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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on August 11-12, 2016.

  
Ben Lock  
Secretary

SEAL

# ANGELO STATE UNIVERSITY

## Student Handbook 2016-2017

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## 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 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 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 August 11, 2016 to be effective Monday, August 15, 2016.

### Membership in the Angelo State University 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.

### Angelo State University Mission

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.

## **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.

## **Angelo State University Mission**

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.

## **Angelo State University Values**

- **Learning: Our Focus**  
ASU holds student learning as the center of everything that we do.
- **Excellence: Our Standard**  
ASU embraces excellence in teaching, scholarly activity, creative endeavor, and service.
- **Transformation: Change for the Better**  
ASU prepares its students for a life of contribution and accomplishment by instilling a respect for learning and intellectual inquiry.
- **Integrity: Social and Ethical Responsibility**  
ASU expects a high standard of social and ethical responsibility from all members of the campus community.
- **Engagement: Participation and Community Service**  
ASU encourages participation and community service both on and off campus by faculty, staff and students.
- **Innovation: Teaching, Service, and Scholarship**  
ASU promotes innovation in teaching, scholarship, technology, collaborative partnerships, support services and co-curricular activities.
- **Diversity: Cultures, People and Ideas**  
ASU believes that everyone should experience a diversity of cultures, people and ideas in order to better appreciate the world around them.
- **Collegiality: Getting Along**  
ASU fosters—among students, faculty, and staff, and across disciplines—a culture of shared governance, open communication, transparent operations and mutual respect.

# 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 Angelo State University 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 President for Student Affairs and Enrollment Management is the principal agency for the administration of student conduct. The Executive Director of Student Affairs, the Director of Title IX Compliance, Office of Student Affairs, and the Office Director of Housing and Residential Programs 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, the Director of Title IX Compliance, ~~Assistant Director 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~~Hearing Panel, the Student Conduct Officer/Investigator will present the information and evidence obtained through the investigation to the ~~Committee~~Hearing Panel, which will make a determination of responsible or not responsible, and assign a sanction. In cases heard through the Administrative Hearing process, or completed via an Informal Resolution, the Student Conduct Officer/Investigator may render findings and issue sanctions. Investigators are assigned to cases by the ~~Executive Director of Student Affairs~~, ~~Executive Director of Student Affairs~~, the Director of Title IX Compliance ~~the Assistant Director of Student Conduct~~, or designee. Investigators are trained University full-time employees. may be staff members in the Office of Student Affairs, or trained staff in other departments such as Housing and Residential Programs, the Office of Student Life, and University Recreation.

**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 Executive Director of Student Affairs, Director of Title IX, or designee.

**c. University Discipline Committee ~~Hearing Panel~~**

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 Part I, Section B.2.2 (discrimination, sexual misconduct, or other sensitive issues), the Committee will only include faculty and staff. The Hearing Panel will conduct disciplinary Panel Hearings. The Panel pool will consist of a trained pool of full-time faculty, full-time staff, and full-time students according to the following guidelines:

**1. Hearing Panel Appointments**

The Executive Director of Student Affairs or Director of Title IX Compliance will be responsible for assembling and training the hearing panel annually.

The Hearing panel will consist of full-time faculty members, full-time staff members, and full-time students. This pool will be made up of three (3) full-time faculty and staff members from each division on campus along with three (3) full-time students, and a pool of Administrative Hearing Officers. Panel appointments will be made as follows:

a. Student Recommendations:

The President of the Student Government Association is invited to make recommendations for full-time student Panel members. Upon recommendation and review, three (3) full-time student members will be appointed by the Executive Director of Student Affairs or designee. To be eligible for appointment, students must be considered full-time students, be in academic and disciplinary good standing, and have completed at least 15 hours of academic credit with a cumulative GPA of at least 2.0.

b. Faculty and Staff Recommendations:

The Vice President of each division (Student Affairs and Enrollment Management, Academic Affairs, and Finance and Administration) and the President are invited to make recommendations for full-time faculty and/or staff Panel members. Upon recommendation and review, three (3) full-time faculty and/or full-time staff members from each division will be appointed by the Executive Director of Student Affairs or designee.

c. Administrative Hearing Officer Appointments:

Administrative Hearing Officers are appointed by the Executive Director of Student Affairs, Director of Title IX Compliance or designee and are selected from a group of trained University staff members designated as Administrative Hearing Officers. Administrative Hearing Officers who served as Investigators in the case may not serve on the Hearing Panel as a voting participant and will participate only as the Investigator in the Panel Hearing.

4.

2. ~~Committee Composition~~ ~~Hearing Panel Terms~~

Each member will be appointed for a single one-year term by the Executive Director of Student Affairs or Director of Executive Student Affairs. Panel members may be re-appointed for consecutive one-year terms but must complete Hearing Panel training annually.

The University Discipline Committee will conduct disciplinary Hearings in referred cases after they have completed Office of Student Affairs 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 Assistant Director of Student Conduct, in consultation with the Executive Director of Student Affairs. Committee members may be re-appointed for consecutive one-year terms, but must complete Office of Student Affairs training each year.

3. ~~Committee Appointments~~ ~~Hearing Panel Composition~~



2. For each Panel hearing, a panel will consist of three (3) members chosen from the available pool by the Executive Director of Student Affairs, Director of Title IX Compliance, or designee. Typically, the Hearing Panel will be comprised of one student, one faculty member, and one staff member. Availability may determine a different composition for the Panel. In cases involving Part I, Section B.1 (For allegations of Academic Misconduct), the Hearing Panel will be comprised of only students and faculty. For cases involving Part I, Section B.2 (Actions Against Members of the University Community and Others) or other sensitive issues, the Director of Title IX Compliance will appoint three (3) Administrative Hearing Officers for the Hearing Panel.

University Discipline Committee appointments will be made as follows:

The President of the Student Government Association is invited to make recommendations for full-time student Committee members. Upon recommendation and review, full-time student members will be 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 Assistant Director of Student Conduct, in consultation with the Executive Director of Student Affairs.

The President of the Faculty Senate is invited to make recommendations for full-time faculty Committee members. Upon recommendation and review, full-time faculty members will be appointed by the Executive Director of Student Affairs or designee.

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.

#### 3.4. Committee Removals Removal of Hearing Panel Member

The Executive Director of Student Affairs, Director of Title IX Compliance, or designee may remove a member from this Panel Committee when, in his/her judgment, the member has failed or refused to effectively serve and perform the duties and functions of this Panel Committee. Additionally, the Reporting Party or Responding Party may request the removal of a Panel Member whose ability to be impartial is in question. The Executive Director of Student Affairs, Director of Title IX Compliance, or designee will review and approve or deny student requests for removal of a Panel Member.

#### 4.5. Committee Chairperson Resource Person

The Director of Title IX Compliance or designee will appoint a Resource Person 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 Resource Person is to serve as a non-voting member of the Hearing Panel and assures that University procedures are followed throughout each Panel Hearing. The Resource Person chairperson is responsible for composing the Panel's Committee's decision, rationale, and appropriate sanctions.

#### 5.6. Committee Meetings Panel Hearings

The Executive Director of Student Affairs, Director of Title IX Compliance or designee will establish hearing meeting dates and times during which cases will be heard. Panel Hearings will be conducted by a subgroup of the Hearing Panel Members pool. and will also provide for scheduling special meetings as needed. Committee Hearings will be conducted by a subgroup of the Committee members.

6.7. Committee Panel Quorum

A quorum for the Panel Hearing Committee consists of three (3) 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.

7.8. Panel Committee Deliberation

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

8.9. Additional Panel Committee Members

The Executive Director of Student Affairs, Director of Title IX Compliance, or designee may appoint additional members of the Hearing Panel 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 Hearing Panel will complete the same training, have the same composition of membership, the same duties, and the same authority as the original Hearing Panel member(s) University Discipline Committee.

9.10. Panel Committee Orientation & Training

Prior to serving on a Committee Hearing Panel, members of the Hearing Panel University Discipline Committee will be required to participate in an orientation and training program facilitated by the Office of Student Affairs Director of Title IX Compliance, or designee. Members are encouraged to attend additional trainings throughout their service on the Hearing Panel.

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

Enrollment Management or designee will then present the *Code of Student Conduct* to the University President for review and consideration by the Board of Regents.

1. *Committee Appointment*

The *Code of Student Conduct* Review Committee members are appointed by the Vice President for Student Affairs and Enrollment Management or designee who will invite recommendations by the Faculty Senate, Staff Senate, and the Student Government Association.

2. *Committee Composition*

The *Code of Student Conduct* Review Committee will include a member from the following classes of 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 Vice President for Student Affairs and Enrollment Management or designee may remove a member from this committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

4. *Committee Meetings*

The Office of Vice President for Student Affairs and Enrollment Management or designee will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.

5. *Committee Quorum*

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

6. *Additional Committee Members*

The Vice President for Student Affairs and Enrollment Management or designee 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 Affairs and Enrollment Management website (<http://www.angelo.edu/student-handbook/code-of-student-conduct/>). 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 the 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~~ apply to the conduct of individual students, both undergraduate and graduate, 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 on University premises, at University-sponsored activities and events, and may apply to off-campus behavior when the ~~Executive Director of~~ Vice President for Student Affairs and Enrollment Management or designee 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 e-mail, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information, but may take action if and when such information is brought to the attention of University officials.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The *Code* may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit 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 Angelo State University e-mail address, delivered via Certified Mail to the student's last known address, or personally delivered to the student. University e-mail is the University's primary means of communication with students. Students are responsible for all communication delivered to their University e-mail 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~~ he/she should contact the sender of the message ~~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 Executive Director of Student Affairs, or the Director of Title IX Compliance, or designee ~~Office of Student Affairs~~ 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 telephone number updated the student records system at <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 ~~reported as soon as possible after within ten (10) University business days~~ of the alleged incident to initiate conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents. Incidents should be resolved within 60 days of notice regarding the incident, not including appeal. This timeline may vary depending on the availability of individuals participating in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

### 5. Standards of Evidence

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

### 6. Reporting Allegations of Misconduct

To file allegation(s) of misconduct against student(s) or student organization(s), individuals should complete an online Incident Reporting Form. ~~The written allegation should describe the action or behavior in question.~~ Individuals may also file a report in person at the Office of Executive Director of Student Affairs or designee, located in suite 112 of the Houston Harte University Center. ~~Staff are also available in the Office of Student Affairs to take initial reports of allegations and assist with conduct processes.~~

~~The Office of Executive Director of Student Affairs, Director of Title IX Compliance, or designee also regularly reviews reports submitted from the Angelo State University faculty and staff community, University Student Housing and Residential Programs, and the University Police Department, and non-University community members.~~

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~~ the online Incident Reporting Form. Individuals may also file a report in person with the Center for Student Involvement, room 001 of the Houston Harte University Center with the Executive Director of Student Affairs or designee. Staff are also available in the Office of Student Affairs to discuss reports of misconduct against student organizations.

Student organization leaders ~~also can~~ may self-report organization or member behavior that may be considered a violation(s) of Angelo State University 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 Reporting Party ~~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 of~~ organization or member activities that may result in violations of policy but have not occurred yet. In these cases, the organization leadership is encouraged to work directly with the Executive Director for Student Affairs or designee ~~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 Incident Reporting Form ~~or by contacting the appropriate student organization or fraternity/sorority life staff member in the Center for 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**

Angelo State University is committed to ensuring confidentiality during all stages of the student conduct process. The confidentiality of both the Reporting Party and the Responding Party will be honored by the University to the extent possible without compromising the University's commitment and obligation to investigate allegations of Sexual Misconduct misconduct, to protect the University Community, and to the extent allowed by law. However, because the University also has an obligation to maintain an

environment free of Sex Discrimination and Sexual Misconduct, many University employees have mandatory reporting and response obligations and may not be able to honor a Reporting Party's request for confidentiality. The Director of Title IX Compliance or designee will evaluate requests for confidentiality. The willful and unnecessary disclosure of confidential information by anyone, including the Reporting Party or Responding Party, may affect the integrity of the investigation.

~~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/>~~

~~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~~ University Community, the University may be required to investigate irrespective of the ~~Complainant's~~ Reporting Party'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~~ the Responding Student or witnesses in the case, some information may need to be shared with those involved parties in order to complete a thorough investigation.

~~— Students may make confidential reports to the University Counseling Center. All Reporting Parties may also make confidential reports to local rape crisis centers, clergy, or to other licensed clinical and/or mental health professionals acting in their professional role of providing those services.~~

## 8. Anonymity

Angelo State University understands the sensitive nature of some incidents of alleged misconduct. Further, the University is mindful of ~~Complainants'~~ the Reporting Party's

desire, in some cases, to report an incident without disclosing their name or other identifying information. Angelo State University will always attempt to protect a student's anonymity if that is the student's request. ~~Providing anonymity. Doing so,~~ however, can often ~~times~~ make it more difficult to thoroughly and effectively investigate an alleged incident. The University will work with each student on 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 ([www.angelo.edu/ferpa/](http://www.angelo.edu/ferpa/)).

#### **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 PanelUniversity Discipline Committee Hearing, and/or conduct appeal processes.

#### **11. Reporting Criminally**

Some instances of student misconduct may also constitute a violation of, state, federal, and/or local law. Students have the option to report misconduct to the University, to



local law enforcement, or to both. Angelo State University 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 addiction 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 ~~Office of~~ Executive Director for Student Affairs or designee 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 Angelo State University Part II: 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 assignments 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.
- 4.5. Possession, at any time, or current or previous course materials without the instructor's permission.
- 5.6. 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.
- 6.7. Transmitting or receiving information about the content 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.
- 7.8. 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.
- 8.9. 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.
- 9.10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- 10.11. 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 receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance and/or obtain an academic or financial benefit for oneself or another individual.

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

**f. Violation of Professional Standards**

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

*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, ~~perpetrated~~perpetuated against a member of the University community another person or persons including, but not limited to:

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

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

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

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

**1. Assault**

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

2. *Threats*

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

3. *Intimidation*

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

~~4. *Intimate Partner/Relationship Violence*~~

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

~~5. *Bullying/Cyber Bullying*~~

- ~~a. Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. Activities protected by freedom of speech will not be considered violations of the Code of Student Conduct.~~
- ~~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.~~

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

**c. *Sexual Misconduct***

Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, sexual violence, and any other misconduct based on sex.

1. *Interpersonal Violence*

An offense that meets the definition of domestic violence or dating violence:

- a. *Domestic Violence* - Abuse or violence committed by a current or former spouse or intimate partner of the Reporting Party, by a person with whom the Reporting Party shares a child in common, by a person with whom the Reporting Party is cohabitating (or has cohabitated) with a spouse or intimate partner, by a person similarly situated to a spouse of

the Reporting Party under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

Domestic Violence is also defined in Texas Family Code, Chapter 71, Section 71.004

(<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.71.htm#71.004>).

- b. Dating Violence - Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party. The existence of such a relationship will be determined based on the Reporting Party's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Dating Violence is also defined in Texas Family Code, Chapter 71, Section 71.0021

(<http://www.statutes.legis.state.tx.us/docs/FA/htm/FA.71.htm#71.0021>).

### *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. *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.

### *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. Sexual Assault

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual Assault includes non-consensual sexual contact and non-consensual sexual intercourse.

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual Assault includes non-consensual sexual contact and non-consensual sexual intercourse.

- a. Non-Consensual Sexual Contact – Intentional sexual touching, however slight, with any object or part of one's body of another's private areas without consent. Sexual Contact includes:
  - Intentional contact with the breasts, buttock, groin, or genitals;
  - Touching another with any of these body parts;
  - Making another touch you or themselves with or on any of these body parts; or
  - Any other intentional bodily contact in a sexual manner.
- b. Non-Consensual Sexual Intercourse – Sexual penetration or intercourse, however slight, with a penis, tongue, finger, or any object, and without consent. Penetration can be oral, anal, or vaginal.

The following offenses are examples of sexual assault:

- Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Reporting Party.
- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Reporting Party, including instances where the Reporting Party is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault is also defined in Texas Penal Code, Chapter 22, Section 22.011  
(<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011>).

*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. *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:

- Purposeful recording, distribution, or dissemination of sexual or intimate images or recordings of another person without that person's knowledge or consent;
- Sexual voyeurism;
- Inducing another to expose one's genitals or private areas;
- Prostituting another; or
- Knowingly exposing someone to or transmitting a sexually transmitted disease.

*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. *Sexual Harassment*

Unwelcome verbal, written, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
- Submission to or rejection of such conduct is used as a basis for decisions affecting employment or education; or

- c. Such conduct has the purpose or effect of interfering with the individual's work or educational performance or of creating an intimidating, hostile, or offensive working or educational environment, the complained of conduct must be either severe or pervasive.

Examples of inappropriate behavior that may constitute unlawful sexual harassment or Sexual Misconduct included, but are not limited to:

- Sexual teasing, jokes, remarks, or questions;
- Sexual looks and gestures;
- Communicating in a manner with sexual overtones;
- Inappropriate comments about dress or physical appearance;
- Inappropriate discussion of private sexual behavior;
- Gifts, letters, calls, emails, online posts, or materials of a sexual nature;
- Sexually explicit visual material (calendars, posters, cards, software, internet, or other multimedia 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;
- Exposing one's genitals or inducing another to expose his/her genitals;
- Stalking;
- Domestic or dating violence;
- Non-consensual sexual intercourse, sexual assault, or rape; or
- Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

*Nonconsensual Sexual Intercourse*

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

6. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and similarly situated to the Reporting Party. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and similarly situated to the Reporting Party. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is also defined in Texas Penal Code, Chapter 42, Section 42.072 (<http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.42.htm#42.072>).

*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.

6. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates, or alumni of the organization of committing or assisting in the commission of hazing.
7. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

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

***e. Discriminatory Harassment***

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

***f. Retaliatory Discrimination or Harassment***

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

***g. Complicity***

1. Assisting Failure of a student, via acts or omission, 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 violations that constitute Actions Against Members of the University Community.
2. Complicity with or failure of any organized group to address known or obvious violations of the *Code of Student Conduct* by its members, specifically Actions Against Members of the University Community.

*NOTE: Actions involving free expression activities are covered in Part II: Community Policies, Section GQ: Freedom of Expression.*

### 3. Alcoholic Beverages

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

### 4. Narcotics or Drugs

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound, or other controlled substance or drug paraphernalia that would constitute a violation of any, ~~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, ~~prescriptions drugs~~ medicine prescribed to another person, chemical compound, or other controlled substance, that would constitute a violation of any ~~except in accordance with~~ federal, state, and/or local law, and/or Angelo State University policy.

### 5. Smoking/Tobacco

Smoking in unauthorized areas on University property as designated by the Angelo State University Smoke/Tobacco-Free Environment policy (OP 34.23 Smoke/Tobacco-Free Environment).

### 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 that would constitute a violation of any ~~except in accordance with~~ federal, state, and/or local law, and/or Angelo State University policy. (OP 02.10 Concealed Carry of Handguns on Campus).

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

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

- a. Attempted or actual theft of property or services of the University, ~~other University students, other members of the University community, or campus visitors~~ or of another.
- 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. Littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the University, by other University students, other members of the University community, or campus visitors.
- e. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.
- fe. Alteration, forgery, or misrepresentation of any form of identification.
- gf. Possession or use of any form of false identification.
- hg. 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 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 University premises or equipment.
- c. Unauthorized use of the University name, logo, registered marks, or ~~symbols.~~ ~~However~~symbols; however, registered student organizations are permitted to use the complete statement "a registered student organization at Angelo State University."

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

## 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~~ or her 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 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), University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:
  - ~~b.~~a. Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords of individuals who otherwise have no authority to access University information resources.
  - ~~e.~~b. Use of University information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
  - ~~d.~~c. Using University information resources to violate Part I, Section B.2 (Actions Against Members of the University Community and Others).
  - ~~e.~~d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to Angelo State University information resources, compromising the privacy of another user or disrupting the intended use of Angelo State University information resources.
  - ~~f.~~e. Attempted or actual use of the Angelo State University information resources for unauthorized political or commercial purposes, or for personal gain.
  - ~~g.~~f. Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency or other applicable laws). Exceptions may be made for academic research where this aspect

of the research has the written consent of the Department Chair. Discovery of obscene material, including child pornography, on any Angelo State University information resource must be reported to the Chief Information Officer immediately.

- h.g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the integrity of computer-based information using Angelo State University information resources.
- h.h. Attempted or actual use of Angelo State University information resources to interfere with the normal operation of the University.
- h.i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted electronic communications, including, but not limited to, e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using 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.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 University Operating Policies and Procedures and Texas Tech University System Regent's Rules:

- a. University Parking Services
- b. Housing and Residential Programs
- c. Student Life
- d. Multicultural and Student Activities Programs
- ee. University Recreation
- fd. Texas Tech University System Board of Regents' Rules
- ge. Angelo State University Operating Policies and Procedures
- hf. 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 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 Executive Director of Student Affairs ~~or~~, the Assistant Director of Title IX Compliance, or designee 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.

Incident reports 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 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 the fullest extent of the information available.

When a Complainant Reporting Party 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 Reporting Party while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant Reporting Party 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 Reporting Party 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~~ Reporting Party 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~~ Reporting Party while respecting due process rights of the ~~Respondent~~ Responding Party. 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**

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 University Police Department or the San Angelo Police Department, counseling services, medical assistance, academic support referrals, and other support services. The ~~Office of~~ Executive Director Student Affairs, Director of Title IX Compliance, or designee are 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, Director of Title IX Compliance, or designee may impose restrictions and/or separate a student from the community pending the 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 pending the completion of the conduct process on alleged violation(s) of the *Code of Student Conduct*. A student who receives an interim suspension may request a meeting with the Executive Director of Student Affairs ~~or~~, the Director of Title IX Compliance, 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 Housing and Residential Programs/or the University campus/facilities/events. As determined appropriate by the Executive Director of Student Affairs ~~or~~, the Director of Title IX Compliance, or designee, this restriction may include classes and/or all the other University activities or privileges for which the student might otherwise



be eligible. At the discretion of the Executive Director of Student Affairs ~~or, the Director of Title IX Compliance, or~~ designee and with the approval of, and in collaboration with, the appropriate Instructor(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 outline 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/Reporting Party, Respondent/Responding Party,~~ 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 Affairs or~~ Executive Director of Student Affairs ~~or, the Director of Title IX Compliance, or~~ designee via the student's official Angelo State University e-mail. 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, e-mail, 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~~ Executive Director of Student Affairs ~~or, the Director of Title IX Director/Compliance,~~ or designee. 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 Executive Director of Student Affairs ~~or, the Director of Title IX Compliance,~~ or on recommendation of a Student Conduct Officer/Investigator, the physical or emotional well-being of a student or other students or members of the University community could be endangered or if the presence of the student could significantly disrupt the normal operations of the University. The Executive Director of Student Affairs ~~or, the Director of Title IX Compliance,~~ or designee will ~~notify the Assistant Director of Student Conduct to~~ initiate appropriate conduct

procedures to address the disruptive behavior within five (5) University business days from the date of Temporary Suspension.

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

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

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3. *Other Interim Actions*

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

4. *Non-Student Interim Actions*

Any guest to the University who is alleged to have violated the *Code of Student Conduct* and/or is deemed to pose a threat to the physical and/or emotional well-being of a student or other members or the University community and/or the presence of an individual could significantly disrupt the normal operations of the University, ~~the Office of Student Affairs~~ the Executive Director of Student Affairs or designee, in conjunction with the

University 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 or Director of Title IX Compliance 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~~ Executive Director of Student Affairs, Director of Title IX Compliance or designee, 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 Executive Director of Student Affairs or the Director of Title IX Compliance 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 Executive Director of Student Affairs or the Director of Title IX Compliance and the University Police Department. The Executive Director of Student Affairs, the Director of Title IX Compliance, or designee will notify all parties of the final decision using the written notification procedures outlined in Part I, Section A.3 within five (5) University business days.

b. ~~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 record 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 the 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 violation 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 Students 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 Angelo State University Community (faculty, staff, or student not otherwise involved in the case), 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 Texas Tech University System Office of General Counsel and/or General Counsel for Angelo State University 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 business days in advance of the scheduled Hearing date.;

3. Refrain from making any statement relevant to the investigation. Students are expected to cooperate in 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 investigate 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 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 Executive Director of Student Affairs, the Director of Title IX Compliance, 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 an initial inquiry indicates a concurrent police investigation is occurring, the Student Conduct Officer/Investigator will, where possible, collaborate with the University 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 Police Department to inspect, analyze, and incorporate physical or electronic evidence into the Investigative report.

During the investigative process, Complainants Reporting Parties and Respondents Responding Parties 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 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, Director Title IX Compliance, or designee.

In cases involving another student (a Reporting Party/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 Reporting Party and the Respondent/Responding Party 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 (sexual misconduct)-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 business 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 Executive Director of Student Affairs or designee by the instructor of record if the student chooses the Informal Resolution.

**e. *Pre-Hearing Process***

In cases involving an Administrative or Panel Hearing/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 Panel Hearing/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 ~~Panel Hearing~~ ~~University Discipline Committee Hearing~~. Other documents reviewed may include notification of Respondent's allegations, ~~Panel 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~~ ~~Panel Hearing~~, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or ~~University Discipline Committee~~ ~~Panel Hearing~~. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Administrative or ~~University Discipline~~ ~~Panel 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, ~~Reporting Parties~~ ~~Complainants and Respondents~~ ~~Responding Parties~~ 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 ~~Panel~~ ~~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~~ ~~Panel~~ will be held notwithstanding the student's preference.

In cases requiring a ~~Hearing Panel~~ ~~University Discipline Committee~~, the Student Conduct Officer/Investigator will share the list of committee members which consists of faculty, staff, and students trained for ~~Panel Hearings~~ ~~University Discipline Committees~~. Students will be given the opportunity to request to strike any member of the ~~Hearing Panel~~ ~~University Discipline Committee~~ whose impartiality may be in question. In order to strike a member of the ~~Hearing~~



~~Panel~~ 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 ~~Hearing Panel~~ University Discipline Committee is set, the ~~Student Conduct Officer/Investigator~~ Executive Director of Student Affairs ~~and/or the~~, Director of Title IX Compliance or designee will schedule the ~~Panel~~ 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 ~~Panel~~ University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative or ~~Panel~~ 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 ~~Panel~~ University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the ~~Hearing Panel~~ 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.4a-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~~ Reporting Party) 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~~ Reporting Party and the ~~Respondent~~ Responding Party 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 reporting~~ 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 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 Executive Director of Student Affairs or designee. In cases involving Part I, 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 days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeals Procedures outlined in Part II, Section C.5.

***b. Panel Hearing ~~University Discipline Committee Hearing~~***

~~A For each Panel University Discipline Committee Hearing panel consists of a panel of three (3) five (5) Hearing Panel University Discipline Committee members will be chosen from the available pool by the Executive Director of Student Affairs and/or the, Director of Title IX Compliance, or designee. Typically, the Hearing Panel will be comprised of one student, one faculty member, and one staff member, including faculty, staff, and students. Availability may determine a different composition for the Panel. For allegations involving Part 1, Section B.1 (Academic Misconduct), the Hearing Panel will be comprised of only students and faculty members. For cases involving Part I, Section B.2 (Actions Against Members of the University Community and Others) or other sensitive issues, the Director of Title IX Compliance or designee will appoint three (3) Administrative Hearing Officers for the Hearing Panel.~~

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

~~All Hearing proceedings, excluding deliberations of the Hearing Panel, will be recorded by the University. In cases including Part I, Section B.2 (discrimination, sexual misconduct, or other sensitive issues), the Committee will only include faculty and staff. In cases involving Part I, Section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty from the Academic Integrity Committee.~~

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

The Director of Title IX Compliance or designee will appoint a Panel Committee Resource Person to serve as a non-voting participant in the Panel University Discipline Committee Hearing. The Panel Committee Resource Person will be a trained University staff member who may:

- Prepare the Panel University Discipline Committee Hearing materials;
- Record the Panel Hearing University Discipline Committee proceedings;
- Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials;

- Ensure proper decorum throughout the Panel University Discipline Committee Hearing;
- Ensure the procedural soundness of the Panel University Discipline Committee Hearing;
- Provide student conduct history as well as any documented Policy Warnings issued to the Responding Party, during the sanctioning phase, if necessary; of the Responding Partyent during the sanctioning phase, if necessary;
- Transcribe the findings of the University Discipline Committee Hearing Panel;
- 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. ~~Both t~~The Reporting Party~~Complainant~~ and Responding Party have the right to add or make additional comments about the facts of the case. The Hearing Panel University Discipline Committee may question the Student Conduct Officer/Investigator, Complainant~~Reporting Party~~, Responding Partyent, and any witnesses. The ~~Complainant~~Reporting Party and Responding partyent 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 Resource Personchair of the Hearing removes a student due to misconduct (Reporting Party~~Complainant~~, Responding Party, or witnesses), the alleged misconduct will be forwarded to the ~~Office of~~ Executive Director of Student Affairs, Director of Title IX Compliance or designee.

Following the Hearing, the Hearing Panel 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 Hearing Panel University Discipline Committee have any questions for the Student Conduct Officer/Investigator, the ~~Complainant~~Reporting Party, and/or the Responding Partyent, the University Discipline Committee Hearing Panel will reconvene so that all parties have the opportunity to respond and be present for other parties' responses.

Outcomes of the Hearing Panel University Discipline Committee will be provided to the student(s) in writing within five (5) University business days of the conclusion of the Panel University Discipline Committee Hearing. Decisions made through the University Discipline Committee Hearing Panel 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 Panel, when a student is found responsible. The potential sanctions are listed in the *Code of Student Conduct* grid at

<http://www.angelo.edu/services/saem/student-affairs.php><http://www.angelo.edu/student-handbook/appendices/sanctioning-grids.php>. The grid, mentioned above, is provided only as a guideline for administering sanctions by the Student Conduct Officer/Investigator, Administrative Hearing Officer, or the Hearing Panel/University Discipline Committee/Academic Integrity Committee. The Student Conduct Officer/Investigator, Administrative Hearing Officer, and/or the University Discipline Committee/Academic Integrity Committee/Hearing Panel may deviate from the grid.

Implementation of the disciplinary sanction(s) will not begin and are not deemed final until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Sanctions agreed upon through the Informal Resolution process are final upon effectuation of the Informal Resolution. When sanctions are final, appropriate University Administrators may be notified of the student's sanctions. Upon the judgment of the Executive Director of Student Affairs, Director of Title IX Compliance, or designee 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 room 112 of the Houston Harte University Center~~the Office of Student Affairs or Housing and Residential Programs~~Center for Student Empowerment for a minimum of seven (7) years from the date the case is completed through an Informal Resolution, Administrative Hearing, or Hearing Panel/University Discipline Committee/Academic Integrity Committee 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 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 student is not allowed to participate in class or University related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Time-Limited Disciplinary Suspension is noted on the student's transcript by the phrase "Disciplinary Suspension" and will include the period of time in which the student is/was suspended from the University. The notation of disciplinary suspension will remain on the transcript indefinitely. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer/Investigator may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanction that was imposed prior to application for readmission, the Student Conduct Officer/Investigator may deny readmission to a student. On denial of a student's readmission, the Executive Director of Student Affairs, Director of Title IX Compliance, or designee 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.

**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, the Director of Title IX Compliance, 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 Hearing Panel. 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 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 I, 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. Disciplinary Appeals Procedures**

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

~~The Executive Director of Student Affairs~~ Vice President for Student Affairs and Enrollment Management or designee will 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.

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;
- 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~~ Reporting Party or Responding Party may appeal the decision of the ~~Hearing Panel~~ Office of Student Affairs. In such cases, the Office of Vice President for Student Affairs or designee 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 sanction, 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 Hearing Panel/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 PanelBody; or
- Remand the case to a new Hearing PanelBody.

The Office of Vice President for Student Affairs and Enrollment Management, ~~/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 days. If necessary, the designated appeal officer will notify the student should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and cannot be appealed.

If the designated appeal officer remands the decision to a new Hearing PanelBody, the decision of that Hearing PanelBody 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 ~~Executive Director of Student Affairs~~ Vice President for Student Affairs and Enrollment Management or designee at least three (3) weeks prior to any Angelo State University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll. The student may be required by the ~~Executive Director of Student Affairs~~ Vice President for Student Affairs and Enrollment Management or designee 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



~~Executive Director of Student Affairs~~Vice President for Student Affairs and Enrollment Management or designee 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 Executive Director of Student Affairs ~~or, the Director of Title IX Compliance,~~ 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~~Reporting Party's 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~~Reporting Party 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~~Reporting Party while weighing the interests of the campus community and the possibility of continuing inappropriate behavior and threat to the community. If the ~~Reporting Party~~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 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 Reporting Party 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 Reporting Party Complainant while respecting due process rights of the Respondent/Responding Party. 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 permission, and modification to academic schedule. Remedies will be evaluated on a case-by-case basis.
- b. Assistance and resources are provided to the Reporting Party 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 University Police Department or San Angelo Police Department, counseling services, medical assistance, academic support referrals, and other support services. This is handled by ~~the staff member in the Office of Student Life, Office of Student Affairs, or by the Executive Director of Student Affairs~~ or, the Director of Title IX Compliance, or designee taking the initial report. This staff member may or may not be the person to investigate the complaint.

### 4. Interim Actions

Under the *Code of Student Conduct*, the Executive Director of Student Affairs ~~or, the Director of Title IX Compliance,~~ 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 desists directives from inter/national or regional organizations. A student organization who receives an interim suspension may request a meeting with the Executive Director of Student Affairs ~~or, the Director of Title IX Compliance,~~ or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of the meetings, 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 Reporting Party Complainant, Responding Partyent, 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 Greek Fraternity/Sorority Life staff member.

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

In most cases, the appropriate Student Organization or Fraternity/SororityGreek 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), Greek Fraternity and Sorority Life staff will notify representatives of the inter/national or regional headquarters of the complaint received and of the process for reviewing the complaint. 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 staff will specifically contact inter/national and regional organizations when 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 other's 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 Students Rights & Responsibilities document to review and sign prior to an interview with the appointed Student Conduct Officer/Investigator. The Rights & Responsibilities

document informs the student organization of rights to be exercised before and during the conduct process. Those rights include the right to:

- a. A prompt, fair, and equitable process;
- b. Be accompanied by an advisor at any conduct or related proceeding.
  - An “advisor” can be any of the following: a member of the Angelo State University community (faculty, staff, or student not otherwise involved in the case), 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 the Texas Tech University System Office of General Counsel and/or General Counsel for Angelo State University may attend on behalf of the University.
  - In the case of a student organization conduct proceeding, the President of the student organization is asked to make a response on behalf of the organization. During these processes, the President is also encouraged to include the faculty/staff advisor for the student organization. In many cases, the President may not be able to speak on behalf of the local advisory board to the student organization, so the inclusion of a local alumni advisor is also allowed.
  - In the case of student organizations, the current President of the organization, is responsible for presenting information during the formal hearing. The roles of the advisors during formal hearings should be for support and guidance, not to speak or participate directly in the formal hearing unless authorized.
  - Student organizations should select an advisor whose schedule allows attendance at the meeting, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the investigator and with advanced notice.
- c. Refrain from making any statement relevant to the investigation.

Student organizations are expected to cooperate with the University conduct process, but may elect not to participate in the investigation process, either in part or entirely. However, a student organization’s refusal to participate in the investigation, in part or whole, 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 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 panel/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 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 Executive Director of Student Affairs ~~or~~ the Director of Title IX Compliance, 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 potential for three or more separate investigations to be occurring in a similar time frame:
  - Angelo State University Student Organization Conduct Investigation.

- Criminal Investigation by the University, San Angelo, 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 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 investigation 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 un-obstructive to concurrent or forthcoming police investigations.
- f. Student organizations will be asked to provide information about any actions, occurring voluntarily by the organization and/or, 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 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 ~~P~~olicy ~~W~~arning letter would be issued to the organization and the incident would be closed.
  - If there is sufficient evidence ~~et~~ to proceed to a hearing, the investigation report will outline the formal allegations against the student organization.
  - A discussion would occur around the opportunity for an informal resolution or a formal hearing.
- b. In cases proceeding to a formal hearing, the student organization representative(s) would review the formal hearing script and the pool of faculty, staff, and students trained for the Hearing Panel. ~~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. If there is a complaint, the Reporting Party-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. 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 Panel ~~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 Panel ~~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 Panel ~~University Discipline Committee~~ Hearing. Other documents include notification of Respondent's ~~Responding Party's~~ allegations, Panel ~~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 ~~judgement~~judgment of the Student Conduct Officer/Investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Administrative or Panel 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 Panel 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 Panel 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, ~~Complainants~~the Reporting Party and ~~Responding Parties~~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 Panel 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 Panel University Discipline Committee Hearing will be held notwithstanding the student's preference.
- e. In cases requiring a Hearing Panel University Discipline Committee, the Student Conduct Officer/Investigator will share the pool of faculty, staff, and students trained for Hearing Panels University Discipline Committees. Student organization representatives will be given the opportunity to request to strike any member of the Hearing Panel University Discipline Committee whose impartiality may be in question. In order to strike a member of the Hearing Panel 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 Hearing Panel University Discipline Committee is set, the Executive Director of Student Affairs, Director of Title IX Compliance, or designee will schedule the Panel 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 Panel University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative Hearing or Panel 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 Panel University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the Hearing Panel 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 Panel Hearing University Discipline Committee.
- b. Hearings are closed to the public. ~~Complainants~~ The Reporting Party and Respondents ~~ing Party~~ 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 the Reporting Party and Reresponding students~~ Party 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 an Administrative Hearing Officer assigned by the Executive Director of Student Affairs or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns a sanction, as appropriate. Written notification of the outcomes of the Administrative Hearing should be provided to the student within five (5) University business days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part I, Section C.5.
- ~~f. Panel Hearing University Discipline Committee Hearing~~  
f.  
For each Panel Hearing a panel of three (3) members will be chosen from the available pool by the Executive Director of Student Affairs, the Director of Title IX Compliance, or designee. The Panel will typically be comprised of one student, one faculty member, and one staff member. Availability may determine a different composition for the Hearing Panel. For allegations involving Part I, Section B

(Academic Misconduct), the Panel will be comprised of only students and faculty members. For cases involving Part I, Section B.2 (Actions Against Members of the University Community and Others) or other sensitive issues, the Director of Title IX Compliance or designee will appoint three (3) Administrative Hearing Officers from the pool of available members for the Panel.~~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~~In cases including Part I, Section B.2 (discrimination, sexual misconduct, or other sensitive issues), discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.

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

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

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

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

- Prepare the Panel University Discipline Committee Hearing materials;
- Record the Panel Hearing University Discipline Committee proceedings;
- Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials.;
- Ensure proper decorum throughout the Panel University Discipline Committee Hearing;
- Ensure the procedural soundness of the Panel University Discipline Committee Hearing;
- Provide student conduct history as well as any documented Policy Warnings issued to the Responding Party, during the sanctioning phase, if necessary, ~~of the Respondent~~ Responding Party during the sanctioning phase, if necessary;
- Transcribe the findings of the University Discipline Committee Hearing Panel;
- 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. Both the Complainant Reporting Party and Respondent Responding Party have the right to add or make additional comments about the facts of the case. The Hearing Panel University Discipline Committee may question the Student Conduct Officer/Investigator, Reporting Party Complainant, Responding Partyent, and any witnesses. The Complainant Reporting Party and Respondent Responding Party 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 Resource Person chair of the Hearing Panel removes a student due to misconduct (Complainant Reporting Party, Responding Partyent, or witnesses), the alleged misconduct will be forwarded to the Office of Executive Director of Student Affairs, the Director of Title IX Compliance, or designee Center for Student Affairs Empowerment for additional processing as appropriate Office of Student Affairs.
- h. Following the Hearing, the Hearing Panel will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, if applicable. The investigator will 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 to help inform sanctioning the panel determine appropriate 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 Hearing Panel University Discipline Committee have any questions for the Student Conduct Officer/Investigator, the Complainant Reporting Party, and/or the Responding Partyent, the University Discipline Committee Hearing Panel will reconvene so that all parties have the opportunity to respond and be present for other parties' responses.

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

## 14. Sanctions

A Student Conduct Officer/Investigator, Administrative Hearing Officer, or a Hearing Panel ~~University Discipline Committee~~ may impose sanctions as a result of an Informal Resolution, Administrative Hearing, or Panel ~~University Discipline Committee~~ Hearing, when a student organization is found responsible. The potential sanctions are listed in the Student Organization Sanctioning Grid in the Student Handbook, Appendix C. The grid is provided only as a guideline for administering sanctions by the Student Conduct Officer/Investigator, Administrative Hearing Officer, or the Hearing Panel ~~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 Executive Director of Student Affairs, Director of Title IX Compliance, or designee some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

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

**a. *Disciplinary Reprimand***

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

**b. *Disciplinary Probation***

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

**c. *Deferred Disciplinary Suspension***

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

**d. *Time-Limited Disciplinary Suspension***

Time-Limited Disciplinary Suspension is a specific period of time in which a student organization's registration with the University is suspended as well as privileges

and benefits of registration. Suspended student organizations may not hold events or activities on campus, may not solicit or utilize University grounds or services to promote organizations or events or to recruit members, and may not utilize any other benefits or services provided to registered student organizations. 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~~ Executive Director of Student Affairs or Director of Title IX Compliance 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 staff, advisory boards, or other appropriate parties.;
- Requirements for community service or other activities beneficial to the membership and associated with remedying the impact of behavior on the community.;
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.;
- Requirements for completion of membership reviews and providing updated rosters.;
- Requirements to submit information about updated and improved organizational processes such as new member education plans, or social event plans.

**g. *Restrictions***

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. Disciplinary Appeals 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 days of receiving the written decision.
- b. The ~~Executive Director of~~ Vice President for Student Affairs and Enrollment Management 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 ~~H~~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 Reporting Party ~~Complainant or Respondent~~ Responding Party may appeal the decision of the Hearing Panel ~~Office of Student Affairs~~. In such cases, the Office of the Vice President

- for Student Affairs and Enrollment Management or designee 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 Panel Hearing, 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 Panel Body.;
    - Remand the case to a new Hearing Panel Body.
  - h. ~~The Office of~~Vice President for Student Affairs and Enrollment Management 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 written notification procedures outlined in Part I, Section A.3 within ten (10) University business 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~~Designated aAppeal ~~o~~fficer is final and cannot be appealed.
  - i. If the designated appeal officer remands the decision to a new Hearing Panel Body, the decision of that Hearing Panel 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. ~~A f~~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 findings are shared with the inter/national or regional headquarters or organizations as appropriate.

## PART II: COMMUNITY POLICIES

### SECTION A: ALCOHOL POLICY & INFORMATION

**a. Beverage Provisions in the Code of Student Conduct**

Alcoholic Beverages violations are outlined in Part I, Section B.3 of the Code of Student Conduct.

### SECTION B: ACADEMIC INTEGRITY

**a. 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. 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 form the faculty member teaching the course in question.

**c. Instructor Responsibilities**

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Executive Director for Student Affairs or designee 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 will notify the student of the alleged misconduct and 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 the 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, and 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-Executive Director of Student Affairs or designee as a central clearinghouse of violations. The Executive Director of Student Affairs or designee will review the case and may impose additional sanctions if warranted as outlined in and for adjudication as a the Student Code of Conduct. violation when disciplinary sanctions will be assigned.

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

1. Once a student has been notified of an academic integrity allegation, the student may not drop the course until the academic integrity processes are complete. If a student drops or withdraws, the student will be reinstated to the course in question. A student should continue attending class and participating in course work until the disciplinary process is complete. If it is determined that the student was not responsible for academic integrity violations and/or the referring faculty member allows the student to withdraw from the course, the student may file a request with the 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 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 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).

**e. *Academic and Disciplinary Penalties***

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

**f. *Referrals to the Office-Executive Director of Student Affairs***

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 Executive Director of Student Affairs or designee 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~~ Executive Director of Student Affairs or designee for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Instructors of record of the course where the violation occurred and the Academic Dean of the college where the student is enrolled or of the college housing the course where the violation occurred may participate in the adjudication of the violation and assignment of additional sanctions with the ~~Office~~ Executive Director of Student Affairs or designee as outlined in the *Code of Student Conduct*.

*NOTE: Additional Academic Integrity information is available from the Office of Student Affairs.*

## **SECTION C: ANTI-DISCRIMINATION POLICY**

The University does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the University's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on this basis. This policy and complaint procedure is available in Angelo State University Operating Policy 16.02 Non Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws.

~~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 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 expulsi~~

### **1. Harassment**

- a. Harassment based on a person's protected class under this policy is a form of discrimination. Unlawful harassment is verbal or physical conduct that shows hostility toward an individual based on or related to sex, race, national origin, religion, age, disability, sexual orientation, gender identity, genetic information, or other protected categories, classes, or characteristics that:
  1. Create an intimidating, hostile, or offensive working or educational environment.
  2. Have the purpose or effect of unreasonably interfering with an employee's or student's educational performance.
  3. Adversely affect an employee's employment opportunities or student's educational opportunities.

4. Is severe or pervasive.

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

1. Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race.;
2. Display of explicit or offensive calendars, posters, pictures, drawings, cartoons, screen savers, e-mails, internet, or cartoonsother multi-media materials in any format that reflects disparagingly upon a class of persons or a particular person in a protected category.;
3. Derogatory remarks about a person's sex, national origin, race, or other ethnic characteristic.;
4. Disparaging or disrespectful comments if such comments are made because of a person's protected status.;
5. Loud or angry outbursts or obscenities in the workplace directed toward another employee, student, customer, contractor, or visitor.; or
6. Disparate treatment without a legitimate business reason.; or
7. Other threats, discrimination, hazing, bullying, stalking, or violence based on a protected category, class, or characteristic.

## **2. Sexual Misconduct**

A broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, and any other form of sexual misconduct, sexual violence, or other misconduct based on sex. See University Operating Policy 16.03, Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure for matters concerning Sexual Misconduct.

## **3. Reporting Concerns**

- a. Students wishing to report an incident of discrimination or harassment, including gender-based discrimination, sexual harassment, or sexual assault, should contact the Director of Title IX Compliance. Additional information on reporting can be found at: <https://www.angelo.edu/services/title-ix/> or in University Operating Policy 16.03, Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure for matters concerning Sexual Misconduct. An online reporting form is also available at: <https://www.angelo.edu/services/title-ix/file-a-complaint.php>.
- b. Students reporting discrimination or harassment in their employment capacity should contact the ASU Office of Human Resources at (325)942-2168 or Texas Tech University's Office of Equal Employment Opportunity at (806)742-3627.

## **4. Office for 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 for Civil Rights (OCR), 400

Maryland Avenue, SW Washington, DC 20202-1100 or Customer Service Hotline (800) 421-3481 or <http://www.ed.gov.ocr>  
<http://www2.ed.gov/about/offices/list/ocr/index.html>.

#### **1.5. Non-Retaliatio**

- a. Retaliation against a person who reports a potential violation under this policy, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this policy is strictly prohibited and will not be tolerated. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or adverse actions related to an individual's employment or education. The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this policy will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure outlined in this policy.
- b. Individuals who are found to have retaliated under this policy will be subject to disciplinary action, up to and including termination of employment, expulsion from the University, or being barred from University premises and events.

#### **6. Confidentiality**

The Confidentiality of both the Reporting Party Complainant and the Responding Party accused will be honored by the University to the such extent as is possible without compromising the University's commitment and obligation to investigate allegations of discrimination or violations of law, to protect the University Community, and to the extent allowed by law 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 Reporting Party or Responding Party, 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 affect the integrity of the investigation.

#### **7. Complaint and Investigation Process**

For additional information regarding the complaint and investigation process involving other students, employees (whether faculty, staff, or students), or non-University individuals see University Operating Policy 16.02, Non Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws and University Operating Policy 16.03, Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure for matters concerning Sexual Misconduct.

#### **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 outburst 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 innuendos 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**

~~Student complaining of discriminatory and sexual harassment should contact the 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 Human Resources, East Annex Building, (325)942-2168. 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.

## **[SECTION (?): FACULTY/STAFF AND STUDENT RELATIONSHIPS]**

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

Angelo State University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships, including affectionate liaisons or other intimate or close relationships between faculty and students in a faculty member's class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct 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 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 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 policy are guided by the Student Conduct Procedures outlined in the Student Handbook, Part I, Section B (*Code of Student Conduct*).

### **9. 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 to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.~~
- d. ~~A student may consult with the 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 Incident Reporting Form. However, even if a formal grievance is not filed, the Executive Director of Student Affairs may notify key personnel at his or her discretion about the allegation, and other action may be taken by Angelo State University 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 Angelo State University's policy and educating departments and supervisors as needed on this and other policies.~~
- e. ~~If the grievance involves the Executive Director of Student Affairs, the grievance should be presented to the Office of Human Resources.~~
- f. ~~Student complaints of discrimination or harassment by an employee will be investigated jointly by the 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 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 Student Affairs and/or the Office of Human Resources or designee will provide a written determination to the student who had filed the grievance, the accused parties, and the appropriate administrators.~~
- i. ~~The finding of the Office of Student Affairs and/or the Office of 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 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 Student Affairs and the Office of 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 Human Resources. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the Executive Director of~~



Student Affairs or the Office of 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 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~~ Executive Director of Student Affairs or designee. Angelo State University Operating Policy 10.04, Academic Regulations Concerning Student Performance 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 University Operating Policy 10.19, Student Absences for Observance of Religious Holy Days.

### **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 the 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 University Operating Policy 10.04, 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**

Angelo State University has various procedures for addressing written student complaints/~~grievances~~. Students may seek assistance from the ~~Office of~~ Executive Director of Student Affairs, Director of Title IX, or designee as they go through a written complaint/~~grievance~~ process. The ~~Office of~~ Executive Director of Student Affairs,

Director of Title IX or designee 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 University Operating Policy 10.07, Undergraduate Academic Status, Operating Policy 10.11, Grading Procedures, and Operating Policy 10.04, Academic Regulations Concerning Student Performance.
- b. Undergraduate students on academic probation or suspension should refer to University Operating Policy 10.07, Undergraduate Academic Status for specific instructions regarding returning to good academic standing or reinstatement to the University. may appeal their academic status to the Academic Dean of their academic college for review of mitigating factors or the use of grade replacement to impact grade point average. Graduate students may appeal to the Graduate School for review.

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

Conduct of the University Faculty is outlined in University Operating Policy 06.05, 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 University Student Handbook outlines the process for filing a conduct complaint against a student or student organization.

## **5. Discriminatory and/or Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure**

The University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state law, the University prohibits discrimination based on sex and other types of Sexual Misconduct. The University has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, Angelo State University Operating Policies set forth procedures for filing, investigating, and resolving complaints of harassment and discrimination. These policies and complaint procedures are available in University Operating Policies: OP 16.02, Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws and OP 16.03,

Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure.:

a. Faculty/Staff and Student Relationships:

Angelo State University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual 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, the Provost/Vice President of Academic Affairs, the Vice President for Student Affairs and Enrollment Management, or designee.

a. 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-Discrimination Policy and Grievance Procedure for Students sets forth procedures for filing, investigating, and remedying 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 University Student Handbook.

c. For complaints by students against faculty of staff regarding incidents of discrimination or harassment, see the Anti-Discrimination Policy in Part II, Section C of the Angelo State University Student Handbook and Operating Policy 10.22 Anti-Discrimination Policy and Grievance Procedure for Students.

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 University Student Handbook.

## **6. Disability-Related Complaints**

a. Complaints related to disabilities are guided by University Operating Policy 10.15, Providing Accommodations for Students with Disabilities and Operating Policy 16.02, Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws.

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 or designee. The ADA Campus Coordinator for Students is the Director of Student Disability Services, room 112, Houston Harte University Center, (325) 942-2047.

## **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 Angelo State University Student Handbook Part II, Section O. The Registrar's Office provides oversight for student records and student record complaints.

## **8. Disciplinary Action**

The University conduct procedure for students~~disciplinary appeals process~~ is outlined in the Angelo State University Student Handbook Part I, Section C. The University conduct procedure for student organizations is outlined in Part I, Section D.

## **9. Employment**

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with her or her immediate supervisor or the person in charge of the department may contact the Office of Human Resources in accordance with the grievance procedures outlined in the University Operating Policy 52.17, Staff Employee Complaint Procedure and Operating Policy 16.02, Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws~~52.40 Anti-Discrimination Policy and Grievance Procedure for Violations of Employment and Other Laws~~.

## **10. Grades**

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 computations, 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 University Operating Policy 10.03, Grade Grievances. A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Provost/Vice President of Academic Affairs's Office. Also, refer to the Angelo State University 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/](http://www.angelo.edu/services/parking_services/). 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).

## **12. Graduate School Requirements**

- a. Graduate student complaints related to academic standing and performance follow processes outlined in University Operating Policy (OP) 42.01, Admission to the College of Graduate Studies, Operating Policy(OP) 42.02, College of Graduate Studies Enrollment Policy, Operating Policy(OP) 42.03, Graduate Students Employed as Teaching Assistants, Graduate Assistants, and Graduate Research Assistants, and Operating Policy(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 10.03, Grade Grievances.

### **13. Housing Complaints**

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

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

Students enrolled in distance learning courses utilize the same complaint procedures as students enrolled in traditional courses. In accordance with the Higher Education Opportunities Act of 2008, Angelo State University provides a web-link 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).

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

Tuition, fee, and financial complaints are guided by the Student Accounts and Bursar's Office, and Student Financial Aid processes. Students with complaints related to tuition and fees may contact the Student Accounts and Bursar's Office at (325) 942-2008. 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. <http://www.angelo.edu/content/forms/413-feedback-form>.

## **SECTION F: FINANCIAL RESPONSIBILITY**

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

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, disputed 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, 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, 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 and Bursar's Office 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.;
- c. The University may report individual student financial obligations to a credit reporting agency or a collection agent. A student is responsible for all collection costs charged to Angelo State University including reasonable attorney's fees. 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).~~
- d. Before registering or requesting a transcript, students may check for holds by accessing their records at: <http://ramport.angelo.edu/cp/home/displaylogin> (Student Services tab).
- e. For more information, please visit the Student Accounts/Bursar's Office website at <http://www.angelo.edu/services/controller/>.

## SECTION G: FREEDOM OF EXPRESSION

### 1. Freedom of Expression

Information related to freedom of expression policy is available in the Angelo State University Student Handbook Part II, Section P: Use of University Space.

## SECTION H: HOUSING REQUIREMENTS

### 1. Housing Information

- a. The Angelo State University residence halls system includes a variety of living options and provides convenient and affordable housing for approximately ~~2448~~100 students. 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 Hhall, ~~with the exception of Honors housing which is in Texan Hall, and Concho Hall.~~ Centennial Village, which is arranged in two-bedroom/one bath units or four-bedroom/two

bath units, offers private bedrooms in a suite-style setting. Likewise, Texan Hall offers private bedrooms with a shared common area in a suite-style setting. Carr Hall offers suite-style accommodations to men and women. Most suites are comprised of two double-occupancy rooms adjoined by a shared bathrooms. Carr Hall includes a limited number of private suites with two single-occupancy rooms adjoined by a shared bath. Vanderventer Apartments offer fully furnished apartment style living with full kitchens and an on-site free laundry room. Priority for assignment to the private suites in Carr and apartments in Vanderventer will be given to students of sophomore or higher classification. 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 doublesingle-occupancy rooms adjoined by a shared bath, for graduate students or undergraduate students with 90 or more credit hours.

- b. Ethernet computer connections are provided in each room. All halls have WiFi. However, students are encouraged to utilize Ethernet connections for quizzes, homework, etc. Other services include laundry rooms, vending machines, and 24-hour professional staff.
- c. An experienced and trained staff of Area Coordinators, Student Hall Directors and 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 Hall Association. The Residence Hall Association 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/). 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).

## 2. Housing Policy

In support of the Strategic Plan of Angelo State University, the University requires students to reside on campus their first year. If, at the end of their first year, they have not completed 30 credit hours, they will be required to reside on campus an additional year. ~~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 GPA's in comparison to students living off campus. Compliance with the University housing policy is a condition of enrollment, as set forth in the Angelo State University 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 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 who graduated from a Tom Green County high school.
  - 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 ~~70~~100-mile radius of Angelo State University. The parents must have established their primary San Angelo residency at least one year 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 or more semester hours of~~ academic credit prior to the student's enrollment or re-enrollment. the equivalent of the one year live on requirement. If the college or university did not require the student to reside on campus, and the student successfully completed two long semesters, they will be exempted.
  - 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 four long semesters (fall and spring terms) of living on campus in the 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.
  - A student is taking less than 12 hours during the academic year.
- 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~~ Director of Housing and Residence Life Student Affairs or designee and in accordance with the *Code of Student Conduct* of 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 University Housing and Residential Programs Contract.

- e. The student is responsible for updating any incorrect information including place of residence with the Registrar's Office.
- f. No exemptions will be approved once the student has moved into 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 ~~and~~ Bursar's Office. Room and dining plan fees become a part of the student's bill, and as such, payment plans are available. Payments must be made by the scheduled due dates to avoid delays in registration. 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 ~~5060~~ percent of the academic year room and dining plan rate for the fall semester and ~~5040~~ percent for spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged ~~5040~~ percent of the academic year rate.

### **SECTION I: GENDER-BASED HARASSMENT, SEXUAL MISCONDUCT, DISCRIMINATION AND TITLE IX POLICY AND COMPLAINT PROCEDURE** **SEXUAL VIOLENCE**

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

ASU has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, Angelo State University Operating Policies 16.02 Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws and 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure set forth procedures for filing, investigating, and resolving complaints of harassment, sexual misconduct, discrimination. Additional information regarding gender-based harassment, sexual misconduct, discrimination, and Title IX can be found at: Information about Angelo State University's response and prevention of sexual violence and misconduct. Information about Angelo State University's response and prevention of sexual violence and misconduct can be found at <https://www.angelo.edu/services/title-ix/>.

## **SECTION J: SOLICITATIONS, ADVERTISEMENTS, AND PRINTED MATERIALS**

### **1. General Policy**

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, and/or donations, 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, or any unauthorized use of University documents, records or seal is prohibited. Information is also available in Operating Policy 26.07 University Name Seal and Logo found at <http://www.angelo.edu/opmanual/>.

### **4. Jurisdiction**

- a. All solicitation requests should be directed to the Executive Director of Student Affairs or Life for designee for review. Requests should be submitted online using the Solicitation/Sales Request Form. Requests must be submitted at least ten (10) University business 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 Executive Director of Student Affairs or designee.
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the Vice President for Student Affairs and Enrollment Management or designee.
- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Vice President for Academic Affairs or designee.
- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are

administered by the Executive Director of Development and Alumni Relations or designee in accordance with University Operating Policy 32.03, Solicitation of Gifts and Grants from Private Philanthropic Sources.

## 5. Solicitation Processes

- a. Solicitations by registered student organizations and students are prohibited 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 or 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 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 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 Angelo State University registered names, logos, and trademarks, refer to University Operating Policy 30.07 Licensing and Use of ASU Registered Names, Logos, and Trademarks ~~Official Logos and Visual Elements on the University Communications and Marketing website~~ and also to the Angelo State University 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 reservation request online at <https://reservations.angelo.edu>. Permission 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 Executive Director of Student Life Affairs, ~~or the Director of Business Services,~~ or designee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the ~~Executive Director of~~ Vice President for Student Affairs and Enrollment Management or designee.
- g. A written appeal describing the objections to the denial addressed to the ~~Executive Director of~~ Vice President for Student Affairs and Enrollment Management or designee must be filed no later than five (5) University business days after the receipt of notice of denial from the Executive Director of Student Life Affairs, ~~or the Director of Business Services or designee.~~

- h. The Executive Director of Student Affairs will convey the appeal decision, in writing, to the student or registered student organization or to the Director of ~~Student Life~~ Multicultural and Student Activities Programs or the Director of Business Services within five (5) University business days from the receipt of the written appeal.
- i. The student or registered student organization may not appeal beyond the ~~Executive Director of~~ Vice President for Student Affairs and Enrollment Management.

## 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 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 Director of Business Services.
- e. The only approved posting location on campus by non-University guests is located within the Houston Harte 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 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 the 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.;
- i. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.;
- j. Registered student organizations and University departments are allowed to hang banners within the Houston Harte University Center at the discretion of the Director of Business Services. A list of requirements regarding the banners is available either online through the Business Services website or in the Office of Special Events located in the Houston Harte University Center, 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 Office of Special Events ~~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 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 ~~d~~Departments are for official University use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department.;
- 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**

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 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 ASU OneCards 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 ASU OneCards.

For more information about the features of the ASU OneCard, student 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**

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 [University Operating Policy 04.10; Student Media](#).

Students preparing for careers in the media industry, train as videographers, editors and on-air personalities by producing content for the Campus Television and Radio stations. RAMTV and RAMRADIO highlight aspects of Angelo State University to the San Angelo Community and beyond.

RamTV features live productions, symposia, lectureships, administrative forums, performing arts, athletics, exhibitions of student work, and events sponsored by departments on campus as well as local human-interest stores and public service announcements for non-profit organizations in San Angelo. This material is broadcast on the University educational access channel and the San Angelo local FOX affiliate, KIDY.

RAMRADIO is an Internet radio station that streams music, campus news and events, and community stories, 24 hours a day, 7 days a week. RAMRADIO also offers students the opportunity to produce programming for National Public Radio (NPR) through the Texas Tech University Public Radio Station.

### **3. Veterans Educational and Transitional Services Affiliated Military and Veterans Services**

The Affiliated Military and Veteran Services Center 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 Affiliated Military and Veteran Services Center VETS Center acts as a central point of intake and processing for the following educational benefits: oversees the certification of Veterans Education Benefits such as:

a. VA Education Benefits (Montgomery GI Bill; Post-9/11 GI Bill, Dependents Educational Assistance, and Vocational Rehabilitation).

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. Tuition Assistance for all active duty and reserve military personnel. The educational programs such as the various educational benefits offered through the Department of Veteran Affairs.

c. Texas Veterans Commission Hazlewood Tuition Exemption Program.

The Affiliated Military and Veteran Services Center also offers a stress-free environment with support services such as peer tutoring, counseling, and relaxed social interaction for service member students and staff.

## **SECTION M: STUDENT ORGANIZATIONS**

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

a. A registered student organization is a group (president, treasurer and a minimum of eight (8) other members) comprised of at least ten (10) students enrolled at Angelo State University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, 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.
- c. All student organization registration is administered by the Office of Multicultural and Student Activities Programs ~~Center for Student Involvement~~.

## 2. Club Sports

- a. The Angelo State University Club Sports program is administered by the Office of the Center for Student Involvement in conjunction with the Department of University Recreation Multicultural and Student Activities Programs and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. Club Sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport.
- b. A group seeking 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 Office of the Center for Student Involvement Multicultural and Student Activities Programs for at least an academic year before full consideration for Club Sports status.
- c. Following the organization registration process, a group should request a meeting with the Center for Student Involvement Multicultural and Student Activities Programs to initiate the application process for Club Sports affiliation. After obtaining Club Sports status, groups must also comply with the guidelines of the Multicultural and Student Activities Programs department and facility usage with ~~of~~ University Recreation.

## 3. Social Fraternities/Sororities

- a. ~~The Office of~~ Center for Multicultural and Student Activities Programs ~~Center for Student Involvement~~ is responsible for the oversight of Angelo State University Social Greek Life Programs (Fraternities and Sororities). A group seeking ~~social fraternity~~ social fraternity or sorority status should first contact the ~~Center for Student Involvement Multicultural~~ Center for Multicultural and Student Activities Programs 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 campus is a joint decision made by the students, the 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 be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council.
- b. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to the 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 identity, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
- 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 ~~Student Involvement~~Multicultural and Student Activities Programs.
- d. All funds allocated to a registered student organization from University- controlled sources must be maintained in a registered student organization bank university account. Additional resources acquired by fundraising may be kept in an off-campus organizational account. Resources acquired by the club may be kept in non-university or alternate accounts. It is recommended that the advisor either co-sign the organization's checks or be a reviewer of the account. If an account becomes dormant due to an inactive club, it is recommended that the remaining funds be remitted to the ASU Foundation and placed in the Ram Family Student Scholarship Endowment. Please see the Center for Multicultural and Student Activities Programs website for a list of financial best-practices.
- e. The student organization shall show initiative in effectively meeting its stated purpose and be lawful and peaceful in its activities. The Center for Multicultural and Student Activities Programs ~~Center for Student Involvement~~ 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 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 with approval from the Director of Communications and Marketing. 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.

- h. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials ~~in from~~ the Center for Multicultural and Student Activities Programs~~Center for Student Involvement~~. Any student organization wishing to solicit on-campus must follow the policies and procedures listed in the current Angelo State University 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. New and/or re-forming student groups that desire to become a registered student organization should contact the Center for Multicultural and Student Activities Programs~~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 Organizations Registration/Renewal Form" and a Student Organization constitution with the Student Organizations/Activities Coordinator~~coordinator for student organizations~~. The initial constitution must follow the template provided by the Center for Multicultural and Student Activities Programs~~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 Student Organizations/Activities Coordinator~~Assistant Director of Student Life~~ will make the final decision on registering the new organization and will notify the organization of the decision.
- 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 requirement, 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 Multicultural and Student Activities Programs~~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.
- 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.

## 7. Benefits of Registered Student Organizations

- a. Benefits include: 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 Office of Center for Multicultural and Student Activities Programs~~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 Multicultural and Student Activities Programs~~Center for Student Involvement~~.
- b. ~~Club Sports~~ Club sports are entitled to all the benefits of a registered student organization. In addition, 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 Multicultural and Student Activities Programs~~Center for Student Involvement~~ website. The advisor must oversee adherence to University standards, rules, and/or policies as well as the organization's constitution and by-laws. Regarding club finances, the advisor should be a co-signer of the organization's account or be a reviewer of the account. ~~With regard to student organization~~If a student organization travels, 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 Multicultural and Student Activities Programs~~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 Multicultural and Student Activities Programs~~Center for Student Involvement~~.

- b. Registered student organizations may have additional advisors, i.e. coaches (typical of club sports~~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 University 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 Angelo State University employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and e-mails.
- d. Registered student organizations have ten (10) University business days to formally notify the Center for Multicultural and Student Activities Programs~~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. In cases where the club is experiencing difficulty securing a replacement, the club leadership should notify the Center for Multicultural and Student Activities Programs. After review, the Director of the Multicultural and Student Activities Programs or designee may appoint a temporary advisor for the club for no more than an additional thirty (30) University business days while the club secures a replacement advisor. Failure of the club to secure a replacement advisor by the end of the additional thirty (30) University business days 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 Multicultural and Student Activities Programs~~Center for Student Involvement~~.
- g. Student organization advisors should complete advisor risk management training set by the Center for Multicultural and Student Activities Programs~~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 Multicultural and Student Activities Programs~~Center for Student Involvement~~:

- 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 Multicultural and Student Activities Programs ~~Center for Student Involvement~~ within ten (10) business days of any changes. Should an organizational dispute occur that involves University intervention, registered student organizations are bound by their constitution and by-laws on file with the Center for Multicultural and Student Activities Programs ~~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, in addition to ~~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 Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Center for Multicultural and Student Activities Programs ~~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.
- g. Attend annual risk management training programs provided by the Center for Multicultural and Student Activities Programs ~~Center for Student Involvement~~. A minimum of one ~~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 Statement of Completion ~~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~~ Executive Director of Student Affairs, Director of Multicultural and Student Activities Programs, or designee ~~Student Life~~ may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Angelo State University Student Handbook.

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

- a. Student organization conduct procedures are outlined in Part I *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 and fire 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: <https://www.angelo.edu/content/files/22342-2015-campus-crime-and-fire-rep>.  
~~<http://www.angelo.edu/services/saem/student-affairs.php>~~

Additionally, the University maintains a consumer information web page with links to data, support services and accreditation information. [https://www.angelo.edu/consumer info/](https://www.angelo.edu/consumer-info/)

## **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 the 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 Angelo State University 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 Angelo State University.

### **2. Address of Record**

Students must maintain an accurate permanent address with the 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> via the Student Services tab, RAMS Logon link, and Personal Information tab.

### **3. Student Access to Education 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.

- Personally identifiable information such as ~~classification~~, personal conduct, class schedule, 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 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. Students needing to request a copy of their medical records may contact University Health Clinic and Counseling Services at (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 for the purpose of determining eligibility for 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 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 Angelo State University Student Handbook, Part II, Section E.10. 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. 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.

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

- a. The following student information is considered Angelo State University Directory Information:
  - Student Name
  - Permanent and Local Addresses



- Hometown
  - Classification
  - Major and Minor Fields of Study
  - Dates of Attendance
  - Degrees, Awards, and Honors Received
  - Specific Enrollment Status
  - Photograph
  - Team Photographs
  - Participation in Officially Recognized Sports and Activities
  - Height/weight of member of Athletic Teams
  - Previous Institution(s) Attended
  - Degree Candidate
- b. This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in the Registrar's Office, room 200 of the Dorsey B. Hardeman Building.
- 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 552.201, 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 Registrar's Office. Disciplinary records are maintained for at least seven years in the Office of Student Affairs. 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.

## **10.-Proxy**

When a student reaches the age of 18 OR is attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents of Angelo State University students may not receive non-directory information unless the student creates a FERPA/Proxy Authorized User from their secure RamPort account. Online FERPA/Proxy information can be found on the Registrar homepage at: <http://www.angelo.edu/ferpa/online-ferpa-proxy.php>.

## **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 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. 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. 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>.

- b. If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code, Chapter 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 of 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 Student Involvement Multicultural and Student Activities Programs for registration status may hold up to three meetings in the Houston Harte University Center 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. *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 Request for Facilities Fee Waiver ~~fee-waiver~~ Form is located online at <http://reservations.angelo.edu>.

#### 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 Office of Special Events. All requests must be submitted with the agreement of a full-time faculty or unclassified staff advisor ~~for by an active member of the student organization~~ using the online request form at <http://reservations.angelo.edu>.

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 the full-time faculty or staff advisor assumes responsibility for accessing the space, supervising the meeting, and

securing the space in same condition it was found. For-credit academic use requests 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. Academic use by departments and colleges has priority over others 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.

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, 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 Director of Housing and Residential Programs or designee.

d. *Intercollegiate Athletic Facilities*

The Junell Center/Stephens Arena, LeGrand Stadium ~~ate~~ 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 Director of Business Services or designee. Requests for use of all intercollegiate athletic facilities must be made to the Office of Special Events using an online form located at: <http://reservations.angelo.edu>.

e. *Recreational Facilities*

The Ben Kelly Center for Human Performance, intramural fields, tennis courts, racquetball courts and basketball court are intended primarily for student recreational and instructional use on an organized group and individual basis. 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 the recreational facilities from the Office of Special Events using an online form located at <http://reservations.angelo.edu>.

f. *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.

*g. Lake Facility*

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 registered student 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>.

**5. Use of Campus Grounds**

- a. Selected grounds areas (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, ~~staff, and students~~ 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 organizations using a designated area are subject to the following requirements:
  - Use of amplification equipment must comply with the guidelines in Item 8. Use of Amplification Equipment (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 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 Environmental Health, Safety, and General Counsel's Office, Risk Management Office, Senior Executive Assistant to the President and General Counsel, or other University departments ~~or others~~ as necessary prior to approval from the Director of Business Services.
  - Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
  - The sponsor should refer to procedures provided by the Environmental Health, and Safety, and Risk Management Office to make necessary arrangements for any event that includes food handling or food service on Angelo State University property by anyone other than the contracted campus food service provider.

- The sponsor should contact 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.

#### **67. Appeals of Campus Grounds Use Request Denials**

Students or registered student organizations, whose requests for the use of University grounds Forum Area(s) are denied, may appeal to the Director of Student Affairs Business Services ~~Director of Student Life~~ as follows:

- a. A written appeal describing the objections to the denial presented to the Director of Business Services ~~Director of Student Life~~ must be filed no later than five (5) University business days after the receipt of notice of the denial from the Assistant Director for Special Events ~~Director of Student Life~~.
- b. The Director of Business Services ~~Student Life~~ will convey the appeal decision, in writing, to the student or registered student organization ~~or to be the Executive Director of Student Affairs~~ within a reasonable time from the receipt of the written appeal.

#### **76. 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 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.
- 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;
  - 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**

~~Students of registered student organizations, whose requests for the use of Forum Area(s) are denied, may appeal to the Director of Student Life as follows:~~

~~a. A written appeal describing the objections to the denial presented to the Director of Student Life must be filed no later than five (5) University business days after the receipt of notice of the denial from the Director of Student Life.~~

~~b. The Director of Student Life will convey the appeal decision, in writing, to the student or registered student organization or to be the Executive Director of Student Affairs within a reasonable time from the receipt of the written appeal.~~

#### **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 5:00 pm 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 6 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 6, above, is by permission only.
- Applications from individuals, departments, and organizations for permission to use amplification equipment 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 Assistant Director of Business Services Special Events or designee 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 the Assistant Director of Business Services Special Events or designee.
- 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 Assistant Director of Business Services Special Events or designee.
  - Requests for outdoor dances utilizing sound amplification devices 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 carillon bells in the Sol Mayer Administration Building must be requested through the Office of the President at least three (3) University business days before time of intended use. Use of the bells must not interfere with the normal function and programs of the University.

## **SECTION Q: WITHDRAWALS**

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

- a. According to the Undergraduate and Graduate Catalog, students who find it necessary to withdraw from the University during a semester or summer term must apply to the 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 13<sup>th</sup> 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 as a part of the withdrawal procedure. Student athletes must receive clearance from the Director of Athletic Academic Services.
- b. Students considering withdrawal for medical reasons may contact the 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 University student housing, he/she should first contact those offices before applying for the withdrawal.
- d. Refunds  
The Undergraduate and Graduate Catalog indicates 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.angelo.edu/services/registrarsoffice/withdrawalsrefunds.php>.
- e. Returning to the University after a Voluntary Withdrawal  
Application materials and deadlines for former Angelo State University students are available at <https://myfuture.angelo.edu>. Official transcripts from all institutions attended subsequent to 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.

## 2. Involuntary Withdrawals

- a. 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 regarding students who may be direct threats (both self-reports and third-party reports) should be made to the 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)
    - ~~o~~Of substantial harm; and
    - ~~b~~Based on observation of a student's conduct, actions, and ~~\_\_~~ statements.
- e. The 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 Executive Director of Student Affairs or designee will notify the student of the concern.
- g. The 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 business 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 ~~C~~ertified ~~M~~ail 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 e-mail account.

Students not responding to requests for meetings or assessments may be referred to the ~~Office of~~ Executive Director of Student Affairs or designee for allegations of failure to comply with reasonable directive 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 ~~Executive Director of Student Affairs,~~ Vice President for Student Affairs and Enrollment Management or designee determines that an immediate direct threat exists 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, had an opportunity to address the concern, and the student was 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 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 Executive Director of Student Affairs or designee and the 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 business days from the initial meeting with the student or five (5) University business days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, a licensed counseling or clinical psychologist, and other professionals as appropriate. If applicable, this assessment would include 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 Academic Dean, Director of the Student Counseling Services, ~~the appropriate representative from the Student Health Clinic, Director of Student Development,~~ Assistant Director of Student Conduct, Senior Executive Assistant to the President and General Counsel, and the Executive Director of Student Affairs. If the student resides in campus housing, the Director of Housing and Residential Programs will also serve as a voting member of the committee. If the student is receiving disability accommodations the Director of Disability Services will also serve as voting member of the committee. The Executive Director of Student Affairs will chair the committee. A non-voting resource person may be assigned by the Executive Director of Student Affairs to present information and assist the committee. The Involuntary Withdrawal Committee will meet with the student in an informal, non-adversarial Hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to attend the Hearing, address the evidence being considered by the Involuntary Withdrawal Committee, and present information on his or her behalf. The student may be accompanied by one or more advisors. The Hearing will be scheduled by the Executive Director of Student Affairs or designee within five (5) University business days of the completion of the individualized assessment. The student will be provided the information to be considered at the Hearing by the Executive Director of Student Affairs or designee 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 Executive Director of Student Affairs or designee will determine one of the following:

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

l. Review of Committee Recommendation

The Executive Director of Student Affairs or designee will notify the student in writing of the decision within five (5) University business days.

m. Appeals Process

The student may appeal the decision of the Executive Director of Student Affairs by submitting a written appeal to the Vice President for Student Affairs and Enrollment Management within five (5) University business days. The student will be notified in writing of the final decision within five (5) University business 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 hours and may not return to campus unless approved by the 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 or 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 Executive Director of Student Affairs or designee, limiting any subsequent registration until approval is given by the 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 Executive Director of Student Affairs or designee for review. Documentation may include, but is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon re-enrollment. Readmission requests and documentation must be presented at least 30 University business 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.

#### **Reporting Party**

A person or entity (in the case of the University) who submits a complaint alleging a violation of this policy.

#### **Responding Party**

Generally, the Responding Party is the person who is alleged to be responsible for the prohibited conduct alleged in a complaint.

#### **Complainant**

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

#### **Conduct History**

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

#### **Consent**

Mutually understandable words or actions, actively communicated both knowingly and voluntarily, that clearly conveys permission for a specific activity.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation, or (f) any other factor that would eliminate an individual’s ability to exercise his or her own free will to choose whether or not to engage in sexual activity.

Consent is also defined in the context of criminal sexual assault in the Texas Penal Code, Chapter 22, Section 22.011 (<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011>).

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 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 Panel 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, 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 Registrar’s Office.

### **Policy**

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

### **Policy Warning**

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

organization's history of Policy Warnings may be considered in the sanctioning phase of an Informal Resolution or Formal Hearing.

### **Preponderance of Evidence**

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

### **Religious Holy Day**

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

### **Respondent**

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

### **Sponsorship and/or Co-Sponsorship**

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

### **Student**

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

### **Student Conduct Officer**

The term "Student Conduct Officer" means a University designee authorized by the Vice President for Student Affairs and Enrollment Management, Executive Director of Student Affairs, the Director of Title IX Compliance, and /or the Director of Housing and Residential Programs pursuant to the *Code of Student Conduct* to adjudicate alleged violations of the *Code of Student Conduct*.

### **Student Organization**

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

### **University**

The term "University" means Angelo State University.



**University Official**

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

**University Premises**

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

## **Appendix B: Student's Rights and Responsibilities**

### **NOTICE OF STUDENT'S RIGHTS AND RESPONSIBILITIES**

Angelo State University  
Office of Student Affairs

#### **Introduction**

When conducting an investigation, the Office of Student Affairs will inquire, review, and gather information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of information. It is our intention to resolve this matter and address this complaint as quickly as possible for all individuals concerned. Angelo State University takes all allegations and complaints very seriously.

#### **Statement of Student Rights and Responsibilities**

In any student conduct proceeding, the student or student representing a student organization 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 Angelo State University Community (faculty, staff, or student not otherwise involved in the case), 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 Texas Tech University System Office of General Counsel and/or General Counsel for Angelo State University 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 Office. 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 Office/Investigator upon written request five (5) University business days in advance of the scheduled Hearing date;
3. Refrain from making any statement relevant to the investigation. Students are expected to cooperate in 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 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 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.

## **FERPA**

Angelo State 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). The Executive Director of Student Affairs or designee reserves the right to contact parents or guardians of students who are under twenty one (21) years of age and found responsible for an alcohol or drug violation.

## **Records Retention**

Disciplinary records are maintained in room 112 of the Houston Harte University Center Office of Affairs and both electronic and paper records are destroyed after seven (7) years from the last date a student is seen in the office.

## **Important Reminders**

- Discussing this investigation may result in policy violations and in some situations, lawsuits for defamation.
- Any and all forms of retaliation will be dealt with seriously.

## **Retaliation**

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

\*\*\*\*\*

## APPENDIX B: RIGHTS AND RESPONSIBILITIES

### INVESTIGATION

\_\_\_\_\_ Angelo State University  
\_\_\_\_\_ Office of Student Affairs

STUDENT'S NAME / CASE:

CAMPUS ID NUMBER:

DATE/TIME OF MEETING:

LOCATION OF MEETING:

#### Introduction

Prior to any investigation or student conduct proceeding, Angelo State University wants students to know and understand their rights and responsibilities during the university conduct process. These rights and responsibilities apply to all involved parties, whether Complainant, Respondent, or witness. If you have questions as you review this document, please don't hesitate to ask.

#### **A student has the RIGHT to:**

1. A prompt, fair, and equitable process;
2. Be accompanied by an advisor to any meeting or hearing (may be an attorney);
3. Refrain from making any statement relevant to the investigation;
4. The opportunity to provide information and evidence in support of their 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 Angelo State University conduct policies and procedures, and where to find them (See <http://www.angelo.edu/student-handbook/>);
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 in the event they chose to participate in the Conduct process;
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.

### **A student should UNDERSTAND that:**

Information gathered during the course of an investigation and/or 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, a lawfully issued subpoena, or under a specific exception to the Family Education Rights and Privacy Act (FERPA).

### **FERPA**

Angelo State 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). The Office of Student Affairs reserves the right to contact parents or guardians of students who are under 21 years of age and found responsible for an alcohol or drug violation.

### **Records Retention**

Disciplinary records are maintained in the Office of Student Affairs and both electronic and paper records are destroyed after seven years from the last date a student is seen in the office.

**Exception: Records are kept indefinitely in cases of suspension or expulsion.**

### **Important Reminders:**

- Discussing this investigation may result in policy violations and in some situations, lawsuits for defamation.
- Any and all forms of retaliation will be dealt with seriously.

### **Non-Retaliation**

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

**Acknowledgement:**

*I have read and understand the above information. I know that the complete student conduct policy/procedures can be found in the Angelo State University Student Handbook and Code of Student Conduct, which is accessible online (See <http://www.angelo.edu/student-handbook/>). I understand that if I have questions or would like to take additional time to review those policies and procedures, I may do so at any time.*

**Student's Signature** \_\_\_\_\_  
**and/or Student Organization Representative** \_\_\_\_\_ *Printed Name*

\_\_\_\_\_  
\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

**Primary Investigator's Signature** \_\_\_\_\_  
\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

**Secondary Investigator's Signature** \_\_\_\_\_  
**(If applicable)** \_\_\_\_\_ *Printed Name*

\_\_\_\_\_  
\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

## APPENDIX C: SANCTIONING GRID

Violation	Code of Student Conduct Sections	Possible Sanctions Finding
<b>Academic Misconduct</b>	<b>Subsection 1.</b>	
<b>Cheating</b>	<b>Subsection 1</b>	<b>Possible Sanctions</b>
Copying from another student's academic work, test, quiz, or other assignment.	B.1.a.1.	Reprimand-Expulsion
Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.	B.1.a.2.	Reprimand-Expulsion
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.	B.1.a.3.	Reprimand-Expulsion
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 tests materials without the instructor's permission.	B.1.a.4.	Reprimand-Expulsion
<u>Possession, at any time, of current or previous tests materials without the instructor's permission.</u>	<u>B.1.a.5.</u>	<u>Reprimand-Expulsion</u>
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.	B.1.a.65.	Reprimand-Expulsion
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.	B.1.a.76.	Reprimand-Expulsion
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.	B.1.a.87.	Reprimand-Expulsion
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.	B.1.a.98.	Reprimand-Expulsion
Falsifying research data, laboratory reports, and/or other academic work offered for credit.	B.1.a.109.	Reprimand-Expulsion



Failing to comply with instructions given by the person administering the academic work, test, quiz, or other assignment.	B.1.a.110.	Reprimand-Expulsion
<b>Plagiarism</b>		
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.	B.1.b.1.	Reprimand-Expulsion
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.	B.1.b.2.	Reprimand-Expulsion
<b>Collusion</b>		
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.	B.1.c.	Reprimand-Expulsion
<b>Falsifying Academic Records</b>		
Altering or assisting in the altering of any official record of the University and/or submitting false information.	B.1.d.1.	Reprimand-Expulsion
Omitting requested information that is required for, or related to, any academic record of the University.	B.1.d.2.	Reprimand-Expulsion
<b>Misrepresentation Facts</b>		
Providing false grades, falsifying information on a resumés, or falsifying other academic information.	B.1.e.1.	Reprimand-Expulsion
Providing false or misleading information in an effort to injure another student academically or financially.	B.1.e.2.	Reprimand-Expulsion
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 and/or in order to obtain an academic or financial benefit for oneself or another individual. Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class and failing to remain the entire time.	B.1.e.3.	Reprimand-Expulsion
<b>University Violation of Professional Standards</b>		
Any act or attempted act that violates specific Professional Standards or a published Code of Ethics. Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.	B.1.f.	Reprimand-Expulsion
<b>Unfair Academic Advantage</b>		

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.	B.1.g.	Reprimand-Expulsion
<b>Actions against Members of the University Community and Others</b>	<b>Subsection 2.</b>	<b>Possible Sanctions</b>
Any act, or attempted act, perpetrated against another person or persons including, but not limited to:		
<b><i>Disruptive and/or Obstructive Conduct</i></b>		
Intentional or reckless behavior that disrupts or obstructs the normal operation of the University, its students, faculty, and/or staff and/or University visitors.	B.2.a.	Reprimand-Expulsion
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:	B.2.b.	Reprimand-Expulsion
<b><i>Harmful, Threatening, or Endangering Conduct</i></b>		
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:	B.2.b.	
<b><i>Assault</i></b>		
Intentionally or recklessly causing physical harm or endangering the health or safety of another person.	B.2.b.1.a.	Reprimand-Expulsion
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.	B.2.b.1.b.	Reprimand-Expulsion
<b><i>Threats</i></b>		
Threats <del>Written</del> 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 any person, group of people, or damage to any property.	B.2.b.2	Reprimand-Expulsion
<b><i>Intimidation</i></b>		
An implied threat or act that causes a reasonable fear of harm in another.	B.2.b.3.	Reprimand-Expulsion
<b><del>Intimate partner/relationship violence</del></b>		
<del>Violence or abuse, verbal or physical, by a person in an intimate relationship with another.</del>	B.2.b.4.	Probation-Expulsion
<b><i>Bullying/Cyber Bullying</i></b>		
Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. Activities protected by freedom of speech will not be considered violations of the Code of Student Conduct.	B.2.b.45.a.	Reprimand-Expulsion

Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.	B.2.b.45.b.	Reprimand-Expulsion
<b>Stalking</b>		
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.	B.2.b.6.	Probation-Expulsion
<b>Sexual Misconduct</b>		
Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, sexual violence, and any other misconduct based on sex.	B.2.c.	
<b>Interpersonal Violence</b>		
An offense that meets the definition of domestic violence or dating violence:	B.2.c.1.	
<b>Domestic Violence</b>		
Abuse or violence committed by a current or former spouse or intimate partner of the Reporting Party, by a person with whom the Reporting party shares a child in common, by a person with whom the Reporting Party is cohabitating (or has cohabitated) with a spouse or intimate partner, by a person similarly situated to a spouse of the Reporting party under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.	B.2.c.1.a.	Probation-Expulsion
<b>Dating Violence</b>		
Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party. The existence of such a relationship will be determined based on the Reporting Party's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social contact	B.2.c.1.b.	Probation-Expulsion

shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.		
<b>Sexual Harassment</b>		
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.	B.2.c.1.	Reprimand-Suspension
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:	B.2.c.2.	Reprimand-Suspension
<b>Sexual Exploitation</b>		
Photography or video recording of another person in a sexual, intimate, or private act without that person's full knowledge or consent;	B.2.c.2.a.	Deferred Suspension- Expulsion
Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person's full knowledge or consent;	B.2.c.2.b.	Deferred Suspension- Expulsion
Sexual Voyeurism;	B.2.c.2.c.	Deferred Suspension- Expulsion
Inducing another to expose one's genitals or private areas;	B.2.c.2.d.	Deferred Suspension- Expulsion
Prostituting another student;	B.2.c.2.e.	Deferred Suspension- Expulsion
Engaging in sexual activity while knowingly infected with an STD.	B.2.c.2.f.	Deferred Suspension- Expulsion
<b>Public Indecency</b>		
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.	B.2.c.23.	Probation-Expulsion
<b>Sexual Assault</b>		
Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual Assault includes non-consensual sexual contact and non-consensual sexual intercourse.	B.2.c.3.	
<b>Non-Consensual Sexual Contact</b>		
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. Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals; touching another with any of these body parts; making another touch you	B.2.c.34.a.	Deferred Suspension- Expulsion

<u>or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.</u>		
<u>Non-Consensual Sexual Intercourse</u>		
<u>Sexual penetration or intercourse, however slight, and with any object, without consent. Penetration can be oral, anal, or vaginal. Refer to Appendix A: Definitions for a comprehensive definition of consent with a penis, tongue, finger, or any object, and without consent. Penetration can be oral, anal, or vaginal.</u>	<u>B.2.c.35.b.</u>	<u>Suspension-Expulsion</u>
<u>Sexual Exploitation</u>		
<u>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:</u>	<u>B.2.c.4.</u>	
<u>Purposeful recording, distribution, or dissemination of sexual or intimate images or recordings of another person without that person's knowledge or consent;</u>	<u>B.2.c.4.a.</u>	<u>Deferred Suspension-Expulsion</u>
<u>Sexual voyeurism;</u>	<u>B.2.c.4.b.</u>	<u>Deferred Suspension-Expulsion</u>
<u>Inducing another to expose one's genitals or private areas;</u>	<u>B.2.c.4.c.</u>	<u>Deferred Suspension-Expulsion</u>
<u>Prostituting another; or</u>	<u>B.2.c.4.d.</u>	<u>Deferred Suspension-Expulsion</u>
<u>Knowingly exposing someone to or transmitting a sexually transmitted disease.</u>	<u>B.2.c.4.e.</u>	<u>Deferred Suspension-Expulsion</u>
<u>Sexual Harassment</u>		
<u>Unwelcome verbal, written, or physical conduct of a sexual nature when:</u>	<u>B.2.c.5.</u>	
<u>Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;</u>	<u>B.2.c.5.a.</u>	<u>Reprimand-Expulsion</u>
<u>Submission to or rejection of such conduct is used as a basis for decisions affecting employment or education;</u> <u>or</u>	<u>B.2.c.5.b.</u>	<u>Reprimand-Expulsion</u>
<u>Such conduct has the purpose or effect of interfering with the individual's work or educational performance or of creating an intimidating, hostile, or offensive working or educational environment, the complained of conduct must be either severe or pervasive.</u>	<u>B.2.c.5.c.</u>	<u>Reprimand-Expulsion</u>
<u>Stalking</u>		
<u>A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or</u>	<u>B.2.c.6.</u>	<u>Probation-Expulsion</u>

<p><u>about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and similarly situated to the Reporting Party. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</u></p>		
<b>Hazing</b>		
<p>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:</p>	B.2.d.	Reprimand-Expulsion
<p>Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.</p>	B.2.d.1.	Reprimand-Expulsion
<p>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.</p>	B.2.d.2.	Reprimand-Expulsion
<p>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.</p>	B.2.d.3.	Reprimand-Expulsion
<p>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.</p>	B.2.d.4.	Reprimand-Expulsion
<p>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</p>	B.2.d.5.	Reprimand-Expulsion

occurred and knowingly fails to report the incident in writing to the Office of Student Affairs.		
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.	B.2.d.6.	Reprimand-Expulsion
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. See <u>Texas Education Code</u> , Sections 37.151-37.155 and Section 51.936.	B.2.d.7.	Reprimand-Expulsion
<b>Discriminatory Harassment</b>		
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 is 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.2.e.	Reprimand-Expulsion
<b>Retaliatory Discrimination or Harassment</b>		
Retaliatory Discrimination or Harassment Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant (for supporter of a participant) in a conduct process, civil rights grievance proceeding, or other protected activity.	B.2.f.	Reprimand-Expulsion
<b>Complicity</b>		
Assisting, via acts or omission, Failure of a student, through an act, to assist another student, individual, or group in committing or attempting to commit a violation of the <i>Code of Student Conduct</i> , specifically violations that constitute Actions Against Members of the University Community.	B.2.g.1.	Reprimand-Expulsion
Complicity with or failure of any organized group to address known or obvious violations of the <i>Code of Student Conduct</i> by its members, specifically Actions Against Members of the University Community. Actions involving free expression activities are covered in Part II: Community Policies, Section GQ.	B.2.g.2.	Reprimand-Expulsion
<b>Alcoholic Beverages</b>		
<b>Subsection 3.</b>		
<b>Possible Sanctions</b>		
Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages that would constitute	B.3.a.	Reprimand-Expulsion

a violation of any federal, state, local law, and/or Angelo State University policy.		
Being under the influence of alcohol and/or intoxication that would constitute a violation of any as defined by federal, state, local law, and/or Angelo State University policy.	B.3.b.	Reprimand-Expulsion
<b>Narcotics or Drugs</b>	<b>Subsection 4.</b>	<b>Possible Sanctions</b>
Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance or drug paraphernalia that would constitute a violation of any, except in accordance with federal, state, and/or local law, and/or Angelo State University policy.	B.4.a.	Reprimand-Expulsion
Possession of drug-related paraphernalia that would constitute a violation of any federal, state, and/or local law, and/or Angelo State University policy.	B.4.b.	Reprimand-Expulsion
Being under the influence of narcotics, drugs, medicine prescribed to another person 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.	B.4.c.	Reprimand-Expulsion
<b>Smoking/Tobacco</b>	<b>Subsection 5.</b>	<b>Possible Sanctions</b>
Smoking in unauthorized areas on University property as designated by the Angelo State University Smoke/Tobacco-Free Environment policy.	B.5.	Reprimand-Expulsion
<b>Firearms, Weapons, and Explosives</b>	<b>Subsection 6.</b>	<b>Possible Sanctions</b>
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 that would constitute a violation of any except in accordance with federal, state, and/or local law, and/or Angelo State University policy. See <i>RESIDENCE HALL HANDBOOK</i> for specific approved devices allowed in the residence halls.	B.6.	Reprimand-Expulsion
<b>Flammable Materials/Arson</b>	<b>Subsection 7.</b>	<b>Possible Sanctions</b>
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. 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.	B.7.a.	Reprimand-Expulsion



<u>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.</u>	B.7.b.	Reprimand-Expulsion
<b>Theft, Damage, Littering, or Unauthorized Use</b>	<b>Subsection 8.</b>	<b>Possible Sanctions</b>
Attempted or actual theft of property or services of the University or of another, other University students, other members of the University community, or campus visitors.	B.8.a.	Reprimand-Expulsion
Possession of property known to be stolen or belonging to another person without the owner's permission.	B.8.b.	Reprimand-Expulsion
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.	B.8.c.	Reprimand-Expulsion
<u>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.</u>	B.8.d.	Reprimand-Expulsion
Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.	B.8.e.d.	Reprimand-Expulsion
Altercation, forgery or misrepresentation of any form of identification.	B.8.fe.	Reprimand-Expulsion
Possession or use of any form of false identification.	B.8.gf.	Reprimand-Expulsion
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.	B.8.hg.	Reprimand-Expulsion
<b>Gambling, Wagering, Gaming, and /or Bookmaking</b>	<b>Subsection 9.</b>	<b>Possible Sanctions</b>
Gambling, wagering, gaming, and bookmaking as defined by federal, state, and/or local laws, and/or Angelo State University policy are prohibited on University premises involving the use of University equipment or services.	B.9.	Reprimand-Expulsion
<b>False Alarms or Terroristic Threats</b>	<b>Subsection 10.</b>	<b>Possible Sanctions</b>
Intentional sounding of a false 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	B.10.	Reprimand-Expulsion

police reports, or improperly possessing, tampering with or destroying fire equipment or emergency signs on University premises.		
<b>Unauthorized Entry, Possession, or Use</b>	<b>Subsection 11.</b>	<b>Possible Sanctions</b>
Unauthorized entry into or use of University premises or equipment including another student's room.	B.11.a.	Reprimand-Expulsion
Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, University identification card or access code for use on the University premises or equipment.	B.11.b.	Reprimand-Expulsion
Unauthorized use of the University name, logo, registered marks, or symbols; <del>h</del> However, registered student organizations are permitted to use the complete statement "a registered student organization at Angelo State University."	B.11.c.	Reprimand-Expulsion
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.	B.11.d.	Reprimand-Expulsion
<b>Failure to Comply</b>	<b>Subsection 12.</b>	<b>Possible Sanctions</b>
Failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.	B.12.a.	Reprimand-Expulsion
Failure to present student identification on request or identify oneself to any University official acting in the performance of his or her duties.	B.12.b.	Reprimand-Expulsion
Failure to comply with the sanctions imposed by a Student Conduct Officer/Investigator under the <i>Code of Student Conduct</i> or the Student Handbook.	B.12.c.	Reprimand-Expulsion
<b>Abuse, Misuse, or Theft of University Information Resources</b>	<b>Subsection 13.</b>	<b>Possible Sanctions</b>
Unauthorized use of University information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions pursuant to the <i>Code of Student Conduct</i> . "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of Angelo State University information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Operating	B.13.a.	Reprimand-Expulsion

and Security Policy (OP 44.00), University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to, the following:		
Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access University information resources.	B.13.ab.	Reprimand-Expulsion
Use of University information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).	B.13.be.	Reprimand-Expulsion
Using University information resources to violate Part I, Section B.2. (Actions Against Members of the University Community and Others).	B.13.cd.	Reprimand-Expulsion
Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to Angelo State University information resources, compromising the privacy of another user or disrupting the intended use of Angelo State University information resources.	B.13.de.	Reprimand-Expulsion
Attempted or actual use of the Angelo State University information resources for unauthorized political or commercial purposes, or for personal gain.	B.13.ef.	Reprimand-Expulsion
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. Discovery of obscene material, including child pornography, on any Angelo State University information resource must be reported to the Chief Information Officer immediately.	B.13.fg.	Reprimand-Expulsion
Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the integrity of computer-based information using Angelo State University information resources.	B.13.gh.	Reprimand-Expulsion

Attempted or actual use of Angelo State University information resources to interfere with the normal operation of the University.	B.13.hi.	Reprimand-Expulsion
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 Angelo State University information resources.	B.13.ij.	Reprimand-Expulsion
<b>Providing False Information or Misuse of Records</b>	<b>Subsection 14.</b>	<b>Possible Sanctions</b>
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.	B.14.	Reprimand-Expulsion
<b>Skateboards, Rollerblades, Scooters, Bicycles, or Similar Modes of Transportation</b>	<b>Subsection 15.</b>	<b>Possible Sanctions</b>
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. Refer to University Parking Services regulations at <a href="http://www.angelo.edu/services/parking_services/">http://www.angelo.edu/services/parking_services/</a>	B.15.	Reprimand-Expulsion
<b>Violation of Published University Policies, Rules, or Regulations</b>	<b>Subsection 16.</b>	<b>Possible Sanctions</b>
Violation of any published University policies, rules, or regulations that govern student or student organization behavior, including, but not limited to, violations of University Operating Policies and procedures and Texas Tech Regent's Rules.	B.16.	
<u>University Parking Services</u>	B.16.a.	Reprimand-Expulsion
<u>Housing and Residential Programs</u>	B.16.b.	Reprimand-Expulsion
<u>Student Life</u>	B.16.c.	Reprimand-Expulsion
<u>Multicultural and Student Activities Programs</u>	B.16.d.	Reprimand-Expulsion
<u>University Recreation</u>	B.16.ee.	Reprimand-Expulsion
<u>Texas Tech University System Board of Regents' Rules</u>	B.16.fd.	Reprimand-Expulsion
<u>Angelo State University Operating Policies and Procedures</u>	B.16.ge.	Reprimand-Expulsion
<u>Community Policies of the Student Handbook (Part II)</u>	B.16.hf.	Reprimand-Expulsion
<b>Violation of Federal, State, Local Law, and/or University Policy</b>	<b>Subsection 17.</b>	<b>Possible Sanctions</b>
Misconduct which may constitute a violation of federal, and/or state, local laws, and/or Angelo State University policy will be considered a violation of this policy, and will be investigated and adjudicated through the	B.17.	Reprimand-Expulsion

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.		
<b>Abuse of the Discipline System</b>	<b>Subsection 18.</b>	<b>Possible Sanctions</b>
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.18.a.	Reprimand-Expulsion
Falsification, distortion, or misrepresentation of information in disciplinary proceedings.	B.18.b.	Reprimand-Expulsion
Disruption or interference with the orderly conduct of a disciplinary proceeding.	B.18.c.	Reprimand-Expulsion
Filing an allegation known to be without merit or cause.	B.18.d.	Reprimand-Expulsion
Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.	B.18.e.	Reprimand-Expulsion
Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.	B.18.f.	Reprimand-Expulsion
Influencing or attempting to influence another person to commit an abuse of the discipline system.	B.18.g.	Reprimand-Expulsion

## APPENDIX D: CAMPUS RESOURCES

### Office of Academic Affairs

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

### College of Arts and HumanitiesSciences

Dean of the College of Arts and

HumanitiesSciences.....CARR 146

Department of Agriculture.....VIN 212

Department of Biology.....CAV 101

Department of Chemistry and Biochemistry.....CAV  
 102B

Department of Communication and Mass Media.....LIB B309

Department of Computer Science.....MCS 205

Department of Civil Engineering.....West Annex 106

Department of English and Modern Languages .....A 010

Department of History .....A

210Department of Mathematics.....MCS  
 220

Department of Physics and Geosciences.....VIN 114

Department of Political Science and Philosophy .....RAS 213

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

Department of Visual and Performing Arts.....CARR 139

### College of Business

Dean of the College of Business.....RAS 262

Department of Accounting, Economics, and Finance.....RAS 258

Department of Aerospace Studies .....RAS 227

Department of Management and Marketing.....RAS 212

### College of Education

Dean of the College of Education .....CARR 104

Department of Curriculum and Instruction.....CARR

1541

Department of Teacher Education.....CARR

14554

College of Graduate Studies.....AD 109

### Archer College of Health and Human Services

Dean of the Archer College of Health and Human Services.....VIN

175

Department of Kinesiology .....Ben Kelly CHP

201407

Department of Nursing .....VIN 268

Department of Physical Therapy.....VIN  
 2676

Department of Psychology, Sociology and Social Work.....A 204

**College of Science and Engineering**

Department of Agriculture.....VIN 212

Department of Biology.....CAV 101

Department of Chemistry and Biochemistry.....CAV 102L

Department of Computer Science.....MCS 205

David L. Hirschfeld Department of Civil Engineering.....West Annex  
 100K

Department of Mathematics.....MCS 220

Department of Physics and Geosciences.....VIN 114

**Administrative Staff**

Athletic Director (Academic, Athletic, and Health Records of Student Athletes).....Junell Center 226

Chief of University Police (Incident Reports and Police Investigations).....Reidy Building

Clinic Director (Medical Records).....University Clinic

Director of Admissions (Admissions Files).....HAR 101

Director of Affiliated Military & Veteran Services.....UC 113

Director of Career Development (Career Files).....Houston Harte University Center 107

Director of Counseling Services (Counseling Records).....University Clinic

Director of Financial Aid (Financial Aid and Scholarship Records).....HAR  
 1010

Director of Housing and Residential Programs (Housing Records).....Centennial Village

Director of Multicultural Programs/Student Activities Center (Student Organization Records).....UC 106

Director of Registrar Services (Permanent Academic Record Files).....HAR 200

Director of Scholarship Programs (Scholarship Records).....HAR 215

Director of Student Disability Services (ADA Records).....UC 112

Director of Student Life (~~Student Organization~~  
 Records).....UC 001

Director of Title IX Compliance (Title IX Records).....UC 112

Director of University Recreation.....Ben Kelly CHP 113

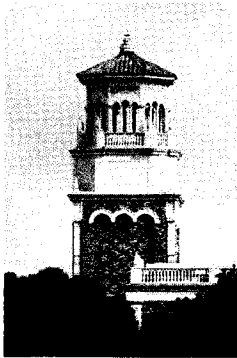
Executive Director of Enrollment Management.....HAR 100A

Executive Director of Student Affairs (Discipline and Conduct Records).....UC 112

Vice President for Student Affairs and Enrollment Management.....AD 205



TEXAS TECH UNIVERSITY SYSTEM



# Summary Operating Budgets

Fiscal Year 2017

Jim Brunjes

*Vice Chancellor and Chief Financial Officer*


*August 11, 2016*

## TTUS Merit Increase History



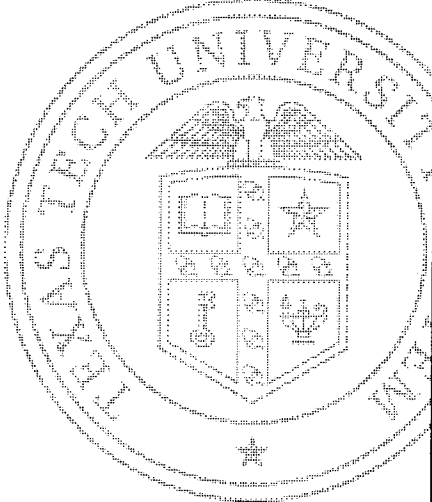
Fiscal Year, Beginning	TTUSA	TTU		ASU		TTUHSC		TTUHSC EP	
	Staff	Faculty	Staff	Faculty	Staff	Faculty	Staff	Faculty	Staff
September 2011	0%	0%	0%	0%	0%	0%	0%	-	-
September 2012	4%	4%	4%	2%	2%	4%	4%	-	-
September 2013	2%	2%	2%	1%	1%	2%	2%	-	-
September 2014	2%	2%	2%	1%	1%	2%	2%	-	-
September 2015	2%	2%	2%	3%	3%	2%	2%	2%	2%
September 2016	2%	2%	2%	2%	2%	2%	2%	2%	2%






# Texas Tech University

## FY 2017 Proposed Budget



Page 3

# Texas Tech University



## Significant Budget Changes from FY 2016

- FY 2017 Operating Budget increased by \$27.1 million, or 3.02%, over FY 2016.
- Education and general funds increased by approximately \$18 million.
  - \$16 million relates to the Higher Education Assistance Fund 50% increase in funding pool. These funds will be utilized for Library, Information Technology, and infrastructure needs.
  - \$6 million relates to funding for TRB debt service.
  - Offset by reduction in National Research University Fund balance utilization.

Page 4




**Significant Budget Changes from FY 2016**

- Designated funds increased by \$19.7 million, but was offset by a \$22 million reduction in Texas Research Incentive Program funding resulting in an overall reduction (\$2.3 million).
  - \$6.2 million from B-On-Time fund reimbursement.
  - \$4.5 million increase in Need Based Financial Aid.
  - \$3.3 million in new supplemental tuition and program fees.
  - \$4.0 million increase from growth in distance education, camps & workshops, and application fee.
  - Balance from fund balance utilization.
  
- Auxiliary funds increased by \$6.4 million.
  - Intercollegiate athletics Big 12 Conference distribution increased.
  - Residence Halls increased to fund Weymouth window replacement project.
  - Hospitality Services increased to fund Student Union food court renovation project.



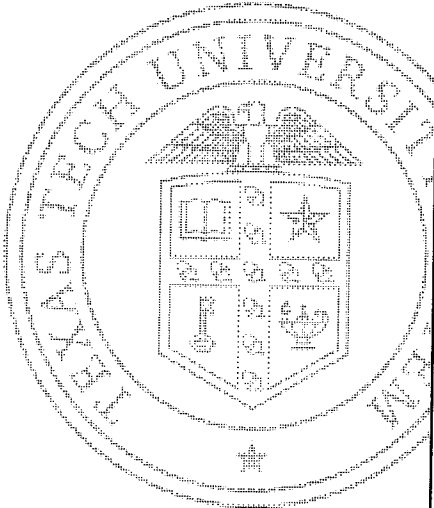
**TEXAS TECH UNIVERSITY  
 SUMMARY OPERATING BUDGET  
 FISCAL YEAR 2017**

	FY 2016 Estimated Expenditures	FY 2017 Estimated Expenditures	Amount Change (\$)	Amount Change (%)
Education and General	\$ 258,962,838	\$ 276,942,701	\$ 17,979,863	6.94%
Designated	\$ 347,054,517	\$ 344,774,062	\$ (2,280,455)	-0.66%
Auxiliary	\$ 178,321,014	\$ 184,746,989	\$ 6,425,975	3.60%
Current Restricted	\$ 115,000,000	\$ 120,000,000	\$ 5,000,000	4.35%
<b>Total</b>	<b>\$ 899,338,369</b>	<b>\$ 925,763,752</b>	<b>\$ 26,425,383</b>	<b>2.94%</b>




# Angelo State University

## FY 2017 Proposed Budget



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# Angelo State University



## Significant Budget Changes from FY 2016

- FY 2017 Operating Budget Increased by \$7.2 Million, or 6.82% over FY 2016
- 2 % Merit Salary Increase for Faculty and Staff
- Revenue Estimates aligned with current enrollment


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Angelo State University 

**Significant Budget Changes from FY 2016**

- E&G Funds Increased by \$4.15 Million
  - TRB Funding for Archer College of Health & Human Services
  - Increased HEAF funding
  
- Designated Funds Increased by \$ 1.85 Million
  - Refund of B-On-Time Funding
  
- Auxiliary Funds Increased by \$1.43 Million
  - Due to increase in freshman enrollment, residence halls expected to be at maximum capacity

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Angelo State University 

**ANGELO STATE UNIVERSITY  
 SUMMARY OPERATING BUDGET  
 FISCAL YEAR 2017**

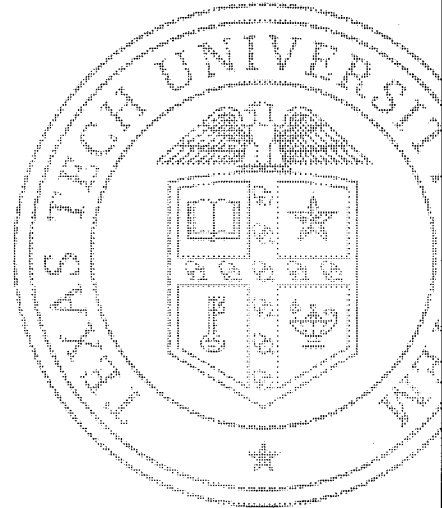
	Fiscal Year 2016 Actual	FY 2017 Estimated	Annual Change	Annual Change
	(Dollars)	(Dollars)	(\$)	(%)
Education and General	\$ 43,128,147	\$ 47,277,698	\$ 4,149,551	9.62%
Designated	\$ 34,297,428	\$ 36,145,753	\$ 1,848,325	5.39%
Auxiliary	\$ 27,438,738	\$ 28,872,214	\$ 1,433,476	5.22%
Current Restricted	\$ 1,427,516	\$ 1,241,418	\$ (186,098)	-13.04%
	\$ 106,291,829	\$ 113,537,083	\$ 7,245,254	6.82%

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# Texas Tech University Health Sciences Center

FY 2017 Proposed Budget



Page 11

## Texas Tech University Health Sciences Center



### Significant Budget Changes from FY 2016

- FY 2017 Operating Budget Increased by \$40 Million, or 6.3% over FY 2016
- 2% Merit Salary Increase Policy for Faculty and Staff
- Education and General Funds Increased by \$14.5 Million
  - Higher Education Assistance Fund (HEAF)
  - Tuition Revenue Bond (TRB)

Page 12

Texas Tech University Health Sciences Center 

**Significant Budget Changes from FY 2016**

- Designated Funds Increased by \$14 Million
  - Faculty Practice Activities
  - Student Tuition and Fee Increases and Additional Student Enrollment
  
- Restricted Funds Increased by \$11.5 Million
  - Changes in Federal and State Grants
  - State Contracts
    - *Texas Department of Criminal Justice contract*
  - Hospital Contracts
  - Private Gifts and Grants

Texas Tech University Health Sciences Center 

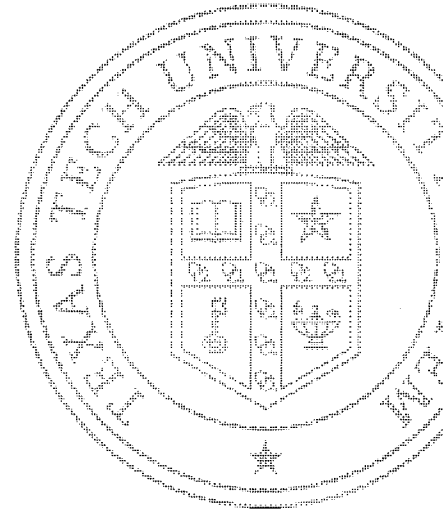
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
 SUMMARY OPERATING BUDGET  
 FISCAL YEAR 2017

	FY 2017 Estimated Expenditures	FY 2016 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 151,959,280	\$ 166,459,623	\$ 14,500,343	9.54%
Designated	\$ 279,421,745	\$ 293,407,378	\$ 13,985,633	5.01%
Auxiliary	\$ 549,076	\$ 662,840	\$ 113,764	20.72%
Current Restricted	\$ 204,000,000	\$ 215,500,000	\$ 11,500,000	5.64%
	\$ 635,929,001	\$ 675,869,841	\$ 39,940,840	6.31%



# Texas Tech University Health Sciences Center El Paso

FY 2017 Proposed Budget



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## Texas Tech University Health Sciences Center El Paso



### Significant Budget Changes from FY 2016

- FY 2017 Operating Budget Increased by \$31.3 Million, or 13% over FY 2016
- 2% Merit Salary Increase Policy for Faculty and Staff
- Education and General Funds Increased by \$8.2 Million
  - Additional TRB Debt Service Allocation from HB 100, 84th Legislature
  - Higher Education Assistance Funds Allocation
  - Student Tuition and Fee Increases Due to Additional Student Enrollment

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Texas Tech University Health Sciences Center El Paso 

**Significant Budget Changes from FY 2016**

- Designated Funds Increased by \$18.1 Million
  - Westside Practice Academic Affiliation Agreement
  - Hospital Services for Westside Practice
  - UMC Outpatient Clinics Contract
  - Faculty Practice Activities
  - Student Tuition and Fee Increases and Additional Student Enrollment
  
- Restricted Funds Increased by \$5 Million
  - CPRIT, THECB and Other State Grants and Contracts
  - Hospital Residency Contracts and Other Local Contracts
  - Private Gifts, Grants and Contracts

Texas Tech University Health Sciences Center El Paso 

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO  
 SUMMARY OPERATING BUDGET  
 FISCAL YEAR 2017

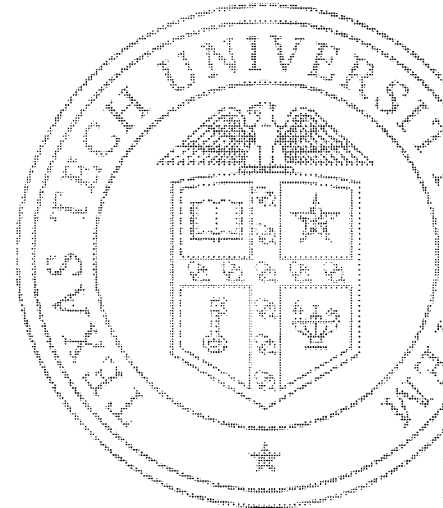
	FY 2016 Estimated Expenditures	FY 2017 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 69,906,696	\$ 78,145,901	\$ 8,239,205	11.79%
Designated	\$ 142,834,837	\$ 160,895,141 *	\$ 18,060,304	12.64%
Auxiliary	\$ 234,657	\$ 238,656	\$ 3,999	1.70%
Current Restricted	\$ 28,161,000	\$ 33,200,000	\$ 5,039,000	17.89%
			\$ 31,342,508	





# Texas Tech University System Administration

## FY 2017 Proposed Budget



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# Texas Tech University System Administration



## Significant Budget Changes from FY 2016

- FY 2017 Operating Budget increased by \$2.6 million, or 11.63% over FY 2016
- Legislative appropriations remained at FY 2016 level for TTUSA
- Change in component funding to support:
  - 2% merit based salary increase from FY 2016
  - Staffing infrastructure increase for Institutional Advancement
  - 3 new positions: Audit Services, Risk Management, and General Counsel
- Self-funded increases to support:
  - New positions in FP&C, Investments, and Treasury
- Investment management fee continues at 70bps

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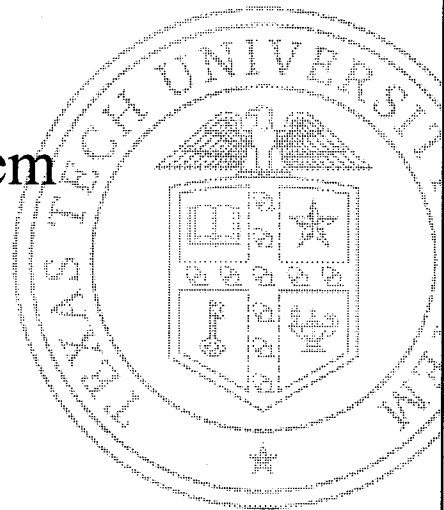
Texas Tech University System Administration 

**TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION  
 SUMMARY OPERATING BUDGET  
 FISCAL YEAR 2017**

	FY 2016 Estimated Expenditures	FY 2017 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
Education and General	\$ 5,396,142	\$ 5,510,246	\$ 114,104	2.11%
Designated	\$ 17,332,301	\$ 19,860,693	\$ 2,528,392	14.59%



Texas Tech University System  
 FY 2017 Proposed Budget



# Texas Tech University System



**TEXAS TECH UNIVERSITY SYSTEM  
 BUDGET OVERVIEW (ALL FUNDS)  
 FISCAL YEAR 2017**

	Expenditures	Revenues	Change
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION	\$ 22,728,443	\$ 25,370,939	\$ 2,642,496
TEXAS TECH UNIVERSITY	\$ 899,338,369	\$ 926,463,752	\$ 27,125,383
LESS SYSTEM FUNDING	\$ (4,706,509)	\$ (5,139,941)	
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER	\$ 635,930,101	\$ 676,029,841	\$ 40,099,740
LESS SYSTEM FUNDING	\$ (3,313,023)	\$ (3,623,588)	
ANGELO STATE UNIVERSITY	\$ 106,291,829	\$ 113,537,083	\$ 7,245,254
LESS SYSTEM FUNDING	\$ (490,348)	\$ (540,395)	
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO	\$ 241,137,190	\$ 272,479,698	\$ 31,342,508
LESS SYSTEM FUNDING	\$ (1,234,452)	\$ (1,348,953)	

TEXAS TECH UNIVERSITY SYSTEM - ANNUAL CHANGE \$ 107,546,836

TEXAS TECH UNIVERSITY SYSTEM - PERCENT CHANGE 5.67%



TEXAS TECH UNIVERSITY SYSTEM



TEXAS TECH UNIVERSITY SYSTEM

# Office of Audit Services

Annual Audit Plan  
For the Year Ending August 31, 2017

Kimberly F. Turner, CPA  
*Chief Audit Executive*

*August 11, 2016*

## 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 enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

### 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.

## 2017 Areas of Focus



### Academics and Research

- TTU – Graduate School; Office of VP for Research
- TTUHSC – School of Nursing; e-Learning System; School of Medicine clinical departments
- TTUHSC EP – PLFSOM Departments of Pediatrics, Internal Medicine, and Pathology
- ASU – Student Learning Outcomes Assessment

### Financial Resources

- TTUS – Office of Institutional Advancement; Construction Project Expenses; Texas Tech Foundation, Inc.
- TTU – Rawls College of Business Professional MBA Program; Office of Disability Services
- TTUHSC – Charge Capture Processes; Collection Agency Processes; Student Business Services
- TTUHSC EP – SACS Financial Statements; Food & Entertainment Exp; Transmountain Campus Business Processes
- ASU – State of Texas Special Line Item Funds; Carr Foundation

### Compliance

- All – Contracting and Procurement Processes
- TTU and TTUHSC – On-Campus Minor Protection Program
- TTU – NCAA Compliance; Export Controls; Faculty Consulting and Leave Reporting
- TTUHSC EP – Conflict of Interest Management Processes; Contract Management Processes

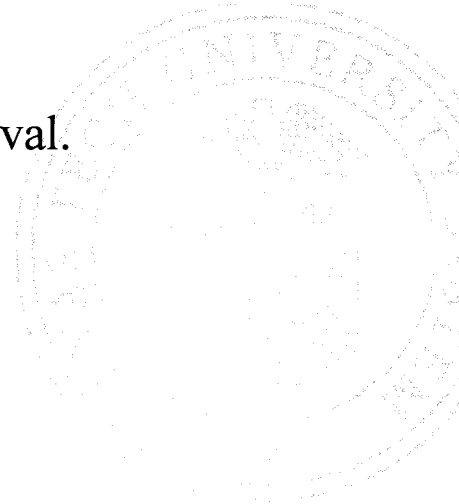
### Information Technology

- All – Information Technology Risk Assessment
- TTU – Student Worker Banner Access
- TTUHSC – IT General Controls Review; Mobile Device Management
- TTUHSC EP – IT Help Desk Processes
- ASU – CS Gold Application Security

## 2017 Annual Audit Plan



We respectfully request your approval.



## Enterprise Risk Management Progress Toward Implementation



## TTUS ERM Committee



### ***Chancellor Duncan's Charge to the Committee***

To oversee the development of Enterprise Risk Management processes across the Texas Tech University System and to facilitate timely reporting of ERM information to executive management and the Board of Regents.

### ***Committee Members***

Steve Bryant  
Dale Dunn  
John Huffaker  
Michael Molina  
Noel Sloan  
Frank Stout  
Angie Wright  
Kim Turner

## TTUS ERM Committee



### ***Definition***

Enterprise Risk Management (ERM) assesses and defines actions to be taken by the board of regents, Texas Tech University System Administration, and/or the component institutions to identify, mitigate, and monitor risks that threaten the achievement of strategic plan goals and/or continuing operational activities.

### ***Major Categories of Risk***

Strategic  
Operational (includes IT)  
Financial  
Compliance

## TTUS ERM Committee



### *Statement of Risk Attitude*

Texas Tech University System will continuously seek out innovation in the way we deliver our mission while ensuring that all decisions are informed by an understanding of the uncertainties we face as an organization. We will continuously seek out those opportunities that can best strengthen our core values. However, it is not possible or even desirable to eliminate all risk. We will not tolerate any risks that:

- Willfully expose students, employees, or other people to unsafe environments or activities;
- Intentionally violate laws, regulations, contractual obligations, or other externally imposed requirements; or
- Result in unethical behavior.

### *Rating Scales*

Impact

Likelihood

Velocity

Preparedness

## TTUS ERM Committee



More to come!







TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM  
 OFFICE OF AUDIT SERVICES  
 PRIORITIZED AUDIT PLAN  
 Fiscal Year 2017

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMNTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		<b>TOTAL ENGAGEMENT HOURS AVAILABLE</b>	20,038					
		<b>REQUIRED AUDITS</b>						
Required	ALL	Audit Report Follow-Up Procedures and Reporting	800					800
Required	ALL	State Auditor's Office, THECB, and Comptroller's Office Misc. Projects	20	(7)				13
		TTU and HSC: 2016 Statewide Federal Financial Audit			5	In Progress		5
		HSC, ASU, and TTUSA: Comptroller's Post-Payment Audits			1	In Progress		1
		ASU: THECB Texas Grant Follow-Up			1	In Progress		1
Required	ALL	CPRIT Grant Funds	10					10
Required	ALL	Contracting and Procurement Processes	200					200
Required	TTUS	Texas Tech Foundation, Inc. Financial Statements	120					120
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	30					30
Required	TTUS	Risk Management Assessment	100					100
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	5					5
Required	TTU	Texas Tech Public Media Financial Statements	250					250
Required	TTU	Joint Admission Medical Program Grants	60					60
Required	TTU	Football Attendance Certification	10					10
Required	HSC	Correctional Managed Health Care Contract	150					150
Required	HSC-EP	SACS Financial Statement Audit	40			In Progress		40
Required	ASU	Carr Foundation Financial Statements	10					10
Required	ASU	ASU Foundation, Inc. Financial Statements	5					5
Required	ASU	Texas Higher Education Coordinating Board Facilities Audit	100					100
Required	ASU	Athletics Financial Agreed-Upon Procedures	20					20
		<b>TOTALS FOR REQUIRED AUDITS</b>	<b>2,120</b>	<b>-</b>				<b>2,120</b>
		<b>AUDITS IN PROGRESS AT AUGUST 1, 2016</b>						
Prior Year	TTU	School of Theatre and Dance	160			In Progress		160
Prior Year	TTU	Center in Seville	240			In Progress		240
Prior Year	HSC	Provider Payor Relations	325			In Progress		325
Prior Year	HSC-EP	GE Centricity Business System Implementation Review	120			In Progress		120
Prior Year	HSC-EP	Information Technology General Controls Review	20			In Progress		20
Prior Year	ASU	Residential Programs	150			In Progress		150
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report	28			In Progress		28
		<b>TOTALS FOR AUDITS IN PROGRESS</b>	<b>1,043</b>	<b>-</b>				<b>1,043</b>
		<b>UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS</b>						
		<b>Total Hours Budgeted for Special Projects &amp; Investigations</b>	<b>3,500</b>	<b>(100)</b>				<b>3,400</b>
		<b>IN PROGRESS AT AUGUST 1, 2016</b>						
Special	HSC-EP	Fleet Management		60		In Progress		60
Special	HSC-EP	Clinical Affairs Purchasing Card Review		40		In Progress		40
		<b>SPECIAL PROJECTS AND INVESTIGATIONS TOTALS</b>	<b>3,500</b>	<b>100</b>				<b>3,500</b>
		<b>HIGHEST PRIORITY</b>						
1	TTUS	Office of Institutional Advancement	500					500
1	TTU	Export Controls	350					350
1	TTU	Graduate School	450					450
1	TTU	Faculty Consulting and Leave Reporting	450					450
1	HSC	School of Nursing	400					400
1	HSC	Mobile Device Management	400					400
1	HSC	e-Learning System Controls	400					400
1	HSC-EP	Transmountain Campus Business Processes	400					400
1	HSC-EP	Contract Management Processes	350					350
1	HSC-EP	Paul L. Foster School of Medicine Department of Pediatrics	350					350
1	ASU	State of Texas Special Line Item Funds	350					350
		<b>HIGHEST PRIORITY TOTALS</b>	<b>4,400</b>	<b>-</b>				<b>4,400</b>
		<b>MODERATE PRIORITY</b>						
2	TTUS	Information Technology Risk Assessment	350					350
2	TTU	Office of the Vice President for Research	400					400
2	TTU	Intercollegiate Athletics - NCAA Compliance	375					375
2	TTU	Rawls College of Business Administration Professional MBA Program	300					300
2	TTU	Student Worker Banner Access	350					350
2	TTU	On-Campus Minor Protection Program	325					325
2	HSC	School of Medicine Clinical Departments	750					750
2	HSC	Collection Agency Processes	350					350
2	HSC	Charge Capture Processes	400					400
2	HSC	Information Technology General Controls Review	425					425

TEXAS TECH UNIVERSITY SYSTEM  
 OFFICE OF AUDIT SERVICES  
 PRIORITIZED AUDIT PLAN  
 Fiscal Year 2017

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
2	HSC-EP	Paul L. Foster School of Medicine Department of Internal Medicine	Financial/Operational	350				350
2	HSC-EP	Food and Entertainment Expenses	Financial/Compliance	375				375
2	HSC-EP	Conflict of Interest Management Processes	Compliance/Operational	350				350
2	ASU	Student Learning Outcomes Assessment Processes	Operational	400				400
2	ASU	CS Gold Application Security	Information Technology	275				275
<b>MODERATE PRIORITY TOTALS</b>				<b>5,775</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,775</b>
<b>LOWER PRIORITY</b>								
3	TTU	Office of the President	Management Advisory	300				300
3	TTU	Office of Disability Services	Financial/Compliance	325				325
3	HSC	Student Business Services	Operational/Controls	300				300
3	HSC	Amarillo SIMCentral	Financial/Controls	350				350
3	HSC	On-Campus Minor Protection Program	Compliance	250				250
3	HSC-EP	Information Technology Help Desk Processes	IT/Operational	375				375
3	HSC-EP	Paul L. Foster School of Medicine Department of Pathology	Financial/Operational	300				300
<b>LOWER PRIORITY TOTALS</b>				<b>2,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,200</b>
<b>CONSTRUCTION PROJECT AUDITS</b>								
EPAC	TTUS	TTUSA System Office Building	RSM US LLP		In Progress			0
EPAC	TTUS	TTU Maddox Engineering Research Center	CBIZ Risk & Advisory Services		In Progress			0
EPAC	TTUS	TTU AT&T Sports Performance Complex	RSM US LLP		In Progress			0
EPAC	TTUS	TTU RCOBA Expansion	RSM US LLP		In Progress			0
EPAC	TTUS	TTU New Honors Residence Hall	RSM US LLP		In Progress			0
EPAC	TTUS	TTU Experimental Sciences Building II	CBIZ Risk & Advisory Services					0
EPAC	TTUS	TTU AT&T South End Zone	RSM US LLP					0
EPAC	TTUS	HSC Education Research & Technology Building	CBIZ Risk & Advisory Services					0
EPAC	TTUS	HSC Permian Basin Academic Facility	CBIZ Risk & Advisory Services					0
EPAC	TTUS	ASU College of Health and Human Services	RSM US LLP					0
EPAC	TTUS	HSC-EP Medical Sciences Building II	RSM US LLP					0
<b>CONSTRUCTION PROJECT TOTALS</b>				<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>OTHER VALUE-ADDED WORK</b>								
<b>Total Hours Budgeted for Other Value-Added Work</b>				<b>1,000</b>	<b>0</b>			<b>1,000</b>
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	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, ACFE)			Ongoing			
Other	ALL	Other Miscellaneous Projects			Ongoing			
<b>OTHER VALUE-ADDED WORK TOTALS</b>				<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b>TOTAL ENGAGEMENT HOURS</b>				<b>20,038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,038</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 El Paso						
	N/A	Work that is not attributable to a particular institution or campus						
<b>Required</b>	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
<b>Prior Year</b>	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
<b>Special</b>	Unplanned special projects and investigations.							
<b>1</b>	Engagements that were deemed most critical per the risk assessment at August 1.							
<b>2</b>	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
<b>3</b>	Engagements that were deemed least critical per the risk assessment at August 1.							
<b>EPAC</b>	Outsourced construction audits performed by independent CPA firms.							
<b>Other</b>	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 2016

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY2017	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	19,000					
		REQUIRED AUDITS						
Required	ALL	Audit Report Follow-Up Procedures and Reporting	700		Complete	1,131		(431)
Required	ALL	State Auditor's Office, THECB, and Comptroller's Office Misc. Projects	20	(11)				9
		TTU: 2015 Statewide Federal Financial Audit			Complete			0
		TTU, ASU, HSC, TTUSA: Comptroller's Post Payment Audits			3 In Progress	2	1	0
		ASU: THECB Texas Grant Follow-Up			1 In Progress		1	0
		ASU: CPRIT Grant			Complete			0
		TTU: THECB Enrollment Reporting			7 Complete	7		0
Required	ALL	CPRIT Grant Funds	50		Complete	8		42
Required	ALL	Contracting and Procurement Policies	200		Complete	163		37
Required	ALL	Compliance with Benefits Proportional by Fund Requirements	400		Complete	920		(520)
Required	TTUS	Texas Tech Foundation, Inc. Financial Statements	120		Complete	117		3
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	50		Complete	23		27
Required	TTUS	Office of Audit Services Annual Report	30		Complete	22		8
Required	TTUS	Office of Audit Services Annual Plan	100		Complete	71		29
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	60		Complete	30		30
Required	TTU	Athletics Financial Agreed-Upon Procedures	10		Complete			10
Required	TTU	Texas Tech Public Media Financial Statements	300		Complete	220		80
Required	TTU	Football Attendance Certification	10		Complete	10		0
Required	HSC	Correctional Managed Health Care Contract	150		Complete	143		7
Required	HSC	Joint Admission Medical Program Grants - Lubbock SOM	60		Complete	84		(24)
New	HSC	Professional Nursing Shortage Reduction Program Grant	20		Complete	18		2
Now	HSC	Texas Higher Education Coordinating Board Residency Grants	30		Complete	31		(1)
Required	HSC-EP	SACS Financial Statement Audit	100	(60)	In Progress	16	24	0
Required	HSC-EP	Joint Admission Medical Program Grants - El Paso PLFSOM	60		Complete	111		(51)
Required	ASU	Carr Foundation Financial Statements	10		Complete			10
Required	ASU	ASU Foundation, Inc. Financial Statements			Complete			
Required	ASU	Carr Foundation Royalty Payments	5		Complete			5
		TOTALS FOR REQUIRED AUDITS	2,485	(60)		3,127	26	(728)
		AUDITS IN PROGRESS AT AUGUST 1, 2015						
Prior Year	TTUS	Construction Project Expenses - TTU Research & Technology Park	5		Complete			5
Prior Year	TTUS	Construction Project Expenses - TTU Bayer Crop Research Facility	5		Complete			5
Prior Year	TTUS	Office of Investments	350	(350)	Cancelled			0
Prior Year	TTUS	Chancellor's Office	200		Complete	146		54
Prior Year	TTUS	Risk Management Assessment	10		Complete			10
Prior Year	TTU	NCAA Rules Compliance Program	5		Complete	38		(31)
Prior Year	TTU	Ovations Contract	40		Complete	93		(53)
Prior Year	TTU	Division of Undergraduate Education and Student Affairs	10		Complete	20		(10)
Prior Year	HSC	Information Technology Processes	40		Complete	105		(65)
Prior Year	HSC	Institutional Compliance Office	150		Complete	212		(62)
Prior Year	HSC	Correctional Managed Health Care Contract	40		Complete	128		(88)
Prior Year	HSC	Lubbock Medical Practice Income Plan Trust Fund Reconciliation	60		Complete	58		2
Prior Year	HSC	Amarillo Medical Practice Income Plan Trust Fund Reconciliation	40		Complete	45		(5)
Prior Year	HSC	Lubbock Medical Practice Income Plan Business Office Follow-Up	400		Complete	1,415		(1,015)
Prior Year	HSC-EP	GE Centricity Business System Implementation - Design Phase	30		In Progress*	100	120	(190)
Prior Year	HSC-EP	Financial Reporting Controls	120		Complete	454		(334)
Prior Year	ASU	Facilities Management	150		Complete	146		4
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report	30		Complete	10		20
		TOTALS FOR AUDITS IN PROGRESS	1,685	(350)		2,968	120	(1,753)
		* Scope was expanded to include build/test phase						
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	3,500	(4,060)				(560)
		IN PROGRESS AT AUGUST 1, 2015						
Special	HSC	Rural and Community Health Special		351	Complete	351		0
		BEGUN AFTER AUGUST 1, 2015						
Special	HSC-EP	Office of Diversity		164	Complete	164		0
Special	TTU	TTUISD		333	Complete	333		0
Special	ASU	Meat & Food Sciences Investigation		2,492	Complete	2,492		0
Special	HSC-EP	Fleet Management		229	In Progress	168	60	0
Special	HSC-EP	Clinical Affairs Purchasing Card Review		134	In Progress	94	40	0
Special	HSC	Clinical Laboratory Science Special		69	Complete	69		0
Special	TTU	Northwest Texas Small Business Development Center Special		24	Complete	24		0
Special	ALL	Miscellaneous Hotline Projects		264	Complete	264		0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	3,500	4,060		3,960	100	(560)

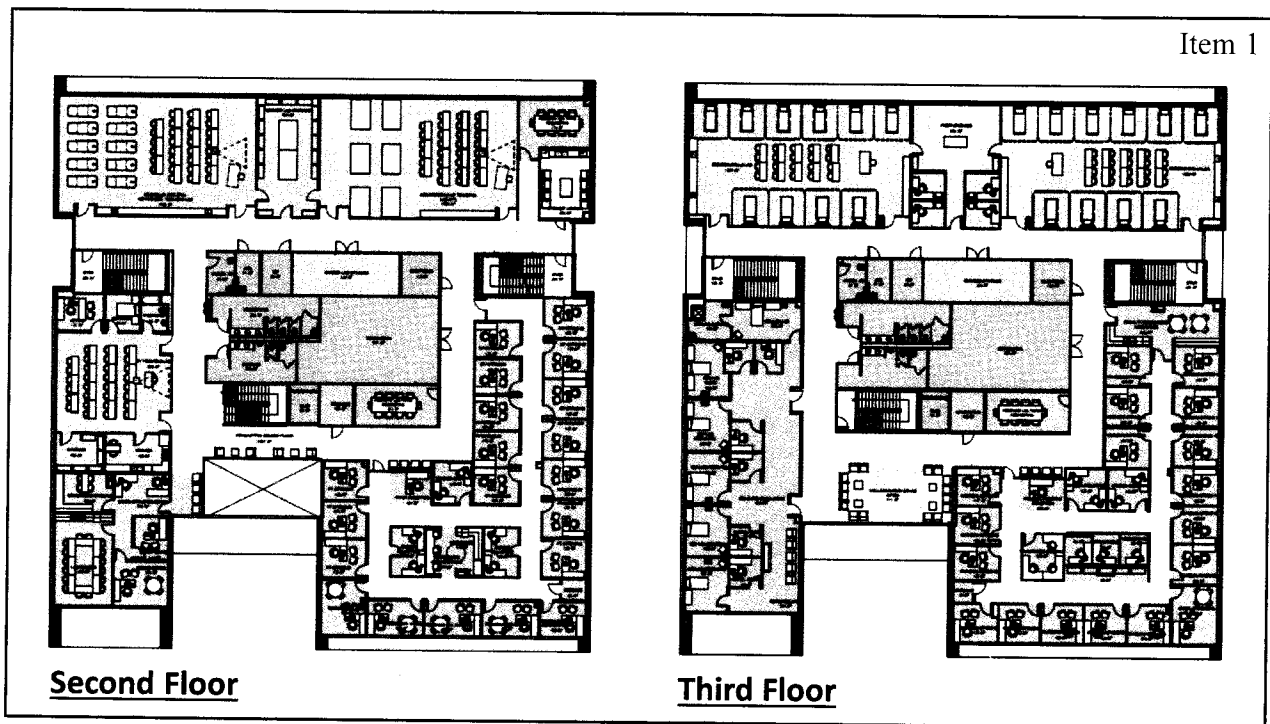
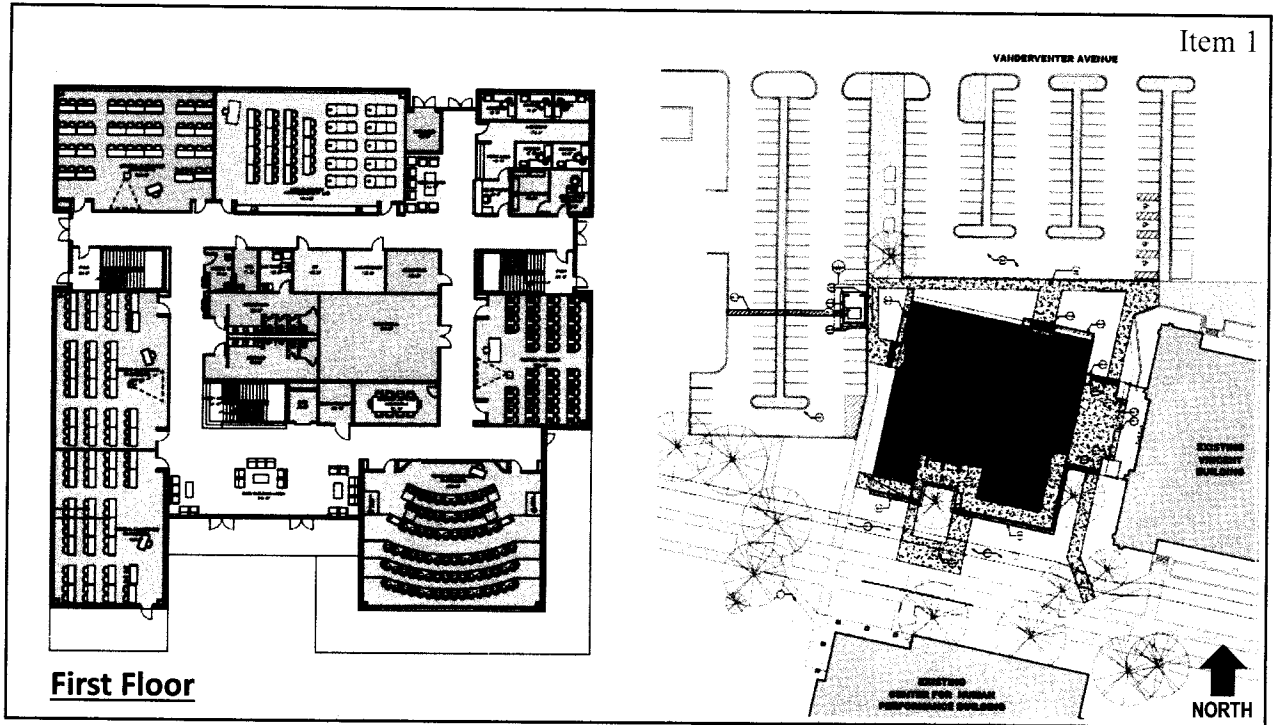
TEXAS TECH UNIVERSITY SYSTEM  
 OFFICE OF AUDIT SERVICES  
 PRIORITIZED AUDIT PLAN  
 Fiscal Year 2016

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY2017	BUDGET vs ACTUAL
<b>HIGHEST PRIORITY</b>								
	TTUS	Office of Institutional Advancement	Management Advisory	500		CF to FY17		500
	TTUS	Direct Deposit Application Security	Information Technology	200		Complete	198	2
	TTU	Graduate School	IT/Operational	450		CF to FY17		450
	TTU	Intercollegiate Athletics: Learfield Sports Marketing Contract	Financial	400		Complete	202	198
	TTU	Student Business Services - Differential Tuition Implementation	IT/Operational	350		Complete	320	30
	HSC	Title IX Compliance	Compliance	350		Complete	417	(67)
	HSC	Infection Control	Compliance/Operational	350		Complete	761	(411)
	HSC	Human Resource Processes	Operational	400		Complete	457	(57)
	HSC-EP	Title IX Compliance	Compliance	300		Complete	297	3
	HSC-EP	Human Resource Processes	IT/Operational	300		Complete	510	(210)
	HSC-EP	Contract Management Processes	Compliance/Operational	350		CF to FY17		350
	ASU	Residential Programs	IT/Operational	325		In Progress	117	208
		<b>HIGHEST PRIORITY TOTALS</b>		<b>4,275</b>			<b>3,279</b>	<b>208</b>
		<b>MODERATE PRIORITY</b>						
2	TTUS	Construction Project Expenses	Third Party	30	0			30
2		TTU: Human Sciences Life Safety	Third Party			Complete		0
2		TTUSA: System Office Building - Preconstruction Review	Third Party			Complete		0
2		TTUSA: System Office Building - Interim Cost Review	Third Party			In Progress		0
2		TTU: Sports Performance Complex - Preconstruction Review	Third Party			Complete		0
2		TTU: Sports Performance Complex - Interim Cost Review	Third Party			In Progress		0
2		TTU: RCOBA Expansion	Third Party			In Progress		0
2		TTU: New Honors Residence Hall	Third Party			In Progress		0
2		TTU: Maddox Engineering Research Center	Third Party			In Progress		0
2	TTU	Intercollegiate Athletics – NCAA Compliance	Compliance	400		Complete	362	38
2	TTU	Office of Research Services	Operational	400		CF to FY17		400
2	TTU	College of Media and Communication	Financial/Controls	250		Complete	405	(155)
2	HSC	School of Medicine	Financial/Operational	400	(350)	Complete	32	18
2	HSC	DSRIP Program Oversight Processes	Financial/Compliance	450		Complete	355	95
2	HSC	RSAM Risk Assessment Processes	Information Technology	350	(350)	Cancelled		0
2	HSC-EP	IT General Controls Review	Information Technology	350		In Progress	284	66
2	HSC-EP	Payment Services	Compliance/Operational	200		Complete	270	(70)
2	HSC-EP	Travel Services	Compliance/Operational	200		Complete	251	(51)
2	ASU	CS Gold Application Security	Information Technology	275		CF to FY17		275
2	ASU	Student Financial Aid	IT/Compliance	250	125	Complete	481	(106)
		<b>MODERATE PRIORITY TOTALS</b>		<b>3,555</b>	<b>(575)</b>		<b>2,440</b>	<b>66</b>
		<b>LOWER PRIORITY</b>						
3	TTUS	Data Analysis	Risk Assessment	350	(300)	Complete	43	7
3	TTU	School of Theatre and Dance	Financial/Controls	200		In Progress	84	116
3	TTU	Department of Mechanical Engineering	Financial/Controls	200		Complete	307	(107)
3	TTU	Center in Seville	Financial/Controls	250		In Progress	31	219
3	HSC	Provider Payor Relations	Operational	350		In Progress	37	313
3	HSC	Collection Agency Processes	Financial/Controls	350		CF to FY17		350
3	HSC	Office of Sponsored Programs	Operational	400	(400)	Cancelled		0
3	HSC-EP	Bank Reconciliation Processes	Financial	100		Complete	341	(241)
3	HSC-EP	Procurement Card Processes	Compliance/Operational	200		Complete	216	(16)
3	HSC-EP	GE Centricity Business System Implementation – Build/Test Phase	IT/Controls	150	(150)	Cancelled		0
		<b>LOWER PRIORITY TOTALS</b>		<b>2,550</b>	<b>(850)</b>		<b>1,059</b>	<b>648</b>
		<b>OTHER VALUE-ADDED WORK</b>						
		Total Hours Budgeted for Other Value-Added Work		1,000	(1,323)			(323)
Other	ALL	Continuous Monitoring Data Analysis				Ongoing	176	
Other	ALL	Fraud Prevention Training				Ongoing	155	
Other	ALL	Cash Handling and Control Environment Training				Ongoing	59	
Other	ALL	New Employee Orientation				Ongoing	29	
Other	TTUS	Enterprise Application Steering Committee, Council, and Work Group				Ongoing	3	
Other	TTU	Institutional Compliance Committee				Ongoing		
Other	TTU	Ethics Center Advisory Board				Ongoing		
Other	TTU	Department Self-Assessment Tool				Ongoing	109	
Other	HSC	Institutional Compliance Working Committee				Ongoing	14	
Other	HSC	Billing Compliance Advisory Committee				Ongoing	5	
Other	HSC	School of Medicine Performance Improvement Committee				Ongoing	6	
Other	HSC	School of Medicine Risk Management Committee				Ongoing	2	
Other	HSC-EP	EI Paso Transition Committee				Ongoing	10	
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, ACFE)				Ongoing	439	
Other	N/A	TTCU Committees				Ongoing	48	
Other	ALL	Other Miscellaneous Projects				Ongoing	288	
		<b>OTHER VALUE-ADDED WORK TOTALS</b>		<b>1,000</b>	<b>-</b>		<b>1,323</b>	<b>(323)</b>
		<b>TOTAL ENGAGEMENT HOURS</b>		<b>19,050</b>	<b>(1,835)</b>		<b>18,156</b>	<b>1,168</b>

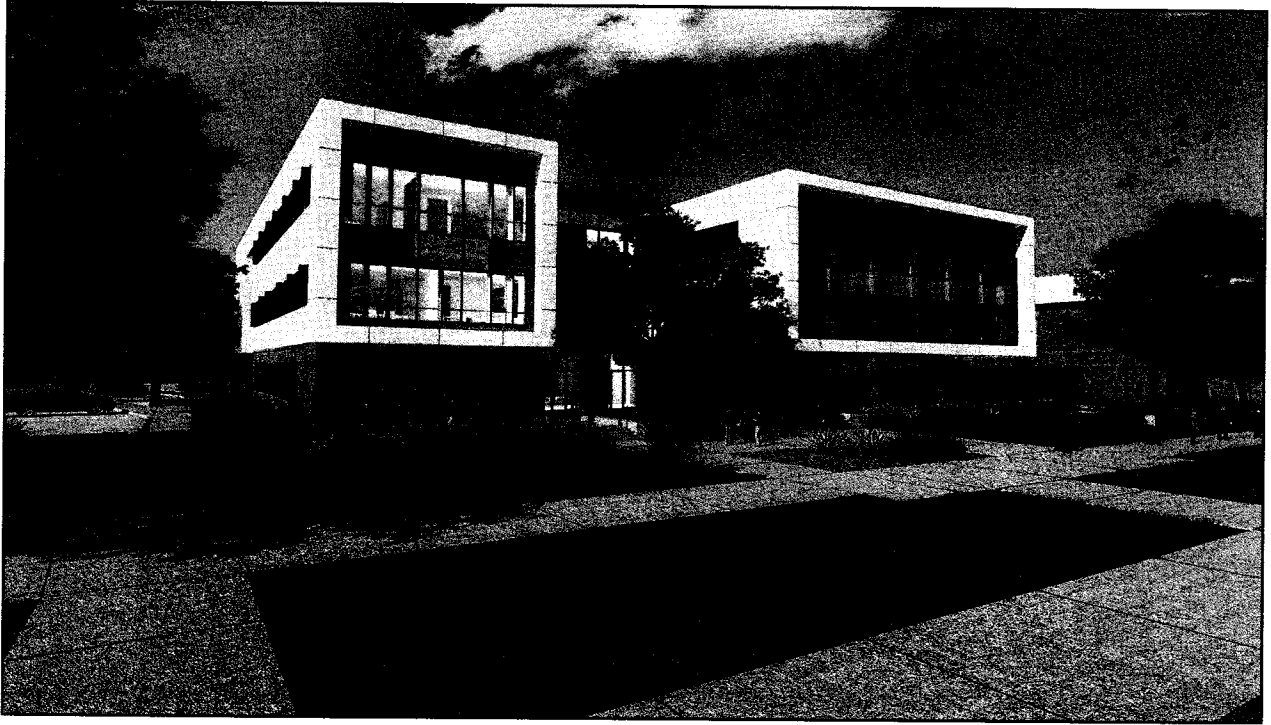
TEXAS TECH UNIVERSITY SYSTEM  
 OFFICE OF AUDIT SERVICES  
 PRIORITIZED AUDIT PLAN  
 Fiscal Year 2016

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY2017	BUDGET vs ACTUAL
KEY								
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	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						
<b>Required</b>	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
<b>Prior Year</b>	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
<b>Special</b>	Unplanned special projects and investigations.							
<b>1</b>	Engagements that were deemed most critical per the risk assessment at August 1.							
<b>2</b>	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
<b>3</b>	Engagements that were deemed least critical per the risk assessment at August 1.							
<b>4</b>	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
<b>Other</b>	Other projects, including committee service, class development and instruction, professional organizations, etc.							











## Scope of Work

Item 1

- Construct a 56,600 GSF Archer College of Health and Human Services building to include:
  - Teaching laboratories;
  - Classroom spaces;
  - 80 seat seminar room;
  - Student study rooms;
  - High-tech interdisciplinary research laboratories;
  - Centralized administrative suite for college, departmental and program administrators, support staff, faculty offices; and
  - Academic advising center and a support center for online program development.

## Project Budget

Item 1

Total Project Budget	\$ 26,360,000
Construction	\$ 18,057,480
Professional Services	\$ 2,646,200
FF&E / Other Items	\$ 2,785,243
Administrative Cost	\$ 290,737
<i>Regents' Rules</i> (2.4% FP&C / 1% Public Art / 1% Landscape Enhancements)	\$ 1,122,561
Contingency	\$ 1,457,779

Substantial Completion: January 2018

## Recommendation

Item 1

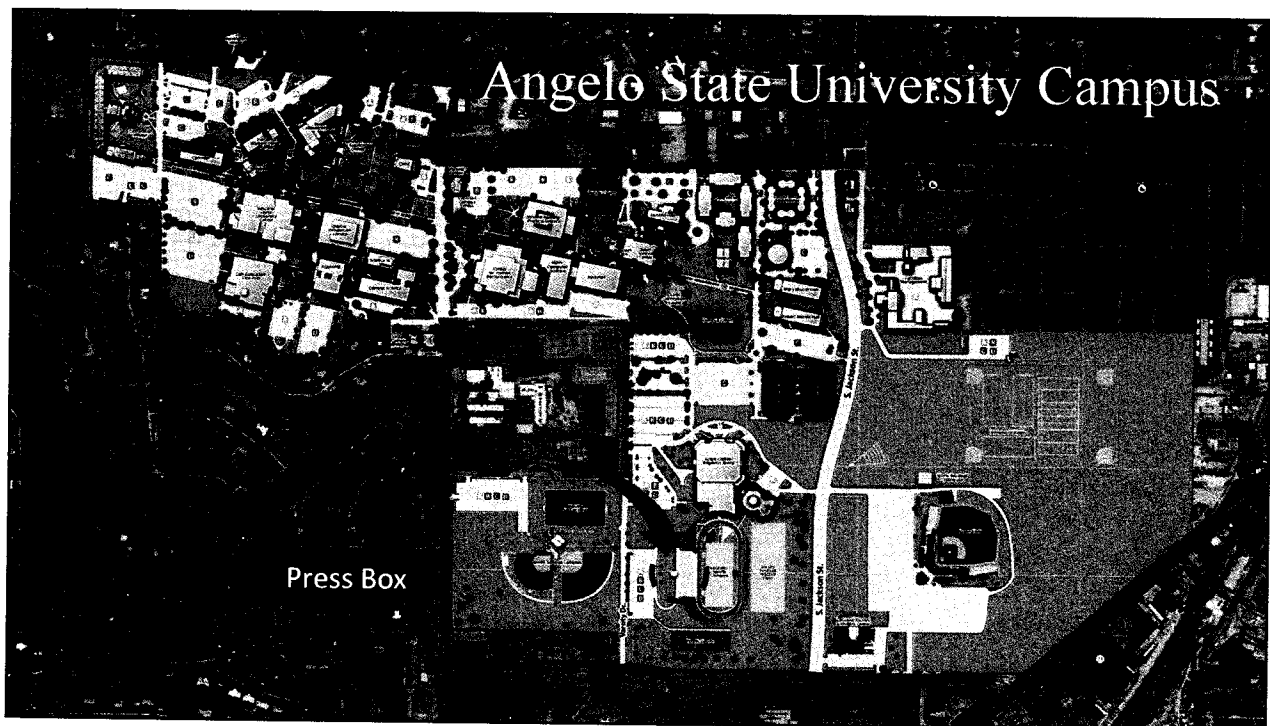
- Authorize to proceed with a project to plan, design, and construct the new Archer College of Health and Human Services building with a total budget of \$26,360,000; report the project to the Texas Higher Education Coordinating Board; amend the Design Professional contract; amend the Construction Manager Agent contract; and amend the Construction Manager at Risk contract.
- The project budget of \$26,360,000 is comprised of the Revenue Finance System ("RFS") of the 84<sup>th</sup> Texas Legislature's Regular Session authorization of Tuition Revenue Bond ("TRB") (\$21,360,000), and cash gifts (\$5,000,000).
- The budget includes the previous approved Stage I design budget of \$797,195 which was funded through RFS repaid with the TRB Legislative appropriation.

# Angelo State University

Item 2

Approve scope expansion and budget increase  
to the new Press Box project at the LeGrand  
(Football) Stadium






*Michael S. Molina*



# Floor Plans

Item 2

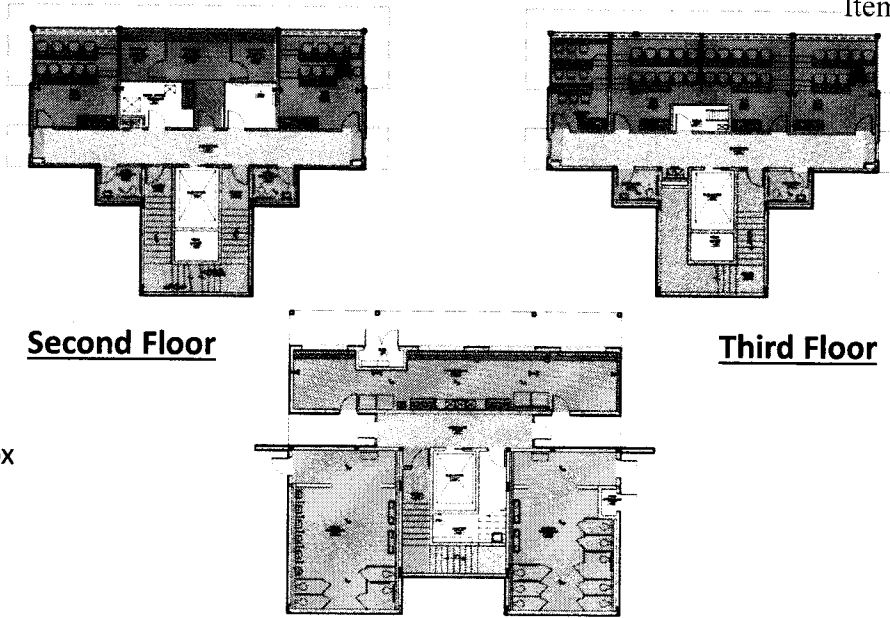
## LEGEND

-  VIP Suites
-  Officials / Press Box
-  Concessions
-  Restrooms
-  Circulation

Second Floor

Third Floor

First Floor



# Rendering

Item 2



Item 2

## Scope of Work

- Demolish the existing Press Box building.
- Construct new 6,660 GSF, 3-story Press Box building to include:
  - Press box; game officials' and coaches' boxes; VIP suites; roof-top video deck;
  - Concessions area; restroom facilities; support and mechanical spaces.
- Budget increase will cover modifications to:
  - The window design in order to provide improved sight lines;
  - Enhance ADA access within the suites; and
  - Provide additional elevator stops to accommodate all visitors with total access to the concession area and the suites.

Item 2

## Project Budget

Total Project Budget	\$ 3,500,000
Construction	\$ 2,902,245
Professional Services	\$ 151,170
FF&E / Other Items	\$ 230,500
Administrative Cost	\$ 8,400
<i>Regents' Rules</i>	\$ 70,000
(1% Public Art / 1% Landscape Enhancements)	
Contingency	\$ 137,685

Substantial Completion: August 2017

Item 2

## Recommendation

- Authorize to proceed with a project to expand the project scope and increase the project budget for the new Press Box at the LeGrand (Football) Stadium at 1<sup>st</sup> Community Credit Union Field by \$500,000 for a total budget of \$3,500,000; report the project change to the Texas Higher Education Coordinating Board; amend the design professional contract; complete the contract documents; and amend the construction contract.
- The budget increase will be funded with a gift-in-hand.

# Texas Tech University

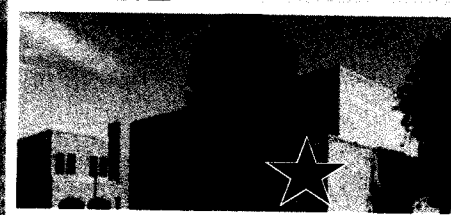
Item 3

Approve scope expansion and budget increase  
to the Petroleum Engineering Building  
Renovation – Phase I project

*Michael S. Molina*

# Industrial Engineering Building

Item 3

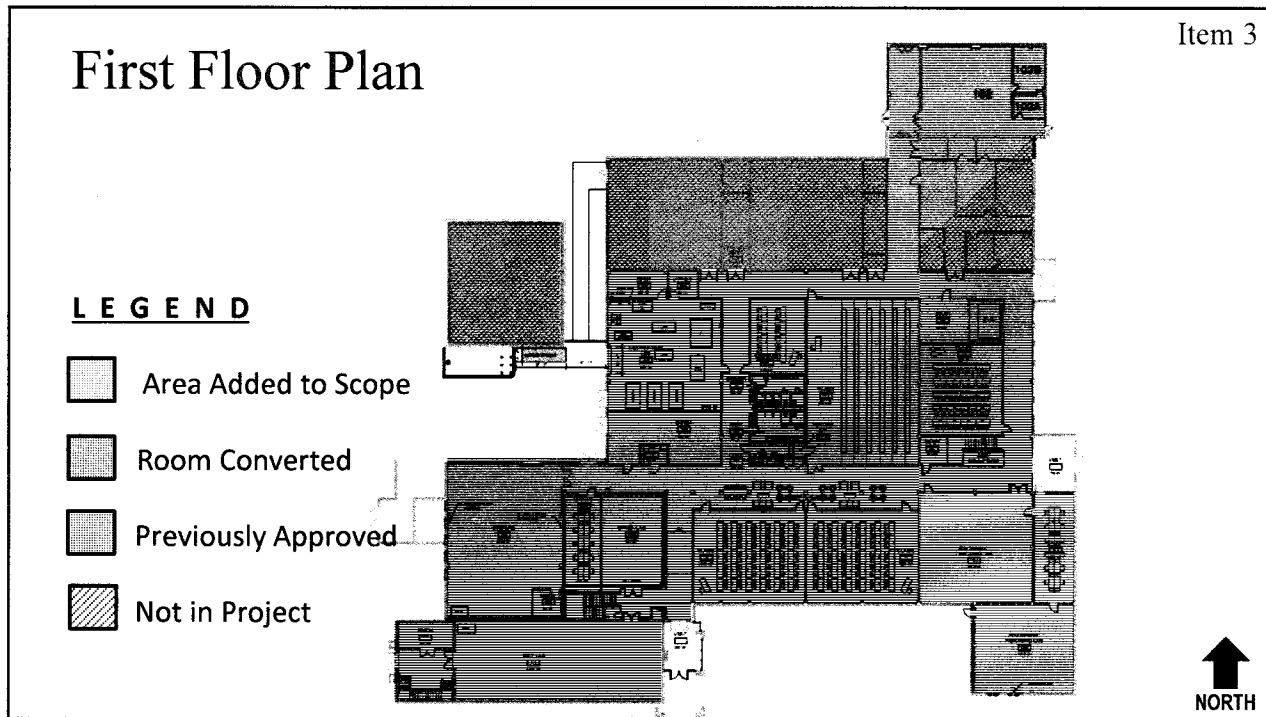


Looking Northwest



Looking Northeast





# Scope of Work

Item 3

The budget increase covers the following expanded scope:

- Renovate an additional 3,237 GSF
  - Rooms 118A and 118B for the Advance Manufacturing Teaching Lab; and
  - Room 119 into a study room.
- Convert Lab #111 from a previously approved dry lab to a wet lab function.

	Approved Budget	Additional Request	Revised Budget
Project Budgets	\$ 9,134,000	\$ 725,000	\$ 9,859,000
Construction	\$ 5,596,890	\$ 523,114	\$ 6,120,004
Professional Services	\$ 919,162	\$ 60,000	\$ 979,162
FF&E / Other Items	\$ 2,345,147	\$ 50,000	\$ 2,395,147
Administrative Cost	\$ 104,015	\$ 0	\$ 104,015
<i>Regents' Rules</i> (1% Public Art / 1% Landscape Enhancements)	\$ 81,058	\$ 14,500	\$ 95,558
Contingency	\$ 87,728	\$ 77,386	\$ 165,114

*\*Public Art and Landscape Enhancement waived on original budget*  
 Original Substantial Completion: Spring 2017  
 Increase Scope Substantial Completion: Fall 2017

Item 3

## Recommendation

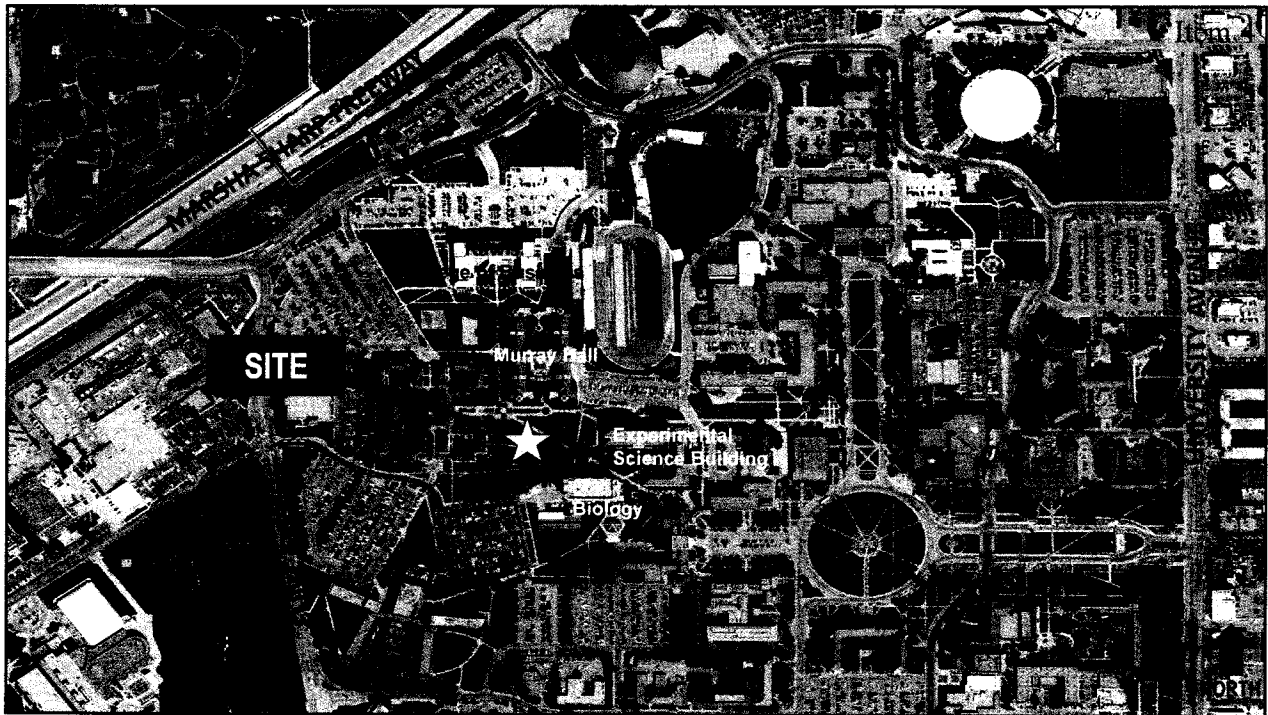
- Authorize to expand the project scope and increase the project budget for the Petroleum Engineering Building Renovations – Phase I project by \$725,000 for a total project budget of \$9,859,000; report the project change to the Texas Higher Education Coordinating Board; amend the design professional contract; complete the contract documents; and amend the construction contract.
- The budget increase will be funded through the Revenue Finance System (“RFS”) repaid with Higher Education Assistance Funds (“HEAF”) (\$485,750) and Gifts (\$239,250).

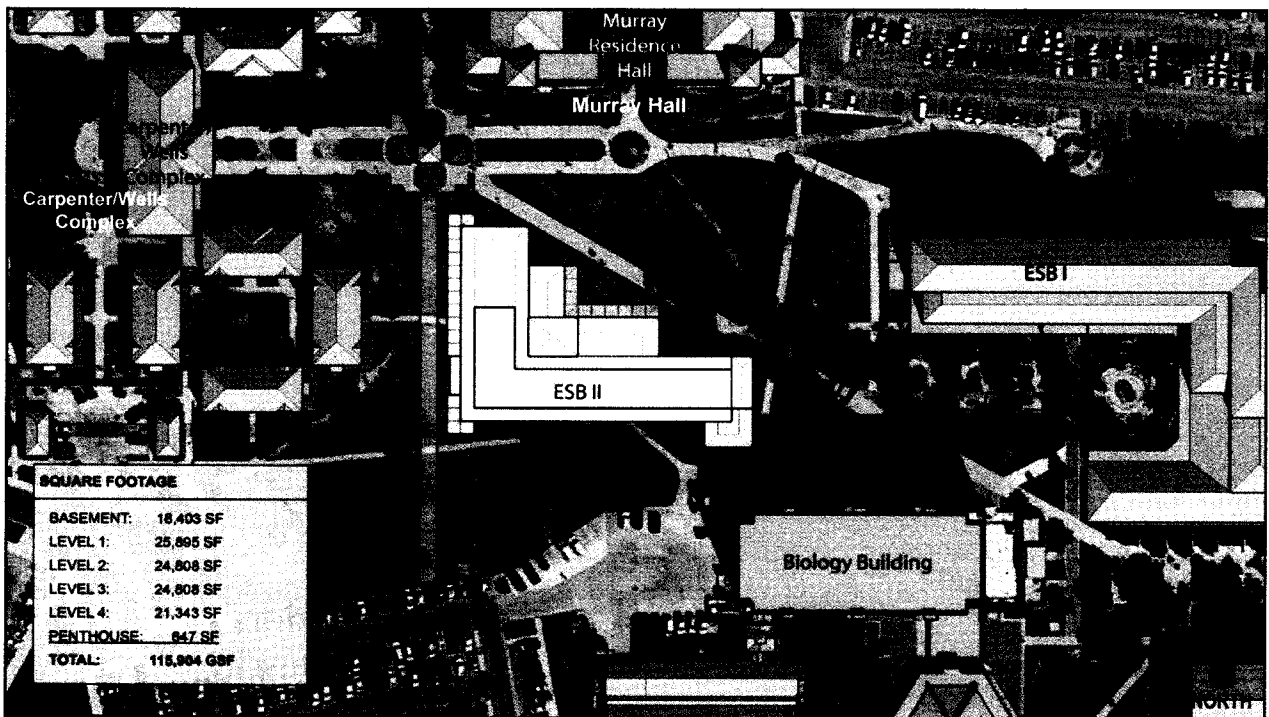
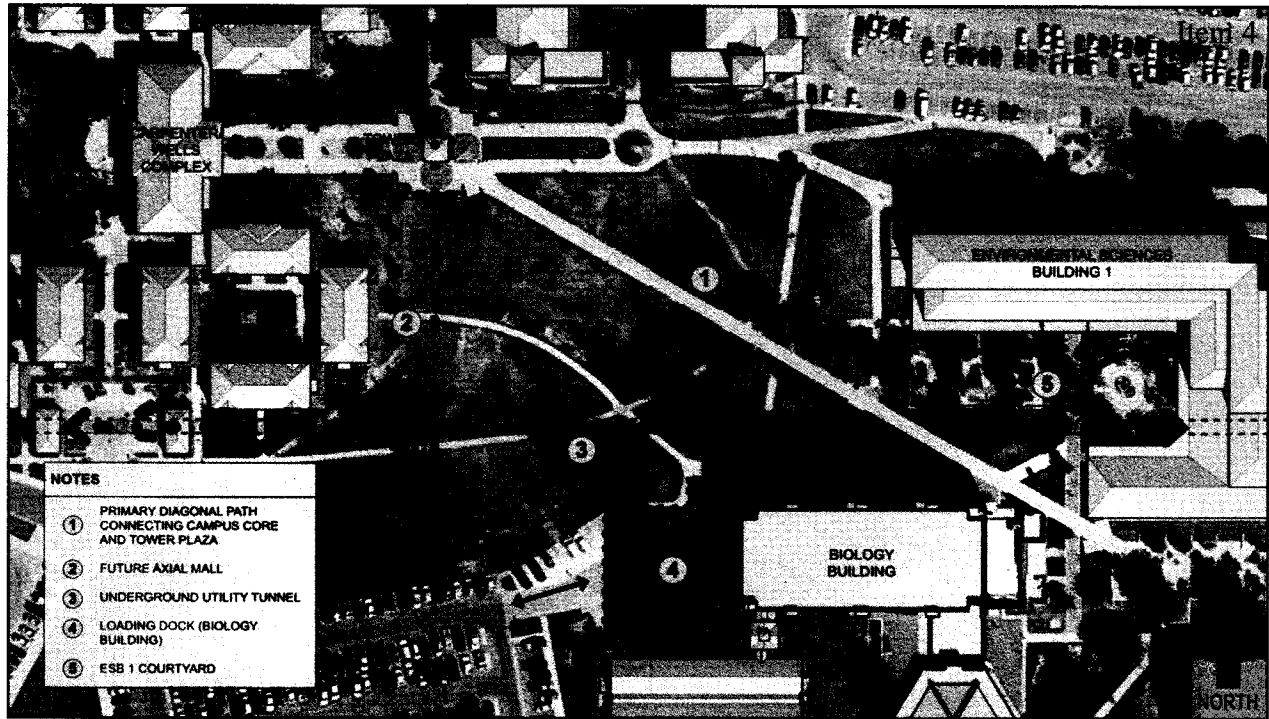
Item 4

Texas Tech University

Approve a project to construct the new  
Experimental Science Building II

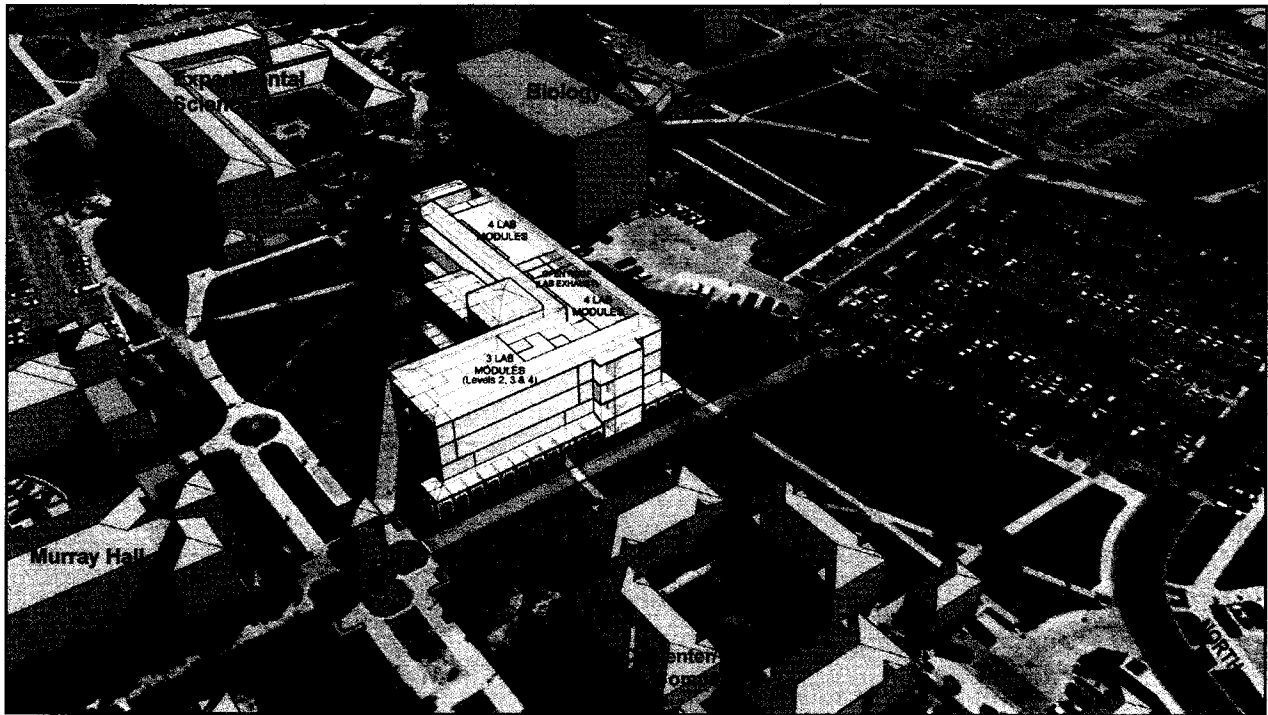
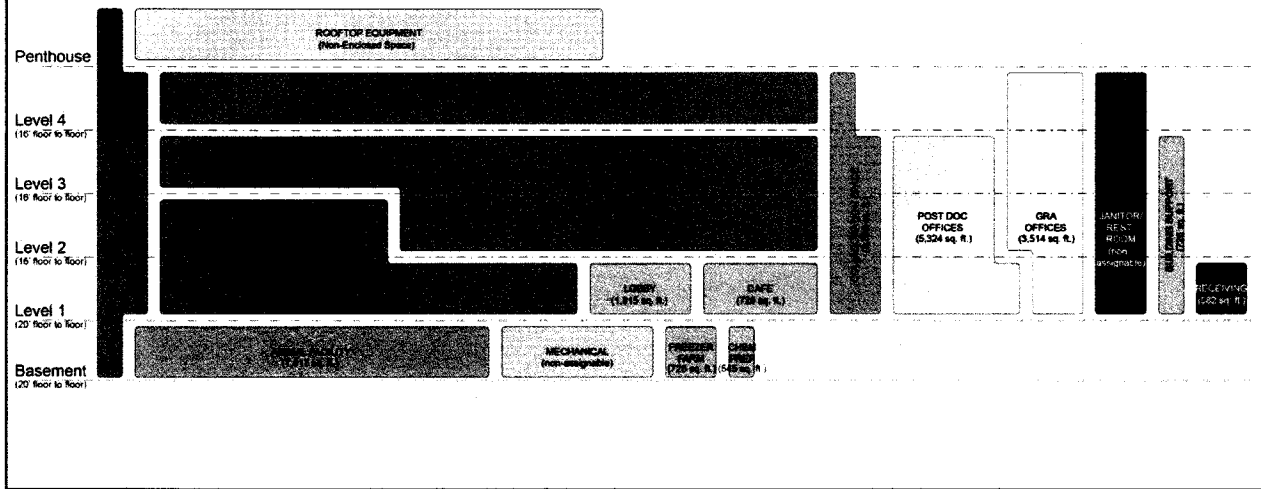
*Michael S. Molina*

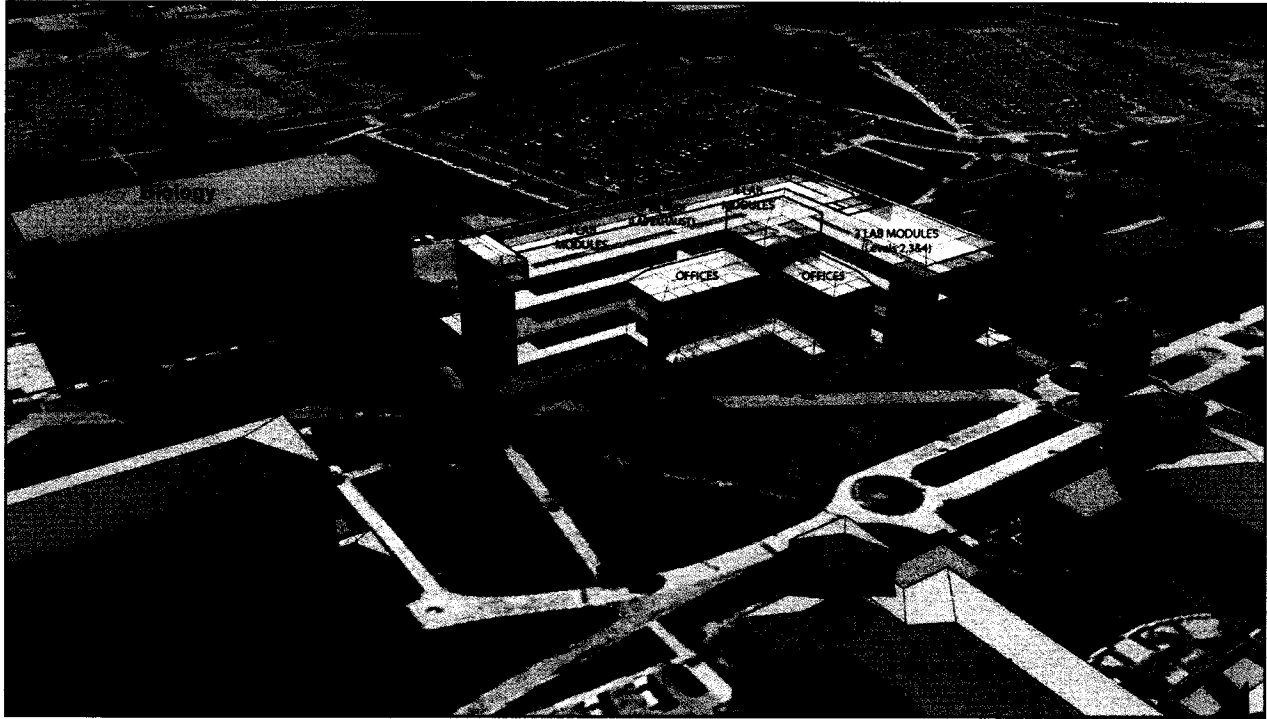




# Building Space Organization

Item 4





Item 4

## Scope of Work

- The building program's current gross square foot ("GSF") range is between 120,000 GSF - 140,000 GSF.
- The building will be designed as a flexible, open and modular high-tech interdisciplinary research facility with:
  - Laboratories;
  - Principal research investigator offices;
  - Animal Facility;
  - BSL2;
  - Laboratories for science disciplines, and
  - Academic offices and support space to foster Texas Tech's growing research enterprise.

Item 4

## Project Budget

<b>Total Project Budget</b>	<b>\$ 77,000,000</b>
Construction	\$ 53,339,497
Professional Services	\$ 7,898,378
FF&E / Other Items	\$ 6,218,772
Administrative Cost	\$ 541,884
<i>Regents' Rules</i>	\$ 3,344,688
<i>(2.4% FP&amp;C Fee / 1% Public Art / 1% Landscape Enhancements)</i>	
Contingency	\$ 5,656,781

Substantial Completion: Spring 2019

Item 4

## Recommendation

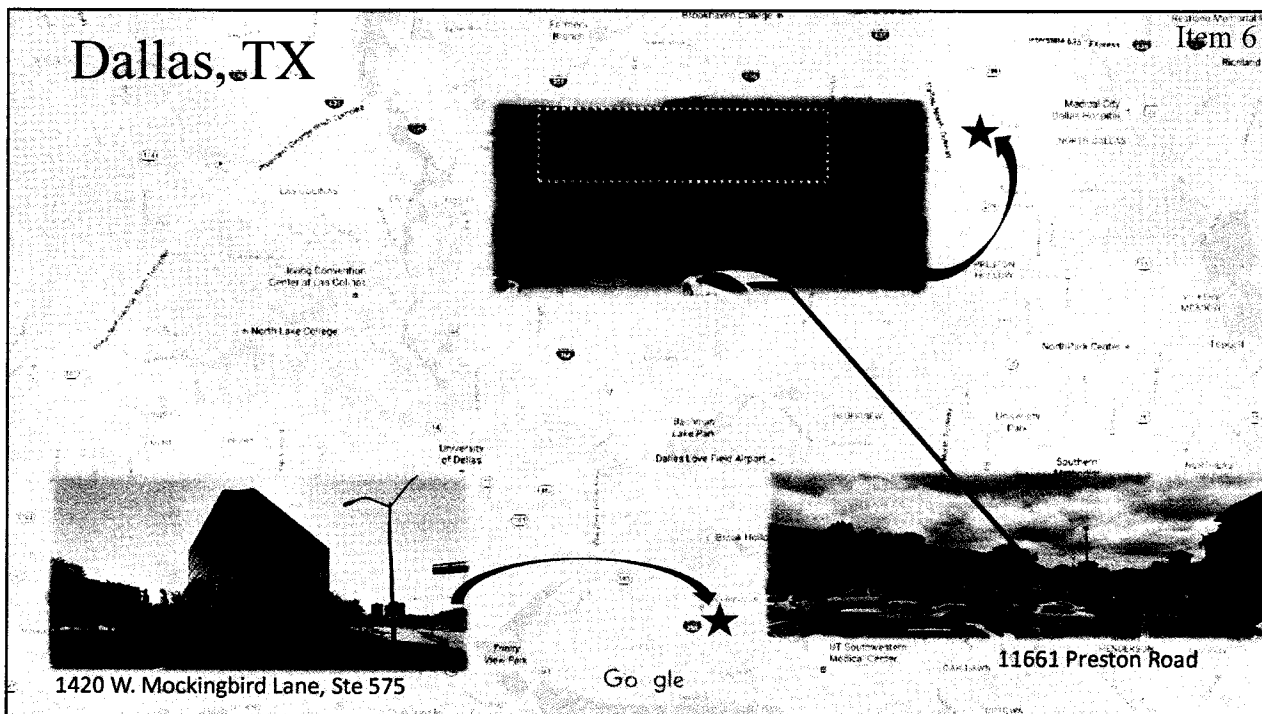
- Authorize to proceed with a project to plan, design, and construct the Experimental Sciences Building II ("ESB II"), a new research building, with a total project budget of \$77,000,000; report the project to the Texas Higher Education Coordinating Board; amend the Design Professional contract; amend the Construction Manager Agent contract; and amend the Construction Manager at Risk contract.
- The project budget of \$77,000,000 is comprised of the Revenue Finance System ("RFS") funding of the 84<sup>th</sup> Texas Legislature's Regular Session authorization of Tuition Revenue Bond ("TRB") (\$70,000,000) and the balance will be funded through RFS repaid by Higher Education Assistance Funds ("HEAF") (\$7,000,000).
- The budget includes the previously approved Stage I design budget of \$2,217,364 which was funded through the RFS repaid with the TRB Legislative appropriation.

Item 6

# Texas Tech University

## Authorize president to execute a contract with the Enrollment Management Dallas Office

*Michael S. Molina*





Item 6

## Lease Terms

- Lease 5,200 SF of retail space at Preston Forrest Village.
- Initial term is 7 years with one 5 year extension.
- Additional cost:
  - Security deposit of \$11,145.34 (to be returned at the end of the lease);
  - "Tax Rent" of 1/12 of TTU's annual share of taxes;
  - Utilities and maintenance costs for the leased space during the term;
  - Cost of a shopping center sign not-to exceed \$4,000;
  - TDLR accessibility inspection fees;
  - Renovation costs that exceed the \$208,000 improvement budget at an amount not-to-exceed \$10,000; and
  - "Common Area" rent of \$17,784 for the first year. Thereafter, the Common Area rent payment will increase by 4% each year of the term.

Item 6

## Recommendation

- Authorize the president or his designee to execute a lease agreement with PFV/Realty III, L.P. in Dallas, Texas, for use by the Department of Enrollment Management's Dallas Office.

Item 7

# Texas Tech University Health Sciences Center

Approve a project to construct the new  
Permian Basin Academic Facility on the  
Odessa campus

*Michael S. Molina*














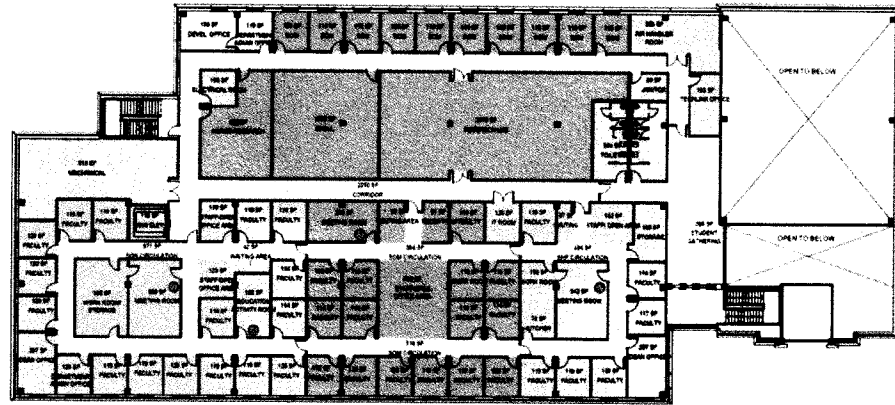


# Second Floor Plan

Item 7

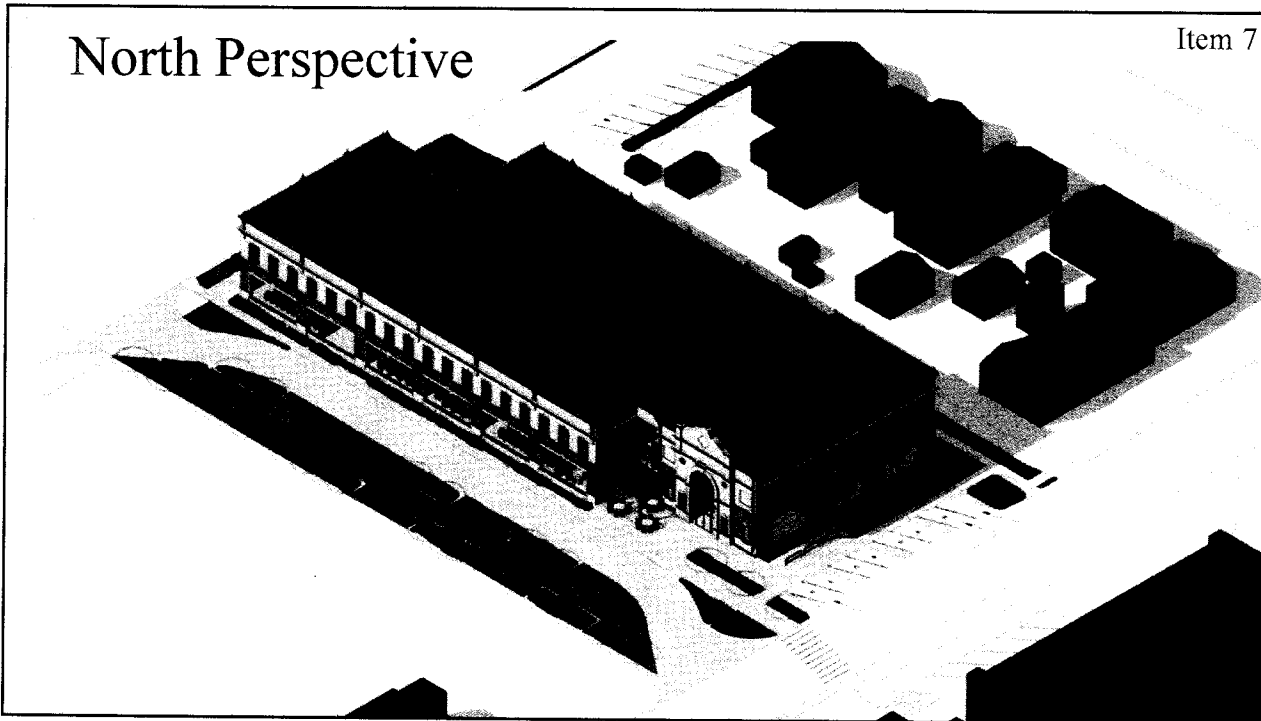
## LEGEND

-  CLASSROOM & FLEX
-  CONFERENCE CENTER
-  SCHOOL OF HEALTH PROFESSIONS
-  SCHOOL OF MEDICINE
-  SCHOOL OF NURSING
-  DEVELOPMENT
-  COMMAND AND SUPPORT
-  CIRCULATION
-  YARD
-  TECHLINK
-  MOBILE TECHLINK



# North Perspective

Item 7



Item 7

## Scope of Work

- Construct a new 51,000 GSF building on the Texas Tech University Health Sciences Center Permian Basin campus in Odessa, TX.
- The proposed project will include:
  - Academic space for lecture halls & classrooms, research laboratories, faculty / researcher and staff offices, education and conference center, specialized instructional space and associated support spaces.
  - Classrooms to include extensive data communications and HealthNet distance learning capabilities.

Item 7

## Project Budget

Total Project Budget	\$ 19,800,000	\$ 2,500,000
Construction	\$ 14,212,000	\$ 1,700,000
Professional Services	\$ 2,205,774	\$ 299,785
FF&E / Other Items	\$ 2,232,160	\$ 285,857
Administrative Cost	\$ 117,645	\$ 5,500
<i>Regents' Rules</i>	\$ 860,565	\$ 108,594
<small>(2.4% FP&amp;C Fee / 1% Public Art / 1% Landscape Enhancements)</small>		
Contingency	\$ 171,856	\$ 100,264

Substantial Completion: May 2018

Item 7

## Recommendation

- Authorize to proceed with a project to plan, design, and construct the new Permian Basin Academic Facility on the Odessa campus with a total budget of \$22,300,000; report the project to the Texas Higher Education Coordinating Board; amend the Design Professional contract; amend the Construction Manager Agent contract; and amend the Construction Manager at Risk contract.
- The project budget of \$22,300,000 is comprised of the Revenue Finance System ("RFS") funding of the 84<sup>th</sup> Texas Legislature's Regular Session authorization of Tuition Revenue Bond ("TRB") (\$14,256,000), Unexpended Plant Funds cash (\$5,544,000), and gift (\$2,500,000 pledge).
- The budget includes the previously approved Stage I design budget of \$552,665 which was funded through the RFS repaid with the TRB Legislative appropriation.

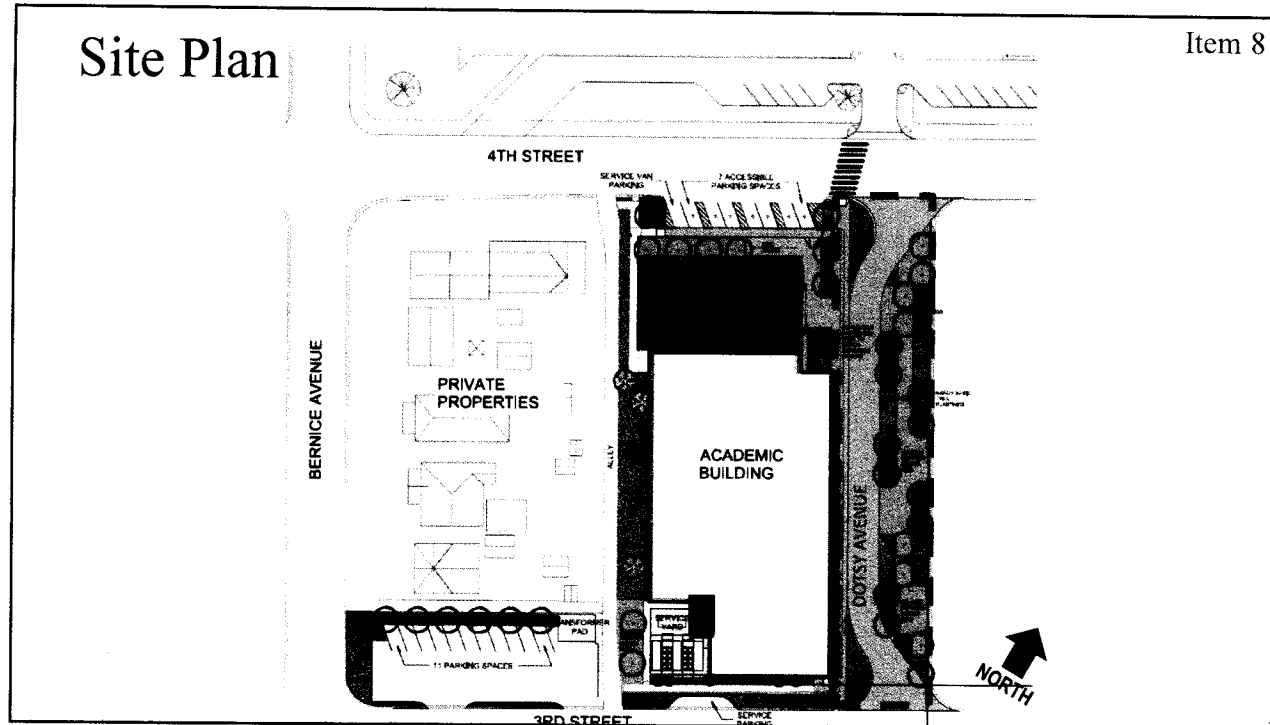
# Texas Tech University Health Sciences Center

Item 8

Authorize the purchase of real property in  
Odessa, Texas

*Michael S. Molina*





- # Scope of Purchase
- Item 8
- Purchase Dotsy Avenue (0.37 acres) from City of Odessa for the incorporation into the design of the new Permian Basin Academic Facility.
  - The purchase will allow for the following:
    - Closing the street to thru vehicular traffic;
    - Conversion of asphalt to a green belt, park like setting, as a pedestrian corridor that will foster campus unity and identity;
    - Creation of a buffer zone from the property to the east; and
    - Incorporation of an emergency / fire access to the building within the zone.



Item 8

## Recommendation

- Authorize to establish a total project budget of \$10,500; negotiate and execute an agreement to purchase Dotsy Avenue between 4<sup>th</sup> Street and 3<sup>rd</sup> Street; 0.37 acres (16,225 square feet), Odessa, Texas; and report the purchase to the Texas Higher Education Coordinating Board.
- The property purchase will be funded with Designated Funds Interest Earnings.





# Texas Tech University System

Item 9

## Report on Facilities Planning and Construction projects (Project data as of 07/28/2016)

*Michael S. Molina*

# TTU – Maddox Engineering Research Center

Item 9

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

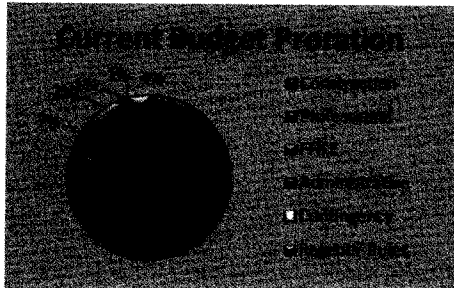
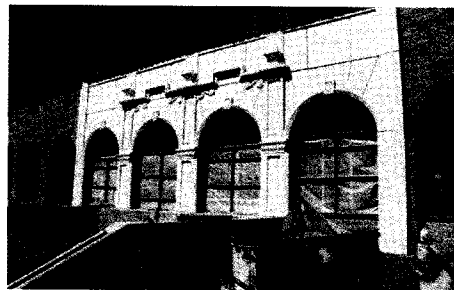
Category	Original	Current
Construction	\$ 23,156,012	\$ 23,348,133
Professional	\$ 854,168	\$ 2,028,530
FF&E	\$ 3,157,222	\$ 2,115,188
Administrative	\$ 362,453	\$ 372,823
Contingency	\$ 462,492	\$ 101,447
Regents' Rules	\$ 1,214,683	\$ 1,240,909

Gross Square Feet: 79,039 GSF

**Team / Status:**

- Design Build Team:  
 Western Builders of Amarillo, Inc. /  
 Condray Design Group - Construction @ 78%
- Construction Manager Agent (CMAgent):  
 Waived by BOR 05-15-2015
- Artist:  
 Frank Swanson / Late August Installation

Substantial Completion Date:  
 Original Date – August 2016  
 Actual Date - TBD



# TTU – Industrial Engineering Bldg Renovation

Item 9

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

Category	Original	Current
Construction	\$ 2,723,120	\$ 5,596,890
Professional	\$ 312,049	\$ 919,162
FF&E	\$ 1,508,731	\$ 2,345,147
Administrative	\$ 86,100	\$ 104,015
Contingency	\$ 370,000	\$ 87,728
Regents' Rules	\$ 0	\$ 81,058

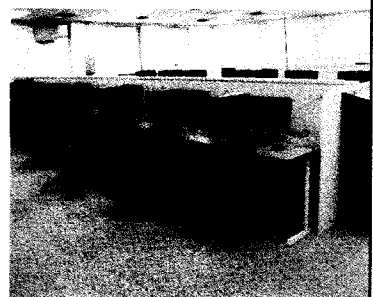
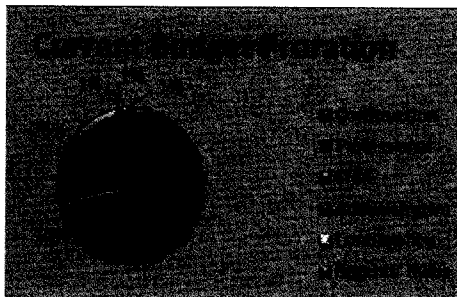
Gross Square Feet: 40,872 GSF

**Team / Status - Phase I:**

- Design Professional:  
 Dekker/Perich/Sabatini CA @ 59%
- Construction Manager at Risk (CMR):  
 Teinert Commercial Bldg Svcs:Construction @ 82%
- Construction Manager Agent (CMAgent)  
 None Required
- Artist:  
 Waived by BOR on 03-06-2015 – Phase I  
 Artist Interviews in October 2016- Phase II

**Substantial Completion Date:**

Original Date – August 2016 – Phase I  
 Actual Date - TBD



# TTU – Rawls College of Business Admin. Addition

Item 9

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

Category	Original	Current
Construction	\$10,452,000	\$ 12,096,802
Professional	\$ 1,185,680	\$ 1,184,044
FF&E	\$ 1,299,000	\$ 1,455,895
Administrative	\$ 56,523	\$ 108,346
Contingency	\$ 1,156,393	\$ 354,989
Regents' Rules	\$ 850,404	\$ 676,705

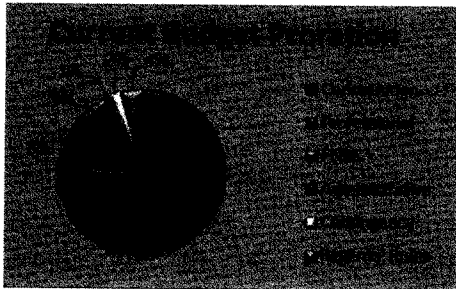
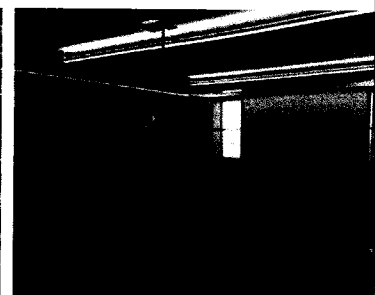
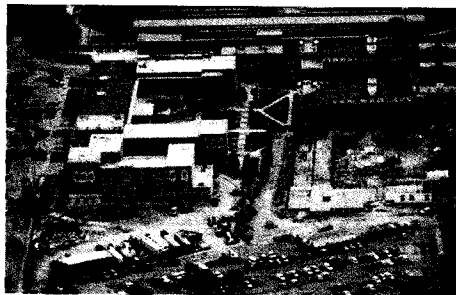
Gross Square Feet: 42,901 GSF

**Team / Status:**

- Design Professional:  
 Parkhill, Smith & Cooper, Inc. / CA @ 92%
- Construction Manager at Risk (CMR):  
 Lee Lewis Construction, Inc. / Construction @ 85%
- Construction Manager Agent (CMAgent)  
 None Required
- Artist:  
 Koryn Rolstad / August 2016 Installation

**Substantial Completion Date:**

Original Date – August 2016  
 Actual Date - TBD



## TTU – Jones AT&T Stadium NEZ Bldg Renovations

Item 9

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

Category	Original	Current
Construction	\$ 2,404,500	\$ 4,002,397
Professional	\$ 309,662	\$ 284,896
FF&E	\$ 668,638	\$ 168,934
Administrative	\$ 67,200	\$ 35,200
Contingency	\$ 36,750	\$ 45,268
Regents Rules	\$ 263,250	\$ 113,306

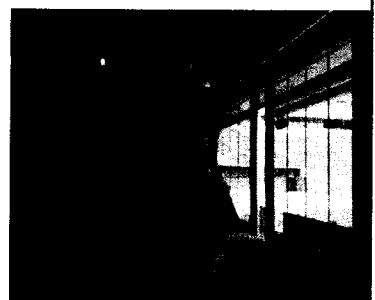
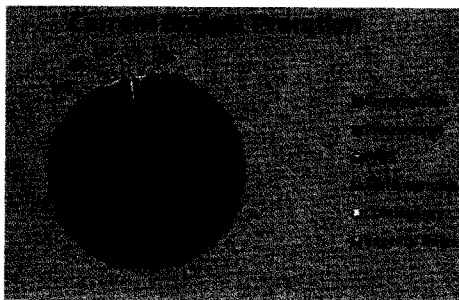
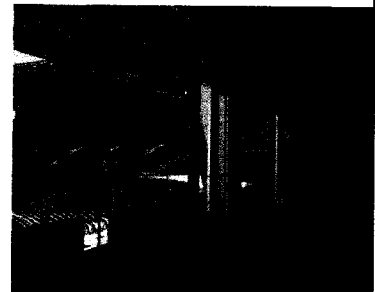
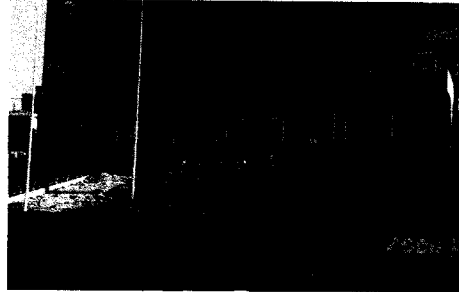
Gross Square Feet: 10,505 GSF

**Team / Status:**

- Design Professional:  
 MWM Architects, Inc. : Design @ 72%
- Construction Manager at Risk (CMR)  
 Teinert Commercial Bldg Svcs : Const @ 38%
- Construction Manager Agent (CMAgent):  
 None Required
- Artist:  
 Tony Greer & Larry Simmons :  
 September 2016 Installation

**Substantial Completion Date:**

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



## TTU – Sports Performance Center

Item 9

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

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

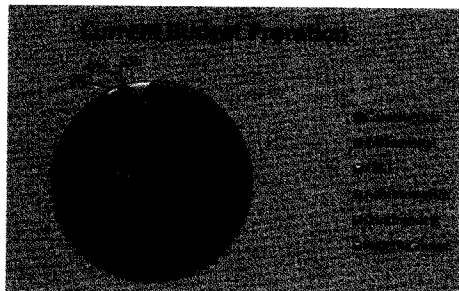
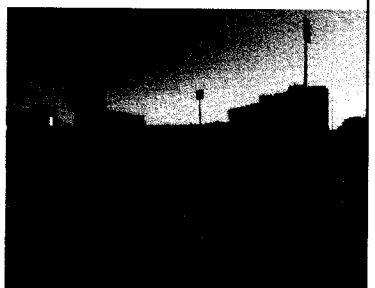
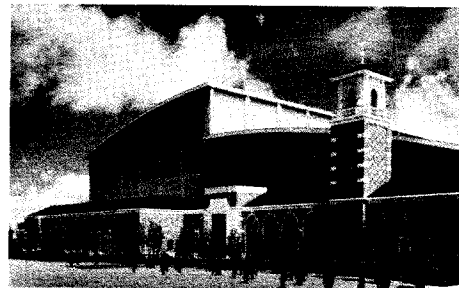
Gross Square Feet: 159,285 GSF

**Team / Status:**

- Design Professional:  
 Gensler / Design @ 75%
- Construction Manager at Risk (CMR)  
 Firmitco LLC / Construction @ 10%
- Construction Manager Agent (CMAgent):  
 PC Sports, Inc.
- Artist:  
 Finalist Interviews: 09-20-2016

**Substantial Completion Date:**

Original Date – July 2017  
 Actual Date - TBD



# TTU – New Honors Residence Hall

Item 9

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

Category	Original	Current
Construction	\$ 21,979,214	\$ 23,663,734
Professional	\$ 3,327,490	\$ 3,049,778
FF&E	\$ 2,931,813	\$ 365,500
Administrative	\$ 303,040	\$ 1,219,415
Contingency	\$ 180,840	\$ 277,573
Regents' Rules	\$ 1,277,603	\$ 1,324,000

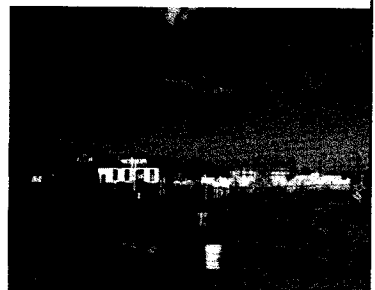
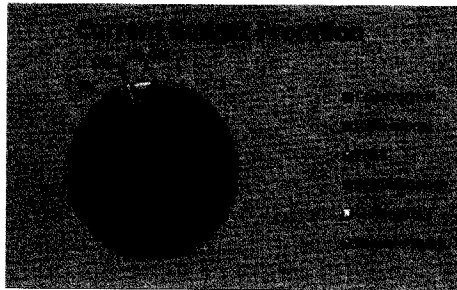
Gross Square Feet: 81,532 GSF

**Team / Status:**

- Design-Build Team:
  - Whiting-Turner / BGK Architects and Mackey Mitchell Architects / Construction @ 13%
- Construction Manager Agent (CMAgent) Parkhill, Smith & Cooper, Inc.
- Artist: Marc Fornes/Thevermany Studio. Contract routing

**Substantial Completion Date:**

Original Date – July 15, 2017  
 Actual Date - TBD



# TTU – Experimental Sciences Building II

Item 9

Project Budget	Original
	\$ 77,000,000

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

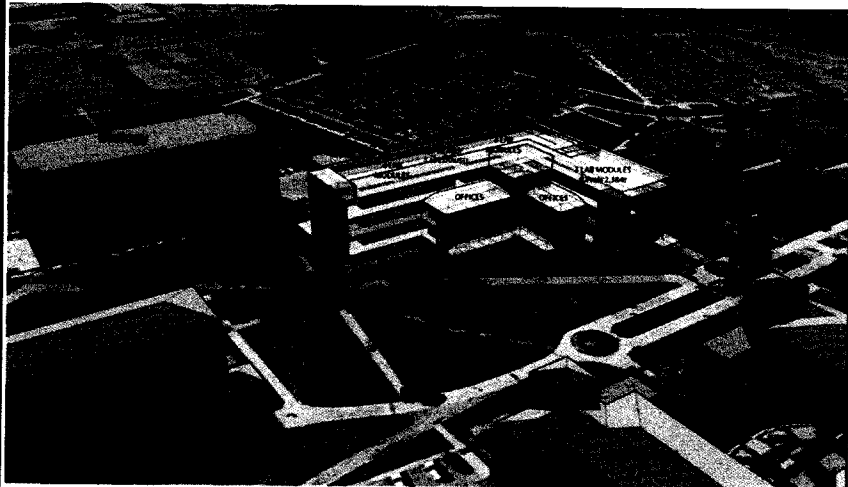
Gross Square Feet: ~ 120,000 - 140,000 GSF

**Team / Status:**

- Design Professional: Treanor Architects @ 3%
- Construction Manager at Risk (CMR): Flintco, LLC
- Construction Manager Agent (CMAgent): Project Control of Texas, Inc.
- Artist: TBD

**Substantial Completion Date:**

Original Date – Spring 2019  
 Actual Date - TBD



# TTUHSC – Abilene Public Health Facility

Item 9

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

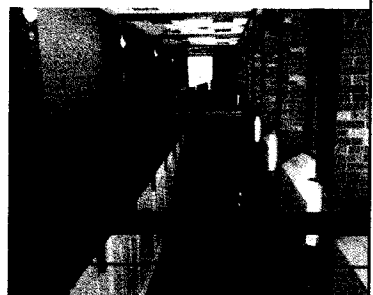
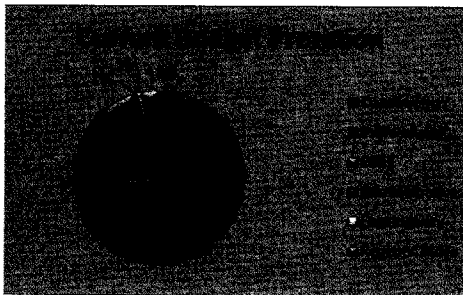
Category	Original	Current
Construction	\$ 9,150,000	\$ 11,102,000
Professional	\$ 878,000	\$ 882,700
FF&E	\$ 3,055,500	\$ 2,266,500
Administrative	\$ 36,500	\$ 82,000
Contingency	\$ 664,480	\$ 161,100
Regents' Rules	\$ 465,520	\$ 505,700

Gross Square Feet: 43,803 GSF

Team / Status: Proposed Gift-in-Kind

- Design Professional:  
Parkhill, Smith & Cooper, Inc. / CA @ 93%
- General Contractor (CSP):  
Imperial Construction, Ltd. / Construction @ 93%
- Construction Manager Agent (CM Agent):  
None Required
- Artist:  
Mid-Ocean Studio / September 2015 Installation

Substantial Completion Date:  
 Original Date – August 2016  
 Actual Date - TBD



# TTUHSC – Lubbock Education, Research & Technology + West Expansion

Item 9

Project Budget	Original
	\$83,700,000

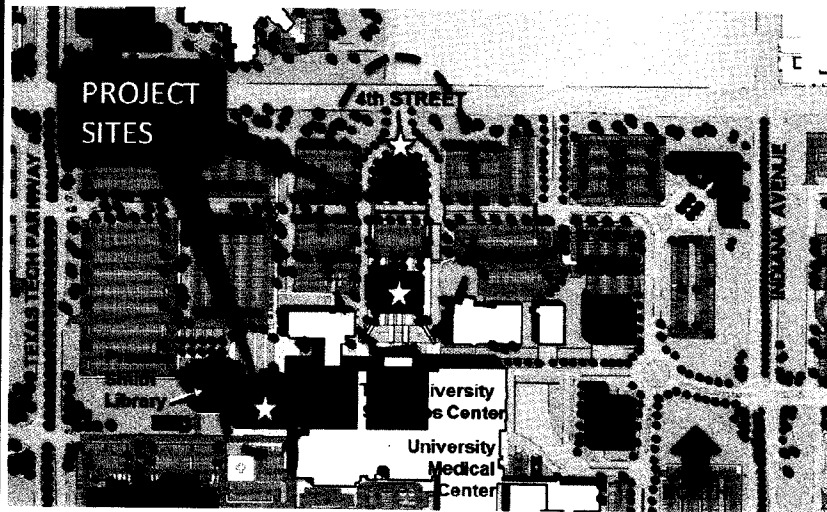
Category	Original
Construction	\$ 60,254,000
Professional	\$ 9,438,710
FF&E	\$ 6,126,600
Administrative	\$ 792,125
Contingency	\$ 3,524,130
Regents' Rules	\$ 3,564,435

Gross Square Feet: ~ 200,000 GSF

Team / Status:

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

Substantial Completion Date:  
 Original Date – January 2019  
 Actual Date - TBD





# TTUHSC – Amarillo Panhandle Clinical Simulation Center

Item 9

Project Budget: Original  
 \$ 9,750,000

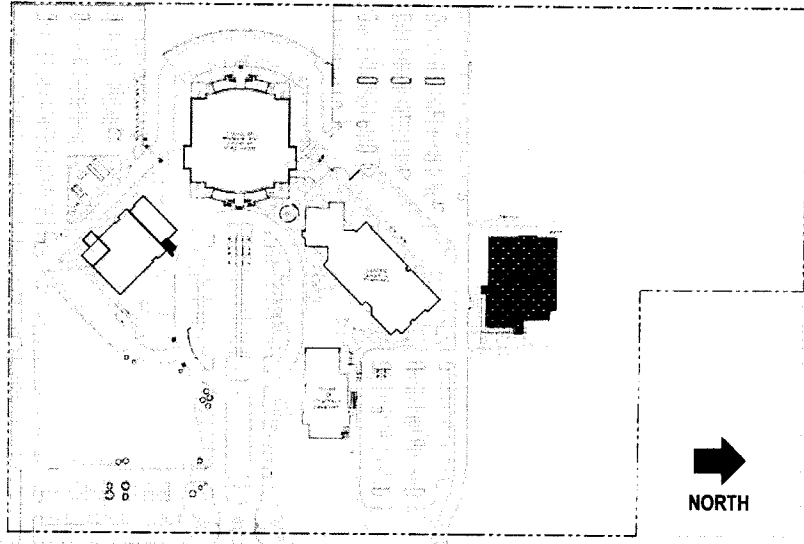
Category	Original
Construction	\$ 6,837,000
Professional	\$ 874,460
FF&E	\$ 1,247,940
Administrative	\$ 195,762
Contingency	\$ 403,648
Regents' Rules	\$ 191,190

Gross Square Feet ~ 20,485 GSF

**Team / Status:**

- Design Professional  
 Dekker,Perich Sabatini @ 23%
- General Contractor  
 Western Builders of Amarillo, Inc.
- Construction Manager Agent (CM-Agent)  
 None Required
- Artist  
 RFQ posting: August 3, 2016

Substantial Completion Date  
 Original Date – September 4, 2017  
 Actual Date - TBD



# TTUHSC – Odessa Permian Basin Academic Facility

Item 9

Project Budget: Original  
 \$ 19,800,000

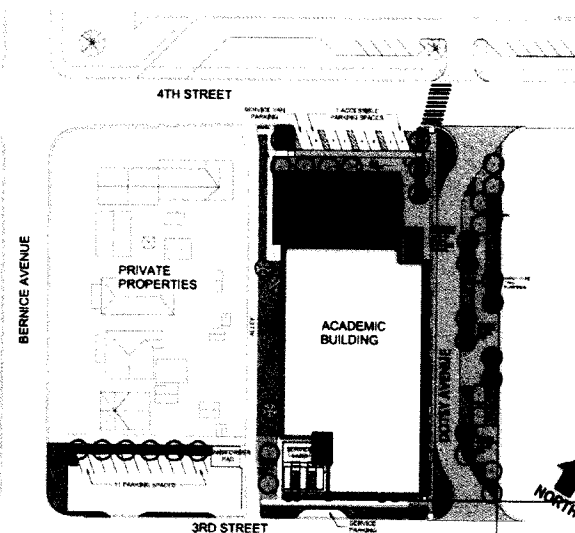
Category	Original
Construction	\$ 14,183,840
Professional	\$ 2,046,490
FF&E	\$ 1,671,560
Administrative	\$ 231,792
Contingency	\$ 823,016
Regents' Rules	\$ 843,202

Gross Square Feet ~ 51,000 GSF

**Team / Status:**

- Design Professional  
 FKP Architects, Inc. @ 10%
- General Contractor  
 Flintco, LLC
- Construction Manager Agent (CM-Agent)  
 Adams Management Services
- Artist  
 TBD

Substantial Completion Date:  
 Original Date – May 2018  
 Actual Date - TBD



# TTUHSC El Paso - Medical Sciences Building II

Item 9

Project Budget: Original  
 \$ 84,400,000

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

Gross Square Feet: ~ 227,000 GSF

**Team / Status:**

- Design Professional:  
Perkins + Will @ 1%
- Construction Manager at Risk (CMR):  
Sundt / Contract Routing
- Construction Manager Agent (CMAgent):  
Broadus and Associates / Contract Routing
- Artist:  
TBD

Substantial Completion Date:  
 Original Date - December 2018  
 Actual Date - TBD



# ASU LeGrand Football Stadium Press Box

Item 9

Project Budget: Original  
 \$ 3,000,000

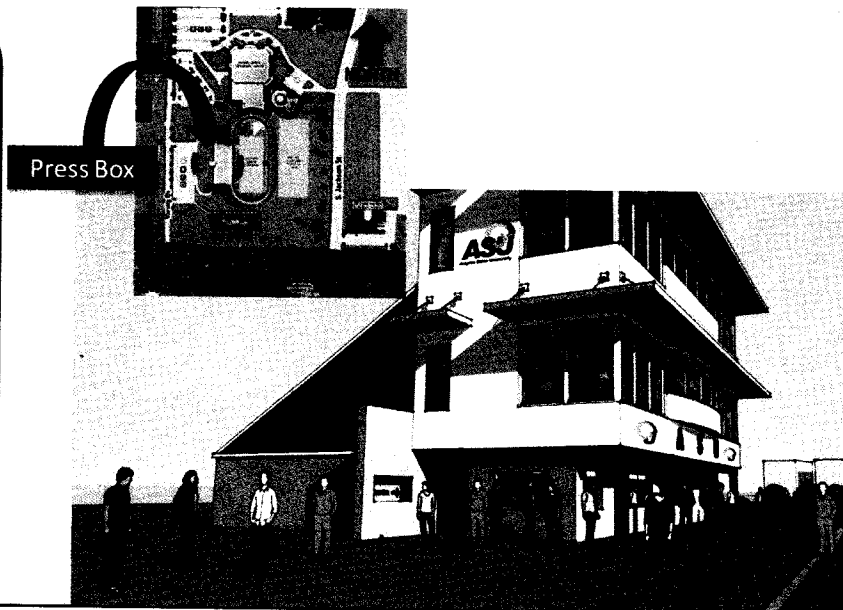
Category	Original
Construction	\$ 2,330,438
Professional	\$ 165,500
FF&E	\$ 84,500
Administrative	\$ 13,500
Contingency	\$ 346,062
Regents' Rules	\$ 60,000

Gross Square Feet: ~ 6,660 GSF

**Team / Status:**

- Design Professional:  
Gary Donaldson Architects
- Construction Manager at Risk (CMR):  
Waldrup
- Construction Manager Agent (CMAgent):  
None Required
- Artist:  
TBD

Substantial Completion Date:  
 Original Date - August 2017  
 Actual Date - TBD





# TTUSA – System Office Building

Item 9

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

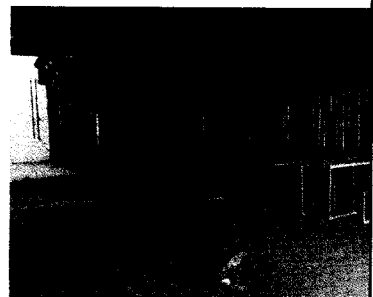
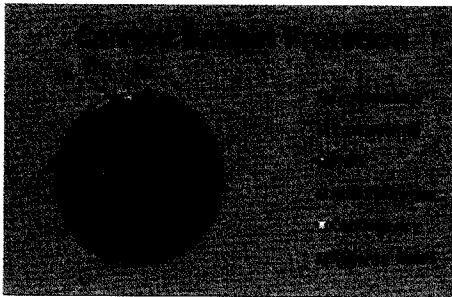
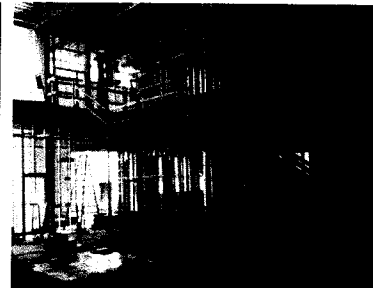
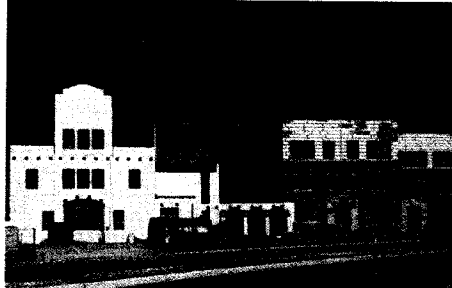
Category	Original	Current
Construction	\$ 20,785,789	\$ 21,317,658
Professional	\$ 2,228,761	\$ 2,298,842
FF&E	\$ 2,219,000	\$ 2,369,200
Administrative	\$ 321,450	\$ 169,712
Contingency	\$ 542,000	\$ 134,588
Regents' Rules	\$ 1,403,000	\$ 1,210,000

Gross Square Feet: 78,682 GSF

**Team / Status:**

- Design Professional:  
 Parkhill, Smith & Cooper, Inc. / Design @ 82%
- Construction Manager at Risk (CMR)  
 J T Vaughn Construction, LLC/Construction @ 43%
- Construction Manager Agent (CMAgent):  
 Waived
- Artist:  
 Bruce Munro / February 2017 Installation

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



# Texas Tech University System

Item 9

## Status of Public Art



# TTU – Rawls College of Business Addition

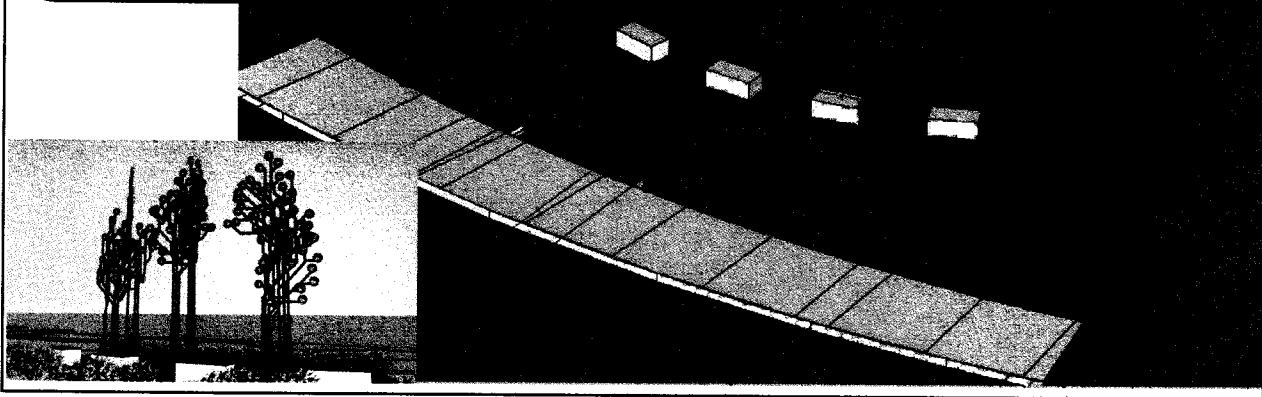
Item 9

Art Budget: \$ 142,000

Artist: Koryn Rolstad  
Seattle, WA

Title: "Illuminated Arboreal Data Codes"

Status: August 2016 Installation



# TTU - Maddox Engineering Research Center

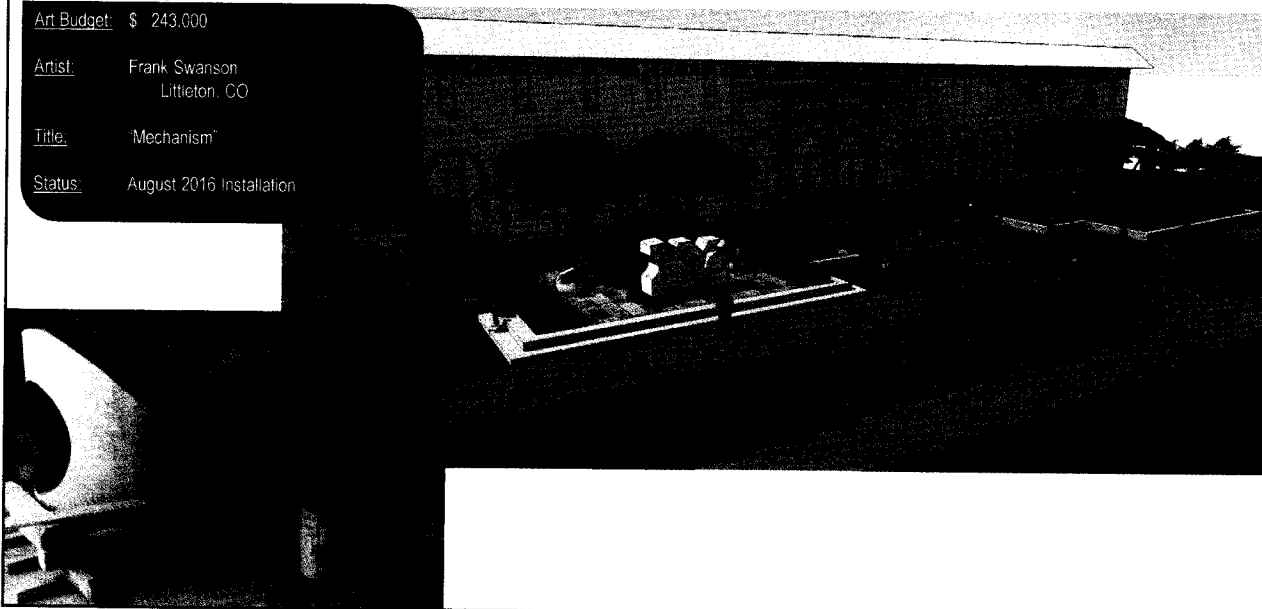
Item 9

Art Budget: \$ 243,000

Artist: Frank Swanson  
Littleton, CO

Title: "Mechanism"

Status: August 2016 Installation



# TTU – Jones AT&T Stadium North End Zone Building Renovation

Item 9

Art Budget: \$ 32,000

Artist: Tony Greer & Larry Simmons  
Lubbock, TX

Title: Awaiting artist announcement

Status: September 2016 Installation

# TTU – New Honors Residence Hall

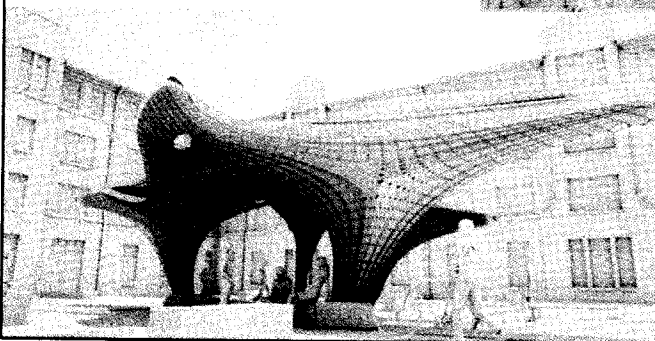
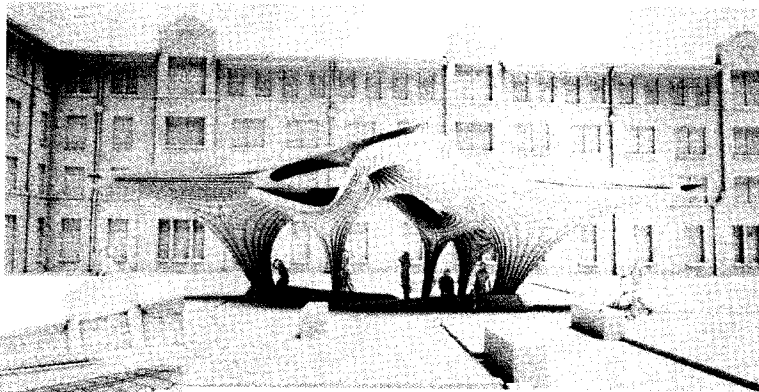
Item 9

Art Budget: \$ 287,000

Artist: Marc Fornes / Theverymany  
New York, NY

Title: Wandering

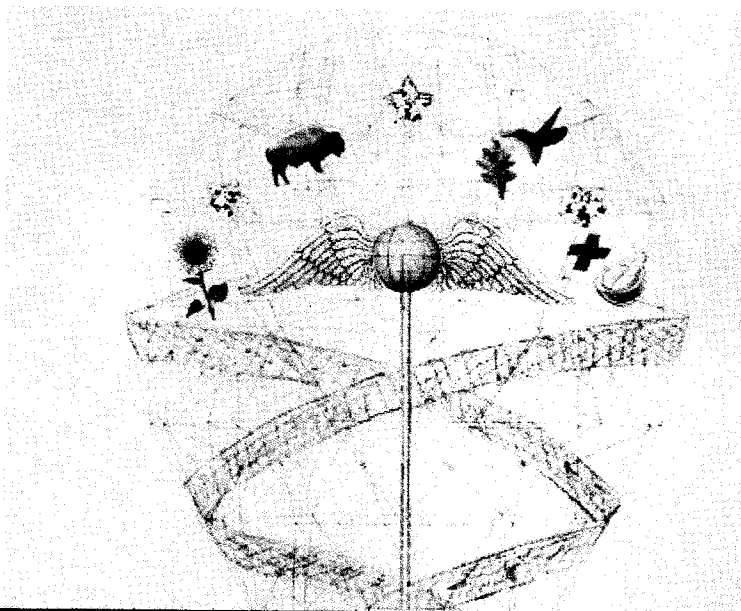
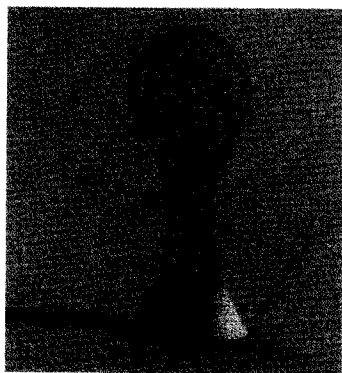
Status: TBD



# TTUHSC – Abilene School of Public Health

Item 9

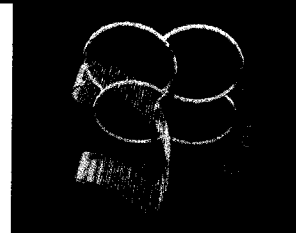
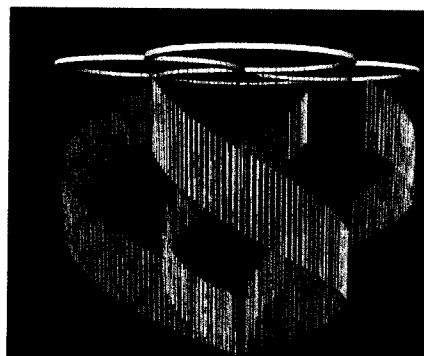
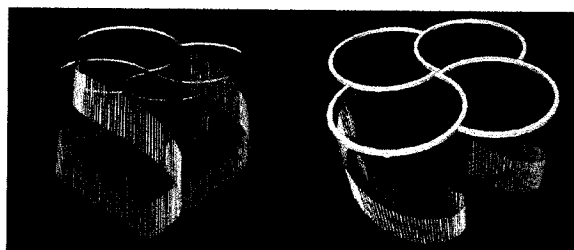
Art Budget: \$ 142,000  
Artist: Mid-Ocean Studio  
Providence, RI  
Title: The Convergence of Healing Forces™  
Status: September 2016 Installation



# TTUS – System Office Building

Item 9

Art Budget: \$ 265,000  
Artist: Bruce Munro  
Wiltshire, England  
Title: Awaiting artist announcement  
Status: February 2017 Installation





TEXAS TECH UNIVERSITY SYSTEM



Chancellor's Report  
Texas Tech University System  
Board of Regents Meeting  
August 12, 2016

Chancellor Duncan presented his report to the Board: "Thank you Mr. Chairman and members of the Board. I will be brief. I know we've talked a lot about different issues affecting the System over the course of the meeting. I do want to highlight a few things for your attention. First, I think at the end of each fiscal year we should report to you where we are in our philanthropic efforts. I would like to congratulate our fundraising folks—our Institutional Advancement team, our development officers, our deans, our presidents and our Athletic Director on what I would call a very good year. To date, with two weeks left in the fiscal year, we have raised \$147.5 million. These are new gifts—new commitments to our institution. We have just passed the fourth highest fundraising year-to-date with more in the pipeline. So, there is a lot of congratulations to the efforts but I think it also tells us what we already know that people are starting to believe in what we do as a system at each of our component institutions. Our presidents and deans and faculty and the fundraisers are really doing a good job of getting the message out. I think the challenge is that we continue to grow. We've said it before, and I'll continue to say forever that philanthropy gives us excellence and allows us to exceed even our wildest dreams. So, we are looking forward to more excellence and more growth in our System and more growth in the quality of our program.

"The System—as you know, we coordinate all of our federal relations, and one of the things that we have done, with your help, was reorganize and restructure our federal relations and our federal relations program and where we are going there. We just recently, on July 5-7, 2016, traveled to Washington, DC with two Health Science Center staff. We visited 18 members of congress, 17 Texas members and then Congressman Ted Yoho who is the Chairman of the Veterinary Caucus. He is actually a former practicing vet from Florida. We also organized high level meetings with the Department of Defense and I think we have really learned some things about how we can better present some of our research opportunities. Also, we have raised awareness in those agencies about our ability to be nationally competitive in research, so that they have an interest in us. Our team also secured a meeting for President Mitchell and I to give an update on the College of Veterinary Medicine to the Secretary of Agriculture Tom Vilsak, who will actually be appointing someone to serve on our advisory committee as we develop plans for a veterinary school.

"In order to emphasize the importance of federal research, we will have a strategic planning session for our System on August 23-25, which will include our University presidents and vice presidents of research. Our goal is to determine the policy priorities for each university and also to develop collaboration as it relates to these types of research products. Getting our federal research at all of our institutions is a very critical metric, and it is also a great opportunity for our faculty and students as well.

"We have made great progress on our dental school. We will be talking more about that later. I know that Dr. Lange has done a great job with that and Regent Francis as well.

We are really making a lot of progress there with the planning phase of that. The Coordinating Board has received our planning letter and has accepted that and that is a key step forward.

“For the vet school, on July 21, we testified before the Higher Education Coordinating Board and shared our update on the strategic plan for the System, but also we were able to discuss our plan for the veterinary school. On that day, the Coordinating Board adopted a report prepared by their staff that basically recognized the need for large animal and food animal vets, and also opened the door and gave us an invitation to present plans to approve a college of veterinary medicine that is not redundant of the traditional model that is currently at Texas A&M. We have formed a steering committee with recruited veterinarians, scientists, and people with political persuasion throughout the state. That 40-member steering committee will be meeting at the Ranching Heritage Center on September 2, 2016. The purpose of this group—when we presented our idea for the College of Veterinary Medicine, all along we said that we were going to design this plan utilizing industry to make sure that we are actually meeting the needs of the industry as it relates to the College of Veterinary Medicine. This will be important and we are looking forward to that. I want to say that there is an unprecedented collaboration going on between Texas Tech University and Texas Tech University Health Sciences Center. That is due to the leadership that we have at both of our institutions. This wouldn't be happening if it was just one or the other. It needs to happen with both of them collaborating, and I think our System is uniquely situated to be able to take advantage of collaborative efforts between all of our institutions, especially with the leadership that we have in place. Congratulations to them.

“Finally, on mental health initiatives, we have been working hard. If you want to make a difference in mental health, one of the things you have to do is collaborate and pull together and marshal all of your resources because mental health has many facets and we do many different things in our general academic institutions as well as our health-related institutions. We are in the process of collaborating there but it takes time. It is not something that we can do overnight nor is it something that you should. You should be careful on the way you go forward with that but we are looking in examining our strengths in those areas and we will continue to understand the importance of that, but I will say that we need make sure that we do this right. I think there are some great opportunities provided that we do take the proper steps to get where we need to go.

“Mr. Chairman that concludes my report.”

Chairman Long responded, “I know it's not on the agenda, but can Michael give us a report on the System Building, or you can—one of you.”

Mr. Molina addressed the Board. “There is an excerpt in your FP&C report for item nine that will give you some visuals on that. We are on schedule to move in on March 2017. It will be a phased schedule. The construction is moving quite well. The only design decisions by the committee still to be made are related specifically to the interior art scape and finishes but basically it is on schedule and will be ready for move-in by March.”

Chairman Long thanked Mr. Molina for the update.

President's Report  
Angelo State University  
Board of Regents Meeting  
August 12, 2016

President. May presented his report to the Board: "Thank you Mr. Chairman and members of the Board. A lot of what I was going to say was covered yesterday, so I'll be very brief today. I'll just recap a bit. Our summer enrollment was up 13 percent, and this occurs through several initiatives but doesn't include dual credit. That was just on campus. We are very excited about that. We think this positions us well when we go into a counting year with the legislative session starting with our summer I and summer II being up so much. As I reported yesterday, the freshmen class will be the largest freshmen class for Angelo State. It's up about 15 percent over last year. Our total enrollment including dual credit will be a little over 9,000 students. Our dual credit enrollment will stay about the same that it was last year at about 2,000 utilizing 14 independent school districts around West Texas.

"Retention rates—that was just something we recently released. That is up to 68.2 percent. That is the highest retention rate that Angelo State has ever had. I think that will bode well as the chancellor and I take special items to the legislature next spring. We are going to ask for an additional \$1 million in the Freshmen College. Since starting the Freshmen College, our retention rate is up 13.4 percent. I give the Freshmen College a lot of credit for the retention rate that we have at Angelo State. We were in the lower half across the state but that is not the case anymore. That is something that we need to strive for. Obviously, we look to our sister institution at Texas Tech for being in the 80s. We have a ways to go, but we certainly know that we have made a lot of improvements and continue to do so.

"Another thing that positions ourselves well for performance-based funding is that our six-year graduation rate is up by six points and our percentage rate and our four-year graduate rate is up four percentage points. It continues to increase. We are now at 34.15 percent Hispanic at Angelo State. It is a very vibrant segment and that is very healthy. It is doing quite well and this is without dual credit.

"On the development side, I know the chancellor pointed out how well the System has done in development. This year at the Case Awards, Angelo State University was the only Texas institution to receive all three awards. Jamie Akin and her team have done an amazing job at Angelo State. In the Lone Star Conference, we successfully raised more money at Angelo State than the rest of the conference combined. That was an amazing feat by them and I am really proud of what we have done in development. I give Jamie Akin and her team a lot of credit. We also really appreciate Lisa Calvert and the mentorship that we have received from the System. It has been phenomenal.

"Some new programs on the horizon—I didn't talk about this yesterday, but in regards to our new Archer College Building, we will be constructing and preparing faculty offices and labs for occupational therapy. We have already started the initial phase of that to introduce it. Once we get that recognition, we will be coming back to this body and

showing that we have the money in place and the faculty and the program to ask for permission to take that to the Coordinating Board. That will be something that we will be bringing to you this fall. We are also going to approach some foundations about start-up funds to get us through the first two years by adding an occupational therapy program. Our physical therapy program has done quite well. It has had a 100 percent passage rate for many years.

“We will be using the additional HEAF funds to add some new buildings as well. One of them will be on campus. It will be a research entity for biology—greenhouse primarily in combination with some other various areas for that discipline.

“Finally, the Chronicle for Higher Education does a survey every year and its input is gathered from just employees and if you pass enough criteria, you get what is called a great place to work. There are 11 criteria. If you get three of them, you are considered a great place to work, which quite frankly, I think is a low bar. Last year we received 9 out of 11 and this year we received 10 out of 11. There are only four institutions in America who received 11 out of 11—I think they cheat. No, they don't cheat but we are one of the few institutions who have 10 out 11 and I think that bodes well when you see all of the things that we are accomplishing and that is because we work as a team at ASU. People enjoy working there and it has worked out well.

“That concludes my remarks.”

SGA President's Report  
Angelo State University  
Board of Regents Meeting  
August 12, 2016

Peyton Labauve presented his report to the Board: "Good morning. Thank you for having me again. I think we are going to start doing something different. Instead of discussing what we have been doing the past two months, we will start going by themes. To start off, my experience in higher education was not foundational leadership experience. I started in healthcare and in the military. So, when I moved forward in higher education, I always look through the lens of my experience elsewhere. When I was in healthcare, we talked a lot about fragmentation and working in silos and how it is not good for patient outcomes. Mr. Sawyer from Care Logistics talks about how fragmentation is a real cause of inefficiencies in a lot of hospital systems and when you change the mindset and you deliver care in a coordinated manner that increases patient outcomes. So, naturally, when I go to approach student government work, I think of how I can increase student outcomes. Can we do it through production of fragmentation? So, the question I have been asked is, if that's the case, what is student government's role in reducing that fragmentation, and how do we become relevant to the student body through that reduction? So, we will be focusing on the phrase 'interface' a lot. We want to interface by student to student, student to community, within the system (intrasystem) and statewide. The way we are reaching out between students is through the snapchat application. This is a partnership that we have with our Communications and Marketing. We give students 4x4 cards. They take a picture of it and scan it and then they follow our social media app. When we poll students, 9 out of 10 students on our campus use it, and statistically over two thirds of students who do use it, check it at least once a day. So, we are building this application because students all-over are using e-mail less. Two thirds of students don't check their e-mail, but two thirds will check out social media. So, this gives us a very dense window. We hope to have 1,000 students by October, but we already have 600 followers, so I think we should hit 1,000 by mid-September. It's been a very useful tool. It's one of those things where instead of doubling our efforts by having Communications and Marketing and us have our individual media, we're building this tool with them. So, we are concerting efforts in this regard.

"With the community, we have our great student discount program, the RAMTRAM, and we haven't done much to enhance them in the last couple of years. What we are trying to do now is print out some new business cards that show our programs. We have 45 senators and each of them can have 100 cards and distribute those and build connections with students. We can become relevant and students can see our brand. For the first time, we might have a freshmen class who the majority of them may know student government and know that we are relevant and know that we are providing these services. Another thing that is important about our community as well—we have discounts available all on this route and so we can channel the students to those businesses.

“Within the System, I know that Catherine and Dr. Lange both touched upon this. We are trying to do some more professional pipeline programs. My goal is to keep more students in the system. We discussed last time how we had the TTUHSC presidents come and visit and do a seminar. We got a few pictures. One is of Dr. Mitchell where he was flanked by about 20 students in a circle who were listening to what he had to say. There were about 70 students packed in the hallway just surrounding Dr. Mitchell and Dr. Lange. We did some polling. Dr. Mitchell brought about 120 promotional packages, and we had about five to ten left at the end but we did have 77 surveys. We had all of the different pre-professional health interests represented and of course 50 percent were premed. We want to continue to do more programming like this with the System. We are looking at doing something similar with the Law School, if we have time this year. We definitely want to do this again. Again, this addresses, in a way, fragmentation on a much larger scale.

“My favorite part of the summer was that I got to travel throughout Texas visiting schools. So when we ask the question about how we can be more relevant to students—if it is interfacing, accountability, or whatever the issue may be. Are there other places doing it already? So we don't have to reinvent the wheel. So, I had the opportunity to visit these different schools—we still have a couple of more on the way, but I went to UT-Dallas, UNT, UTEP and of course TTU. We met our travel goals. We have a standard baseline for our student government and we are in a much better place than schools of similar size, which I am really happy about. We crowd-sourced resources in a very interesting way. UT Arlington, for example, gave us their entire last year of research, writes ups, and reports. A lot of those don't apply to us because they are a much bigger school but we are still able to look at their processes and borrow from their processes. When I went to UTEP, they hosted me for an entire week. They treated me like a celebrity. Every day they had a packet prepared for me, which included what I was going to do that day, and who I was going to meet. It was phenomenal. They have such an organized structure and we are going to try to emulate that the best that we can. We plan to continue to meet with them and have some Skype sessions with their officers. We are trying to build this network where we can message each other and text each other casually so we can communicate on how certain situations are handled. If there is something that goes on statewide, we can communicate on how the other schools are handling things and discuss how to best handle those types of situations. We've been doing that and it's been great. Everyone has been very friendly. We all have the same goals. Even though UTA has 40,000 students, we still face some of the same issues with our senate. We got to go to Florida with Texas Tech to attend a conference. Something interesting that happened, Ben and I were in a round table discussion, and one of the questions that another school asked was about communication with their president. They said 'we can't get in touch with our president or vice president.' We were so baffled by that because we have a really great relationship with Dr. May, Dr. Flores, Dr. Topliff and Mrs. Wright—all of them. So, I look to all of the UT schools and let them know that we communicate with our Board and we get to speak before our regents. Many of the other schools don't allow that. I think that it is such an advantage for us that we get to have this personal relationship with the administration and board. Other schools don't have that, so I appreciate that we do.

“In conclusion, we want to continue to make the SGA relevant and continue to promote a culture of accountability and promote useful interfacing—to continue to reduce fragmentation on our side between student organizations. Next time, I think our discussion will be about utilities. We have a utilities that we don’t normally mention that are sponsored by student government. At this point, I’ll take any questions.

“Thank you very much.”



President's Report  
Texas Tech University  
Board of Regents Meeting  
August 12, 2016

President Schovanec presented his report to the Board. "Thank you Chairman Long. My main comments today will focus on what I call immediate priorities for enrollment as we begin to start another academic year and research as we come to the end of the fiscal year. I also want to mention that we have begun discussions that involve the revision of our strategic plan with the intent to lay out a map that will take us through 2025. That is a very important year for Texas Tech because that is the year of our 100<sup>th</sup> anniversary of our first class. Another important year is 2023 because that is the 100<sup>th</sup> birthday of Texas Tech University. An overarching theme in our revised strategic plan will be to focus on enhancing the student-centered culture that we so value here, at the same time solidifying our Tier 1 status; those two things are related. The reputation of a university is influenced as much by the characteristics of its students as it is by the research and scholarly productivity of its faculty. So, when we come to the Board next spring in our strategic planning session, we want to have some very specific metrics that relate to what our size should be. We want to measure that against some activity and quality. How do we grow and balance our infrastructure needs? What should be our research expectations? What specific targets do we have in terms of federal total research expenditures? Those are the types of questions that we will have. I'll be alluding to some of what we are going to do as I touch on these immediate priorities, but you are going to hear a lot more about that in the coming months. We are going to solicit the input of a broad range of constituencies including the Board.

"I want to give you an update on our enrollment. I like to compare our numbers in 2014 to 2016 because 2014 is when we last went into a legislative session. If you look at Summer I plus Summer II and compare that to our enrollment for this Summer I and II, we are up 13.1 percent. That is very close to what Brian just mentioned at Angelo State. That is important to us because we are going into a counting year. In the last biennium, Texas Tech increased their weighted semester credit hour by four percent. The state increase was five percent. So, our share of the general revenue that comes from that formula wasn't as large as we'd like it to be. So, we are very intent on having a strong enrollment during this time of year. If you look at the numbers for the fall semester at 32,919 that is 3.6 percent more than we were a year ago but I think our enrollment will be just slightly up. Our freshmen class will be down a bit at about 150 students. What is sustaining our enrollment though is our retention. We are going to be at over 84 percent from last year's freshmen class. We hope to hit 85 percent. So, our enrollment is being sustained by the retention, and we think that is good. We are also involved in a campaign to get students to take more hours. It's called 30=4. You take 30 hours a year and graduate in 4 years. We are emphasizing that and hoping that the retention has a higher SCH per student, while keeping our weighted semester credit hours where want it.

"I'm going to give you some characteristics of the class as we know them to this point. Year-to-date the SAT was 1128 but I suspect that we will be a couple of points down

when we look at how this projects out to the fall. So, we will be fairly flat there. We are up in the top ten percent. We are going to be up over what we were a year ago in looking at 20 percent in the top 10 percent. That is important because US World and News Report does use top 10 percent enrollment as one of the metrics that they evaluate us on. A real bright spot is the Honors College. We have enrolled 15 national merit scholars for this coming year. Last year we had seven but if you go back to 2013, the last year I could get national ranking data, we had five. That placed us 79<sup>th</sup> in the nation among public. For the most recent data I could find, to be in the top 50 a school had to have around 16. So, we are getting there—to the top 50 in the nation and I think that is commendable. The fall Honors class is at 480. It is up considerably. Michael San Francisco does a fabulous job. The total enrollment is going to be over 1,400 compared to 1,390 last year. The SAT is at 1314, if you take those 38 students that they admit at more holistic measures, but if you take those out, the average SAT was 1363, which is really high. Last year, the Board strongly encouraged Texas Tech to obtain Hispanic Serving Institution status. Based on the most recent estimate that I have received, it looks like we are going to be below the 25 percent threshold. Right now we are 24.3, but we work on that on a daily basis. We are still hoping that we can obtain that.

“We talked about that strategic plan, and these are some of the elements in that plan that we have already implemented or we will be implementing for the coming year. This coming year, we are going to commit \$500,000 to National Research University funding to provide support to students who will be engaged in undergraduate research. We are going to create a portfolio of faculty, both electronically and in print, and when we go out and recruit, we are going to advertise these faculty as being faculty who want to be mentors to students. We are going to pair these faculty to students. We hope to add 100 students this year and do that for four years and eventually build up to a cohort of 400. That will cost us about \$2 million to \$2.5 million coming out of ENRUF money, but we think that is going to be a great way to offer what we call a signature educational experience. When students come to Texas Tech, they can be paired with a faculty member who will be a mentor for life.

“We have also looked at the yield from our presidential scholarship during this past year. This is determined both by SAT and class rank. We get a much higher yield if we look at that group in the top 25 percent. So, we are going to increase the scholarship support for these presidential scholars. These are kids who are above 1200, but going down to the top 25 percent as compared to just focusing on the top 10 percent because those are still very strong students. Last year we put \$100,000 more in Honors Scholarships and we are going to continue to do that because of how effective that really was.

“Right now from 3,000 transfers in our student population at the undergraduate level—that is 10 percent of our undergraduate population—and we want to grow that to about 15 percent. That means that by 2020, we’d like to see about 4,500 to 5,000 transfer students. That doesn’t mean that those are going to be students who are going here, but we really have an opportunity in these Two-plus-two programs in Waco with McLennan Community College and our Two-plus-two partners Collin and McKinney and also El Paso in architecture but we are going to expand that. Those are large

population bases where you have a lot of students who are place-bound. When you go visit those sites, those students feel every bit as much a Texas Tech student as those here in Lubbock. So, we are going to put more resources on those sites to grow our two-plus-two enrollment and increase our enrollment through these community college transfers. Taking a cue from Angelo State, we are also going to try to increase our enrollment in dual credit. Now, TTU On Ramps is a new program that we are launching this fall. It's a collaboration with the University of Texas. They started this through funding from the Lumina Foundation and they have given us about \$200,000 to be their first collegiate partner. TTU Ramps is slightly different than dual credit. It's called dual enrollment. We will be offering this program at Monterey and Coronado where these students will be enrolled at Texas Tech, taught in a course by a Texas Tech faculty member, and that course will be complemented by the course that they take in high school. It's meant to particularly increase student effectiveness in the STEM areas. We are going to continue to offer dual credit through the early college high school program that was established last spring at Estacado but for the first time we are going to start offering dual credit from TTU ISD. As you know, we have an independent school district and we can deliver high school instruction online with TTU ISD. We are going to start small. We are going to be at Monterey and the Talkington School and then we are going to try to grow that. We are just going to offer chemistry there for the fall. That is something that we are going to continue to expand upon.

"In terms of research expenditures, shown is our performance for the last five years. We are growing our total research expenditures. The chancellor mentioned that we have to improve in federal and that is absolutely the case. We need to be at \$40 million. Once you hit \$40 million, you are eligible for certain rankings that we need to be in. Right now, we have been hovering around \$32 to \$33 million. For the year-to-date, we are up about three percent. If we could just increase that, our goal is to grow at 4 to 4.5 percent, we'll hit \$40 million by 2019. That is one of our goals. Our total research expenditures are up for the year as well as our restricted. So, we should go over \$50 million in restricted and that is something we were doing a few years ago and we need to get back to that point.

"Finally, the funding follows proposals and awards. So, this is something we continue to focus on. Are we doing all we can to seek out funding? Our numbers have gone up but they are starting to flatten off. This is something that we are going to pay a lot of attention to in our strategic plan.

"That concludes my report."

Regent Steinmetz asked, "How much of the federal research expenditures is in our control?"

President Schovanec responded. "The money we get is totally dictated by the grant, so it's all in our control. Now, we do have some funding that passed through—we get a grant and it goes through another institution or maybe a partner, but the money that you see up there is money that comes to this institution at \$32/\$33 million. Regent Steinmetz, what we need to do in terms of federal funding is to be more collaborative. As we mentioned yesterday, from the design of the ESBII, we need to be identifying

dramatic themes that involve multidisciplinary efforts and that is something that we are going to try to do.”

SGA President's Report  
Texas Tech University  
Board of Regents Meeting  
August 12, 2016

Ben Sharp presented his report to the Board: "Good morning everyone. Once again, I want to thank the Board for taking the time to hear from the students. Like Peyton said, that really sets us apart. I have been meeting with several peers around the state as well and that really does set the Texas Tech University System apart. You guys taking what we say and actually letting it matter—that really does make a difference and I really do appreciate that. With that being said, I also want to thank the Board for announcing Dr. Schovanec as the new president of Texas Tech. Whenever the announcement was made, we all gave a fist-pump as that is who we were rooting for. We are very excited to see where Texas Tech goes under Dr. Schovanec's leadership, and we are excited to work with him as well.

"I will move on to what we have been up to this summer. It's been long and hot summer but I feel that we have made some great momentum and good strides going forward. Like Peyton said, we were able to go Orlando, Florida to the American Student Government Association's new officer training. There we were able to collaborate and meet with a lot of student governments from around the nation and take some ideas from them, and hopefully we'll be able to implement some of those ideas. I'll be updating you on that in the upcoming meetings. While we were there, we toured the University of Central Florida. Their SGA is very involved and very active. We also visited the Pulse Nightclub where, as you may recall from back in June, 49 individuals were killed by a gunman. Visiting that memorial and seeing those names and faces was a very a moving experience and it reminded us of the importance of what we do here at Texas Tech which is educating people in becoming world leaders and how to be engaged citizens and to attack these kinds of issues. We left Orlando both inspired and ready to get some work done.

"Workwise, over the last month, we have seen the advent and legitimization of ride sharing businesses in Lubbock such as Uber and Lyft. We were actually able to visit the City Council and explain to the City Council how important those services are to Texas Tech students and how often they are used. We were successful—I don't know if it was us or the city. Ride sharing businesses are now legitimized in Lubbock. We are looking forward to exploring partnerships and adding those partnerships to our portfolio of after-hours transportation services provided to students. We feel that students really use those, whether it's taking a ride home rather than walking late at night or cutting down on drunk driving. We feel this will add another layer of safety to the student experience at Texas Tech.

"Speaking of safety, we are also excited to announce the launch of a mobile blue light application called Raider Safe. Essentially what this app does—it's a mobile blue light service that gives a student an instant connection to the Texas Tech Police Department. So, if it's late at night and a student is walking across campus and they see or hear

something, all they have to do is press a button and they are instantly connected with a member of the Texas Tech Police Department. We feel this is really going to be an asset to our student body and add an extra layer of safety. That was one of our big focuses coming into this year. I really think that these last two initiatives are really going to add to our portfolio of safety measures. We must also give a shout-out to Dr. Muñoz for really taking a leadership role and backing us with this app. We're excited to see how that goes. That will be launched this first week of school. We are looking forward to seeing the student response, and Athletics has been generous enough to offer us some advertisement during football games.

"Finally, to wrap things up, another of our focuses has been diversity and promoting diversity on campus. As these issues take a head at many universities across the nation, we as an SGA want to be the leadership of these discussions and to be guiding the discussions towards civil discourse and mutual support. Over this last month, we have issued a letter of support to the Texas Tech Police Department, as well as a statement to the student body, calling for unity and mutual support and I'm excited to see how the student body responds. I really believe that we have the best students in the nation here at Texas Tech. I firmly believe that we are going to respond well. I've taken a leadership role so that the SGA can really steer that discussion and make sure that everything that happens here is positive. With that, we are also planning three different events in the fall to promote that sense of diversity and inclusion.

"With that being said, that wraps up my report. I'll answer any questions you may have."

Regent Francis asked, "When will Raider Safe be available?"

Mr. Sharp replied, "It is currently available, but we will be launching it the first week of school. Rave Guardian is technically the company, the third-party vendor who this is available through. You search Rave Guardian, but then log-in with your TTU information and it turns into the Raider Safe app."

President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
August 12, 2016

President Mitchell presented his report to the Board. "Thank you Mr. Chairman. I'm going to keep my remarks brief. Each of you will have a handout with our report included. I want to highlight a few areas. First, is our Family Medicine Accelerated track on the FMAT program. We actually had our first beta test group of graduates, not from medical school but from residency this summer. As has been planned, the idea was to get these students into positions to all stay in a primary care area and 100 percent of them are in primary care and of the beta test. Of the first nine that went through, eight of them actually stayed in West Texas. So, the program is working exactly as it was designed to do. Another accolade that FMAT received was that it has made it into the United States urban dictionary. This is an online dictionary by young folks. It is self-described as a veritable cornucopia of street-wise lingo and slang. So, FMAT has made it into the U.S. Urban Dictionary.

"This summer, our first group of 30 students began at the Covenant Health System here in Lubbock in order for us to be able to expand our educational offering to students. We had 30 students who started on July 1. The early feedback that we are getting back from the faculty who we have at Covenant and from the students as been extremely positive. You have heard me mention before about our student-run free clinic. Our student-run free clinic in Lubbock has received the best agency of 2016 by the South Plains Association of Social Workers this year. The work they do there is truly phenomenal.

"We have started through IA, with Kendra Burris, what we call "Our HSC" program, and it is for our own employees to get involved with donations to the University for purchasing things that different groups may need around the campus. We have big get togethers and parties about this program throughout the year to celebrate. The campaign was only started last year but this year they have raised \$50,000 that they use for different equipment that people can request. There is a committee who looks over those things. That has turned out to be one of the best things that we have done.

"We are working closely with the System, the chancellor has mentioned that, to work with all of the component universities on finding areas of collaboration not just with dual degree programs but also in areas of research and service. We have a team that we are currently placing together that will be working with Dr. Opperman at the System-level for this. We are very excited about the possibilities we have with that.

"On September 13 of this year, we are going to have the ribbon cutting of our public health building in Abilene. We hope that you guys will be able to attend that. If you have not had a chance to see the campus there, the campus is really becoming a campus. We have the public artwork that is going up out in front. It is beautiful. I'm not the best judge of public art, but I'd say it's beautiful.

"In our School of Nursing, they have dominating leadership in the state. Dr. Jeff Watson is the incoming president of the Texas Nursing Association. Dr. Carla Webb is the president of the Texas Organization of Nurse Executives. Dr. Alice Ashcraft is the president of the Texas League of Nursing and Dr. Michael Evans is our dean and the president of the Texas Organization Baccalaureate and Graduate Nursing Education. So, our School of Nursing is staying very engaged at the policy-making level in Washington. We are very happy about that.

"From the research perspective, one of the things we have been working towards is getting all of our faculty from all of our schools involved in various areas of clinical research. We had our second faculty member from the School of Health Professions receive an NIH grant just recently. That was Dr. Mary Beth Smith.

"The last thing I'll mention is that we are hosting the fourth World Congress of Ultrasound and Medical Education here in Lubbock in September. We expect hundreds of people to attend, not only from around the country but from quite literally from around the globe. We are going to introduce them to some of the things that we do in medical education with the use of ultrasound here at TTUHSC. We are also going to introduce them to the City of Lubbock and to West Texas. As part of that, on the first page, the quiz of the day, 'Did you know that Lubbock, Texas is responsible for one of modern medicine's greatest inventions?' In 1979, Dr. Godfrey Helmsfield was given the Nobel Prize in medicine for developing the computed tomogram technology. He had been working on that throughout the 70s. He was an electrical engineer who worked for a London-based company called Electric and Music Industry (EMI). EMI had most of their work done on the electronic side and music side of what they had done had historically been very low. Dr. Helmsfield's research was sponsored through EMI in large part because of the success of the music industry side of the business with them, but because of the success of one group from the 1960's with EMI in London—anyone want to guess what group that was? Right...the Beatles. Were it not for the Beatles, there would have been no money for Dr. Helmsfield to conduct his research and we would not have had CT technology. Had it not been for a young fellow with horn-rim glasses in Lubbock, Texas, there would not have been the Beatles. So, that might be a stretch for y'all but it's not for me. I will be presenting this to all of our attendees to the Fourth World Congress of Ultrasound next month. So, there you have it. Has anyone seen My Big Fat Greek Wedding? And there you go.

"That is all for my report."



SGA President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
August 12, 2016

Cheyenne Mangold presented her report to the Board: "Good morning. Thank you for having me here. I promise that I can vouch for President Mitchell in regards to our ranking. I have had more fun at medical school which, I promise is a real thing. This has been such a great opportunity for me and I can really vouch that TTUHSC is the best school that I could possibly be at.

"I'm going to get started with my report. As you know, medical students and HSC students don't really get a summer. So, we've had our VPs working while also taking classes this summer. I am going to brief you on what everyone has been up to this summer. Our communications VP, Sarah Jaroudi, has spent her summer working in Houston completing the general internal medicine summer preceptor program. She is also an amazing bakery chef and actually has her own blog where she shows off all of the different goods that she makes. She is actually starting a culinary medicine elective this fall which is offered to all students. She has also been working on the Library Committee to help promote student input and the changes that are going to be on-going at the library this year.

"Amanda Mitchell has spent her summer taking classes and working in her field in a mental health clinic and a pediatric clinic while also being a TA for anatomy. She has been working hard to welcome new students to campus while also running all of the elections for all of our incoming students. She also wanted me to tell you that she has had some fun this summer. She went kayaking on the Rio Grande and also did some camping in Big Bend.

"Jane Gilmore, our VP for finance, spent her summer working in an ophthalmology clinic in Dallas. She has been attending meetings regarding IT on campus and she has been traveling back and forth to Lubbock. She has been handling any budget requests that have come up over the summer, and she has also going through and updating and editing our funding handbook.

"As for myself, I have been working on the website advisory committee. They are redoing the website at the Health Sciences Center. We've been laying the framework for all of our fall events. We have six different committees that we serve in SGA, so we have been promoting all of our committee chairs for the fall and I have been welcoming all of the new students to campus. Most importantly, I would like to say that I met the love of my life. His name is Valentino and he is a two-toed sloth. That is big news. In all seriousness, we have a lot of plans set up for the fall. First off, with everything that has happened this summer, we really do want to show our appreciation for the Lubbock police and the Texas Tech police. Being in the healthcare field, we often work side-by-side with these men and women. They protect us while we work in the ER and in the field. So, we want to show our appreciation by hosting a barbeque and inviting the police and all of their families. That will also give students and faculty an opportunity to

interact with police and to better create an open line of communication and to better enhance those relationships.

“We have our annual orientation on the 7<sup>th</sup>. All of our students will attend. We will go over our bylaws, students will be assigned to their committees, and lastly, we will have speakers on campus to discuss carry and diversity. We really want to make sure that our SGA senators know everything there is to know about campus carry to make sure they are able to answer any questions that may come up. We’re getting all of our signage up and all of the policies in place that show what should happen if there is an accidental discharge and those types of things and making sure that our senators are the frontrunners with all of that information.

“Lastly, we will be having our leadership summit this year. That will take place on October 15, 2016. That will be before the football game. The leaders from TTUHSC and all of the other campuses will be invited to attend. We’ll have lots of speakers, and we’ll go over how to be better leaders to our students. Following the meeting, we will have a tailgate professionally catered before we beat West Virginia. Everyone is invited to attend and tailgate with us and the leaders from our other campuses. We will also hold our “welcome back” event. During the first week in September, we like to welcome back students from all of the campuses. An SGA VP will travel to every single welcome back event on all of the campuses including Abilene, Dallas, Midland, Odessa and Amarillo. We’ll get to interact with students and find out firsthand about the upcoming year and if there are any issues being faced by each campus. We’ll learn about those issues and learn about those campuses. Last year, I had the privilege to go to Dallas and I learned a lot about the pharmacy program there. It’s also a chance for us to welcome back the students and encourage a great year.

“With that, that concludes my report. Any questions?”

President's Report  
Texas Tech University Health Sciences Center at El Paso  
Board of Regents Meeting  
August 12, 2016

President Lange presented his report to the Board. "The chancellor has encouraged us to, at least on a regular basis, go over our strategic planning goals to see how we are doing. We had six goals that we presented in February. I'm going to discuss two of those—one for the establishment of dental school in El Paso; and two, an expansion of our residency program. Then, I'll mention two other things. As the chancellor mentioned, we are well on our way to establishing a dental school at the TTUHSC at El Paso. We have already established the timeline. We have updated the feasibility study which was done in 2012. We have prepared detailed budgets. We have meetings with stakeholders in the city. We have recruited our first employee, actually in the Paul L. Foster School of Medicine. Dr. Rick Black has been a practicing orthodontist for 30 years in El Paso. He is not only the president of the El Paso Dental Society, but he is president of the Texas Dental Society. He is on the Board of Trustees of the National Organization, and he is selling his practice to come and help us with the medical center. This is just a sign of the intense interest and support that we have from the community. We are in the process of soliciting community funds and I hope that the next time that we meet that I will be able to give you more details about that. We have also identified space. We are well on our way in getting our dental school up and going. As the chancellor had mentioned, we also received notice from the Higher Education Coordinating Board that they received our request. I had the privilege of meeting with the Commissioner last week who expressed his support and wanted to know what he could do to help with the proposed. We are very excited about that. I want to thank Regent Francis for all of his doings in front and behind the scenes as well, to make that happen.

"With regard to the expansion of the residency programs, as you are aware, this is a big issue in Texas because we have increased the medical school size by about 35 percent over the last 10 years. The number of GME slots, graduate training and residency has not increased substantially. Over the last year, we have been able to secure an additional 27 slots funded by the Higher Education Coordinating Board for about \$2 million. By the way, Tedd was able to secure about 61 slots at about \$4.5 million for all of regional campuses as well, securing a \$250,000 grant and a planning grant that will help us to get to the additional 75 to 90 new residencies. This will increase our residency slots by about 50 percent in the next three to four years. So, that is very substantial.

"A couple of other notable things that have happened. In 1972, the federal government established what are called the area health educational centers. There are 200 across the United States in the 48 continental states and one in the District of Columbia. We are part of the western region. We are in far West Texas and El Paso. Tedd participates as well. Over the last two years—the program is designed to be a pipeline for high school students to get interested in health education—we reached out to 22,000

high school students. That program is called the Collegiate Double T Health Professions Honor Society. They participate at a statewide level and then at a national level as well. Thirteen of our students attended the Texas Health Occupation Society of America Conference and ten finished in the top three. Then, they went on to nationals and all ten finished in the top ten across the nation, and five of those individuals ended up in either first, second or third place across the nation as well. We are very pleased with what we are doing around the community as well.

“Speaking about the community. You all were kind enough to approve the naming of the Lawrence Tyler Francis Lobby in the Nursing School. Not only did you approve it, but many of you supported that financially as well. The outpouring of the community was phenomenal. I thank you all for doing that. It was a very memorable event. Rick, Ginger and Tyler Jean (Tyler’s daughter) were there. Tyler is not only a Texas Tech graduate but he is a favorite son of El Paso. Not only did Rick speak about what this meant to him and his family but what it would have meant to Tyler as well. The chancellor also spoke about what the Francis family has meant to Texas Tech. It was a very memorable event.

“Lastly, when you talk about public art. I want to show you the view about outside my window. This was about three weeks ago. This is not altered; this is real. When God supplies the public art, it means something. So, Debbie, this is true public art.

“I can speak for Tedd and myself; we have a lot of challenges. We tell you what’s going on that is great, but we face daily challenges and without the support of the teams that we have assembled, we wouldn’t be able to meet those challenges, but there is an occasional time when you see something like this and it makes you feel like you really do work at the best place in the world. With that, the videographers have put together a video of what we have done over the last year. We are wrapping up budgets right now. There will be no speaking. This will last about a minute and a half—not very long—but it’s just to give you an idea of what goes on at the Health Sciences Center at El Paso.”  
[Video shown.] 97:05

President Lange stated that was the conclusion of his report.

Student Representative Report  
Texas Tech University Health Sciences Center at El Paso  
Board of Regents Meeting  
August 12, 2016

Eric Vest presented his report to the Board: "Good morning. My name is Eric Vest. I am the current student body representative from Texas Tech University Health Sciences Center at El Paso. I am greatly honored to present at this Board of Regents meeting and to represent my school today.

"They say that good things happen in threes. Well, for my presentation today, I want to tell you about three events that we had over the summer. I will tell you a little bit about our three schools, and then tell you about three events we are planning for the upcoming semester.

"To start off, I want to give you an overview of the three events that held over the summer which I will later explain in greater detail. First, TTUHSC at El Paso established the first Student Government Association where representatives were elected by students to work for the student body. Next, was Texas Tech Night at the Chihuahuas where the students, faculty and staff came together to enjoy America's great pastime. And lastly is Red Raider Reel, a free six-week program that invites the community to enjoy a fun, family film right in the middle of our campus.

"I would like to introduce you to the SGA executive officers and their respective colleges. Chris Gerzina is from the College of Medicine who is our VP of Operations; Kharisma James from the School of Nursing who is our VP of Finance; Alexandria Rivas from the Graduate School of Biological Sciences who is our VP of Communications; and of course there is me who serves as the president. These extraordinary individuals are some of the most ambitious and diligent people I have ever worked with. With that being said, having executive officers from all three colleges allows for fair representation of the student body at this exact level. The SGA's goal is set a strong foundation for the future officers to come.

"For the upcoming semester, the SGA will be hosting three events—the Corazón de Oro; the Back to School Bash; and the Winter Festival. Upon my next visit, I look forward to showing you what SGA's plans are moving forward after our senate orientation on September 14. Probably the most important thing I want to say right now is that I'd like to give special recognition to some of the partners who have helped including, Cheyenne Mangold and the Student Services Department at TTUHSC. They have been extremely helpful in answering my many e-mails and inviting me to join them for their senate orientation in September. TTUHSC at El Paso thanks them.

"Nearly 1,000 students, alumni, faculty and staff from TTUHSC El Paso got to attend a night out to support the Chihuahuas, El Paso's local minor league baseball team. This was a great chance for all three colleges to get together to admire America's great pastime. Texas Tech University System's chancellor, Robert L. Duncan, got to throw

the first pitch. From what I heard, it actually packed some real heat. It was so fast that the catcher wouldn't even catch it.

"This year marks the second summer that we have hosted Red Raider Reel. Every Friday for six weeks, the University sends out an invitation for the community to come and watch a movie out on our lawn. People from all over El Paso come out to enjoy some good quality family time. It's great to be a part of a university who brings fun and safe family events to the community. However, there is something that I haven't been telling you. We have a celebrity among us today. Yes, if you look very closely at all of the movie posters, you might just catch him. I'll give you a clue—he's from TTUHSC at El Paso and has slicked back gray hair. It's our very own Dr. Lange.

"Now I don't feel that I would be doing my university justice if I didn't tell you what each college is doing over the summer. It's also a good chance to show you how beautiful and unique each college is on campus.

"The PLFSOM had their entering class of 2020 White Coat Ceremony where 108 students attended and of those, 29 are El Pasoans trying to increase the number of El Paso residents to learn within their hometown and how to treat potential health risks like diabetes and obesity which are prominent within the El Paso community. What better way to overcome community challenges than by taking them head-on with those who experienced these challenges locally. Additionally, the first-year medical students have just elected their student leadership for their class as well as their SGA senators.

"The Gayle Greve Hunt School of Nursing's entering class will be approximately 42 students in size with 90 percent of them being Texas residents. The graduate class had 12 students become registered nurses, and 11 more on the way to penning their NCLEX exam. The Nursing School took notice of the unity among the other colleges and will now be establishing their own new Nursing Student Government.

"Lastly, the school just received a \$430,000 grant that will go towards providing long-distance health education to underserved communities.

"So, the Graduate School of Biomedical Sciences has been extremely busy and has had many developments that have continued over the summer. In January, the school became part of the El Paso at TTUHSC and will have its first group of 19 masters students, all from Texas, starting this coming Monday. The school is also recently approved for the post-baccalaureate program. The fantastic thing about this program is that it actually allows students to interview at the PLFSOM. In research, Dr. Haoquan Wu's lab in infectious disease received a \$420,000 grant to identify how HIV perseveres in humans. Master students have been quite busy over the summer with 13 out of 14 students participating in summer internships at research centers of excellence. While doing their internships, students got to volunteer for high school summer medical camp programs. On three occasions, masters students got to work with 30 local high school students to peak their interest in research. Such experiments included extracting DNA from strawberries, salt crystal trees, and elephant toothpaste.

"Lastly, the school has a program that offers undergraduate colleges an opportunity to do research over the summer with many other students working with masters students. All undergraduate interns gave a presentation at the end of the summer explaining their experience and what they learned from being a part of this program.

"For our future, TTUHSC at El Paso has two big events coming up, including Corazón de Oro and Heart for Sparks. Both are aimed at reaching out to the community. Corazón de Oro enables students to volunteer for four hours in the local community while Heart for Sparks raises funds, in a fun way, for the student-run clinic. Let's just say, based on the names, El Paso, Texas has a lot of love for the community.

"This September marks the third year of hosting the campus-wide volunteering event Corazón de Oro, which has become a tradition in El Paso. This is a four hour event where students partake in volunteer opportunities within the El Paso community. This is a great way to give back to the city that we call home. With these events growing in popularity, we expect to have over one third of our entire student body participating this year. That is over 200 students and more than 800 hours of community service. We have three new charities that we will be participating in this year including: candle lighters; Therapeutic Horsemanship; and Animal Services. This year we are happy to announce that Tech Talk, our campus-wide media, will be covering the event and I look forward to sharing lots of pictures with you at our next Board of Regents meeting.

"The medical student-run clinic is hosting two events the Heart for Sparks golf tournament and the Spring for Sparks 5K run/walk. Last year both events raised over \$7,000 for the clinic. This clinic provides primary healthcare services to the rural community of Sparks, Texas. Students manage all clinic operations under the direct supervision of volunteer physicians. The clinic offers a great opportunity for students to practice their medical skills while providing an invaluable service to the community.

"As you can see, TTUHSC at El Paso is making strides towards creating a positive presence in the El Paso community. I am very proud to be a part of this University System which immerses their students not only academically, but encourages them for community involvement.

"I thank you all for your time."

Regent Stewart commented. "Eric, I just want to commend you for stepping into a position that is essentially brand new and just running in stride with it and doing a great job. And, to the rest of the students, the work you do is amazing and it gets better and better every year and is a testament to the Texas Tech University System and the ideals and values that they create and how everyone wants to give back and how they feel that they are a family. So, great work and keep it up."