearings**

Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student, the University may proceed to conduct either an Administrative or a University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative or University Discipline Committee Hearing may be held and a decision made, regardless of whether the student responds, fails to respond, attends the Hearing, or fails to attend the Hearing. Should the student fail to attend the Administrative or University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the University Discipline Committee may consider the information contained in the Investigation Report and render a decision. In cases involving Part I, Section B.1 (Academic Misconduct), the hearing will be conducted by the Academic Dean of the college housing the course where the violation occurred or designee or the Academic Integrity Committee. Additional sanctions in Part I, Section C.4.a-g could also be assigned on a case-by-case basis by the Executive Director of Student Affairs or designee.

Hearings are closed to the public. In cases involving another student (a Complainant) and/or a violation of Part I, section B.2 (Actions against Members of the University Community and Others) of the *Code of Student Conduct*, both the Complainant and the Respondent students have the right to be present at the Hearing; however, they do not have the right to be present during deliberations. Arrangements can be made so that complaining and responding students do not have to physically be in the Hearing room at the same time. To request changes in the scheduled Hearing time, students should contact the Office of Student ~~Affairs~~Conduct prior to the scheduled Hearing.

#### a. Administrative Hearing

An Administrative Hearing is the process of adjudicating allegations of violations of the *Code of Student Conduct* by an Administrative Hearing Officer. The Administrative Hearing Officer in an Administrative Hearing may be the Student

Conduct Officer/Investigator that completed the Investigation Report; or Administrative Hearing Officer assigned by the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs, or designee. In cases involving Part II, Section B.1 (Academic Misconduct), the Administrative Hearing Officer will be the Academic Dean of the college housing the course where the violation occurred or designee with assistance from the Executive Director of Student Affairs or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns sanctions, as appropriate.

Written notification of the outcomes of the Administrative Hearing will be provided to the student within five (5) University ~~business~~working days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part II, Section C.5.

b. University Discipline Committee Hearing

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

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

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

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

The Student Conduct Officer/Investigator presents the Investigation Report/materials, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and

Respondent have the right to add or make additional comments about the facts of the case. The University Discipline Committee may question the Student Conduct Officer/Investigator, Complainant, Respondent, and any witnesses. The Complainant and Respondent do not have the right to question each other or witnesses directly; but may pose questions through the Student Conduct Officer/Investigator. Should new evidence be presented without prior discussion with the Student Conduct Officer/Investigator, the Hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the Hearing. In the event the chair of the Hearing removes a student due to misconduct (Complainant, Respondent, or witnesses), the alleged misconduct will be forwarded to the Office of Student Affairs~~Conduct~~.

Following the Hearing, the University Discipline Committee will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, if applicable. Should the University Discipline Committee have any questions for the Student Conduct Officer/Investigator, the Complainant, and/or the Respondent, the University Discipline Committee Hearing will reconvene so that all parties have the opportunity to respond and be present for other parties' responses.

Outcomes of the University Discipline Committee will be provided to the student(s) in writing within five (5) University business~~working~~ days of the conclusion of the University Discipline Committee Hearing. Decisions made through the University Discipline Committee Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part I, section C.5.

#### 4. Sanctions

A Student Conduct Officer/Investigator, Administrative Hearing Officer, or a University Discipline Committee may impose sanctions as a result of an Informal Resolution, Administrative Hearing, or University Discipline Committee Hearing, when a student is found responsible. The potential sanctions are listed in the *Code of Student Conduct* grid – at <http://www.depts.ttu.edu/studentconduct> [http://www.angelo.edu/services/saem/student\\_affairs.php](http://www.angelo.edu/services/saem/student_affairs.php). The grid is provided only as a guideline for administering sanctions by the Student Conduct Officer/Investigator, Administrative Hearing Officer, or the University Discipline Committee/Academic Integrity Committee. The Student Conduct Officer/Investigator, Administrative Hearing Officer and/or the University Discipline Committee/Academic Integrity Committee may deviate from the grid.

Implementation of the disciplinary sanction(s) will not begin and are not deemed final until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Sanctions agreed upon through the Informal Resolution process are final upon effectuation of the Informal Resolution. When sanctions are final, appropriate University Administrators may be notified of the student's sanctions. Upon the judgment of the ~~Managing Director of the Office of Student Conduct~~Executive Director of Student Affairs, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

All records related to the disciplinary process will remain on file in the Office of

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

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

- a. **Disciplinary Reprimand**  
The disciplinary reprimand is an official written notification using the notice procedures outlined in Part I, Section A.3 to the student that the action in question was misconduct.
- b. **Disciplinary Probation**  
Disciplinary Probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with University policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* during this period may result in additional sanctions.
- c. **Deferred Disciplinary Suspension**  
Deferred Disciplinary Suspension is a period of time where a Disciplinary Suspension may be deferred for a period of observation and review, but in no case will the Deferred Disciplinary Suspension be less than the remainder of the semester. Further instances of misconduct under the *Code of Student Conduct* during this period may result in additional sanctions.
- d. **Time-Limited Disciplinary Suspension**  
Time-Limited Disciplinary Suspension is a specific period of time in which a student is not allowed to participate in class or University related activities. The status of ~~D~~disciplinary ~~S~~suspension will be shown on the student's academic record, including the transcript. Time-limited disciplinary suspension is noted on the student's transcript by the phrase "Disciplinary Suspension" and will include the period of time in which the student is/was suspended from the University. The notation of disciplinary suspension will remain on the transcript indefinitely. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer/Investigator may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanction that was imposed prior to application for readmission, the Student Conduct Officer/Investigator may deny readmission to a student. On denial of a student's readmission, the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs will set a date when another application for readmission may again be



made. An administrative hold will be placed on the student record to prevent registration during the Disciplinary Suspension.

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

e. Disciplinary Expulsion

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

f. Conditions

A condition is an educational or personal element that is assigned by Student Conduct Officer/Investigator, Administrative Hearing Officer, or University Discipline Committee. Costs associated with conditions may be the responsibility of the student and will be billed to the student's account. Some examples of conditions include, but are not limited to:

- Personal and/or academic counseling intake session;
- Discretionary educational conditions and/or programs of educational service to the University and/or community;
- Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities;
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement;
- Monetary assessment owed to the University;
- Completion of an alcohol or drug education program;
- Referral to the BASICS Program-Alcohol & Drug Abuse Council for the Concho Valley (ADACCV) for assessment.  
<http://www.adaccv.org/index.php?id=about-us>

g. Restrictions

A restriction is an additional component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanctions and will usually be time specific. Some examples of restrictions include, but are not limited to:

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

h. Academic Penalties

In cases involving violations of Part II, section B.1 (Academic Misconduct) an

academic penalty may be imposed by the referring party. Academic penalties include, but are not limited to:

- Assignment of a grade for the relevant assignment, exam, or course;
- Relevant make-up assignments;
- No credit for the original assignment;
- Reduction in grade for the assignment and/or course;
- Failing grade on the assignment;
- Failing grade for the course;
- Dismissal from a departmental program;
- Denial of access to internships or research programs;
- Loss of appointment to academically-based positions;
- Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities;
- Removal of fellowship or assistantship support.

i. Parental Notification

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

**5. Conduct Disciplinary Appeal Procedures**

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

~~The Dean of Students~~Executive Director of Student Affairs; or designee, will select ~~and be the designated~~ appeal officer in each conduct case. The Provost and Vice President for Academic Affairs or designee will be the designated appeal officer for cases involving Academic Misconduct. The Vice President for Student Affairs and Enrollment Management or designee will be the designated appeal officer for cases involving Sexual Misconduct. The designated appeal officer will be a trained University staff or faculty member who did not serve as the Student Conduct Officer/Investigator or the Administrative Hearing Officer in the original Conduct Process and will render a neutral, impartial, and unbiased decision. ~~In cases involving alleged misconduct involving Part I, section B.1 (Academic Misconduct), the designated appeal officer is the Associate Academic Dean of the college where the student is enrolled or the Associate Academic Dean of the college housing the course where the violation occurred. In situations where the Associate Academic Dean participated in the Hearing as the Student Conduct Officer/Investigator or Instructor of Record, the designated appeal officer is the Academic Dean.~~

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

- A procedural [or substantive error] occurred that significantly impacted the

- outcome of the Hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- The discovery of new evidence, unavailable during the original Hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; or
  - The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

In cases involving alleged misconduct involving Part I, section B.2 (Actions against Members of the University Community and Others), either the Complainant or Respondent may appeal the decision of the Office of Student Affairs~~Conduct~~. In such cases, the Office of Student Affairs~~Conduct~~ will provide the request for appeal to the other party and provide opportunity for response.

The designated appeal officer will first review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final.

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

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

The Office of Student ~~Conduct~~ Affairs/Academic Dean or designee shall make all reasonable efforts to notify the student(s) of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student(s) of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University business~~working~~ days. If necessary, the ~~d~~Designated ~~a~~Appeal ~~o~~Officer will notify the student should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and cannot be appealed.

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

#### **6. Former Student Conduct & Readmission**

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

A student who has had an administrative hold placed on his or her records under this section must request readmission from the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs at least three (3) weeks prior to any ~~Texas Tech~~ Angelo State University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll. The student may be required by the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs to submit evidence in writing supportive of his/her present ability to function properly and effectively in the University community. The University will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs for the removal of the administrative hold, the student must then complete the regular University readmission procedures.

#### **SECTION D. CONDUCT PROCEDURES FOR STUDENT ORGANIZATIONS**

Upon notice of an alleged violation of the *Code of Student Conduct* by a student organization, the ~~Dean of Students or the Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs or designee will appoint a Student Conduct Officer/Investigator to review allegations of misconduct. The Student Conduct Officer/Investigator will inquire, gather and review information about the reported student organization misconduct, and will evaluate the accuracy, credibility, and sufficiency of the information.

Incidents will be forwarded for investigation when there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complainant statement. If it is determined that the information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question.

##### **1. Initial Inquiry**

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

##### **2. Decision to Document the Incident without Further Investigation**

If it is determined that the information reported and available does not warrant an allegation of a conduct violation, a policy warning letter may be issued to clarify the policy that was in question. This may happen in situations where reports

received are from anonymous sources with no ability to validate the credibility of the concern and the initial inquiry identifies little to no other information to support the report.

**3. Remedies & Resources to Reporting Parties/Complainants**

- a. The University will take immediate action to eliminate hostile environments, prevent reoccurrence, and address any effects on the Complainant and community prior to the initiation of formal investigation and/or formal conduct processes. These immediate steps will be taken to minimize the burden on the Complainant while respecting due process rights of the Respondent. Remedies for students may include, but are not limited to, counseling services, victim's advocate assistance, and modifications to on-campus housing, modifications to parking permissions, and modifications to academic schedule. Remedies will be evaluated on a case-by-case basis.
- b. Assistance and resources are provided to the Complainant in order to help them understand the options available to them when making a report, to determine what resolution the reporting party is seeking, to identify university and community resources to support the reporting party, and to stop any current inappropriate behavior. Resources include, but are not limited to assistance in reporting criminal behavior to the UniversityTexas Tech Police Department or San AngeloLubbock Police Department, counseling services, medical assistance, academic support referrals, and other support services. This is handled by the staff member in the Center for Office of StudentCampus Life, Student Resolution CenterOffice of Student Affairs, or by the Executive Director of Student Affairs Office of Student Conduct or Dean of Students—taking the initial report. This staff member may or may not be the person to investigate the complaint.

**4. Interim Actions**

- a. Under the *Code of Student Conduct*, the Dean of StudentsExecutive Director of Student Affairs or designee may impose restrictions and/or temporarily suspend the registration of a student organization pending the scheduling of a campus Hearing on alleged violation(s) of the *Code of Student Conduct* when the student organization represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Examples of conduct or incidents that may result in interim suspension are hazing; conduct or incidents at organization events and activities resulting in allegations of sexual misconduct; behavior that results in criminal felony charges, severe disruption, and/or retaliatory harassment; alcohol/drug policy violations occurring during recruitment or social events; and cease and desist directives from inter/national or regional organizations. A student organization who receives an interim suspension may request a meeting with the Dean of StudentsExecutive Director of Student Affairs or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of the meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, the student organization is not able to

access the benefits of being a registered student organization during this time period, and organization activities should cease in order to prevent additional misconduct. Student organizations are informed of interim actions by the official notice procedures outlined in Part I, section A.3.-of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and other members of the University Community, the University, and/or property. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim actions may result in additional allegations of violations of the *Code of Student Conduct*.

**5. Notice of Involvement**

A student organization will be given notice of the organization's involvement in an alleged violation of the *Code of Student Conduct* by receipt of a "Notice of Involvement/Need to Talk" letter or direct contact by a Student Organization or Fraternity/Sorority Life staff member.

**6. Initial Contact to the Student Organization Leadership and Advisor**

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

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

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

**8. Rights & Responsibilities**

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

- a. A prompt, fair, and equitable process;
- b. Be accompanied by an advisor at any conduct or related proceeding.
  - An “advisor” can be any one of the following: a member of the ~~Texas Tech~~Angelo State University community (faculty, staff, or student), a victim’s advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney.
  - An advisor’s role is that of support – he or she may not speak on behalf of the organization and does not have an active, participatory role in the conduct process. If an advisor for the organization is an attorney, an attorney from ~~TTU Office of General Counsel~~the Texas Tech University System Office of General Counsel may attend on behalf of the University.
  - In the case of a student organization conduct ~~proceeding~~proceeding, the President of the student organization is asked to make a response on behalf of the organization. During these processes, the President is also encouraged to include the faculty/staff advisor for the student organization. In many cases, the President may not be able to speak on behalf of the local advisory board to the student organization, so the inclusion of a local alumni advisor is also allowed.
  - In the case of student organizations – the current President of the organization, is responsible for presenting information during the formal hearing. The roles of the advisors during formal hearings should be for support and guidance, not to speak or participate directly in the formal hearing unless authorized.
  - Student organizations should select an advisor whose schedule allows attendance at the meeting, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the investigator and with advanced notice.
- c. Refrain from making any statement relevant to the investigation.
  - Student organizations are expected to cooperate with the University conduct process, but may elect not to participate in the investigation process, either in part or entirely. However, a student organization’s refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. In other words, if a student organization chooses not to provide information during the investigation, they will not be allowed to present new information during the Hearing; similarly, if a student organization provides only limited information during the investigation (i.e., answering some of the Investigator’s questions but not others), then during the Hearing, the student organization will only be permitted to speak to the information provided, with no additional commentary. The rationale for this policy is to prevent parties from

presenting new evidence at the Hearing that was available during the investigative process for the purpose of disadvantaging the other party.

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

Student organization responsibilities include:

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

## 9. Investigation

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



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

- TTU Angelo State University Student Organization Conduct Investigation
  - Criminal Investigation by the University, San Angelo, Texas-  
Teel, Lubbock or Other Police Departments
  - Inter/National or Regional Headquarter Investigation
  - Local Student Organization Advisory Board Investigation
- c. When initial inquiry indicates that another concurrent investigation is occurring alongside the TTU Angelo State University student conduct investigation, the appointed investigator(s) will, where possible, collaborate with the other entities conducting investigations. —Elements of a collaborative investigation may include coordinated or joint interviews, evidence sharing, and investigation report sharing within the limits of student records policies.
- d. Investigations of student organization conduct may include the requirement for student organization members to attend an investigation meeting as a group or as individuals. Students may be asked to complete written questionnaires related to the investigation. Regardless of the nature of the investigation, students and student organizations should be aware of their rights and responsibilities in the conduct process and recognize that any information shared during the course of the student conduct investigation may be used in formal conduct processes against the student organization or the individual student. Students can always decline to participate in a collaborative investigation meeting and meet only with the student conduct investigator instead of meeting together with other investigators.
- e. During the investigative process, student organization representatives are responsible for providing all information or evidence that they believe should be considered. Once the investigative process is complete, the Student Conduct Officer/Investigator will compile the relevant information and evidence into an Investigation Report, which will include the allegations of the *Code of Student Conduct* and may include a timeline of the event(s), statements from the interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The Investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations.
- f. Student organizations will be asked to provide information about any actions, occurring voluntarily by the organization, to address concerns or actions occurring related to other conduct processes (inter/national or regional actions, local alumni board actions). This information is used to ~~afford~~inform the opportunity for an organization to be eligible for informal resolution processes or the sanctioning portion of a formal hearing if an organization is found responsible for a policy violation.
- g. A student organization will have access to a completed Investigation Report and/or investigative materials relevant to the allegation(s) after the investigative process has concluded. In order to protect confidentiality, however, student organizations are not given copies of the Investigation Reports and/or investigative materials.

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

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

**11. Informal Resolution**

- a. Upon review of the investigation report and the investigation process, the organization may have the opportunity to resolve the issue informally. The investigator would provide an informal resolution in writing to the organization representatives for their consideration. The organization would agree to the outlined findings of responsibility for misconduct and the outlined sanctions, ~~conditions, and restrictions~~. If there is a complaint, the Complainant must also agree to the informal resolution. To participate in the Informal Resolution process, student organizations must accept both the finding and the sanction, ~~condition(s), restriction(s)~~. There is no appeal of signed informal resolutions.

Once completed, the informal resolution completes the conduct process. The case will only be reopened if new materials, previously unavailable, ~~are~~ presented.

**12. Pre-Hearing Process**

- a. In cases involving an Administrative or University Discipline Committee Hearing, the Pre-Hearing Process will be followed. Once the investigative process is complete, the student organization will be given notice of a Pre-Hearing Meeting. Should student organizations not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or University Discipline Committee Hearing. During this meeting, student organizations will be given the opportunity to review the Investigation Report, relevant evidence, and other documents to be used in the Administrative or University Discipline Committee Hearing. Other documents include notification of Respondent's allegations, Committee composition, and

Hearing script. Following the pre- hearing, student organizations will be notified, via the notification procedures, outlined in Part I, Section A.3 of a date, time, and location of the Hearing.

- b. While students may identify errors in their own statements during the Pre-Hearing, they are not able to add additional information to the Investigation Report unless that information, in the judgment of the Student Conduct Officer/Investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Administrative or University Discipline Committee Hearing, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or University Discipline Committee Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Administrative or University Discipline Committee Hearing.
- c. The conduct process is designed to be non-adversarial. Student organization representatives will be permitted to question the statements and evidence presented by the other involved parties, but may not do so directly. After reviewing the investigation report, during the Pre-Hearing, eComplainants and rRespondents will have the opportunity to question the statements and evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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

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

### **13. Formal Hearings**

- a. Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student organization, the

University may proceed to conduct either an Administrative or a University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative Hearing or University Discipline Committee Hearing may be held and a decision made, regardless of whether the student organization responds, fails to respond, attends the Hearing, or fails to attend the Hearing. Should the student organization fail to attend the Administrative or University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the University Discipline Committee may consider the information contained in the Investigation Report and render a decision. Student organization conduct processes are typically adjudicated by a University Discipline Committee.

- b. Hearings are closed to the public. Complainants and Respondents have the right to be present at the formal hearing; however, they do not have the right to be present during deliberations. Arrangements will be made so that complaining and responding students are not present in the hearing room at the same time.
- c. Student organizations are typically represented by the current President and an advisor.
- d. In situations where the organization no longer has a current student representing the organization, the conduct process will continue with the information available at the time. Organizations with inter/national, regional, or local advisory staff or volunteers with a long-term interest in the organization's recognition at the University may be allowed to participate in the resolution of conduct processes when a current student is no longer able to represent the organization.
- e. Administrative Hearing  
An Administrative Hearing is the process of adjudicating allegations of violations of the *Code of Student Conduct* by an Administrative Hearing Officer. The Administrative Hearing Officer in an Administrative Hearing may be the Student Conduct Officer/Investigator that completed the Investigation Report, or Administrative Hearing Officer assigned by the ~~Managing Director of the Office of Student Conduct~~, Executive Director of Student Affairs or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns a sanctions, as appropriate. Written notification of the outcomes of the Administrative Hearing ~~should~~will be provided to the student within five (5) University ~~business~~working days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part II, Section C.5.
- f. University Discipline Committee Hearing  
A University Discipline Committee Hearing panel consists of five (5) University Discipline Committee Members including faculty, staff and students. Availability may determine a different composition for the Hearing panel. In cases involving Part I, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.

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

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

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

- g. The Student Conduct Officer/Investigator presents the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and Respondent have the right to add or make additional comments about the facts of the case. The University Discipline Committee may question the Student Conduct Officer/Investigator, Complainant, Respondent and any witnesses. The Complainant and Respondent do not have the right to question each other or witnesses directly, but may pose questions through the Student Conduct Officer/Investigator. Should new evidence be presented without prior discussion with the Student Conduct Officer/Investigator, the Hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the Hearing. In the event the chair of the Hearing removes a student due to misconduct (Complainant, Respondent, or witnesses), the alleged misconduct will be forwarded to the Office of Student Affairs~~Conduct~~.
- h. The investigator would provide information during sanctioning related to any previous conduct history, self-sanctioning occurring with the organization, and general information about the organization's activities and participation at Angelo State University~~TTU~~ to help inform sanctioning.

Following the Hearing, the University Discipline Committee will deliberate and

will render a decision in regard to the alleged misconduct as well as decide any sanctions, if applicable. Should the University Discipline Committee have any questions for the Student Conduct Officer/Investigator, the Complainant, and/or the Respondent, the University Discipline Committee Hearing will reconvene so that all parties have the opportunity to respond and be present for other parties' responses.

Outcomes of the University Discipline Committee ~~should~~will be provided to the student organization in writing within five (5) University ~~business~~working days of the conclusion of the University Discipline Committee Hearing. Decisions made through the University Discipline Committee Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part I, Section C.5.

#### 14. Sanctions

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

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

Implementation of the sanctions will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Upon the judgment of the ~~Managing Director of the Office of Student Conduct~~Executive Director of Student Affairs, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

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

a. Disciplinary Reprimand

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

b. Disciplinary Probation

Disciplinary Probation is a period of time during which the organization's conduct will be observed and reviewed. The organization must demonstrate the ability to comply with University policies and any other conditions /

requirements stipulated for the period of probation. Further instance of misconduct during this time period may result in additional sanctions, conditions, and/or restrictions.

c. Deferred Disciplinary Suspension

Deferred Disciplinary Suspension is utilized for misconduct that could have resulted in suspension, but the suspension is deferred for a period of observation and review. Deferred suspensions are assigned for no less than one semester.

Further instances of misconduct during this time period may result in immediate temporary suspension of organization activities and often result in suspension or expulsion. Deferred suspension often includes multiple conditions and restrictions for the organization to continue recognition with the ~~u~~University.

d. Time-Limited Disciplinary Suspension

Time-Limited Disciplinary Suspension is a specific period of time in which a student organization's registration with the ~~u~~University is suspended as well as privileges and benefits of registration. Suspended student organizations may not hold events or activities on campus, may not solicit or utilize University grounds or services to promote organizations or events or to recruit members, and may not utilize any other benefits or services provided to registered student organizations. If an inter/national or regional organization suspends the charter of an organization, this results in a sanction no less than time-limited suspension for the time period of the suspended charter. Notification of disciplinary suspension of a student organization will indicate the date on which it begins and the earliest date the student organization's application for registration will be considered. The Student Conduct Officer/Investigator may deny an application for registration if the organization's misconduct during suspension would have warranted additional disciplinary action. If the student organization has failed to satisfy any sanction that was imposed prior to application for registration, the Student Conduct Officer/Investigator may deny registration to the student organization. On a denial of student organization registration, the Student Conduct Officer/Investigator or ~~Managing Director of Campus Life~~ Executive Director of Student Affairs will set a date when another application for registration may again be made.

e. Disciplinary Expulsion

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

f. Conditions

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

- Hosting educational programs or initiatives for the organization or community related to the misconduct;
- Requirements for additional training or advisement from Angelo State University ~~TTU~~ staff, advisory boards, or other appropriate

- parties;
  - Requirements for membership to complete online education programs or other activities;
  - Requirements for community service or other activities beneficial to the membership and associated with remedying the impact of behavior on the community;
  - Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement;
  - Requirements for completion of membership reviews and providing updated rosters; or
  - Requirements to submit information about updated and improved organizational processes such as new member education plans, or social event plans.
- g. Restrictions
- A restriction is an additional component of a disciplinary sanction, usually an educational restriction on organization activities that occurs during a time period of probations or deferred suspension or upon return from time-limited suspension. Examples include, but are not limited to:
- Revocation of organization benefits such as eligibility for SGA funding, eligibility to reserve rooms, and eligibility to solicit or hold events on campus; or
  - Denial of participation or restrictions associated with participation in university activities as a student organization such as homecoming, intramurals, and recruitment activities.
- h. Required Notifications
- Some organization misconduct requires additional notifications. Texas Education Code, Chapter 51.936 indicates that institutions of higher education shall distribute to each student during the first three weeks of each semester a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three (3) years.

## **15. Conduct Appeal Procedures**

- a. A student organization may appeal the decision of a formal hearing or the sanction(s), condition(s), and restriction(s) imposed following a formal hearing by submitting a written petition for appeal to the designated appeal officers within five (5) University business~~working~~ days of receiving the written decision.
- b. ~~The Dean of Students, The Executive Director of Student Affairs~~ or designee, will select an appeal officer in each case. The designated officer will be a trained University staff or faculty member who was wholly uninvolved in the original Conduct Process and will render a neutral, impartial, and unbiased decision.
- c. Petitions for appeal must clearly identify the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal.



- d. The only proper grounds for appeal are as follows:
  - Procedural or substantive error that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
  - Discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
  - The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.
- e. In cases involving alleged misconduct involving Part I, section B.2 (Actions against Members of the University Community and Others), either the Complainant or Respondent may appeal the decision of the Office of Student – ~~Conduct~~ Affairs. In such cases, the Office of Student ~~Conduct~~ Affairs will provide the request for appeal to the other party and provide opportunity for response.
- f. The designated appeal officer will first review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final.
- g. If the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the appeal identifies a procedural/substantive error or new evidence that was unavailable at the original Hearing, the appeal officer will then determine whether the error or new evidence would have substantially impacted the decision of the Administrative Hearing Officer or University Discipline Committee. If the designated appeal officer determines that the error or new evidence would have substantially impacted the decision, they may:
  - Modify the finding and/or increase, decrease, or otherwise modify the sanctions;
  - Remand the case to the original Hearing Body;
  - Remand the case to a new Hearing Body.
- h. The Office of Student ~~Conduct~~ Affairs or designee shall make all reasonable efforts to notify the student organization of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student organization of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University businessworking days. If necessary, the Designated Appeal Officer will notify the student organization should they need additional time to determine the outcome of the appeal. The decision of the ~~D~~esignated ~~A~~ppel ~~O~~fficer is final and cannot be appealed.
- i. If the designated appeal officer remands the decision to a new Hearing Body, the decision of that Hearing Body is final and may not be appealed.

#### **16. Student Organization Records**

- a. All records concerning a student organization related to conduct processes will remain on file with the University for a minimum of seven (7) years from the date of the completion of the case via informal resolution, formal hearing,

- and/or conduct appeal processes.
- b. Student organization records do not impact the content of individual student records for student organization members. Findings of responsibility of misconduct for student organizations does not indicate a finding of responsibility for individual students. Individual students are subject to their own conduct processes separate from the student organization process.
  - c. Student organization conduct decisions and finding are shared with the inter/national or regional headquarters of organizations as appropriate.

## PART II COMMUNITY POLICIES

### SECTION A. ALCOHOL POLICY & INFORMATION

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

### SECTION B. ACADEMIC INTEGRITY

- a. Texas Tech Angelo State University Statement of Academic Integrity  
Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.
- b. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]
- e.b. Academic Dishonesty Definitions  
Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined Part I, section B.2 of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.
- d.c. Instructor Responsibilities  
Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a

course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Student ~~Affairs~~Conduct to discuss the nature of the violation and the student's record of academic integrity violations.

Instructions for reporting allegations of academic dishonesty are available in the Code of Student Conduct. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. The academic penalty will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student ~~Affairs~~Conduct as a central clearinghouse of violations and for adjudication as a *Code of Student Conduct* violation where disciplinary sanctions will be assigned.

#### **e.d. Withdrawal and Assignment of Grades**

1. Once a student has been notified of an academic integrity allegation, the student may not drop the course until the academic integrity processes are complete. If a student drops or withdraws, the student will be reinstated to the course in question. A student should continue attending class and participating in course work until the disciplinary process is complete. If it is determined that the student was not responsible for academic integrity violations and/or the referring faculty member allows the student to withdraw from the course, the student may file a request with the Provost and Vice President for Academic Affairs for approval to drop the course or withdraw from the University retroactively.
2. If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the faculty member should notify the Department Chair and the Associate Academic Dean of the intention to assign a grade of F and/or leave the final grade blank. The involved student may be given a temporary grade of X by the ~~Office of the Registrar~~Registrar's Office, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in Part I, section C.5 (Disciplinary Appeals Procedures).

#### **f.e. Academic and Disciplinary Penalties**

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

**g.f. Referrals to the Office of Student AffairsConduct**

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student ~~AffairsConduct~~ for the assignment of disciplinary sanctions. Instructions for reporting academic dishonesty violations are available in the Code of Student Conduct. A student referred to the Office of Student ~~AffairsConduct~~ for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the Code of Student Conduct. ~~Law students are subject to discipline procedures as described in the Honor Code of the School of Law.~~ Instructors of record of the course where the violation occurred and the ~~associate a~~Academic dDean of the college where the student is enrolled or of the college housing the course where the violation occurred may participate in the adjudication of the violation and assignment of additional sanctions with the Office of Student ~~AffairsConduct~~ as outlined in the Code of Student Conduct.

*NOTE: Additional Academic Integrity information is available from the Office of Student- Conduct and TTU Ethics CenterAffairs.*

**SECTION C. ANTI-DISCRIMINATION POLICY**

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

**1. Discriminatory Harassment**

- a. Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the University's resources and opportunities.
- b. Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:
  - Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
  - Display of explicit or offensive calendars, posters, pictures, drawings, screen savers, e-mails, or cartoons in any format that reflects disparagingly upon a class of persons or a particular person;

- Derogatory remarks about a person's national origin, race or other ethnic characteristic;
- Disparaging or disrespectful comments if such comments are made because of a person's protected status;
- Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
- Disparate treatment without a legitimate business reason.

## **2. Sexual Harassment**

- a. Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with the student's educational experience.
- b. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
  - Sexual teasing, jokes, remarks, questions;
  - Sexual looks and gestures;
  - Sexual innuendoes or stories;
  - Communicating in a demeaning manner with sexual overtones;
  - Inappropriate comments about dress or physical appearance;
  - Gifts, letters, calls, e-mails, or materials of a sexual nature;
  - Sexually explicit visual material (calendars, posters, cards, software, internet materials);
  - Sexual favoritism;
  - Pressure for dates or sexual favors;
  - Unwelcome physical contact (touching, patting, stroking, rubbing)
  - Non-consensual video or audio-taping of sexual activity;
  - Inappropriate discussion of private sexual behavior;
  - Exposing one's genitals or inducing another to expose their genitals;
  - Unwelcome physical contact (touching, patting, stroking, rubbing);
  - Non-consensual video or audio-taping of sexual activity;
  - Exposing one's genitals or inducing another to expose their genitals;
  - Sexual assault; or
  - Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

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

## **3. Reporting Concerns**

Students complaining of discriminatory and sexual harassment should contact the ~~Deputy Title IX Coordinator for Students, Dean of Students, 201 Student Union, (806) 742-2984~~ Director of Title IX Compliance, room 112 Houston Harte University Center, (325)942-2047. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of ~~Equal Employment Opportunity, 212 Administration Building, (806) 742-3627~~ Human Resources, East Annex Building, (325)942-2168. The Student Resolution Center is available to assist with these processes. An online reporting form is also available.

**4. Office of Civil Rights Complaints**

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

**5. Non-retaliation**

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

**6. Confidentiality**

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

**7. Faculty/Staff and Student Relationships**

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

**8. Grievance or Complaint Processes**

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or ~~TTU~~ Angelo State University policy. A violation of a University policy alone does not necessarily constitute a violation of law or an action prohibited by law. Additional information about grievance and complaint processes is available here. Complaint processes are outlined in Part II, Section E of the Student Handbook.

**9. Grievances and Investigations – Complaints Involving Other Students**

Grievances and investigations of formal complaints against other student(s) pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University-TTU policy are guided by the Student Conduct Procedures outlined in the Student Handbook, Part I, section B (*Code of Student Conduct*).

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

- a. This grievance process is applicable to all students who choose to complain about unlawful discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is an employee, whether faculty, staff, or student.
- b. All grievance investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
- c. The filing of a grievance shall not affect the ability of Angelo State University-TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.
- d. A student may consult with the ~~Dean of Students or Student Resolution Center~~ Executive Director of Student Affairs to determine if he/she wishes to file a formal grievance. Students wishing to file a grievance should complete the grievance form located at [http://www.angelo.edu/services/saem/student\\_affairs.php](http://www.angelo.edu/services/saem/student_affairs.php), Title IX link- ~~www.deanofstudents.ttu.edu~~. However, even if a formal grievance is not filed, the ~~Executive Director of Student Affairs~~ Dean may notify key personnel at his or her discretion about the allegation, and other action may be taken by Angelo State University-TTU as deemed appropriate. Other actions include, but are not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility and informing alleged offenders of ~~TTU's~~ Angelo State University's policy and educating departments and supervisors as needed on this and other policies.
- e. If the grievance involves the ~~Dean of Students~~ Executive Director of Student Affairs, the grievance should be presented to the ~~Equal Employment Opportunity Office~~ Office of Human Resources.
- f. Student complaints of discrimination or harassment by an employee will be investigated jointly by the ~~Office of the Dean of Students and the Office of Equal Employment Opportunity~~ Office of Student Affairs and the Office of Human Resources.
- g. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the ~~Dean of Students or the Office of Equal Employment Opportunity~~ Office of Student Affairs and/or the Office of Human Resources. Other administrators may be consulted

- to assist with the investigation.
- h. After the investigation is complete, the Office of the Dean of Students-Student Affairs and/or the Office of Equal Employment Opportunity Human Resources or designee will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate administrators.
  - i. The finding of the Office of the Dean of Students-Student Affairs and/or the Office of Equal Employment Opportunity Human Resources is final and not appealable.
  - j. In the event a finding of a violation of this policy is made, appropriate disciplinary action will be taken as determined by the appropriate administrator.
  - k. If either party disagrees with the imposed disciplinary action, or lack thereof, he or she may appeal within ten (10) business days through procedures established in OP 32.05 for faculty and OP 70.10 for staff~~06.11 Faculty Grievance Procedures and OP 52.17 Staff Employee Complaint Procedure.~~
  - l. Any disciplinary action taken in connection with a grievance filed pursuant to this policy shall be reported in writing to the Office of the Dean of Students-Student Affairs and the Office of Equal Employment Opportunity Human Resources at the time the disciplinary action is implemented. Confirmation of the disciplinary action can be provided via a copy of a counseling or other written disciplinary action, resignation, termination document, etc.
  - m. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the Office of Equal Employment Opportunity Human Resources. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the Dean of Students-Executive Director of Student Affairs or the Office of Equal Employment Opportunity Human Resources, and/or file a grievance for retaliation.
  - n. In the event of a finding of a violation of this policy, the Office of Equal Employment Opportunity Human Resources will follow up with the grievant within sixty (60) days to ensure that the complained of behavior has ceased.

## **SECTION D: CLASS ABSENCES**

### **1. Class Absences**

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the University reserves the right to deal at any time with individual cases of non-attendance. In case of an illness requiring an absence from class for more than one week, the student should notify his/her academic dean and/or the Office of Student Affairs. Texas Tech Angelo State University Operating Policy 10.04, Academic Regulations Concerning Student Performance~~34.04~~ provides complete information regarding class attendance and reporting student illness and emergencies.

### **2. Religious Holy Day Absences**

A student who intends to observe a religious holy day should make that intention



known in writing to the instructor prior to the absence. More information is available in Angelo State-Texas Tech University Operating Policy 10.19, Student Absences for Observance of Religious Holy Days~~34.19~~.

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

- a. According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).
- b. According to Angelo State-Texas Tech University Operating Policy 34.0610.04, Academic Regulations Concerning Student Performance, students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

**SECTION E: COMPLAINT PROCESSES**

**1. Complaints/Grievances**

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

**2. Academic Status Complaints**

- a. Policies and processes related to academic status are found in the Undergraduate/Graduate Academic Catalog as well as in Operating Policy 10.0734.07 Undergraduate Academic Status, Operating Policy 10.11 34.15 Grade Replacement Policy~~Grading Procedures~~, and Operating Policy 64.04 Academic Probation and Suspension of Graduate Students~~10.04 Academic Regulations Concerning Student Performance~~.
- b. Undergraduate students on academic suspension may appeal their academic status to the Associate Academic Dean of their ~~A~~academic college for review of mitigating factors or the use of grade replacement to impact grade point average. Graduate students may appeal to the Graduate School for review.

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

Conduct of University Faculty is outlined in Operating Policy 06.05 32.04 Conduct of University Faculty. The processes for complaints against faculty are outlined in the policy and in the Undergraduate/Graduate Academic Catalog. Students should direct

complaints to the supervisor of the department or organization housing the faculty member, typically the department chair.

**4. Conduct Complaints Against Other Students and Student Organizations**

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

**5. Discriminatory and/or Sexual Harassment**

- a. Texas Tech ~~Angelo State~~ University has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes his or her rights under Title IX or other laws have been violated, Operating Policy 10.22 Anti-Discriminating Policy and Grievance Procedure for Students~~40.02~~ sets forth procedures for filing, investigating, and remediating complaints of harassment and discrimination.
- b. For complaints by a student against another student regarding incidents of discrimination or harassment, see Part I, Section B.2 and Part I, Section C of the *Code of Student Conduct* in the Angelo State UniversityTTU Student Handbook.
- c. For complaints by students against faculty or staff regarding incidents of discrimination or harassment, see the Anti-Discrimination Policy in Part II, Section C of the Angelo State UniversityTTU Student Handbook and Operating Policy 10.22 Anti-Discrimination Policy and Grievance Procedure for Students~~40.03 (formerly 70.28)~~.
- d. For complaints against student organizations related to incidents of discrimination or harassment, detailed policies and procedures are available in Part I, Section B.2 and Section D in the Angelo State UniversityTTU Student Handbook.

**6. Disability-Related Complaints**

- a. Complaints related to disabilities are guided by Operating Policy 10.15, Providing Accommodations for Students with Disabilities~~10.08 Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) and Operating Policy 34.22-10.22, Anti-Discrimination Policy and Grievance Procedure for Students~~Establishing Reasonable Accommodation for Students with Disabilities.
- b. Any students seeking remedy on the basis of a disability must register as a disabled student with Student Disability Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Executive Director of Student Affairs. The ADA Campus Coordinator for Students is the Director of Student Disability Services, room 112, Houston Harte University Center, (325) 942-2047. ~~Managing Director Managing Director of Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 335 West Hall, (806) 742-2405.~~

**7. Student Record Complaints & FERPA**

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy that is detailed in the Student Handbook Part II, section O. The Registrar's Office provides oversight for student records and student record complaints.

**8. Disciplinary Action**

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

~~Conduct Procedures relating to the School of Law are contained in the Honor Code of the School of Law. Procedures relating to the School of Medicine, School of Nursing and the School of Allied Health are contained in the School of Medicine Student Handbooks, School of Nursing Student Handbook, and the School of Allied Health Student Handbooks.~~

**9. Employment**

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact Human Resources ~~or the Office of Equal Employment Opportunity~~ in accordance with the grievance procedures outlined in the University Operating Policy 52.17, Staff Employee Complaint Procedure and Operating Policy 52.4070.10 Non-Faculty Employee Complaint Procedures and Operating Policy 40.03 (formerly 70.28) Anti-Discrimination Policy and Grievance Procedure for Violations of Employment and Other Laws.

**10. Grades**

~~The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA guidelines, the faculty member's grade determination is final. The complete student grade appeal policy and procedure is listed in Operating Policy 10.0334.03 Student Grade Appeal Grade Grievance. A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Office of the Provost's Office. Also, refer to the Student Handbook Part I, section B.1 (Academic Misconduct).~~

**11. Parking Citations**

Students may appeal a campus parking citation online at [http://www.angelo.edu/services/parking\\_services/www.parking.ttu.edu](http://www.angelo.edu/services/parking_services/www.parking.ttu.edu). ~~Transportation & Parking Services rules and a description of the three-tiered appeals process is described in the links on the Parking Services home page (web address as above).~~ ~~Traffic and Parking Regulations~~ available online at <http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf>

## **12. Graduate School Requirements**

- a. Graduate student complaints related to academic standing and performance follow processes outlined in Operating Policy (OP) 64.07 Graduate Student Appeals, (OP) 42.01 Admission to the College of Graduate Studies, (OP) 42.02 College of Graduate Studies Enrollment Policy, (OP) 42.03 Graduate Students Employed as Teaching Assistants, Graduate Assistants, and Graduate Research Assistants, and (OP) 42.04, Academic Status Graduate Students. Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, theses and dissertations, academic probation and suspension, and graduate assistantships.
- b. Appeals of course grades are made through the dean of the college in which the course is offered and are guided by process in Operating Policy 34.03 Student Grade Appeal, (OP) 10.03 Grade Grievances.

## **13. Housing Complaints**

~~14.~~ Housing regulations and processes are outlined in the Angelo State University Operating Policy 60.02, Housing Policy. ~~are provided annually in the Housing Contract Guide, the University Student Housing website, University Student Housing The Director of Housing and Residential Programs, Centennial Village Residence Hall office, (325) 942-2035~~ oversees the resolution of complaints related to student housing.

## **15.14. Online and Distance Student Complaints**

Students enrolled in distance learning courses utilize the same complaint procedures as ~~—~~students enrolled in traditional courses. In accordance with the Higher Education Opportunities Act of 2008, Angelo State ~~Texas Tech~~ University provides a web-link/site related to enrollment in distributed education courses or programs and complaint processes for filing with the accrediting agency and other appropriate state agencies at the Office of Student Affairs website:

[http://www.angelo.edu/services/saem/student\\_affairs.php](http://www.angelo.edu/services/saem/student_affairs.php).

## **16. ~~http://www.depts.ttu.edu/elearning/complaint-process/~~**

## **17.15. Tuition, Fee, and Financial Aid Complaints**

~~18.~~ Tuition, fee, and financial aid complaints are guided by ~~the Student Business Services Student Accounts and Bursar's Office, and Student Financial Aid processes.~~ Information is available on ~~both department websites.~~ Students with complaints related to tuition and fees may contact the Student Accounts and Bursar's Office at (325)942-2008, ~~and Students with financial aid complaints may submit concerns through an online system found on the Financial Aid website.~~ [http://www.angelo.edu/services/financial\\_aid/](http://www.angelo.edu/services/financial_aid/) and clicking on the Consumer Information link.

## **SECTION F: FINANCIAL RESPONSIBILITY**

### **1. Financial Responsibility of Students**

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, fraudulent credit card chargebacks, or the nonpayment or delinquent

payment of outstanding loans and failure to meet any other financial obligations to the University are considered a lack of financial responsibility. Financial irresponsibility may subject the student to additional fees, fines, suspension of check writing, ~~easing~~ ~~privilege~~ denial of registration, withholding of grades and transcripts and adjudication under the *Code of Student Conduct*. A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, ~~but~~ by the due date may be prohibited from registering for classes until full payment is made. Students should understand that consequences may result from not resolving one's financial obligations to the University.

b. Generally, failure to meet financial obligations to the University may result in:

- Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student Accounts/Bursar's Office ~~Business Services~~ or if a returned check given in payment of tuition and fees is not redeemed by that time.
- Possible criminal prosecution for writing insufficient fund checks.
- A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.
- A hold preventing future registration placed on a student's academic records.
- A hold on receiving official University transcripts until the obligation is paid.
- ~~S~~The University may report individual student financial ~~problems~~ obligations to a credit reporting agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at:
  - <https://ramport.angelo.edu/cp/home/displaylogin> (Student Services tab). ~~www.raiderlink.ttu.edu under the TTU MyTech (for Students) tab.~~

c. For more information, please visit the Student ~~Business Services~~ Accounts/Bursar's Office website at <http://www.angelo.edu/services/controller/>.  
e. ~~www.sbs.ttu.edu~~

## **SECTION G: FREEDOM OF EXPRESSION**

### **1. Freedom of Expression**

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

## **SECTION H: HOUSING REQUIREMENTS**

### **1. Housing Information**

- a. The ~~Texas Tech~~ Angelo State University residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~2100~~ ~~8400~~ students. ~~Learning~~ ~~Living~~ ~~Learning~~

Communities provide students with the opportunity to live with others of similar interests or major. Our current Living/Learning Communities are housed in Plaza Verde residence hall, with the exception of Honors housing which is in Texan Hall. Carpenter/Wells Complex Centennial Village, which is arranged in three-bedroom townhouses two bedroom/one bath units or four-bedroom/two bath units flats, offers private bedrooms in a suite-style setting. Likewise, Texan Hall offers private bedrooms with a shared common area in a suite-style setting. Murray Hall and Talkington Hall Carr Hall -offers suite-style accommodations to men and women. Most suites include four private bedrooms, a common living area, and are comprised of two double-occupancy rooms adjoined by shared bathrooms. Talkington Carr Hall includes a limited number of two-bedroom suites private suites with two single-occupancy rooms adjoined by a shared bath. West Village Vanderventer Apartments offers fully furnished apartment style living with full kitchens and an on-site free laundry room, washer and dryers. Priority for assignment to Carpenter/Wells complex and West Village A the private suites in Carr and apartments in Vanderventer will be given to students of sophomore or higher classification. West Village B will be assigned for students at least 21 years of age or older. Gordon Hall, a suite-style residence, is designated as the Honors College Residence Hall. Plaza Verde, Mary Massie and Robert Massie Residence Halls all house residents in a double occupancy room with its own bath. Concho Hall offers private suites with two single-occupancy room adjoined by a shared bath for graduate students or undergraduates with 90 or more credit hours.

- b. Ethernet computer connections are provided in each room. All halls will have WiFi throughout the building by fall 2015. However, students are encouraged to utilize Ethernet connections for quizzes, homework, etc. Other services include basic cable television service with Showtime, limitless laundry rooms, vending machines, and an in-hall 24-hour professional office staff.
- c. An experienced and trained staff of Residence Life Area Coordinators, Student Hall Directors and Community Advisors Resident Assistants manages each residence hall. Each residence hall office provides assistance to residents with concerns, including maintenance requests, room and roommate assignments, and resource information.
- d. The interests of students living on campus are promoted through the Residence Halls Association. The Residence Hall Association and individual hall governments. Each hall government sponsors social, cultural, educational, and recreational activities and participation in the activities is a wonderful way for students to be engaged in their community.
- e. Complete information regarding campus housing can be found at [http://www.angelo.edu/dept/residential\\_programs/](http://www.angelo.edu/dept/residential_programs/). [housing.ttu.edu](http://housing.ttu.edu) Information regarding residence hall policies can be found at [https://www.angelo.edu/dept/residential\\_programs/Housing\\_Requirements/university\\_housing\\_requirements.php](https://www.angelo.edu/dept/residential_programs/Housing_Requirements/university_housing_requirements.php) [housing.ttu.edu/hall-policies](http://housing.ttu.edu/hall-policies).

## 2. Housing Policy

- a. In support of the Strategic Plan of ~~Texas Tech~~ Angelo State University, the ~~University~~ requires ~~enrolled first-year students~~ with 59 or fewer hours to live in the University Residence Halls. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the University housing policy is a condition of enrollment, as set forth in the Student Handbook and the Undergraduate and Graduate Catalog and approved by the Board of Regents.

## 3. Housing Requirements

- a. Subject to verification and authorization by ~~University Student Housing and Residential Programs~~, students who meet one or more of the following criteria may be given permission to live off campus prior to moving in:
  - A student is residing and continues to reside in the established primary residence of her/his parent(s) (or legal guardian), grandparent(s), or sibling(s), if it is within a 100~~60~~-mile radius of ~~Texas Tech~~ Angelo State University. The parents must have established their primary ~~San Angelo~~Lubbock residency at least one year~~six months~~ prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to the request.
  - A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for Financial Aid.
  - A student is married or has dependent children living with the student.
  - A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
  - A transfer student has successfully completed 60~~30~~ or more semester hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, and SAT) and hours received from concurrent high school credit are not considered.
  - A student is awarded a university scholarship/sponsorship that is managed by a university department or college, which minimally includes the equivalence of the current academic school year's room, dining plan, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office). Upon prior approval from the managing department or college, the student may request to be exempt from living on campus. The managing department or college must provide verification in writing to ~~University Student Housing~~ prior to the student's enrollment and/or re-enrollment to the university.
  - A student is enrolled in the Graduate School or Law School.
  - A student has served six months or more in active military service, as verified by a discharge certificate (DD214).

- A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
  - A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
  - A student has completed a full academic year four long semesters (fall and spring terms) of living on campus in the Texas Tech-Angelo State University residence halls; or provides sufficient evidence of living on campus at another university prior to off campus residence eligibility.
  - A student is enrolled in on-line classes only [JP2].
  - A student is taking less than 12 ~~six or~~ less hours during the academic year.
  - ~~A student enrolled on a TTU or TTUHSC campus other than the Lubbock campus.~~
- b. In conjunction with the University's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and dining plan fees, or probation, as determined by the Office of Student ~~Conduct~~ Affairs and in accordance with the *Code of Student Conduct* of Texas Tech-Angelo State University.
- c. Students sign a Residence Hall Contract for the summer session or the academic year (fall and spring semesters). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract.
- d. Signing a lease for off-campus housing does not relieve the student of contractual obligations with the University for housing in the residence halls. The student is responsible for complying with all provisions of the Angelo State Texas Tech University University Student Housing and Residential Programs and Hospitality Services Contract.
- e. The student is responsible for updating any incorrect information including place of residence with the ~~Office of the Registrar~~ Registrar's Office.
- f. No exemptions will be approved once the student has moved in to the residence halls.
- 4. Room and Dining Plan Fees and Advance Payments**
- a. Room and dining plan fees are due and payable by the semester and will be billed by Student Accounts/Bursar's Office ~~Business Services~~. Room and dining plan fees become a part of the student's bill, and as such, A payment plans are is available. Payments must be made by the scheduled due dates to avoid delays in registration ~~or termination of the residence hall contract~~. Additional remedies available to the university for non-payment of room and dining plan fees include withholding the student's transcript of grades,



- diploma, and other academic records, and cancellation of enrollment.
- b. Students with academic year contracts are charged 60 percent of the academic year room and dining plan rate for the fall semester and 40 percent for spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged ~~40~~50 percent of the academic year rate.
  - c. ~~An Advance Payment must be paid prior to reserving a room/space in the residence halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.~~
  - d. ~~An Apartment Reservation Fee must be paid prior to reserving a room/space in designated halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.~~

## SECTION I. SEXUAL VIOLENCE

### **Sexual Violence/Sexual Misconduct/Title IX Information**

Information about ~~Texas Tech~~ Angelo State University University's response and prevention of sexual violence and misconduct can be found at <http://sexualviolence.ttu.edu>  
<https://www.angelo.edu/services/title-ix/>.

## SECTION J: SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

### **1. General Policy**

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

### **2. Definitions**

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

### **3. University Name, Documents and Records**

- a. The use by any person or organization of the University's name in connection with any program or activity, without the prior written

permission of the ~~Director of Communications and Marketing Office of the Vice Chancellor for Institutional Advancement~~, or any unauthorized use of University documents, records or seal is prohibited. Information is also available in Operating Policy 01.06-26.07 University Name Seal and Logo found at <http://www.angelo.edu/opmanual/>.

~~Use of Texas Tech University Name or Logo for Private Business Purposes, Operating Policy 72.23 Licensing and Use of TTU Registered Names, Logos, and Trademarks, and Operating Policy 68.03 Visual Identity Guidelines.~~

#### 4. Jurisdiction

- a. All solicitation requests should be directed to the ~~Outdoor Events Coordinating Committee~~ Director of Student Life for review. Requests should be submitted online using the Solicitation /Sales Request Form- Complete the Grounds Use/Solicitation Request form at [www.depts.ttu.edu/centerforcampuslife/](http://www.depts.ttu.edu/centerforcampuslife/) and return to the Center for Campus Life. Requests must be submitted at least ~~ten (10)~~six (6) University ~~business~~working days before intended use. Solicitation requests regarding food/beverage items on campus are subject to the approval of the Director of Business Services and are submitted via the Solicitation/Sales Request Form.
- b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the ~~Managing Director of the Center for Campus Life~~Executive Director of Student Affairs.
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the ~~Senior Vice President of Administration and Finance~~Vice President for Student Affairs and Enrollment Management.
- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and ~~Senior Vice President for~~ Academic Affairs.
- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the ~~Vice Chancellor of Institutional Advancement and in accordance with OP 02.02~~Executive Director of Development and Alumni Relations in accordance with OP 32.03.

#### 5. Solicitation Processes

- a. Solicitations by registered student organizations and students are prohibited on ~~Texas Tech~~ Angelo State University grounds and facilities except for:
  - Activities supporting the educational mission of the institution;
  - Promotion of organizational activities consistent with organization mission;
  - Recruitment of members or membership drives;
  - Accepting donations on behalf of altruistic or charitable projects;
  - Scholarship and/or fundraising projects in support of organization mission.

- The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances.
- b. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by ~~Texas Tech~~ Angelo State University or violates any federal, state and/or local laws and/or University policies.
- c. In order to solicit in University buildings, authorization is required via the ~~Outdoor Events Coordinating Committee and appropriate building manager~~ Solicitation/Sales Request Form.
- d. Registered student organizations may use the University's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the University's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of ~~Texas Tech~~ Angelo State University registered names, logos and trademarks, refer to Official Logos and Visual Elements on the Communications and Marketing website and also to the Angelo State University OP 54.03 or contact the Office of Intercollegiate Athletics External Operations Operating Policy 26.07, University Name Seal and Logo.
- e. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a ~~Grounds Use/Solicitation request form to the Outdoor Events Coordinating Committee (OECC) in Student Union Room 304~~ reservation request. Permission A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
- f. Decisions by the ~~Outdoor Events Coordinating Committee~~ Director of Student Life or Director of Business Services rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs.
- g. A written appeal describing the objections to the denial to the ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs must be filed no later than five (5) University businessworking days after receipt of notice of denial from the ~~Outdoor Events Coordinating Committee~~ Director of Student Life or the Director of Business Services.
- h. The ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs will convey the appeal decision, in writing, to the student or registered student organization and to the ~~Outdoor Events Coordinating Committee~~ Director of Student Life or the Director of Business Services within five (5) University businessworking days from the receipt of the written appeal.
- i. The student or registered student organization may not appeal beyond the ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs.

**6. Advertisements**

- a. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co- sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
- b. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the ~~Texas Tech~~ University Police and will be subject to appropriate legal action.
- c. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
- d. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the ~~Outdoor Events Coordinating Committee~~ Director of Business Services.
- e. The only approved posting location on campus by non-University guests is located within the University Center with the Director of Business Services review and approval for a two (2) week period on approved posting boards.

**7. Printed Materials & Digital Signage**

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

- a. Only individuals affiliated with the University (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide verification of current student status upon request;
- c. Solicitation and Advertising materials must conform with the provisions stated above;
- d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
- e. Use of the ~~Texas Tech~~ Angelo State University campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of University property, etc., may necessitate repayment to the University by the responsible party;
- f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
- g. Printed materials such as handbills and leaflets may not be distributed within University buildings unless approved in advance by the building manager;
- h. Printed materials and digital signage content shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.

- i. Registered student organizations and University departments are allowed to hang banners within the Student Union-Houston Harte University Center at the discretion of the ~~Managing Director of the Center for Campus Life~~ Director of Business Services. A list of requirements regarding the banners is available in the ~~Center for Campus~~ Office of Student Life, room 001, Houston Harte University Center.

## **8. Use of Bulletin Boards & Digital Signage**

- a. Posters, signs, and announcements may be displayed only on University announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The University announcement bulletin boards and approved digital signs may be used only by students, registered student organizations, and University departments. Bulletin boards will be cleared periodically. A list of designated University announcement bulletin boards and digital signs is maintained in the ~~Center for Campus Life~~ Houston Harte University Center by the Director of Business Services.
- b. Posters, signs and announcements shall not exceed a maximum size of 18" x 24", digital signage requirements will differ per location and are available via the coordinator of that signage;
- c. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
- d. Posters, signs, and announcements shall not promote unauthorized sponsorship by ~~Texas Tech~~ Angelo State University;
- e. Posters, signs, and announcements shall not violate any local, state or federal law;
- f. Bulletin boards belonging to academic and administrative Departments are for official University use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
- g. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

## **9. Violations**

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

## **SECTION K:- STUDENT IDENTIFICATION**

### **1. Student Identification**

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

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

For more information about the features of the ASU OneCard, students should visit the website at: <http://www.angelo.edu/services/asuone/>.

## **SECTION L: STUDENT INVOLVEMENT & REPRESENTATION**

### **1. Student Government Association**

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

### **2. Student Media**

~~Texas Tech University recognizes the editorial independence and press freedom of all student edited campus media, specifically *The Daily Toreador* student newspaper and *La Ventana* yearbook. Student editors have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. Student media should be operated and published within the canons of responsible journalism and policies as established by the University Student Media Committee and the Department of Student Media. See TTU Operating Policy 30.27.~~The major campus publication at Angelo State University is THE RAM PAGE, a weekly newspaper containing articles of interest to the University community. General supervision for the University's student campus publication rests with the Publications Council, which is responsible for ensuring that the publication maintains high professional standards and fulfills the educational objectives for which it has been established. The ten-member council is made up of students, faculty, and staff. One of the chief responsibilities of the council is to appoint the editor each spring for the campus publication, based upon recommendations submitted by the chair of the Publications Council.

Copies of the University publications policies are available in the offices of the chair of the Department of Communication and Mass Media, who serves as Director of Publications, and the Director of Student Life. See Operating Policy 04.10, Student Media.

### **3. Military & Veterans ProgramsVeterans Educational and Transitional Services**

~~Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. The department serves as a resource to~~

~~connect veterans and their family members to the University and surrounding community. The Veterans Educational and Transitional Services (VETS) Center is here to assist veterans, active duty service members, and their dependents in their pursuit of higher education. To that end, the University works in cooperation with the U.S. Department of Veterans Affairs (VA) and other off-campus resources including the Texas Veterans Commission. The VETS Center MVP oversees the certification of Veterans Educational Benefits such as:~~

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

## **SECTION M: STUDENT ORGANIZATIONS**

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

- a. ~~A registered student organization is a group (president, treasurer and a minimum of three members, excluding officerseight (8) other members) comprised of at least ten (10)five students enrolled at Texas Tech Angelo State University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the University and/or federal, state and/or local statutes.~~
- b. ~~Generally, student groups broadly fall under one of the following categories:  
Academic/Professional, Boards and Councils, Greek Social Organizations, Honor Societies, Multicultural/International, Club Sports, Spiritual Life, Service, and Special Interest. Advocacy/Lobby, Campus Departmental Support, Cultural/International, Fraternity/Sorority, Graduate, Hobby/Leisure/Recreation, Honor, Law, Professional-Agricultural Sciences and Natural Resources, Professional-Architecture, Professional-Arts and Sciences, Professional-Business, Professional-Education, Professional-Engineering, Professional-Human Sciences, Professional-Media and Communications, Professional-Visual and Performing Arts, Religious, Residential, Service, and Sports Clubs.~~
- c. ~~All student organization registration is administered by Center for Campus LifeStudent Involvement.~~

### **2. Sport ClubsClub Sports**

- d. ~~Recreational Sports is responsible for the oversight of the Texas Tech Sports Clubs ProgramThe Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with the Department of University Recreation and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. Sport club-Club Sports members learn new skills, engage in~~

- competition and enjoy the recreational and social fellowship of sport.
- e. A group seeking ~~sports club~~ Club Sports status must first be a registered student organization, subject to the rules and regulations of the University. Typically, a student organization must be registered with the Center for ~~Campus Life~~ Student Involvement for at least an academic year before full consideration for ~~Sport Club~~ Club Sports status.
- f. Following the organization registration process, a group should request a meeting with ~~Recreational Sports~~ the Center for Student Involvement to initiate the application process for ~~sports club~~ Club Sports affiliation. After obtaining ~~Sport Clubs~~ Club Sports status, groups must also comply with the guidelines of ~~Recreational Sports~~ University Recreation.

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

- g. The Center for ~~Student Involvement~~ Campus Life is responsible for the oversight of ~~Texas Tech~~ Angelo State University Social Fraternities and Sororities. A group seeking social fraternity or sorority status should first contact the Center for Student Involvement to discuss their interest and the specific (if any) national organization with which they wish to affiliate. Students should understand that the decision to bring a new sorority or fraternity to the campus is a joint decision made by the students, the ~~u~~ University, and the national organization. All parties must work in concert for the relationship to be successful. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council.
- h. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501(c) number.

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

- a. Membership in the organization shall be open only to students enrolled at Angelo State University. A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identify, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
- b. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
- c. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with the Center for ~~Campus Life~~ Student Involvement.



- d. All funds allocated to a registered student organization from University-controlled sources must be maintained in a University account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
- e. The student organization shall show initiative in effectively meeting its stated purpose and be lawful and peaceful in its activities. The Center for Student Involvement Campus Life is available to assist in organizational development.
- f. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at ~~Texas Tech~~ Angelo State University.
- g. Only organizations that are an official part of the University and receive direct funding by the University or organizations that are an extension of an academic department may use the name, logo, or symbols of the University as part of its name or in its publications. Registered student organizations may use the complete statement "a registered student organization at Angelo State University." Approval for the use of logos, symbols, and names protected by Angelo State University is handled through the oversight of the Office of Communications and Marketing. In addition, the organization shall not advertise or promote events or activities in a manner that suggests sponsorship by the University, unless specifically authorized to do so. Registered student organizations shall not use the name, logo or symbols of the University as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the University. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
- h. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of ~~Texas Tech~~ Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the ~~Center for Campus Life~~ Center for Student Involvement. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook.
- i. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
- j. Must comply with University rules, standards, and policies.
- k. Student organization registration does not imply University approval of either the organization or its functions or activities.

##### 5. Registration of New and Re-Registering Student Organization

- a. ~~A student organization may submit the “intent to form” a registered student organization application on OrgSyne. This is a temporary status, which lasts for 30 days and allows the non-registered group the privileges of University facilities and publicity venues common to registered student organizations. The 30-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor. A student organization may choose to register within the 30-day time period if they have met all of the requirements to register.~~
- b. ~~Before the “intent to form” expiration deadline, students still interested in permanent status should complete the on-line registration process, and schedule a meeting with the Student Organization Staff to discuss finalizing their status as a registered student organization. Extensions of the “intent” status are possible under extenuating circumstances and requests should be addressed to the Student Organization Staff. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.~~
- c. ~~New and/or re-registering student organizations that desire the benefits of a registered student organization should attend request an appointment with the Student Organization staff to discuss the policy regulating the registration of student organizations.~~
- d. ~~After attending the meeting or individual appointment and reviewing the policy regulating student organization registration, students who are still interested in re-registering or forming an organization and are in a position to meet the requirements of registered student organizations, must complete the online registration process.~~
- e. ~~Registration occurs by going to the Student Organization website at <http://ttu.orgsyne.com> and logging in to OrgSyne. Students are guided through completing the registration process online. Students will be prompted to create an individual profile if you have not already created one.~~
- f. ~~To validate the online process, student organizations must provide:~~
- g. ~~List of Officers (must include president and treasurer).~~
- h. ~~List of membership, must have a minimum of three members in addition to a president and treasurer (total minimum organization size of five).~~
- i. ~~List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed) or an Organization representative (for fraternities, sororities, and sport clubs).~~
- j. ~~List an on-campus address, also known as a Mail Stop or box number.~~
- k. ~~Submit updated copy of new constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization (if applicable). An organization’s constitution and/or by-laws should address a minimum of these areas: purpose, membership selection and removal, officer list and duties, departmental and/or external relationships, financial procedures, and advisor selection and expectations. It is recommended to include the organization’s risk management policy into the bylaws or~~

upload it to the organization OrgSync files folder.

- ~~l. New student organizations registering as a single sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501(c) (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single sex exemption.~~
- ~~m. Provide the title, campus address, telephone number and e-mail address of a full-time Texas Tech University/Texas Tech Health Science Center faculty or staff member indicating their willingness to serve as the organization's advisor.~~
- ~~n. President, Treasurer, SORC or Organization representative, advisor(s) and two (2) members must sign a "University Policy Agreement" (found within registration in OrgSync and in the OrgSync "files" folder) stating they intend to comply with all University standards, rules and/or policies as well as all federal, state, and/or local laws.~~
- ~~o. Submit the signed University Policy Agreement page(s) to complete the registration process. These form(s) should be scanned and uploaded into the OrgSync registration application.~~
- a. The registration process must be completed annually for student organizations and sport clubs to maintain registration status. Registration will open up in mid-spring and will need to be completed by the first day of the fall semester. The registration process for fraternities and sororities will take place twice a year. New and/or re-forming student groups that desire to become a registered student organization should contact the Center for Student Involvement to discuss the process of forming or re-forming an organization.
- b. A student group seeking to form a new organization may file the "Student Organization Registration/Renewal form and a Student Organization constitution with the coordinator for student organizations. The initial constitution must follow the template provided by the Center for Student Involvement. Once both forms are filed, a pending student organization is permitted to use University facilities and post notices and flyers in accordance with established University posting regulations. A proposed group may apply for registration only once per semester.
- c. Following the submission and review of all required documents and verification of member eligibility, the materials will be sent to the Angelo State University Student Senate for review and a recommendation on registration. After receiving the recommendation of the Student Senate, the Assistant Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.
- ~~p-d.~~ A group which has been a registered student organization in the past and which became inactive may apply to reinstate the organization by submitting a Student Organization Registration/Renewal form, a proposed constitution that is in compliance with current requirements, and a letter explaining why the organization should be reinstated.

## **6. Annual Registration and Renewal Process**

- a. A complete Student Organization Registration/Renewal form must be received by the Center for Student Involvement by the deadline each September. The form will include the names and contact information for the organization officers and the president of the organization must certify that the organization still has at least ten (10) full-time students who are in good standing with the University.
- b. The organization must also submit an updated copy of the local constitution and by-laws (if applicable) and the constitution and by-laws of any other local, state, or national affiliate organization (if applicable).
- c. The organization shall also furnish the signature, title, campus address, telephone number, and e-mail address of a full-time Angelo State University faculty or unclassified staff member indicating the person's agreement to serve as the organization's advisor.
- d. The organization must also agree to comply with all University standards, rules, and/or policies as well as all federal, state, and/or local laws.
- a.e. Executive officers of registered student organizations must have at least a 2.00 cumulative grade point average at the time of election, must earn at least a 2.00 grade point average each semester during their term of office, must maintain full-time student status throughout their term of office, and must remain in good standing (academic and disciplinary) throughout their term of office. Student organizations may establish higher eligibility requirements for their executive officers.

## **6.7. Benefits of Registered Student Organizations**

- a. ~~Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), free mailbox in the Student Union, organization information published online, posting on campus, use of University logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union Main Office, and free webpage via OrgSyne.~~ Meeting room reservations on campus, organization information published online, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and a free web-link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.
- b. ~~Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Center for Campus Life prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.~~
- e.b. ~~Sport Clubs~~ Club Sports  
Sport clubs/Club sports are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from Recreational Sports. However, since the Sport Club program receives its funding from the Student Recreation Fee,

organizations that affiliate with Recreational Sports are not eligible for SGA funding. club sports may receive administrative support and guidance from University Recreation.

## **8. Faculty or Staff Advisor**

- a. Each registered student organization shall have a full-time University faculty or unclassified staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making and the advisor should work directly with the student organization regarding the financial best practices located online within the Center for Student Involvement website. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. The advisor must oversee adherence to University standards, rules and/or policies as well as the organization's constitution and by-laws. With regard to student organization travel, the advisor is the responsible party for submitting travel requests, for obtaining any travel advances, and for reconciling the travel expenses after the trip in accordance with University procedures. The Center for Student Involvement sponsors various advisor training programs throughout the year to assist advisors in working with their organizations. A training program on risk management is mandated by State law and organization advisors must attend this program. Specific information on complying with this training requirement is available in the Center for Student Involvement.
- b. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their constitution and/or by-laws; however, one advisor must be a full-time Angelo State/Texas Tech University/Texas Tech Health Science Center faculty or staff member as required and identified in the registration packet.
- c. Any individual who is a secondary advisor or coach who is not affiliated with the University or is not a full-time Texas Tech/Angelo State University employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and emails.
- d. Registered student organizations have ten (10) University businessworking days to update their Org Profile at <http://ttu.orgsync.com> with the name, address, telephone number and email of any new or replacement full-time University faculty or staff member appointed as their advisor. Formally notify the Center for Student Involvement with the name, address, telephone number, and e-mail address of any new or replacement full-time University faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
- e. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.

- f. Established full-time University faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of the ~~Center for Campus Life~~Center for Student Involvement.
- g. Student organization advisors should complete advisor risk management training set by the ~~Student Organization Staff or designee~~Center for Student Involvement.

#### **9. Prerequisites for Maintaining Registration**

To maintain its active registration status throughout the academic year, a registered student organization must meet or submit the following criteria to the Center for Student Involvement:

- a. ~~Organizations must update the "Org Profile" on OrgSyne at <http://ttu.orgsyne.com> within ten (10) University working days of any of the following:~~
  - h. ~~Election of or change in officers and/or SORC/Organization representatives;~~
  - i. ~~Change of full-time faculty or staff advisor;~~
  - j. ~~Changes in organization documents (i.e. constitution, membership requirements);~~
  - k. ~~Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and by laws it has on file, and applicable policies, rules, regulations and standards of the University and/or federal, state, and/or local statutes.~~
- a. File a list of its current officers within ten (10) University business days from the day of elections and file notification of the subsequent changes when such occur.
- b. File a list of its current advisor(s) within ten (10) University business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within ten (10) University business days.
- c. Submit all changes in documents on file relating to the organization (i.e., revisions to the constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updates and revisions to their local and affiliate constitutions. These changes must be registered with the Center for Student Involvement within ten (10) University business days of any changes. Should an organizational dispute occur that involves University intervention, registered student organizations are bound by their constitution and by-laws on file with the Center for Student Involvement.
- d. Conduct its affairs in a lawful manner as a collaborative entity in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the University and/or federal, state, and/or local statutes.
- e. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the

~~Student Organization Staff or designee. Center for Student Involvement.~~

- ~~f. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the University.~~
- ~~l. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities are required to attend the Clay R. Warren Risk Education Programming annually. The Student Organization Staff and/or other designated departments may require other student organizations to attend the Clay R. Warren Risk Education Programming in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by the Student Organization Staff.~~
  - ~~• Student organizations will be assigned a tier group based on the questions they answer in their student organization registration regarding risk.~~
  - ~~• The Student Organization Staff or designee will determine any additional risk management training requirements for student organizations.~~
- ~~i. Center for Campus Life and/or Office of Student Conduct may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook, Part I, Section D.~~
- ~~g. Attend annual risk management training programs provided by the Center for Student Involvement. A minimum of two organization officers, the president and the vice president or chairperson in charge of risk management, is required to attend. The officers are then responsible for conveying the information to their student organization members and completing a Risk Management Compliance Form.~~
- ~~h. Ensure off-campus individuals or organizations (whose appearance on campus is sponsored by the organization) observe all applicable policies, rules, regulations and standards of the University.~~
- ~~i. The Center for Student Involvement and/or the Director of Student Life may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.~~

#### **10. Conduct Procedures for Student Organizations**

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

## **SECTION N: STUDENT RIGHT TO KNOW**

The University Police Department compiles and publishes campus crime data to comply

with the Clery Campus Security Act. Information about crimes that have occurred on-campus and in the immediately surrounding community is published annually and a link to the information can be found on the Angelo State University Student Affairs web page: [http://www.angelo.edu/services/saem/student\\_affairs.php](http://www.angelo.edu/services/saem/student_affairs.php).

**Content being updated for 2015-2016**

**SECTION O: STUDENT RECORDS**

**1. General Policy**

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

**2. Address of Record**

Students must maintain an accurate permanent address with the ~~Office of the Registrar~~ Registrar's Office. The address is used for official notifications including billing and notification of official University requirements. Students should maintain a current local address and telephone number that is used by University officials, and/or student organizations and the campus community. Students may update their contact information at <https://ramport.angelo.edu/cp/home/displaylogin> ~~www.raiderlink.ttu.edu~~ via the MyTech (for Students) Student Services tab, RAMS Logon link, and Personal Information tab.

**3. 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.
- Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the University.
- 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.
- A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. ~~A student seeking employment through the University Career Services may sign a waiver.~~
- Personally identifiable information such as classification, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

**4. Records Not Accessible to Students**

The following are records not accessible to students:



- a. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute (i.e. grade books, notes of observation and notes for recollection purposes).
- b. Employment records of a University employee who is not a student.
- c. Medical records are maintained for students visiting ~~Student Health Services~~ University Health Clinic and Counseling Services. Information contained in the medical record is privileged and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. ~~Medical records are kept on file indefinitely at the Student Wellness Center at the corner of Main and Flint, Lubbock, Texas 79430. Students needing to request a copy of their medical records may contact~~ University Health Clinic and Counseling Services ~~Student Health Services~~ at ~~(806) 743-2860~~ (325) 942-2171. While not considered "education" records under the Family Educational Rights and Privacy Act of 1974, as amended, the mentioned statute still allows the patient, in most instances, access to his/her records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.
- d. Medical and/or psychological information submitted to ~~Student Disability Services~~ for the purpose of determining eligibility ~~for~~ and services are not releasable. Students may obtain the original information from the sources.

**5. Authorized Non-student Access to Student Records**

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

- a. Officials, faculty and staff employed by the University if they have a legitimate educational interest.
- b. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.
- c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.
- d. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
- e. Federal, state and local officials to whom laws (in effect on or before Nov. 19, 1984) require information to be reported.
- f. Organizations such as Educational Testing Service administering predictive tests, student aid programs and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.

- g. Accrediting organizations.
- h. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the ~~Office of the Registrar~~ Registrar's Office.
- i. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
- j. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the University of all such orders and subpoenas in advance of compliance.
- k. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

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

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part IIVI, section E.10A.7. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

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

~~otherwise inappropriate data contained in the records and for insertion into the records a written explanation by the student requesting the content of the challenged records.~~

- ~~• A written decision must be delivered in writing to all interested parties within seven University working days after the conclusion of the Hearing.~~

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

- The following student information is considered Texas Tech Angelo State University Directory Information:
  - Student Name
  - Permanent and Local Addresses
  - Hometown~~Place of Birth~~
  - Classification
  - Major and Minor Fields of Study
  - Dates of Attendance
  - Degrees, Awards, and Honors Received
  - Specific Enrollment Status
  - Photograph~~Full-time, Part-time, Half-time~~
  - Team Photographs~~Undergraduate, Graduate, Law~~
  - Participation in Officially Recognized Sports and Activities
  - Height/weight of members of Athletic Teams
  - Previous Institution(s) Attended
  - Degree Candidate
- This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in West Hall, room 103, or by restricting personal directory information at www.raiderlink.ttu.edu under the MyTech (for Students) tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name the Registrar's Office, room 200 of the Dorsey B. Hardeman Building.
- ~~The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information." To restrict directory information from appearing in the directory, students must go to Raiderlink and restrict directory information prior to the 12<sup>th</sup> class day in the fall term. Restricted directory information will remain restricted until the student unrestricts the information.~~
- ~~d.c.~~ The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under Section 552.021, Government Code.

## **8. Destruction of Records**

The University constantly reviews the "educational records" it maintains and periodically destroys certain records. The University will not destroy records if prohibited by state or federal law. The student's basic scholastic record is kept and maintained permanently in the Office of the Registrar~~Registrar's Office~~. Disciplinary records are maintained for at least seven years in the Office of Student

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

**9. Letters of Recommendation**

- a. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
- b. Under the Family Educational Rights and Privacy Act of 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.

~~Appropriate forms are available in University Career Center for students using this service for future employment purposes. These forms are designed to provide the student with several options concerning the use and confidentiality of future letters of reference and recommendation.~~

**SECTION P: USE OF UNIVERSITY SPACE**

**1. General Policy**

With the exception of free expression activities outlined below, the space and facilities of the University are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is encouraged for activities that have as their purpose, service or benefit to the ~~Angelo State~~Texas Tech University community, and that are sponsored by registered student organizations.

~~University buildings, grounds or property may be available for use by outside groups in accordance with and subject to the provisions of the University policy, to the extent that the programs and activities of these groups do not conflict or interfere with normal University functions or the activities of campus organizations. not be used by individuals or organizations not connected with the University, with the exception of the use of Forum Areas for free expression as set forth in the section below or as otherwise permitted under Texas Tech University or Texas Tech University System policies. An individual who is not a student, faculty, or staff member may attend functions or activities held on University property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a University department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Outside groups desiring use~~

of University facilities must obtain approval for their program or activity from the Director of Business Services. The Director of Business Services is responsible for making certain that the proposed program and activity is within the *Regent's Rules* and University policies. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. Appropriate rental charges shall be charged to outside groups using University facilities. Except as otherwise permitted under Texas Tech University or Texas Tech University System policies, non-registered organizations or off-campus groups or persons not sponsored by a department or registered organization will not be permitted to reserve space on-campus. State law requires that University facilities and property be used only for state purposes and not for private gain.

## **2. Reservation Requirements**

- a. Reservations must be made for the use of buildings and grounds under the control of the University. Requests for reservations will be granted according to the priorities of the designated area. The procedures for requesting use of the University facilities are available online at <http://reservations.angelo.edu>. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. Requests must be made to the appropriate office. Requests from registered student organizations must be signed by the organization's president and full-time faculty/staff advisor. Requests from individuals must be signed by the person applying for the use of the space or facilities.
- b. If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

## **3. Use of Facilities by Student Organizations**

- a. Student organizations must be registered to use University facilities or grounds.
- b. A student organization that has petitioned the Center for Campus Life Student Involvement for registration status may hold up to three meetings in the Houston Harte University Center Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may be reserved by "petitioning" student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

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

- a. Student Union Houston Harte University Center  
The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the University. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered

organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the rules and regulations). The fee waiver form is located online at <http://reservations.angelo.edu>. Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the Student Union. Secondary priority is given to registered student organizations and University departments. Reservations must be made in the Student Union Office Room 203.

b. Academic Buildings

Any registered student organization may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars or workshops and special programs and functions. The space must be reserved through the Academic Support and Facilities Resources Office of Special Events. All requests must be submitted by an active member of the student organization using the online request form at: <http://reservations.angelo.edu>. <http://academicscheduling.ttu.edu/Astra-Schedule> or in person at the Academic Support Facilities Resources Office. A link to the scheduling site and complete instructions can be found on the department website at [www.depts.ttu.edu/asfr/escheduling](http://www.depts.ttu.edu/asfr/escheduling). All requests must include the full name, department, and phone number of the student organization's full-time faculty or staff advisor. All use of academic space is "as is" (group is responsible for own set-up) and a full-time faculty or staff advisor assumes responsibility for accessing space, supervising meeting, and securing space in same condition it was found. For-credit academic use request may supersede not-for-credit reservations. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the University and of available space. Space assignments for student organizations will not be scheduled on weekends, holidays, or during final examination periods. Academic use by departments and colleges has priority over other uses and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.

Academic space will be assigned on a limited basis if:

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

c. Residence Halls

Currently enrolled students who live in the residence halls and participate in the residence hall governments have first priority for use of all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, University Student

~~Housing~~Housing and Residential Programs. University departments or registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However, space availability is limited, and requests for the use of residence hall space must be made to the ~~Managing Director of University Student Housing~~Director of Housing and Residential Programs.

d. Intercollegiate Athletic Facilities

~~The Jones/AT&T Stadium Athletic Complex, Fuller Track and Field, Rip Griffin Park, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer Junell Center/Stephens Arena, LeGrand Stadium at 1<sup>st</sup> Community Credit Union Field~~ and other athletic fields are owned and maintained by the University for the primary use and benefit of the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the ~~Intercollegiate Athletics Office~~Director of Business Services. Requests for use of all intercollegiate athletic facilities must be made to the ~~Intercollegiate Athletics Office~~Office of Special Events using an online form located at: <http://reservations.angelo.edu>.

e. Recreational Facilities

~~The Robert H. Ewalt Recreational Center, Aquatic Center, Leisure Pool, recreation fields~~Ben Kelly Center for Human Performance, intramural fields, tennis courts, racquetball courts and basketball courts are intended primarily for student recreational and instructional use on an organized group and individual basis. ~~Recreational Sports~~University Recreation is responsible for scheduling the use of these facilities for University Recreation programs and services. Other University departments, organizations, and off-campus guests may request use of recreational facilities from the Office of Special Events using an online form located at <http://reservations.angelo.edu>.

f. ~~McKenzie-Merket Alumni Center~~

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

~~g.f.~~ Frazier Alumni Pavilion

The Pavilion is designed to meet the recreational needs of students, faculty and staff and to provide programming opportunities for the University and its registered student organizations. Reservation requests may be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. The Pavilion may also be rented according to University policy governing this privilege. ~~The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000-square-foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000-square-foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-~~

0400.

—Lake Facility

g.

h. — Kent R. Hance Chapel

The Angelo State University Lake Facility, located at 1925 Beaty Road, is open and operated seasonally by University Recreation for general use by Angelo State University students, faculty, and staff. The Lake Facility is also available for University department and organization events as well as private rental events (based on date availability). Reservation requests for the Lake Facility must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

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

United Supermarket Arena

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

**5. Use of Campus Grounds**

a. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop. Reservation requests for the Lake Facility must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

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

c. The Outdoor Events Coordinating Committee (OECC) will coordinate all



~~grounds use applications and shall grant only grounds use requests that are consistent with applicable University regulations and local, state and federal law.~~

- d. ~~A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.~~
- e. b. Students or registered organizations using a designated area are subject to the following requirements:
- Use of amplification equipment must comply with the guidelines below.
  - A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
  - If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a University account number before the activity can be approved by the Outdoor Events Coordinating Committee Director of Business Services.
  - Violations of these campus grounds use regulations are subject to the disciplinary sanctions and procedures outlined in the *Code of Student Conduct*.
  - Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other University departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee Director of Business Services.
  - Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
  - The sponsor should ~~contact~~ refer to procedures provided by the Environmental Health and Safety Department office to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit food handling or food service on Angelo State University Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit by anyone other than the contracted campus food service provider.
  - The sponsor should ~~contact Transportation & Parking Services~~ Parking Services to make necessary parking arrangements for the event.
  - If the use of University grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be

received before reservation of space or facility will be confirmed.

**6. Freedom of Expression Activities and Forum Areas**

- a. The open exchange of information, opinions, and ideas between students is an essential element of the campus experience. These policies are intended to protect the interests of all students as well as other members of the University community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) without the need of prior approval of the University.
- b. Although the Angelo State~~Texas Tech~~ University campus is generally an open campus for purposes of student freedom of expression activities, students are encouraged, and persons and groups not affiliated with the University are required, to use the Forum Areas of the campus for freedom of expression activities.

c. The Forum Area on the Angelo State University campus is the student gathering area located between the Porter Henderson Library and the Houston Harte University Center. Additional free speech areas may be designated at any time by the University. The following are the Forum Areas as currently defined at Texas Tech University. Each location is marked with a plaque that reads, "Forum Area," and may be used on a first-come, first-serve basis.

- ~~• Southwest Collections — the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15<sup>th</sup> Street and Boston Avenue.~~
  - ~~• Engineering Key — the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.~~
  - ~~• Student Union — northeast corner (15<sup>th</sup> Street and Akron Avenue).  
Student Union/Library Plaza — the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest — raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east; and from the black brick border that stretches from the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end. Jerry S. Rawls College of Business Administration — the western half of the courtyard between the College of business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.~~
  - ~~• Urbanovsky Amphitheater — the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.~~
- d. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
- The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
  - The activity substantially interferes with either vehicular or

- pedestrian traffic;
  - The activity blocks the ingress or egress to buildings;
  - The space is not available due to prior reservation;
  - The activity conflicts with a previously planned University activity;
  - The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University;
  - The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
  - The activity is prohibited by local, state, or federal law; or
  - The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
- e. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
- Activities which are illegal.
  - Activities that deny the rights of other students, faculty and staff of the University.
  - Activities that substantially obstruct or restrict the free movement of persons on any part of the University campus, including the free entry or exit from University facilities.
  - Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the University.
  - Activities that threaten or endanger the health or safety of any person on the University campus.
  - Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law.
  - Activities that result in damage to or destruction of University property or;
  - Activities that attempt to prevent a University event or other lawful assembly by the threat or use of force or violence.
  - Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

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

**8.** Students of registered student organizations, whose requests for the use of Forum Area(s) campus grounds or non-academic space are denied, may appeal to the Managing Director of the Center for Campus Life Director of Student Life as follows:

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

Executive Director of Student Affairs within a reasonable time from the receipt of the written appeal.

#### **9.8. Use of Amplification Equipment**

- a. Use of Amplification Equipment for Freedom of Expression Activities.
  - Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
  - Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus after 5:00pm Monday through Friday.
  - Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in section 76 of this policy.
  - Only handheld amplification devices are permitted.
  - No amplification of sound is permitted during the week prior to or the week of final exams.
  - The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
  - Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University community.
- b. Other Use of Amplification Equipment
  - The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on University grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in section 76, above, is by permission only.
  - Applications from individuals, departments, and organizations for permission to use amplification equipment ~~must be made on the Grounds Use and Solicitation Request form provided by the Outdoor Events Coordinating Committee.~~ must be submitted as a reservation request to the Office of Special Events online at <http://reservations.angelo.edu>
  - Applications must be submitted at least two weeks before the intended use.
  - ~~The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources~~ Director of Business Services may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with University functions, classes in session, examinations, other nearby activities, and the campus environment.
  - The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as

- policies governing solicitation and commercial activities.
  - The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources ~~the~~ Director of Business Services.
  - Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
  - Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the Outdoor Events Coordinating Committee (OECC) Director of Business Services.
  - Requests for Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. must be submitted as reservation requests to the Office of Special Events online at <http://reservations.angelo.edu>. Bands may use their own equipment on such dates.
- c. Academic Use
  - The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost and Vice President of Academic Affairs.
  - Permission for use of the ~~victory carillon bells or~~ carillon bells in the ~~towers of the~~ Sol Mayer Administration Building must be requested through the Office of the President ~~Provost~~ at least ~~one~~ three (3) University working days before time of intended use. Use of the bells must not interfere with the normal functions and programs of the University. ~~See OP 30.21.~~

## **SECTION O: WITHDRAWALS**

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

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

~~Center for Campus Life~~Office of Student Affairs to discuss additional University resources and services.

- c. There may be financial implications to withdrawal. If a student receives financial aid or is living in Angelo State UniversityTTU student housing, he/she should first contact those offices before applying for the withdrawal. If a registration hold exists on the student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at www.raiderlink.ttu.edu and select the MyTech (for Students) tab.
- d. Refunds  
The Undergraduate and Graduate Catalog indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to University action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the Undergraduate and Graduate Catalog and at http://www.depts.ttu.edu/registrar/~~http://www.angelo.edu/services/registrars~~office/withdrawals\_refunds.php
- e. Returning to the University after a Voluntary Withdrawal  
Application materials and deadlines for former ~~Texas Tech~~ Angelo State University students are available ~~at www.gototexastech.com~~ at https://myfuture.angelo.edu. Official transcripts from all institutions attended subsequent to ~~Texas Tech~~ Angelo State University reenrollment must be submitted by the application deadline. All returning students must have a minimum of a 2.0 GPA on work taken since leaving Angelo State University~~Texas Tech~~.  
Please visit the following for more information:  
http://www.depts.ttu.edu/formertech/

## 2. Involuntary Withdrawals

- a. ~~Texas Tech~~ Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.
- b. When a student poses a direct threat to the health or safety of others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.
- c. Notice  
Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the ~~Dean of Students~~ Executive Director of Student Affairs or designee.
- d. A "direct threat" means
  - There is a high probability (not just a slightly increased, speculative, or remote risk)
  - Of substantial harm; and
  - Based on observation of a student's conduct, actions, and statements.

- e. ~~The Dean of Students~~ Executive Director of Student Affairs or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.
- f. ~~The Dean of Students~~ Executive Director of Student Affairs or designee will notify the student of the concern.
- g. ~~The Dean of Students~~ Executive Director of Student Affairs or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five (5) University businessworking days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:
  - Involvement of parents or significant others;
  - Academic progress;
  - Living arrangements;
  - Previously granted accommodations;
  - Confidentiality waivers;
  - Other possible accommodations, care and support resources including medical or counseling assistance; and
  - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
- h. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the Registrar's Office and/or electronically to the student's University email account. Students not responding to requests for meetings or assessments may be referred to the Office of Student ~~Conduct~~ Affairs for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.
- i. Temporary Suspensions  
During the involuntary withdrawal process, if the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs, Vice President for Student Affairs and Enrollment Management or designee determines that an immediate direct threat exists ~~others~~ or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, ~~and~~ had an opportunity to address the concern, and the student ~~was~~ is afforded a Hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs or designee and the Texas-

~~Feeh~~University Police Department.

j. Involuntary Withdrawal Assessment

An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the University.

The assessment will be based on reasonable medical judgment, using current medical knowledge, or the best available objective information, to assess the student's ability to safely participate in the University's programs. The assessment will be in the form of a written report containing the findings and recommendations of the medical and other professionals performing the assessment.

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

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

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

The assessment will determine:

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

k. Involuntary Withdrawal Committee

The assessment report will be forwarded to the Involuntary Withdrawal Committee for review. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the Student Counseling ServicesCenter, ~~Medical Director of Student Health Services~~ the appropriate representative from the Student Health Clinic, Director of ~~Student Disability Services~~ Development, Assistant Director of Student Conduct, Senior Executive Assistant to the President, and ~~Dean of Students~~ Executive Director of Student Affairs. If the student resides in campus housing, the Director of Housing and Residential Programs ~~Student Housing~~ will also serve as a voting member of the committee. The Executive Director of Student Affairs ~~Dean of Students~~ will chair the committee. A non-voting resource person may be assigned ~~by~~ from the Vice Provost for ~~Undergraduate Education and~~ Executive Director of Student Affairs to present information and assist the committee. The Involuntary ~~University~~ Withdrawal Committee will meet with the student in an informal, non-adversarial Hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be



permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.

The Hearing will be scheduled by the ~~Dean of Students~~ Executive Director of Student Affairs within five (5) University ~~business~~ working days of the completion of the individualized assessment. The student will be provided the information to be considered at the Hearing by the ~~Dean of Students~~ Executive Director of Student Affairs in advance of the Hearing. The student may elect to attend the Involuntary Withdrawal Committee Hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. A non-voting resource person will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.

Following the Hearing, the ~~Involuntary Withdrawal Committee~~ Executive Director of Student Affairs will ~~recommend~~ determine <sup>[UP3]</sup> one of the following:

- the student may remain enrolled at the University with no restrictions;
- the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
- The student should be involuntarily withdrawn from the University upon a specific date.

l. Review of Committee Recommendation

The ~~Dean of Students~~ Executive Director of Student Affairs will notify the student in writing of the decision within five University ~~business~~ working days.

m. Appeals Process

The student may appeal the decision of the ~~Dean of Students~~ Executive Director of Student Affairs by submitting a written appeal to the ~~Associate Vice Provost for Student Affairs~~ Vice President for Student Affairs and Enrollment Management within five (5) University ~~business~~ working days. The student will be notified in writing of the final decision within five (5) University ~~business~~ working days of receipt of the appeal.

n. Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within ~~24~~ 48 hours and may not return to campus unless approved by the ~~Vice Provost, Undergraduate Education and Student Affairs~~ Executive Director of Student Affairs. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the ~~Dean of Students~~ Executive Director of Student Affairs, limiting any subsequent registration until approval is given by the ~~Dean of Students~~ Executive

Director of Student Affairs.

o. Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year from the withdrawal date.

At that time, the student should present documentation to the ~~Dean of Students~~ Executive Director of Student Affairs for review.

Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. ~~The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students.~~ Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment at least 30 days prior to the beginning of the semester that the student wishes to attend.

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

## APPENDIX A

### DEFINITIONS

#### **Academic Work, Test, Quiz, or Other Assignment**

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

#### **Administrative Hold**

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

#### **Complainant**

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

#### **Consent**

Mutually understandable words or actions, actively communicated both knowingly and voluntarily, that clearly convey permission for sexual activity.

#### **Disciplinary Good Standing**

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

#### **Discipline Body**

The term “discipline body” means any University official or group of officials authorized by the ~~Director of the Office of Student Conduct~~ Executive Director of Student Affairs to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions.

#### **Hearing Body**

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

#### **Investigation Report**

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

**Member of the University Community**

The term “member of the University community” includes any person who is a student, faculty or staff member, University official, or any person employed by the University, or campus visitors.

**Official Academic Record**

The term “official academic record” includes, but is not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the ~~Office of the Registrar~~ Registrar’s Office.

**Policy**

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

**Preponderance of Evidence**

The term “preponderance of evidence” is the standard of proof used by Student Conduct Hearing Officers, Office of Student ~~Affairs~~ Conduct and University Student Housing. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is being sought are more likely than not.

**Religious Holy Day**

The term “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20.

**Respondent**

The term “Respondent” refers to the party responding to the complaint or concern reported regarding their behavior or actions.

**Sponsorship and/or co-sponsorship**

The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.

**Student**

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

**Student Conduct Officer**

The term “Student Conduct Officer” means a University designee authorized by the ~~Director of the Office of Student Conduct~~ Vice President for Student Affairs and Enrollment Management, ~~Dean of Students~~ Executive Director of Student Affairs, and/or the ~~Director of University Student Housing~~ Director of Housing and Residential Programs pursuant to the *Code of Student Conduct* to adjudicate alleged violations of the *Code of Student Conduct*.

**Student Organization**

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

**University**

The term “University” means ~~Texas Tech~~ Angelo State University and ~~Texas Tech University Health Sciences Center~~.

**University Official**

The term “University official” includes any person employed by ~~Texas Tech~~ Angelo State University or ~~Texas Tech University Health Sciences Center~~ while performing assigned administrative or professional responsibilities.

**University Premises**

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

[Major revision: approved by the Board of Regents, December 12, 2014]



## Angelo State University Operating Policy and Procedure

### OP 10.01: Undergraduate Student Admissions

**DATE:** December 18, 2014

**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 August of every odd -numbered year by the director of admissions and the executive director of enrollment management with recommended revisions forwarded by September 1 through the vice president for student affairs and enrollment management 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

Angelo State University commits itself to the equal consideration of all qualified applicants for admission without regard to race, color, religion, sex, age, or national origin, and without regard to disabilities as required by the Americans with Disabilities Act of 1990. An applicant will be eligible for admission to the university when the Office of Admissions has on file the items required in the appropriate category, ~~as listed below~~, and when all requirements in that category have been met.

- Application for Admission.
- Official transcripts of high school records.
- Scores on the American College Test (ACT) or the Scholastic Assessment Test (SAT) (scores cannot be more than five years old).
- Current non-refundable application fee.

#### 1. ~~ASSURED ADMISSION~~FRESHMAN ADMISSION

Individuals who have graduated from an accredited high school or homeschool may be eligible for admission to Angelo State University when they have submitted all of the following items to the Office of Admissions:

- Application for Admission.
- Scores on the American College Test (ACT) or the Scholastic Assessment Test (SAT) (scores cannot be more than five years old).
- Current non-refundable application fee.
- Official transcripts of high school records.

#### Assured Admission of Freshmen Applicants

Assured admission is granted to applicants based on satisfaction of the following requirements: a) graduate from an accredited high school or home school with a Texas Advanced or Recommended or Distinguished Achievement Program diploma or the Endorsements or Distinguished level of Achievement on the Foundation High School

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Program or its equivalent; and b) present the combination rank in class and minimum test scores indicated below.

**High School**

**Class Rank**

Top 10%\* ~~-(Distinguished Program Required)~~

Next 40%

3<sup>rd</sup> Qtr

4<sup>th</sup> Qtr

**Test Scores**

**ACT or SAT**

No Minimum

17 / 820 (Math/Critical Reading)

File Review

File Review

\*Recommended program and the Distinguished Level of Achievement on the Foundation High School program.

Assured admission is also granted to applicants who have: a) graduated from an accredited high school or home school with a Texas ~~Advanced or~~ Recommended or Distinguished Achievement Program diploma or the Endorsements or Distinguished level of Achievement on the Foundation High School Program or its equivalent; and b) completed at least six (6) semester credit hours of dual credit through Angelo State University with a 3.0 GPA or higher; ~~and c) submitted ACT or SAT scores.~~

Assured admission may also be granted to applicants not on a Texas High School Diploma Program but who meet one of the requirements listed below and meet the class rank and test score requirements noted above. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only.

- a. Submit, for private and home school students, the Texas Private High School Certification Form published by and made available on the Texas Higher Education Coordinating Board website.
- b. Satisfy ACT's College Readiness Benchmarks on the ACT assessment.
- c. Earn an SAT assessment score of at least a 1500 out of 2400.

**Admission File Review of Freshman Applicants**

~~Students who are unranked or fall within the 3<sup>rd</sup> or 4<sup>th</sup> quartiles do not meet assured admission~~ will have their file reviewed to determine admissibility and potential for success at Angelo State University. Consideration factors may include, but are not limited to, the applicant's: academic record, class rank, standardized test scores, first-generation status, bilingual proficiency, extracurricular activities, community activities, region of residence, socioeconomic background, financial status of the school district, the school district's performance level on the TEA's accountability criteria, responsibilities such as employment or helping to rear children, resident of a rural or urban area or a resident of a central city or suburban area, attendance in a school under a court ordered desegregation plan, commitment to a particular field of study, personal interview, admission to a comparable accredited out-of-state institution, or any other consideration the university considers necessary to accomplish the university's stated mission.

**Provisional Admission**

Freshman applicants not admitted through the university's standard admission and review process may be considered for admission through the provisional admission program.

Students may satisfy their provisional admission requirement in one of two ways:

- a. Apply and be accepted to the Angelo State Direct Path Program, a partnership with Howard College. Upon earning 18 transferable credit hours with a cumulative 2.0 or

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higher grade point average a student will be fully admitted to Angelo State University.

- b. Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework with a 2.0 or greater grade point average either at Angelo State University or at another college or university.

Following successful completion of the requirements, a student will be admitted to Angelo State University.

## **2. ADMISSION FILE REVIEW OF FRESHMAN APPLICANTS**

~~Applicants who do not meet the assured admission criteria will have their records reviewed to evaluate other factors that predict success at Angelo State University. Consideration factors are the same as those used in the Assured Admission for applicants who are unranked or in the 3<sup>rd</sup> or 4<sup>th</sup> quartile.~~

## **3. ADMISSION TO A COLLEGE MAJOR**

~~All new students will be admitted to the university then to a college and major. A college or major may have admission requirements in addition to those of the university.~~

## **4.2. GENERAL EQUIVALENCY DIPLOMA (GED) ADMISSION**

Individuals who are not high school graduates but 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 of the following items to the Office of Admissions:

- Application for Admission.
- Scores on the ACT or the SAT (scores cannot be more than five years old).
- Current non-refundable application fee.

These applicants must meet one of the following admission requirements:

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

## **5.3. DUAL CREDIT/CONCURRENT ENROLLMENT ADMISSION**

~~Dual credit admission is granted to applicants who are Hhigh school and or home 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 either the Springboard-On Site Dual Credit/Concurrent Enrollment Program (DC/CE) and meet the requirements of either the Regents Scholars Dual Credit Program or the Off-Site Dual Credit Enrollment Presidential Scholars Dual Credit Program. Students approved for either DC/CE program must be enrolled concurrently in Angelo State University and high school. Enrollment may be limited to no more than two courses of prescribed work during a fall or spring semester or each summer term. The Regents Scholars Dual Credit Program is offered on the Angelo State University campus and the Presidential Scholars Dual Credit Program is offered at a high school of a partnering school district.~~

~~Students granted enrollment to take academic courses under either the Springboard-On Site Dual Credit/Concurrent EnrollmentRegents Scholars Dual Credit Program or the Off-Site Dual Credit Enrollment Presidential Scholars Dual Credit Program will not be considered as~~



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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.

**Springboard On-Site Dual Credit/Concurrent Enrollment Program Regents Scholars Dual Credit Program**

A high school student will be eligible for admission to Angelo State University under the Springboard On-Site Dual Credit/Concurrent Enrollment Program Regents Scholars Dual Credit Program when the applicant has met all admission requirements and has on file 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 the Texas Success Initiative (TSI) assessment test or proof of exemption.~~
- Dual Credit/Concurrent Enrollment Agreement form.
- ~~Letter of recommendation from high school counselor.~~
- ~~Completed Residency Questionnaire.~~
- ~~Completed Bacterial Meningitis Vaccination form.~~
- ~~Completed FERPA waiver form.~~
- ~~Completed Course Selection form.~~
- ~~Completed the sophomore or junior year of high school.~~

**Regents Scholars Admission Requirements**

To be eligible for admission to Angelo State University under the Springboard On-Site Dual Credit/Concurrent Enrollment Regents Scholars Dual Credit Program, high school students must meet the following admission requirements:

- a. Enrolled currently in high school courses necessary to complete the curriculum requirements on a Texas Advanced or Recommended or Distinguished Achievement High School Programs, or the Endorsements or Distinguished level of Achievement on the Foundation High School Program, or its equivalent.
- b. Meet the class ranked test score requirements noted below, and

**High School  
Class Rank**

Top 10%  
Next 40%  
3<sup>rd</sup> Qtr  
4<sup>th</sup> Qtr

**Test Scores  
ACT or SAT**

No Minimum  
17 / 820 (Math/Critical Reading)  
File Review  
File Review

- c. Meet Texas Success Initiative (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 provide passing scores on the TSI assessment test. Students not on a Texas High School Diploma Programs but who meet one of the requirements listed below and meet the class rank and test score requirements of an incoming freshman will also be granted DC-admission to the Regents Scholars Dual Credit Program. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only.

- Satisfy the College Readiness Benchmarks on the ACT assessment.

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- Satisfy SAT's College Readiness Benchmarks on the SAT assessment.

**Off-Site Dual-Credit Enrollment Presidential Scholars Admission Program**

A high school student will be eligible for admission to Angelo State University under the Off-Site Dual-Credit Presidential Scholars Dual Credit Program when the applicant has met all admission requirements and has on file the following items:

- Dual Credit/Concurrent Enrollment Application for Admission.
- Official Transcripts of high school records.
- Dual Credit Agreement form.

**Presidential Scholars Admission Requirements**

To be eligible for admission to Angelo State University under the Off-Site Presidential Scholars Dual Credit Enrollment Program, high school students must meet one of the following admission requirements:

- a. Have a "B" (3.0 or 80) overall high school average.
- b. Be in the top half of class.
- a.c. Recommended by the high school principal or high school counselor.
- a. Be a high school student who has completed the sophomore or junior year.
- b. Have a "B" (3.0 or 80) overall high school average, or be in the top half of class, or recommended by the high school principal or high school counselor.

Pass the section of the TAKS or TSI assessment that corresponds to the enrolled course, unless exempt, and provide TSI Assessment scores as required by the Texas Success Initiative (TSI).

- e. Be a high school student who has completed the sophomore or junior year.
- d. Have a "B" (3.0 or 80) overall high school average, or be in the top half of class, or recommended by the high school principal or high school counselor.
- e. Pass the section of the TAKS or TSI assessment that corresponds to the enrolled course, unless exempt, and provide TSI Assessment scores as required by the Texas Success Initiative (TSI).
- f. Dual Credit/Concurrent Enrollment Application for Admission.
- g. Official transcripts of high school records.
- h. Completed Residency Questionnaire.

Students granted enrollment to take academic courses under either the Springboard On-Site Dual-Credit/Concurrent Enrollment Program or the Off-Site Dual-Credit Enrollment 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.

**6.4. TRANSFER STUDENT ADMISSION ADMISSIONS**

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:

[Major revision: approved by the Board of Regents, December 12, 2014]

- Application for Admission.
- ~~Official transcripts~~ Transcripts of all college or university work.
- Current non-refundable application fee.

### **Transfer Student Assured Admission**

Transfer students from an accredited college or university who are not on disciplinary suspension may be admitted if their cumulative grade point average on all transferable college level work attempted meets the following criteria and the other designated requirements:

#### **Total College Level Semester Credit Hours Attempted**

#### **Minimum Cumulative Grade Point Average and Other Requirements**

1-17

2.00 and meet admission criteria  
for regular admission for high school graduates

18 or more

2.00

- 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.
- ~~Graduates from an accredited two year college with the associate degree will be admitted to Angelo State University once official transcripts demonstrating a 2.00 GPA or greater on all transferrable coursework have been received in the Office of Admissions. However, a maximum of sixty six semester credit hours of college level academic coursework may be applied toward a bachelor's degree at ASU. ASU will not accept transfer credit for developmental courses.~~
- 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 some technical/vocational courses are disregarded.
- 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 appeal their 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. Transfer courses will only be entered after receiving official transcripts.

## **7. ADMISSION REVIEW OF TRANSFER APPLICANTS**

### **Admission File Review of Transfer Applicants**

Transfer applicants who do not meet the admission GPA (grade point average) requirements ~~but who have a minimum GPA of 2.0 on transferable coursework~~ will have their records reviewed to evaluate other factors that could predict success at Angelo State University. A committee will review applicants holistically. Academic information such as the types of courses taken and the pattern of progress, as well as course work taken leading toward the major, ~~the student submitted essay explaining her/his decision to transfer to Angelo State University, reasons for past academic performance and plans to ensure future academic success, and extracurricular activities or employment information will be used to evaluate the applicant.~~

## **8.5. FORMER STUDENT ADMISSIONS**

All former undergraduate Angelo State University students who did not attend one long semester (fall or spring) must re-apply for undergraduate admission to re-enter ASU. They

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must submit: ~~an application for undergraduate admission and the current non-refundable application fee.~~

- an application for undergraduate admission
- the current non-refundable application fee

Former ASU students who have attended another college or university after leaving ASU will be considered as transfer students and must meet ~~the requirements listed in section 6~~the transfer student requirements above. Students must submit official transcripts of all college or university course work since their last enrollment at ASU. The cumulative grade point average of all official transcripts that were not previously received in the Office of Admissions 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.

#### **9.6. TRANSIENT ADMISSIONS**

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 for any term may be considered for enrollment without regard to the ~~provisions of (section 6)~~transfer student requirements above, but must not be on academic suspension from another institution.

Transient students are required to submit: ~~an application for undergraduate admission, the current non-refundable undergraduate application fee, and proof of good standing with their current institution.~~

- An application for undergraduate admission
- The current non-refundable undergraduate application fee
- Proof of good standing with their current institution

#### **10.7. POST-BACCALAUREATE ADMISSIONS**

Post-baccalaureate admission is granted to students who have been awarded a bachelor's degree and do not want to obtain another undergraduate degree.

Post-baccalaureate students are required to submit: ~~an application for undergraduate admission, current non-refundable undergraduate application fee, and proof of baccalaureate degree.~~

- An application for undergraduate admission
- The current non-refundable undergraduate application fee
- Proof of baccalaureate degree

ASU undergraduate students who are in good standing and seek post-baccalaureate admission for the term directly following their graduation need to submit a Continuing Education Verification Form for admission.

#### **PROVISIONAL ADMISSION**

a. ~~Freshman applicants not admitted through the university's standard admission and review process may be considered for admission through the provisional admission program.~~

b. ~~Students may satisfy their provisional admission requirement in one of two ways:~~

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a. ~~Apply and be accepted to the Angelo State Direct Path Program, a partnership with Howard College. Upon earning 18 transferable credit hours with a cumulative 2.0 or higher grade point average a student will be fully admitted to Angelo State University.~~

b. ~~Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework with a 2.0 or greater grade point average either at Angelo State University or at another college or university. Following successful~~

~~completion of the requirements, a student will be admitted to Angelo State University.~~

## **8. NON-DEGREE SEEKING STUDENTS**

Admission is granted to students interested in enrolling in courses pertaining to their personal interest, or those interested in receiving licensure.

Non-Degree Seeking Students are required to submit:

- Application for undergraduate admission
- Current non-refundable application fee
- High school transcript or GED (for those who did not previously attend college)
- Most recent or current college transcript

In addition:

- Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree seeking application will not be considered for enrollment as a non-degree student.
- Students who are not in good academic standing from Angelo State University or any other institution are not eligible to enter as a non-degree student.
- Acceptance in this category does not constitute acceptance to a degree granting program.
- Non-degree seeking students must adhere to the same academic rules that govern degree seeking students (i.e., application deadlines, fees, drop/add, withdrawals, grading, retention policies, etc.).
- Non-degree seeking students are limited to 24 semester credit hours for undergraduate level courses.
- Upon completion of 24 semester credit hours the student must be admitted as a degree-seeking student to continue at Angelo State University.
- Students seeking reclassification from non-degree student status to degree-seeking status must submit an application via Apply Texas.

## **9. ADMISSION TO A COLLEGE MAJOR**

All new students will be admitted to the university then to a college and major. An academic college or an academic department major may have admission requirements in addition to those of the university.

## **11.10. OTHER PROVISIONS AND CONDITIONS OF ADMISSION**

All other provisions and conditions of admission not covered by the above admission requirements shall be established by the president of the university.

## **12.11. ADMISSION DECISION APPEALS**

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

Chancellor's Report  
Texas Tech University System  
Board of Regents Meeting  
August 7, 2015

Chancellor Duncan presented his report to the Board: "Thank you Mr. Chairman and members of the Board. I have two areas that I want to briefly report on. Our first will be a philanthropy update. For the current fiscal year our year-to-date fundraising totals from across the System is \$135,343,162. We are projecting to raise just more than \$156,000,000 for this fiscal year. By way of comparison with recent successful fundraising, we have raised almost \$184,000,000 in fiscal year 2011 which included three significant software gifts totaling more than \$184,000,000. So, a cash issue is really significant over that year with this report. In fiscal year 2014, we raised just more than \$158,000,000 and in fiscal year 2007, we raised almost \$154,000,000. This included the \$52,000,000 gift from Paul L. Foster. It was the largest gift in the System's history. I am proud of the work that is being done by Vice Chancellor Lisa Calvert and the entire institutional advancement team in getting ready and revamping and refreshing where we will be headed with philanthropy in the future years. For example, I like the idea of raising that annual cash giving that can be used immediately to impact the quality of higher education that we have here in the Texas Tech University System. You will be hearing more from us about how we plan to do that as we roll out new ideas and we do some refreshing in some of our data management.

"The next area that I would like to brief you on is federal affairs. As I have mentioned to you before, we are in the process of refreshing our approach to federal relations. We have explored a couple of different concepts and over the next few months, we will begin to roll out our new strategies. We plan to see a few things happen as a result of this approach. First, we want to inspire research energy at all of our component institutions and second we want to take that energy and direct it into fundable ideas and opportunities. We have a tremendous opportunity in the federal affairs area and I look forward to sharing success stories that result from our renewed focus on federal relations. In both of these areas—philanthropy and federal affairs, I want to congratulate all of our presidents who have worked very closely with us to design and develop going forward. We have a great team here and I think it is the key for us being able to move forward with these new and different approaches to philanthropy and federal affairs.

"I have one other thing to mention. I heard there were some issues going on with colors and whatnot. So, our Institutional Advancement team—they are really quick, and they respond to issues very quickly. Chris (Huckabee) we have this for you. (A red tie was presented to Regent Chris Huckabee.)

"That concludes my report."

President's Report  
Angelo State University  
Board of Regents Meeting  
August 7, 2015

President May presented his report to the Board: "Thank you Mr. Chairman. First I'd like to start off by saying that Angelo State University, through the *Chronicle of Higher Education*, has been named as one of the great colleges to work for in 2015. This designation is based upon surveys conducted earlier this year by 43,500 employees nationwide of 278 colleges. Angelo State University was one of eight Texas four-year institutions in higher education to make the list and one of only three state supported universities to be honored. ASU previously received this designation in 2009 and 2013 and we are one of only 42 institutions nationwide to reach the honor roll which we were recognized for in 10 out of 12 possible categories. This is just indicative of the morale of campus and we are very proud of that.

"The ASU's Department of Agriculture and Meat Science's Quiz Bowl team won the national championship at the Reciprocal Meat Conference in June at the University of Nebraska. By winning this competition, the ASU team is designated as the 2015 undergraduate Quiz Bowl national champion and victorious over 29 teams from 19 universities. In the finals were Angelo State and Texas Tech and we just barely beat them. We did it with grace and we took them out to dinner afterwards. It was a great competition in Nebraska and obviously Texas Tech has beat us for many years and this is one time we were able to beat them. It was all in good hands. Both of our coaches came from Texas Tech.

"ASU has also been awarded a \$1.5 million grant in cancer prevention from the Research Institute of Texas, CPRIT grant, to expand an ongoing project to provide breast and cervical cancer detection and prevention services to women from West Central Texas. The ASU project is titled, Access to Breast and Cervical Cancer for West Texas and is an expansion project that was funded by the \$1.1 million CPRIT grant in 2012. This project will continue to be coordinated through our Laura Bush Institute for Women's Health at Angelo State.

"Dr. Robert Dowler, a professor of biology at Angelo State University, has received the 2015 Joseph Grinnell Award for Excellence in Education from the American Society of Mammalogists. Dr. Dowler has been a 27 year member of the ASU biology faculty. Dr. Dowler is also the curator of the mammals collection at ASU for the National History Collections.

"In our Honors Program, students recently received various honors and awards to further their higher education. Duncan Knox who graduated in May received the Marvel Stockwell Scholarship from the Pi Gamma Mu international honor society for social sciences, as well as the A. F. Zimmerman Scholarship from the Phi Alpha Theta national history honor society. Knox will start his master degree studies here at Texas Tech this fall. Meanwhile, biology major, Chelbee Farnen spent three weeks in London this summer at the 2015 Revolutions in Summer School offered through the Faculty of

Medicine at Imperial College in London, England. And junior securities major, Haley Rhodes spent this summer interning in the office of U.S. Congressman Mike Conaway in Washington, D.C. and staying at the Texas Tech house in Washington, DC.

"Angelo State University has been named one of the nation's top 50 colleges for Hispanic students by bestcolleges.com, an online college guide that ranks institutes for higher education in various categories.

"For the seventh year in a row, ASU has also been listed by the Princeton Review as one of the best 380 undergraduate institutions in America.

"Dr. Andrew Wright, from the ASU Ag faculty has been awarded a three year \$90,000 grant from the USDA to fund a project titled, 'Enhanced Education and Expanded Research Capabilities Through Experimental Economics Laboratories.' This grant is a sub-award through Texas Tech University for the purpose of establishing experimental economics, laboratories at both ASU and Texas Tech that can collaborate on research projects and enhance the education of agriculture economics and agribusiness students at both schools. This is something that I think is really developing well and we appreciate Dr. Nellis and his team here at Tech for working with us on this.

"Angelo State University's nursing programs have earned their accreditation by the American Association of Colleges and Nursing Commission on collegiate nursing education, following an extensive application process that culminated with a campus site visit last fall from, CCNE evaluators. The initial accreditation runs through year 2020 and all three ASU nursing education tracks—the baccalaureate, masters and post-masters have been accredited individually and collectively. We don't normally talk about individual disciplines of accreditation but nursing is such a large factor for Angelo State that I wanted to bring that to your attention.

"For the last few months, several ASU academic programs have received national recognition from a variety of agencies and websites that rank the nation's top programs and individual academic disciplines including the US News and World Report. Recognized programs include criminal justice, applied psychology and several degrees in graduate education.

"Dr. Doyle Carter, the director of ASU's Center for Community Engagement, which is really important as far as SACS accreditation, has been selected for the Association of American Colleges and Universities to represent the State of Texas as a faculty fellow on the new Faculty Collaboratives Project. The 26 faculty fellows will collaborate across five states – California, Indiana, Texas, Utah and Wisconsin to identify best practices and lead faculty development activities to advance student achievement in key proficiencies.

"Finally, Angelo State University's residence halls have been recognized as being among the most affordable college dorms in America by affordableschools.net, a higher education resource website designed to connect students with the best and most affordable colleges. Overall, ASU's residence halls were ranked number five on the list and ASU is the only Texas school to be recognized. These rankings were based on the



average room and the rates we charge as well as the amenities and facilities and the social programs for value.

"Mr. Chairman, this concludes my report."

SGA President's Report  
Angelo State University  
Board of Regents Meeting  
August 7, 2015

Jarett Lujan presented his report to the Board: "Good morning. I would like to congratulate our new student regent, Victoria Messer. I look forward to working with you in the future. Before I get started, I'd like to give you some good news. It is truly an honor to be here today but we also have students in attendance today from Angelo State University. They are from our senate. I'd like to begin by introducing them. Here today is Brandi Washington. She is the chair of environment, health and sports committee. She is a social work major and hopes to one day become a clinical social worker for our veterans. Tyler Tischler is our SGA secretary. He is a management and marketing major. Tyler wants to one day own his own real estate company. Peyton LaBauve was here for the May meeting. He is a pre-med biology major with hopes of attending medical school in the future. He is our president pro-tempore. Dr. May mentioned Haley Rhodes. Haley is our vice president. She was here for the last Board meeting. She is currently in Washington D.C. and we wish her a safe trip back. These senators are very interested in what is going on in our System. They were really happy to come. They have learned a lot.

"Now on to some accomplishments from students—I would like to recognize our previous student body president, Jared Goecker. He is going to be in Washington, D.C. with U.S. Representative Michael Conaway. We are very proud of him and would like to wish him the best of luck.

"I would like to recognize Mr. David Goggin an Angelo State Ram baseball player who was honored with the Elite 89 award. The Elite 89 fan favorite contest encompasses 91 student athletes from throughout Division I, Division II and Division III who had won the Elite 89 award at their respective NCAA championship. Goggin was presented the Elite 89 in May when the Rams advanced to the NCAA Division II baseball national finals in Cary, North Carolina before fans took to social media over the past week to vote for Elite 89 fan favorite to further the highlight award. Goggin fell short in the final round competing against the top 10 athletes in the nation placing third. He received the 3068 votes making up the 12 percent of the total voting pool. We are very proud of David as he represented ASU very well.

"Over the past months, my team and I have worked diligently in conquering my number one goal in coming into office and that goal was to fill the entire student senate. By having every student represented on campus, I feel the administration will have a better insight on how students feel and more student voices can be heard. Last time I was here, I reported that we had 13 total seats to fill and I am very excited to say that we have only three remaining. Every department is represented as of today. We are now securing the second seats associated for full representation of those selected departments.

"The RamTram initiative is continually going well. Just over the past couple of months, we have seen amazing numbers averaging about 300 rides per month which is more than we anticipated during the summer months.

"Overall, we have great things that are happening at Angelo State and we have great Angelo State students. Our main message this year is Ram Fam—we take care of our own and we intend to do so this year.

"Thank you for your time. Go Rams! And Wreck 'Em Tech!"

President's Report  
Texas Tech University  
Board of Regents Meeting  
August 7, 2015

President Nellis presented his report to the Board. "Thank you Mr. Chairman and regents. I want to focus on another one of our core areas as we advance our vision as a nationally engaged and innovative research university. During the meeting, as you know, we focused on diversity and HSI status and how we are going to move forward strategically there. I want to briefly summarize our activities related to enhancing graduate education which is an important part of us becoming a major national research university. A few years ago, the National Research Council published a report called, *Rising Above the Gathering Storm Revisited*, where they articulated a critical need in the United States as far as enhancing graduate education. It stated that we were falling behind countries like China and the European Union countries as well, as far as our focus on graduate education. I am pleased to say that at Texas Tech University, we are very aggressive in enhancing our efforts in the graduate education. Again, that is a very important part of our overall strategic efforts and vision to be a national research university. Restructuring graduate education is an important part, one of the first steps, since I came in and I have worked closely with our provost, Dr. Schovanec. We were able to hire Dr. Mark Sheridan who is here today. Mark was hired in the fall of 2013. Since then, we have hired a graduate marketing director and recruiter. We have a strategic enrollment management plan for our graduate programs that we implemented. We transitioned to electronic applications, which have enhanced our application pools. We focused on making sure that we recruit not only graduate students but we promote them for the highest level of national success by securing scholarships such as the NSF awards and Fulbright awards. We have also added a graduate center created to serve as a nexus for professional career development activities and graduate specific program enhancements.

"Our applications were up 32 percent for the fall of 2014 and 5.2 percent for the spring of 2015. We had record enrollments this last fall for graduate enrollment as well as for the spring.

"International enrollment overall is up 19 percent for the fall 2014 and up 17 percent for the spring of 2015. The number of international sponsored graduate students increased by over 50 percent. These students are sponsored by their home countries or businesses like the Brazilian Scientific Mobility program. The country of Brazil is sponsoring graduate students to come to countries like the United States to do graduate degree programs and those sponsors are paying for it.

"We have a record number of masters and doctoral degrees awarded. Two of our students were awarded prestigious National Science Foundation graduate research fellowships.

"If you look nationally at what is happening, it is a very different dynamic. Between 2008 and 2011, nation-wide the graduate enrollment increased by approximately 1

percent per year. More recently, that has decreased by 2.2 percent following a 2.3 percent decline the previous year. So, when you look at the trends at Texas Tech, we are overcoming those national trends by the way in which we are marketing and promoting as well as the visibility that Texas Tech is gaining nationally as an emerging research university.

"If you look at our graduate enrollment, right now we are ranked 77<sup>th</sup> in the nation. Remember, there are over 4,000 public and private, for-profit and not-for-profit universities in the United States. Our doctoral enrollment in STEM—science, technology, engineering and math—ranked 74<sup>th</sup> nationally in the top 18 percent. We were ahead of all of our Big XII peers except for UT, Oklahoma, Iowa State and Kansas. In the number of doctoral degrees, we were actually ranked 64<sup>th</sup> nationally as far as the degrees awarded. That is a big statement as far as how we are perceived nationally. We are ahead of everyone except for UT, Iowa State and the University Kansas.

"Fifteen of our graduate programs were ranked in the last National Research Council study. Eight of these were in the top half of their field. We don't think that is good enough and we are looking strategically at ways at continuing to elevate those. Eighteen of our graduate programs were ranked in the last *U.S. and World Report* survey with the Rawls College and the Whitacre College in the top 100. Many programs have top rankings by accrediting bodies or independent disciplines serving review boards or journals. Remember just recently our Agriculture Communication program was ranked number one in the nation. Our clinical psychology creative writing programs ranked very high—top 20 in the nation. The Rawls College of Business has a number of programs ranked in the top 25 to 30 in the nation like our accounting program and our personal financial planning program is ranked number one in the nation as well.

"Where we need to improve though as we move toward 2020 and our strategic goal is to elevate the number of our students as part of our total student body from 16 percent as it is today to 20 percent. That is 8,000 students that we want out of 40,000 students that we are likely to have by 2020. Even with our management of those numbers and raising the bar as far as the minimum SAT scores, we are likely to be around 40,000. So, 8,000 is our goal.

"The percent of graduate students funded—that is another challenge for us. As we look currently at Texas Tech, 27 percent are funded. If you look at where we want to be as far as AAU-type schools, 40 percent are funded. That comes through research grants and also from institutional support. We need to invest further in graduate stipends and fellowships. Speaking of graduate stipends, we also lag behind as far as our competitive advantage when you look at those types of AAU schools. We are approximately \$4,000 per year below the national average as far those stipends. We need to continue to invest in that area as well. These are some of the key challenges as we move forward as a national research university.

"Overall on the path forward to elevate our academic identity—the public awareness of Texas Tech University—we need to continue to promote that nationally to enhance professionalism through career training and professional development. To expand our global footprint, we need more international students. We need to enhance our diversity

and our gender diversity as well, particularly in STEM disciplines and increase our diversity overall. In summary, we want to increase the number of high quality graduate programs that align with the nation's workforce demands and priorities of Texas Tech University, get to 8,000 students, increase the quality of our applicants, increase the number of students sponsored by prestigious national fellowships, and increase retention and reduce time-to-degree and increase the success of our graduate in the workforce. Again, we have good leadership in this area. Mark Sheridan is doing a great job. He is working very closely with the deans and faculty. Many times graduate programs grow by reputation of program and reputation of faculty. It is different than recruiting at the undergraduate level because students at the graduate level want to come and work for a specific faculty member or be part of a specific graduate program. We are enhancing our graduate offerings as well. We just added a new master's degree in strategic communication that we think will be very popular. We also recently added a new master's in social work program that we think will drive the numbers up as far as opportunities for offerings.

"I wanted to be able to summarize this strategic component of Texas Tech University and brief you on some of our efforts in this area as we continue to move the institution forward.

"As we transition to the fall semester, Title IX is getting a lot of national scrutiny. There are a lot of federal regulations related to this in risk management. We have a lot of people working on this. Dr. Muñoz and his staff put a handout together that we will be providing to students as they come on campus and briefing them on the programs that will be available to them.

"I appreciate the opportunity to share this with you. I hope that at the October meeting to brief you on our latest research strategic initiatives that will help elevate us particularly as it relates to federal funding.

"Thank you very much."

SGA President's Report  
Texas Tech University  
Board of Regents Meeting  
August 7, 2015

Holton Westbook presented his report to the Board: "Thank you Chairman Long and the Board for the opportunity to speak with you today. Just like Jarett, I'd like to congratulate the new student regent on her appointment. Regent Messer—Victoria—is a good friend of mine. I'm looking forward to working with her in this new role.

"I recently returned to town. I got to work with the vice president (SGA) of Angelo State in Washington, D.C. I was really blessed for that opportunity through the Texas Tech University System as well as vice president Amber Yanez from Texas Tech. It was a great experience. I learned a lot. I actually had the opportunity to work with over 150 student body presidents from across the country at the Presidential Leadership Summit while I was there. It was a tremendous opportunity. We were invited to the White House. It was a great experience. We were with a lot of Ivy League colleges. We are the Ivy League of the South. That was something we shared along the way. It was a great experience. We were supposed to meet Vice President Joe Biden but his son had passed away the night before so obviously that was a difficult time for him. I learned a lot and was to bring back a lot to Texas Tech from those meetings and that conference.

"Saba and Caleb, our other vice presidents, set up an initiative to help out Tibet. A competition was held where many schools competed. They submitted a report and a recommendation to help the economy or help with water issues or anything in regards to promoting Tibet. We at Texas Tech won that competition. Saba and Caleb have the opportunity, pending that government's approval, to travel to Tibet and help out with the economic crisis over there. Our vice presidents are going worldwide not only here at Texas Tech but making a difference elsewhere as well. I thought being in Washington, D.C. was cool but there they are changing the world.

"As for this past summer, one initiative that the Student Government has really wanted to push is scholarships. We have had zero dollars given through the Student Government Association and thanks to the vice president for diversity, Dr. Juan Muñoz, we should be able to report to you that we will be able to give back at least \$20,000 to students in scholarships. We are really looking forward to that and implementing that process in the near future. It is really a cool thing. I didn't think it was going to happen for a few years. I thought the next three or four years would be fundraising. That was my plan but here we are already just waiting on descriptions for the scholarships. We are looking forward to doing that and reporting back to you on that.

"Another initiative under consideration is a 21<sup>st</sup> birthday e-mail. That would be a safety initiative. I know that the last year we've had some issues with safety so we want to send students an e-mail from the SGA saying "we understand that alcohol may be a part of your 21<sup>st</sup> birthday celebrations" and give them advice on how they can celebrate safely. We partner with the RISE Department with that initiative. That was a great

experience. We hope to report back to you in December that we've had a positive impact there.

"Raidercash—this is something that you have likely heard about many times in the past from President Hatch. Hopefully we'll be able to report success on this next year. We've been working hard on that and trying to get businesses on board. That has been a difficult thing. It's been in the works. It's off the ground but it's not real high yet. We're going to start and hope to have many businesses on board and community engagement by January to have that implemented. This week we had One Guy's included. That's a great place to eat. We're about to have the opportunity to allow our students to use RaiderCash to go eat off-campus as well. That will be a very special opportunity. I know students are very excited about that. We'll report back to you on that.

"Transportation—this is a major issue for all of us. There have been lots of meeting held in this regard. Caleb Fisher our vice president has worked very hard at transportation. We met with the consulting group who advised us on what we can do as a student government to fix that issue. One thing we'd like to do is improve the communication of the routes. In the past, that is something the students have had issues with. We've seen that students must walk 20 minutes before they catch a bus for five just because they don't understand the routes. I know during my freshmen year I experienced the same thing. Now, luckily I know how the routes operate and I'm looking forward to communicate that to the other 35,000 students across campus. We're going to do that through many different initiatives on social media, through improvements on the maps in making them easier to read. We are improving that as well as the information on-site at each bus stop. Finally, the night service is something we are trying to improve. There have been rumors in the past that it's not a service we should be pursuing during the night because they think they can get in trouble for usage of it. We are trying to improve that culture and we are also trying to improve, as last year, our issues with night services. We are looking forward to improving our partnerships in many regards. We have looked at taxi services and Uber which is something that many people have used from across the country. It's really big in the northeast. We've run into some obstacles there. We are hoping to find other routes and modes of transportation for our night services.

"We also have a retreat coming up. We'll report back to you with that. We look forward to getting the semester started and reporting back to you in December. Thank you for the opportunity to speak and thank you Dr. Nellis for always keeping the students in mind. I know that's a top priority for you and you emphasize that and I know that the Board of Regents feel the same way.

"Thank you and I look forward to seeing some of you at commencement as well."



President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
August 7, 2015

Dr. Mitchell presented his report to the Board. "Mr. Chairman before I start I'd to note that it is a personal privilege to get to listen to Brian May and all of the great things going on at ASU and all of the great things going on at TTU. We all pick on each other a lot but we are all like proud parents of our universities and we do have a good time with each other. I am reminded of a story—so Ben don't start that clock. There are these four mothers and they are all chit chatting about their grown sons and how proud they are of them. The first mom says, 'My son went to seminary and just graduated. Now when he walks in a room people say 'pastor.' The second mother says, 'Well my son went to the seminary too and he's been doing it a little bit longer than yours and he is now a bishop. When he walks in the room people say 'your grace.' The third mother said, 'Well, my son went to the seminary as well and he's been doing that longer than both of your sons and he is now a cardinal. When he walks in a room people say 'your eminence.' They all looked over at the fourth mother and asked, 'how do they address your son?' She replied, 'Well, my son didn't go to seminary but he is 6'4" has gorgeous blue eyes, broad shoulders and when he walks in the room all of the girls say 'oh my god.' At the Health Sciences Center we did not go to the seminary.

"The first thing we have is the President's Report. I put this together for you all to look at during your own time. This is a good update from what has been going on at the HSC since the last Board meeting. On this one, in particular, at the end of it is the required report from Institutional Compliance that we are required to give you on an annual basis. If you will look through this at your leisure, I believe you will find good information about the things going on not only at the University level but at each of the school's individual levels.

"I am going to start out by showing you guys what happened to our building on July 6 of this year. This is a photograph taken by one of our faculty members in OB/GYN. Michael Molina's job of getting the work done for us is important. When I saw this photo, when it was sent to me, I started paying a little more attention to it. There was something unusual about where this lightening had struck the building and as I started zeroing in on it, what I found was, if you look at that area where it struck it was actually the god Thor. So, even the Nordic god himself wants something done with our building. I am very happy to say that we are moving forward on our renovation.

"What I'd like to speak about today is our student satisfaction survey. Before I jump into that, one of the things that highlights the caliber of the folks that we have on the HSC side—the American Association of Medical Colleges does a survey annually looking at faculty satisfaction. Our survey result this year put us at the top of the nation for all faculty and schools of medicine across the country for enjoying where they work. It is a testament to the folks that we have.

"Student satisfaction—every spring Dr. Rial Rolfe's group does a student satisfaction survey that is administered to all Health Science Center students. The data is collected in April of each year for a two-week period. All of the students are targeted on all of the campuses and all of the schools. With that, this year we had about 2,000 of the students respond which is about a 41 percent response rate and that is where we have been over the course of years and years. When I first started here in 2010 there were areas that were distinctly—well, all of the students really enjoyed their education experience but there were areas that had to do with students working together, getting to know students in other disciplines that really needed some work. So, we have been working very hard through the Student Government Association, through Student Services, through our faculty and our staff members in spending a lot more time putting things together that bring our students from the various schools together and from the various campuses together. I have been very pleased with the way that this has been moving over the course of the years. So, the respondents for this represent all of our schools on all of our campuses. All participate. The scoring system is a six point scale with six being very satisfied; five is satisfied, four is somewhat satisfied; three is somewhat dissatisfied; two is dissatisfied; and one very dissatisfied. When we look at these things in aggregate, we'll look to see overall how the students are feeling and we'll break it down by campus and school. We look at this data on an annual basis to make sure that we are continually working on those areas that are problematic for us. The means and averages are color coded to highlight the areas of our strengths—those are highlighted in green. The areas with potential improvement are in yellow and the areas of concern are in red. Anything that is above a 5.49, 5.5 and above is considered a strength and anything that is from a 3.5 to a 4.5 is an area that needs improvement. We really flag anything that is getting a collective response of 3.5 and below. That is an area of concern for us. I'd like to point out a couple of things. For the institution as a whole, this is a summation of it. The student satisfaction with their experiences at TTUHSC is at an all-time high for the history of the university. One of the things that we have really focused on with this as a whole is that TTUHSC students expressed the highest-ever level of satisfaction with their opportunities to learn about, from and with students and/or practitioners from other health care professions. This is what we have been targeting. This is what we have been looking at to make sure that the students, by the time they graduate, are more than just satisfied with their educational experience but they are satisfied with their overall experience of having come to our university. This has been a target that we've had for the last six evaluations and the needle has continually moved. I am extremely proud of the work that everybody has done with this. On the flip side, there are certain areas that we historically always have to work on. Information technology is one of those areas that is exceedingly difficult to keep up with because information technology is constantly changing and also because of the way that we are set up as a multi-campus university it is very hard to make sure that all campuses are working together and rising together when it comes to IT. So, if you look at things like hours of availability of the IT help desk and things of that nature, those are areas that we constantly have to monitor. With student health services—these are things that—part of the issue with student health services is that it varies from campus to campus depending on the size of the campus, depending on the type of students that we have there. These are areas of historical concern that we constantly work and constantly monitor. We have a couple of new items of concern. Parking has become

an issue on the Lubbock campus. As Michael was showing you yesterday in regards to parking for El Paso, this is one of those things—surface parking is far cheaper than garage parking and so we are currently—if you have been over on the HSC side recently, you will see that we are doing a lot of construction on that side. We are opening up the parking more. I believe we are picking up 450 parking slots there which will help us for at least the time being.

“In regards to the Title IX legislation, we are actually a little bit new to this on our side. We are working through the System Office and through HR to make sure that everybody on our side is getting the appropriate training for this and where it is an issue for health sciences centers—it’s a little bit different from the general academics side when you are looking at the relationship between employees and students. It’s pretty clear cut on the general academic side but on the Health Sciences Center side you will have students who have become great friends with one another and then as the students graduate, for example in the School of Medicine and the next year if they stay for residency they are actually, technically at that point employees; they are no longer students although they are still in training. So all of a sudden you have a very different relationship between an employee who may be a very good friend with a student who is technically under their supervision. That really muddies the water on that but we are working to make sure that everyone gets the appropriate training for that.

“That is the end of my report.”

SGA President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
August 7, 2015

Cheyenne Mangold presented her report to the Board: "I'm filling in for Mike today. He's trying to set a world record to see how many fourteeners they can summit in about a week. My name is Cheyenne Mangold. I am the vice president of operations of the SGA at the Health Sciences Center. A little background about myself: I am originally from San Antonio and yes, I am a Spurs fan. I am a second year medical student and I am also working on my masters in public health. Before I came to Texas Tech, I went to a small liberal arts college outside of Pittsburgh, Pennsylvania called Washington and Jefferson College. There I got my bachelor's in cell and molecular biology. My overall goal after graduating medical school is to become an orthopedic surgeon and work for a professional sports team.

"This summer, the SGA we has been working extremely hard to get everything ready for the fall and also to participate in different summer activities. One of those activities we have been working on is the Ideal Camp. Those are the development and enrichment of advanced learners. These are generally high schoolers. They come from Brazil as well students from New Mexico and from Texas. We work with them to show them different aspects of the medical field. They came and got to tour the OR, they got to go to the anatomy lab, they got to hold human organs and they got to see the opportunities that are available to them. They also go to talk with students and get lectures from HSC faculty.

"An initiative we have been working on since the spring is the 'Our Legacy Now.' That is the student portion of the "Your Life our Purpose" campaign. The Our Legacy Now student foundation was set up by a committee of SGA officers and senators who now hold the majority of the administrative positions on that committee. They have established a need based scholarship for students. The SGA at the HSC generally distributes over \$85,000 in scholarships to students. We are very pleased to now be able to award even more money and now also target student from unique situations. This scholarship will allow students who have not before been able to go school and obtain a degree if funding was unavailable to them.

"Other things that we have been participating in this summer are orientations both at the HSC and on the TTU campus. On the TTU campus, the SGA and Student Services have attended every single orientation for transfer students and for new students. We have talked about opportunities available to students at the HSC and we have also talked about different programs at the HSC to inform freshmen and transfer students that there is more after you graduate as an undergrad. On the HSC campus, we have been going to all of the orientations for the new students including Allied Health and the School of Medicine. We go and speak in front of all of the students and encourage them to run for senator positions. We have had the student organizations talk one-on-one with students. We have had a pretty good turnout. So far, for the School of

Medicine, out of 182 students we had 70 students sign up and express their interest in being a part of the SGA at the HSC.

"As for events, we have been working hard over the summer to set up the framework for everything that we do over the year. We planned many of our events. We have already planned, scheduled and contacted and reserved all of the speakers for all three of our major events. These include the new senator orientation that happens in September; our annual Leadership Summit which also occurs in September; and we have also already planned our joint congress that we do with TTU and that occurs in January. We have already held senator elections for the programs that have started included occupational therapy; physical therapy and athletic training. We are working on the School of Medicine right now.

"As President Mitchell mentioned, we also have a component of the student satisfaction survey. The survey asked students about the SGA and how they feel about it. We actually improved significantly in many areas. We improved visibility on the Lubbock and Amarillo campuses. We also improved in students knowing who their SGA senators were and what events they did. We also improved in students feeling like we accurately represented them. The areas where we did lack on were with distant students and also on the Midland-Odessa campus. In order to combat that, we will be heading to welcome back events in Dallas, Abilene, Amarillo, Midland, Odessa and on the Lubbock campus. We will have executive officers at each of those to talk one-on-one with students to help improve our visibility and to help improve knowing what students need at each specific campus.

"Lastly, in order to help increase our awareness, we have also launched a new social media campaign with our Facebook. We are hoping to advertise events on Facebook and also have a couple of giveaways for our students. The first one is in the works right now. We'll be giving away a signed football. So, students can like the page then they can get updates on the SGA throughout the year via social media. We found this is one of the easiest ways to reach students.

"As we prepare for the fall, we will be undergoing more elections and getting everything ready for the fall semester to start in September.

"That is all I have for today. I thank you for the opportunity to speak with you today in Michael's absence."

President's Report  
Texas Tech University Health Sciences Center El Paso  
Board of Regents Meeting  
August 7, 2015

President. Lange presented his report to the Board. "Thank Mr. Chairman and the Board. I have two things I'd like to share with you. The first is just an overview of our institution for the newer regents—those who haven't been out to El Paso. I want to finish by highlighting an incredibly important building block to this institution. With that, I'd like for you to see the video we've created." [Video shown.]

"Victoria and her group put this together, all in-house. It took them about three days to do that. They did a terrific job.

"I want to highlight a very important building block and I don't want to do it in the third person. Will you please stand Dr. Hoi Ho. This is Dr. Hoi Ho. You may not know him. He is my associate dean for faculty affairs and development. He is a professor of medicine. I'd like to introduce him because largely what you saw, he is responsible for in a large degree. He joined us in 1986. He has been with us almost 30 years. He was appointed as assistant dean for faculty affairs in 2002 and associate dean of faculty affairs and development in 2008. He directs the advanced teaching and assessment of the clinical simulation—that is the simulation center that you saw that we affectionately call ATACS (Advanced Teaching and Assessment in Clinical Simulation). His practice specialties include internal medicine, infectious disease and geriatrics and that doesn't really begin to tell the whole story. He received his medical degree in 1974 at the University of Saigon, School of Medicine, where he specialized in internal medicine, critical care and infection diseases. Shortly after the Viet Cong took over South Vietnam he was in hiding for three years. He literally lived in various patients' houses—living place to place because they were trying to find him to kill him. He found a wooden boat that was not sea worthy; he's an engineer by training. He made a forward looking sonar at these people's houses. He attached it to the boat. He then took his family, including his four month old son through murky waters in the dark through Malaysia where he landed at a concentration camp that was one square mile of 65,000 people and he served as their doctor for about a year before he made his way to the United States. It's a remarkable story. He came to El Paso and completely redid his internal medicine residency all over again. He then completed a fellowship in hematology oncology. He had already done infectious disease prior to that. He has been in El Paso ever since. Under his guidance, ATACS is the only simulation center in the State of Texas that received the accreditation award by the Society of Simulation and Healthcare in January of 2013. When I arrived...he is incredibly humble...one of the things that Tedd and I worked on—there are a number of awards that are given every year to the various faculty and every time there was an award that was discussed, I'd say 'we ought to nominate Dr. Ho for that award' and they'd say 'well he has already received that award.' Then I'd say 'what about this award' and they'd say 'well, he's received that award as well.' He has received 57 teaching awards including Outstanding Faculty for 17 consecutive years, 15 clinical faculty awards for clinical

excellence, 3 President's Excellence in Teaching awards for the School of Medicine, 4 Lifetime Teaching awards, 1 President's Distinguished Service award, 2 Dean's Innovation and Medical Education awards and several awards from the TTUHSC Lubbock Student's Center Residents and Other Institutions. I am bringing him to you now because he has really built the medical institution to a large extent. He submitted his retirement to me in September. Now, there is nothing he does that is not calculated. For example, I mentioned that he is the associate dean of faculty affairs, he developed a Faculty Development Course because he realized there wasn't consistency in teaching. He didn't mention or talk about what we were missing. He just decided to create a Faculty Development Course. It lasts for a year and every junior faculty in our institution goes through that. He realized people weren't being prepared for promotions correctly. So, he has a mid-tenure and promotions review where they submit things and we have a committee that evaluates them and gets them ready for promotions. He realized that lifelong learning was an issue at our institution so he has now received with our institution accreditation for continuing medical education. He realized that the Simulation Center was the future of education. So, he developed that innovation at our Center. When I came on, when I talked with Frank Stout and I'm looking at the budget I asked about the maintenance and repair budget because this equipment is a million dollars. I asked what we were doing for maintenance and repair. Mr. Stout said we did nothing because Dr. Ho fixes it all because of his engineering background. Dr. Ho realized we weren't being excellent in terms of preparing our faculty and also for scholar activity. He chairs the Tenure and Promotion committee; he does six different things so when he submitted his resignation to me in September I thought 'he's up to something, so what is it?' I wanted to first of all make sure it wasn't my arrival that hastened his retirement. He assured me that it wasn't but he has a commitment to his colleagues and friends in Vietnam and he wants to go back and take many of these things that he's learned here and go back to the medical school that he grew up in that was taken over but has subsequently been returned to the South Vietnamese and also to the build the education there. I asked him to come. He traveled half way across the waters to get to Malaysia and then to get to El Paso I asked him to drive five hours here because he couldn't get a convenient flight to get here on time. I told him there was no money associated with this or even a plaque associated with this. This is just an opportunity to broadcast throughout the Texas Tech nation the kind of individuals we have and how he has built the Texas Tech University Health Sciences Center El Paso. We have a culture of excellence that I did not initiate. I am carrying that baton. He and others have initiated that. He's done that with incredible integrity and humility. In my 33 years in academic medicine, there is no one I have higher respect than for Dr. Ho. Before I met Dr. Ho, we had an outstanding resident who we worked very hard to retain as a fellow in infectious disease. His name was Tony Ho. I had no idea that it was his son. So, the acorn doesn't fall far from the tree. If we could recruit Tony back here either to Lubbock or to El Paso, I'm holding him hostage. In about a year or two, he has agreed to stay on part time just as promotions and tenure committee because he can still go back and forth from Vietnam. I'll obviously be recommending him for emeritus professor. When we do that, we always spend a minute or two talking about individuals. This guy is incredible and I just want to thank him."

Dr. Ho addressed the Board. "What can say when my president, Dr. Lange has said many things. I would like to recognize Kim, my wife for her help. First, on behalf of Kim and I, I would like to thank the Board of Regents and Dr. Lange for inviting both of us here today and especially to Dr. Lange for all of your kind words because I hope that after the meeting that Kim will tell me 'I knew that you were pretty good but I never believed that you were that good.' That would be a wonderful accomplishment. After serving Texas Tech University Health Sciences Center for 32 years, it is surely very difficult for me to tender my retirement because up until now I still reflect that I did not give enough time to contribute more to this organization. Many of my accomplishments at Texas Tech would not have been possible without the support of my superiors. First, I would like to give credit to my former dean, Dr. Manny de la Rosa and also, our current dean and president, Dr. Lange. These individuals gave me all of their support, trust and confidence and also all of the help that the Offices of Faculty Affairs, Faculty Development, the Clinical Simulation Center and Office of Continuing Medical Education and our wonderful staff has given me while working with me day in and out. My 32 years of service at Texas Tech has been and continues to be very rewarding, professionally and personally. We will always miss every moment of working before my colleagues and staff. Kim and I are very anxious and waiting for the retirement. It is a very well concerted effort. By the time that I tender my retirement, Kim who is the chief pharmacist of the VA Medical Center in El Paso, will also be discussing with her supervisor her retirement plans because both of us, as Dr. Lange mentioned, would like to return to Vietnam. We plan to help the University of Saigon School of Medicine—that is the place that I received most of my medical training—to help develop currently non-existent pharmacy development programs, and especially to establish the simulation center in the same way to complete with the outstanding Clinical Simulation Center in El Paso. That is something that we all, as the Texas Tech University System are very proud of. This is 1 of 38—only 38 centers of simulation in the nation and in the world that has received the prestigious accreditation by the Society of Simulation in Health Care. That is the only one medical school—the Paul L. Foster School of Medicine—of the nine medical schools that have the accredited simulation center. So, we will compete with that one. I will always look for opportunities to see many of you again. Thank you very much for giving us the opportunity to be here today."



Student Representative Report  
Texas Tech University Health Sciences Center El Paso  
Board of Regents Meeting  
August 7, 2015

Jeremy Stewart presented his report to the Board: "Thank you Mr. Chairman and ladies and gentlemen of the Board. I appreciate you having me here. First of all, I'd like to ask Dr. Lange—I know our curriculum is integrated but I'd like for you to talk with Dr. Mitchell and see how we get a clinical rotation in Colorado for a week. I don't know if that is cardiopulmonary or what that is but that might be interesting.

"I'd also like to congratulate Victoria Messer on her appointment. She gave all of the president's a call and has met with all of us. I think she is off to a great start.

"Once again, thanks for having me. I'd like to start out by talking about our new class that just matriculated. They consist of 104 of some of the brightest students; 95 of them are Texas residents; 24 are actually from El Paso and nine of them are from out-of-state. Out of 3,694 applicants, 538 were interviewed. These were the 104 of the best that we could choose from. We are happy to have them. Their average GPA was 3.7 and the MCAT was 29 and here they are at their White Coat ceremony where they received their short white coat which not only screams, 'I don't know what I'm doing here' but also 'I've worked really hard to get to this point so I've definitely earned this.' They are also really proud to wear their Double Ts on their lapel that they received recently to represent Texas Tech and El Paso.

"Moving on to our upcoming student event, last time I was here I talked about the Corazon de Oro event where we went out in the community and volunteered. We have moved that event to the beginning of the year so we can accommodate more student schedules. We will be doing that again on September 12, 2015 and we are just going to continue to give back to the community that is so responsible for our medical school being there. On October 4, 2015, we will also be hosting the Sprint for Sparks where we will again raise funds for the medical student-run clinic that provides healthcare for those who can't otherwise afford medical care or don't have the opportunities to get to a medical center. This is one of the things that I am working on with three other gentlemen, the Hearts for Sparks gold classic. It will be on September 26, 2015. I'd like to extend an invite to all of you. We are looking for sponsors and participants. This will also raise funds for the medical student-run clinic. This is a great opportunity for people from El Paso to come together to not only dust off their old clubs and talk about medical care and just have a break from their everyday jobs but also to give back to the community that they work in. This will be at the beautiful mountain course, Butterfield Trail. If you haven't been out to this course, it is a public course but it feels like a private course. It is very nice. I would like to invite you all to come and get a chance to see me three putt a birdie opportunity or see Dr. Lange drive the ball into the desert. We are working on making this a major tour so we can get a grand slam.

"For our SGA upcoming plans, we are working on our student interest group management. Each year we have more and more interest groups with more and more

students coming in. Since the number of interest groups is increasing that will dilute the leadership that each group has but we want to keep the events alive that each group does. We want to keep the passing of the touch to each successive class. We are working on a management system where every officer has a finder and has a folder and we are working on integrating that so that we can keep everything that we do going strong and continuing to do well in each of those groups.

"We are also looking at expanding our volunteer hours. We already volunteer quite a bit but with each class growing—it's now at 104 and has been that for the past couple of years, we'd like to expand our volunteering and our reporting of volunteering so that we can really keep track of how much we are giving back to the community. That is a great way to showcase what we are doing.

"We are also integrating the different schools—the Gayle Greve Hunt School of Nursing, the Graduate School of Biomedical Sciences, and the Paul L. Foster School of Medicine. In our SGA, we have worked on the constitution and now we are working on getting that all together so that we can organize social events, educational opportunities and that is just a way to integrate all of the interprofessional opportunities that our healthcare field is founded upon in working with one another—nurses will have to work with doctors and work with scientists. So, if we can all come together and network and get to know each other and learn to work well early, when we are done with our education and out in the community and out in the fields, we'll already have that experience and those skills so that we can represent Texas Tech well.

"Lastly, I'd to thank Dr. Ho for everything that he has done for our school. Whenever we have a medical school session, which is what the ATACS center runs—there are three sessions throughout the day and the morning session, although we don't tell what exactly goes on in each session, you hear from the next group that Dr. Ho will be there. Everyone will be very excited when Dr. Ho is present and feel that the session will awesome. We always get excited to work with him because he is hilarious and great to be around. He is a great educator. He is one of those who you wish could teach every class because he is just exciting to be around. Another story, my brother-in-law recently interviewed in El Paso and he asked if I knew Dr. Ho. I told him I did and knew he must have met him because he was excited. Dr. Ho gets the applicants really excited about possibly being in El Paso. I thank you Dr. Ho for everything you have done for the Texas Tech System and particularly our school.

"That concludes my report."