

## 2025-26 STUDENT HANDBOOK COMMUNITY POLICIES

### SECTION A. ACADEMIC INTEGRITY

#### 1. **Texas Tech University Statement of Academic Integrity**

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [[Texas Tech University \("University"\) Quality Enhancement Plan, Academic Integrity Task Force, 2010](#)]

#### 2. **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 in the *TTU Code of Student Conduct*. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

#### 3. **Instructor Responsibilities**

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the [Office of Student Conduct](#) to discuss the nature of the violation and the student's record of academic integrity violations.

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

integrity violations should be referred to the [Office of Student Conduct](#) as a central clearinghouse of violations and for adjudication as a [TTU Code of Student Conduct](#) violation where disciplinary sanctions will be assigned.

#### **4. Withdrawal and Assignment of Grades**

- a. 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 Dean of Students/Vice Provost for Student Life (DOS/VPSL) for approval to drop the course or withdraw from the University retroactively. Any student found responsible for an academic integrity violation and assigned an academic penalty of F in the course may not drop the course during the semester in which the violation occurred.
- b. If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the faculty member should notify the Department Chair and the Associate Academic Dean of the intention to assign a grade of F and/or leave the final grade blank. The involved student may be given a temporary grade of X by the [Office of the Registrar](#), which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in the [TTU Code of Student Conduct](#).

#### **5. 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.

#### **6. Referrals to the Office of Student Conduct**

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the [Office of Student Conduct](#) for the assignment of disciplinary sanctions. Instructions for reporting academic dishonesty violations are available in the [TTU Code of Student Conduct](#). A student referred to the [Office of Student Conduct](#) for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the [TTU Code of Student Conduct](#).

[TTU Law students](#) are subject to discipline procedures as described in the [Honor Code of the School of Law](#). Instructors of record of the course where the violation occurred and the associate academic dean of the college where the student is enrolled or of the college

housing the course where the violation occurred may participate in the adjudication of the violation and assignment of additional sanctions with the [Office of Student Conduct](#) as outlined in the [TTU Code of Student Conduct](#).

**NOTE:** Additional Academic Integrity information is available from the [Office of Student Conduct](#).

## **SECTION B. ANTI-DISCRIMINATION POLICY**

The University does not tolerate discrimination or harassment based on or related to sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics, per [TTU System Regulation 07.10](#).

### **1. Harassment**

Harassment based on a person's protected class under [TTU System Regulation 07.10](#) is a form of discrimination. Harassment is verbal or physical conduct that is directed toward an individual because of sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics, when such conduct is sufficiently severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating a hostile academic or work environment.

In the context of student-on-student conduct, "harassment" is verbal or physical conduct that is directed toward a student because of sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics, when such conduct subjects a student to sufficiently severe, pervasive, and objectively offensive treatment, effectively denying the student equal access to educational opportunities.

Please see [TTU System Regulation 07.10](#) for examples of behavior that may constitute unlawful Harassment. Sexual Harassment.

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

### **2. Submitting a Report**

Students wishing to report an incident of discrimination or harassment, including gender-based discrimination, sexual harassment, or sexual assault, should contact the [Office for Student Civil Rights and Sexual Misconduct](#). If the complaint is against an employee, the student may also contact the [TTU Office of Equal Opportunity](#). Additional reporting information, including how to make a confidential report, can be found at [titleix.ttu.edu/](http://titleix.ttu.edu/), <https://www.depts.ttu.edu/dos/>, or <http://www.texastech.edu/offices/equal-employment/>. Additional reporting information,

including how to make a confidential report, can be found at [titleix.ttu.edu/](http://titleix.ttu.edu/), <https://www.depts.ttu.edu/dos/>, or <http://www.texastech.edu/offices/equal-employment/>.

Students reporting discrimination or harassment in their employment capacity should contact the [Office of Equal Opportunity](#). Information on reporting may be found here: <http://www.texastech.edu/offices/equal-employment/>.

***Note:** The State of Texas requires Texas Tech University employees, including student employees, to report an incident of sexual harassment, sexual assault, dating violence, or stalking that is alleged to involve a student enrolled at or an employee of the University at the time of the incident. For more information, please see: [TTU System Regulation 07.10](#), [07.06A](#), and [07.06B](#).*

### **3. 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>.

### **4. Retaliation**

Retaliation against a person who opposes a discriminatory practice, reports a potential violation, 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 regulation 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 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 [TTU System Regulation 07.10](#).

Individuals who are found to have retaliated 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.

### **5. Confidentiality**

Confidentiality of both the parties involved will be honored by the University to the extent 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. The willful and unnecessary disclosure of confidential information by the involved parties may affect the integrity of the investigation and may result in appropriate disciplinary measures against the offending party.

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

Texas Tech University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience.

Consensual relationships, including affectionate liaisons or other intimate or close relationships between faculty and students in the faculty member's class, with whom the faculty member has a supervisory or instructional connection, or with whom the faculty member is in a position of perceived authority 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 [Office of the Dean of Students](#).

## **7. Grievance or Complaint Processes**

A grievance is a formal complaint pertaining to adverse actions taken on the basis of unlawful discrimination, violation of federal or state law, or TTU policy. A violation of a University policy alone does not necessarily constitute a violation of law or an action prohibited by law. Employees, students, or third parties with a complaint against an employee should contact the [TTUS Office of Equal Opportunity \(EO\)](#). Employees, students, or third parties with a complaint of discrimination and/or harassment based on sex only (as opposed to discrimination on other bases, such as race, national origin, etc.) against a student should contact the [Office for Student Civil Rights and Sexual Misconduct](#). Employees, students, or third parties with a complaint of discrimination and/or harassment against a student based on a protected class other than sex (such as race, national origin, etc.) should contact [the Title IX Office](#). For additional information regarding the complaint process, see [TTU System Regulations 07.06](#) and [Reg. 07.10](#). For additional information regarding the complaint process, see [TTU System Regulations 07.06](#) and [Reg. 07.10](#).

## **8. Student Initiated Grievances or Complaints and Investigations – Involving Employees, Whether Faculty, Staff, or Students**

- a. This grievance or complaint process is applicable to all students who choose to complain about discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is acting in his/her capacity as an employee, whether faculty, staff, or student.
- b. All grievance or complaint 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 or complaint shall not affect the ability of TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance or complaint.
- d. A student may consult with the [Office of the Dean of Students](#) to determine if they wish to file a formal grievance or complaint. Students wishing to file a complaint of discrimination or harassment based on a protected category against an employee should complete the complaint form located at: <https://www.texasstate.edu/offices/equal-employment/forms/php>. However, even if a formal grievance or complaint is not filed, the Dean of Students/Vice Provost for Student Life (DOS/VPSL) may notify key personnel at their discretion about the allegation, and other action may be taken by TTU as deemed appropriate. Other actions include, but are not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within

- their area of responsibility and informing the responding party of TTU's policies and educating departments and supervisors as needed on this and other policies.
- e. If the grievance or complaint involves the DOS/VPSL, the grievance or complaint should be presented to the [Office of Equal Opportunity](#).
  - f. Student grievances or complaints of discrimination or harassment by an employee may be investigated jointly by the [Office of Equal Opportunity](#) and the [Office for Student Civil Rights and Sexual Misconduct](#).
  - g. The investigation may consist of the review of the grievance or complaint and any supporting 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 Equal Opportunity](#) in accordance with relevant [TTUS Regulations](#) and/or [University OPs](#). Any findings in the investigation will be based upon a preponderance of the evidence.
  - h. After the investigation is complete, the [Office of Equal Opportunity](#) and/or [Office for Student Civil Rights and Sexual Misconduct](#) will provide a written determination to the student who has filed the grievance or complaint, the responding party, and the appropriate administrators.
  - i. The finding of the [Office of Equal Opportunity](#) is final and not appealable.
  - j. In the event of a finding of a violation of TTU System Regulation [07.06A](#), [07.06B](#), or [07.10](#) is made, appropriate disciplinary actions or sanctions will be taken.
  - k. If there is a finding of a violation under [TTU System Regulation 07.10](#), any employee subjected to disciplinary action may appeal any such action, but not the findings of the [Office of Equal Opportunity](#), within the time periods and through the procedures established for faculty and staff in University's applicable operating policies and procedures regarding faculty or staff complaint procedures, respectively.
  - l. If there is a finding of a violation under [TTU System Regulation 07.06A](#) or [System Regulation 07.06B](#), either party may appeal the imposed disciplinary action or lack thereof as provided under the relevant TTU System Regulation.
  - m. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the [Office of Equal Opportunity](#). Likewise, in the event the student believes unlawful retaliation for filing a grievance or complaint has taken place, the student should contact the [Office for Student Civil Rights and Sexual Misconduct](#) or the [Office of Equal Opportunity](#), and/or file a grievance or complaint for retaliation.

## SECTION C. 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 address at any time individual cases of non-attendance. In case of an illness requiring an absence from class for more than one week, the student should notify his/her academic dean. [Texas Tech University Operating Policy 34.04](#) provides complete information regarding class attendance and reporting student illness and emergencies.

- a. Student Absence due to Pregnancy and Parental Status

The System and its Universities are committed to providing an environment for students



and employees free from discrimination on the basis of Pregnancy, Pregnancy-Related Conditions, and Parental Status. A ‘parenting student’ is a student enrolled at the University who is the parent or legal guardian of a child under eighteen (18) years of age. Pregnant and Parenting students needing assistance related to pregnant/parenting absences should contact the [Pregnancy & Parenting Liaison](#). More information can be found in the [System Regulation](#) or the [Title IX Website](#). Students can also request support through the [Reporting Form](#).

**2. Religious Holy Day Absences**

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

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

- a. According to the [Undergraduate and Graduate Catalog](#), faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student’s instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).
- b. According to [Texas Tech University Operating Policy 34.06](#), students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

**SECTION D: COMPLAINT PROCESSES**

**1. Complaints/Grievances**

Texas Tech University has various procedures for addressing written student complaints/grievances. Students may seek assistance from the [Office of the Dean of Students](#) as they go through a written complaint/grievance process. The [Office of the Dean of Students](#) 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**

Policies and processes related to academic status are found in the [Undergraduate/Graduate Academic Catalog](#) as well as in [Operating Policy 34.07 Undergraduate Academic Status](#), [Operating Policy 34.15 Grade Replacement Policy](#), and [Operating Policy 64.04 Academic Probation and Suspension of Graduate Students](#).

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

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

#### **4. Conduct Complaints against Other Students and Student Organizations**

The *TTU Code of Student Conduct* outlines the process for filing a conduct complaint against a student or student organization.

#### **5. Disability-Related Complaints**

- a. Complaints related to disabilities are guided by [Operating Policy 40.04 Access for Individuals with Disabilities](#) and [Section 504 of the Rehabilitation Act \(Section 504\)](#), [Operating Policy 34.22 Establishing Reasonable Accommodation for Students with Disabilities](#), and [TTU System Regulation 07.11 - Access for Individuals with Disabilities](#).
- b. Any students seeking remedy on the basis of a disability must register with [Student Disability Services](#) as a student with a qualifying disability and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Managing Director of Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 130 Weeks, (806) 742-2405.
- c. Students who wish to appeal the decision beyond the Managing Director of Student Disability Services can appeal to the DOS/VPSL. The DOS/VPSL will be the final decision.

#### **6. 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 *TTU Student Handbook* section O. The [Office of Registrar](#) provides oversight for student records and student record complaints.

#### **7. Disciplinary Action**

The University disciplinary appeals process is outlined in the *TTU Student Code of Conduct*. Conduct procedures relating to the [School of Law](#) Honor Code violations are contained in the [Honor Code of the School of Law](#). School of Law students are also subject to the *TTU Code of Student Conduct*. Procedures relating to the [School of Medicine](#), [School of Nursing](#) and the [School of Health Professions](#) are contained in the [School of Medicine Student Handbooks](#), [School of Nursing Student Handbook](#), and the [School of Health Professions Student Handbooks](#).

#### **8. Employment**

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with their immediate supervisor or the person in charge of that department may contact [Human Resources](#) or the [Office of Equal Opportunity](#) in accordance with the grievance procedures outlined in the [University Operating Policy 70.10 Non-Faculty Employee Complaint Procedures](#) and [TTU System Regulation 07.10 Non-Discrimination and Anti-Harassment Policy and Complaint Procedure Operating Policy](#).

#### **9. Parking Citations**

Students may appeal a campus parking citation online at [www.parking.ttu.edu](http://www.parking.ttu.edu). Transportation & Parking Services rules and a description of the three-tiered appeals process is described in the [Traffic and Parking Regulations](#).



## **10. Graduate School Requirements**

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

## **11. Housing Complaints**

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

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

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

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

Tuition, fee, and financial aid complaints are guided by [Student Business Services](#) and [Student Financial Aid processes](#). Information is available on both department websites. Students with complaints related to tuition, fee, and financial aid may submit concerns by emailing the appropriate department at [SBS@TTU.edu](mailto:SBS@TTU.edu) or [FinAidAdvisor@TTU.edu](mailto:FinAidAdvisor@TTU.edu).

## **SECTION E: STUDENT SUPPORT SERVICES**

The University has designated a Support Services Liaison staff member to assist students. The Liaison will connect students to resources available on campus to address a variety of needs. Resources available include, but are not limited to, medical and behavioral health services; public benefit programs, including programs related to food security and housing security; program benefit case management assistance and counseling; parenting and childcare resources; employment assistance; financial counseling and tax preparation assistance; transportation assistance; student academic success strategies; and other support resources available to students.

A comprehensive listing of online reporting options has been established in a central location to assist students, faculty, staff, and the general community with the option to submit reports of observed or known concerns surrounding a student. When a report is received, staff will review the details of the report, determine a response that may include available campus resources, and ask the appropriate staff to respond to the reported concerns. For a complete list of reporting options available, please visit the [Office of the Dean of Students website](#).

Additionally, the Behavioral Intervention Team (BIT) and Student Threat Assessment Team (STAT) have been established to assist with reports related to students of concern, students in crisis,

and/or imminent threat of harm directed at one or more others.

**1. Behavioral Intervention Team (BIT)**

Under the auspices of the [Office of the Dean of Students](#), BIT is a team of professionals uniquely situated to address elevated student behavior concerns and serves as a central repository for the Texas Tech University community to report student behaviors of concern. As warranted, BIT facilitates early intervention, risk assessment and referrals to help promote student success while paying special attention to the safety and security needs of members of the University Community.

**2. Student Threat Assessment Team (STAT)**

Under the direction of the DOS/VPSL, the STAT is a team of professionals specially trained on acts that may constitute threatening behavior and is a subsidiary of the Behavioral Intervention Team. The STAT responds to reports of imminent threat(s) involving a student.

**3. Support Services Liaison**

Please contact the Associate Dean of Students in the [Office of the Dean of Students](#) to access support resources available to students: (806) 742-2984; [deanofstudents@ttu.edu](mailto:deanofstudents@ttu.edu).

**SECTION F. FINANCIAL RESPONSIBILITY**

**1. Financial Responsibility of Students**

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, disputed credit card chargebacks, or the nonpayment or delinquent payment of outstanding loans and failure to meet any other financial obligations to the University are considered a lack of financial responsibility. Financial irresponsibility may subject the student to additional fees, fines, suspension of check writing and cashing privileges, denial of registration, withholding of grades and transcripts and adjudication under the *TTU 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. Generally, failure to meet financial obligations to the University may result in: Cancellation of the student's registration.
  - i. Possible criminal prosecution for writing insufficient fund checks.
  - ii. 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.
  - iii. A hold preventing future registration placed on a student's academic records
  - iv. A hold on receiving official University transcripts until the obligation is paid.
  - v. The University may report individual student financial problems to a credit agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) under the TTU MyTech (for Students) tab.

- b. For more information, please visit the [Student Business Services website](#).

## **SECTION G. FREEDOM OF EXPRESSION**

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

Texas Tech University recognizes freedom of speech and expression as a fundamental right and seeks to ensure free, robust, and uninhibited debate and deliberation by students enrolled at TTU as well as other persons. Expressive activities on the TTU campus are governed by [Texas Tech University System Regulation 07.04](#). The terms of such Regulation shall control in the event of any conflict between the provisions set forth in this Handbook and the terms of such Regulation. Additional information regarding events on University property is available in *Section P - Use of University Space* in the *TTU Student Handbook*.

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

Texas Tech University (TTU) has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, [TTU System Regulations 07.10](#), [07.06A](#), and [07.06B](#) set forth procedures for filing, investigating, and resolving complaints of harassment and discrimination. Additional information regarding gender-based harassment, sexual misconduct, discrimination, and can be found at [titleix.ttu.edu](http://titleix.ttu.edu). Further information and definitions may be found in *Section B. Anti-Discrimination Policy* and *Appendix A* in the *TTU Student Handbook*.

## **SECTION I: STUDENT HOUSING REQUIREMENTS**

### **1. Student Housing Information**

- a. University Student Housing (USH) is located on the west side of the Wiggins Complex next to the Hospitality Services. USH contact information: Phone: (806) 742-2661, Email: [housing@ttu.edu](mailto:housing@ttu.edu), Website: [housing.ttu.edu](http://housing.ttu.edu).
- b. Hospitality Service contact information: Phone: (806) 742- 1360, Email: [hospitality@ttu.edu](mailto:hospitality@ttu.edu), Website: [hospitality.ttu.edu](http://hospitality.ttu.edu).

### **2. First Year On-Campus Requirement**

- a. The university requires enrolled first-year students to live in the university residence halls. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off-campus.
- b. The On-Campus Residence requirement applies to Lubbock campus students enrolled in more than six (6) hours for the fall and spring semesters, and/or enrolled for three hours per summer session.
- c. Compliance with the university housing policy is a condition of enrollment, as set forth in the [Student Catalog](#) approved by the [TTU Board of Regents](#) and [Operating Policy 30.25](#). Failure to comply with the On-Campus Residence requirement will result in the student

being placed in a “Non-Compliance Status” and charged for all applicable Housing and Dining Plan fees.

- d. It is the responsibility of the student to update any incorrect information regarding place of residence with the [Office of the Registrar](#).
- e. On-campus housing for married couples or individuals with children is not provided.
- f. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned housing. The information submitted is subject to verification.

### **3. On-Campus Residence Exemption Process**

- a. Subject to verification and authorization by the university, students may be eligible to live off-campus provided any one of the 11 exemption categories listed below is satisfied:
  - i. A student is currently residing and will continue to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 60-mile radius of Texas Tech University. The parents (or legal guardian) must have established their primary residency at least six (6) months prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to the request.
  - ii. A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for Financial Aid.
  - iii. A student is married or has dependent children living with the student.
  - iv. A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
  - v. A transfer student has successfully completed 30 or more semester hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, SAT) and hours received from concurrent high school credit are not considered.
  - vi. A student is awarded a university scholarship/sponsorship that is managed by a university department or college, which minimally includes the equivalence of the current academic school year's room, board, tuition, fees, and textbooks (as estimated by the [Student Financial Aid Office](#)) during an academic school year. Upon prior approval from the managing department or college, the student may request to be exempt from living on campus. The managing department or college must provide verification in writing to [University Student Housing](#) prior to the student's enrollment and/or re-enrollment to the university.
  - vii. A student is enrolled in the [Graduate School](#) or [Law School](#).
  - viii. A student has served in active military service, as verified by a discharge certificate (DD214).
  - ix. A student presents sufficient evidence of an extreme medical condition, as documented by her/his treating physician, for which on-campus accommodations cannot be made.

- x. A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
  - xi. A student has completed a full academic year (fall and spring terms) of living on campus in the Texas Tech University residence halls or provides sufficient evidence of living on campus at another university and receives confirmation of approval from University Student Housing.
- b. Subject to verification and authorization by the [University Student Housing](#), students may be eligible to have their housing hold temporarily removed, and not be required to live on campus for the given term, provided any one of the three (3) conditions listed below is satisfied:
  - i. A student is enrolled in online classes only;
  - ii. A student is taking less than six (6) hours during the academic year; or
  - iii. A student enrolled for a Texas Tech University or Texas Tech University Health Sciences Center program at a campus other than the Lubbock campus.
- c. To request approval to live off-campus, the student must submit an [Exemption Form](#) along with all required documentation. USH staff will review and send denial/approval notices to the student's TTU email account.
- d. No exemptions will be approved once the student has moved into the residence halls.
- e. 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 room and dining plan fees, or probation, as determined by the [Office of Student Conduct](#) and in accordance with the *TTU Code of Student Conduct*.
- f. Signing an off-campus lease will not relieve the student of contractual obligations that may have been assumed with the University. It is the responsibility of the student to comply with all provisions of the signed contract.

#### **4. Housing Sign-up Process**

- a. Residence halls, like all other services and facilities of Texas Tech University, are available to all students regardless of race, creed, national origin, age, sex, or disability. Applications for admission to the University and applications for residence hall accommodations are separate processes. To sign up for housing at Texas Tech University, students must first be admitted to the University. Students are encouraged to sign up for housing as soon as they are notified of their admission status and receive and activate their eRaider account information. To complete the housing sign-up process, please visit the [USH website](#).
- b. Students sign a [University Student Housing and Hospitality Services Contract](#) for the academic year (fall and spring semesters), a 12-month contract (fall, spring, and summer), or a summer only contract. Any student wishing to move from the residence halls should

consult the [University Student Housing and Hospitality Services Contract](#) for the cancellation provisions.

- c. Housing and dining plan rates are based on a per person charge. Rates will be established by The [TTU Board of Regents](#). All rates are subject to change, with appropriate notice. The most recent rates are posted on the [USH](#) and [Hospitality Services websites](#).
- d. A \$75 non-refundable application fee is required with all housing applications. This is a one-time fee. A \$400 initial deposit is required for all housing room reservations for all residence halls including traditional spaces and suite/apartment/pod style spaces and is due with the signed contract. The \$400 initial deposit is potentially refundable (less any fees or billed charges) if the contract is completed or properly cancelled as outlined in the contract. A \$250 Additional deposit is required for a housing room reservation in a suite/apartment/pod style space (Talkington, Gordon, Carpenter/Wells, Murray, Honors Hall, and West Village) and is due with the signed contract if selecting a suite/apartment/pod style space or when student elects to upgrade to a suite/apartment/pod style space. The \$250 additional deposit is potentially refundable (less any fees or billed charges) if the contract is completed or if the student never reserves a suite/apartment/pod styles space. The \$250 additional deposit is non-refundable if the contract is cancelled at any time before the end of the contract period. For additional information on fees, deposits, and cancellation procedures, please review the [housing contract](#) on the [USH website](#).

The University agrees to provide a room and dining plan only after the student has submitted the required application, properly signed the [University Student Housing and Hospitality Services Contract](#), and paid the application fee and applicable deposit(s). The student agrees to pay the housing and dining plan fees and any billed charges (i.e., damage charges, lock change charges, late/improper check-out charges, etc.) at the time scheduled by the University. All housing and dining plan fees and charges are billed in combined account with the University tuition and fees. These accounts are managed by [Student Business Services](#). Students with academic year or 12-month contracts are charged 60% of the academic year housing and dining plan rate for the fall semester and 40% for the spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged 50% of the academic year rate.

## **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. For complete details: please check click [here](#).

### **2. Definitions**

- a. Solicitation includes, but is not limited to requesting money, seeking agreement to pay,



taking subscriptions, selling merchandise or tickets or offering other comparable materials and privileges in person or by handbills, posters, or similar materials to promote sales.

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

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

The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the [Office of the Vice Chancellor for Institutional Advancement](#), [Marketing & Communications Office](#), or any unauthorized use of University documents, records or seal is prohibited. Information is also available in [Operating Policy 01.06 Use of Texas Tech University Name or Logo for Private Business Purposes](#), [Operating Policy 72.23 Licensing and Use of TTU Registered Names, Logos, and Trademarks](#), and [Operating Policy 68.03 Visual Identity Guidelines](#).

### **4. Jurisdiction**

- a. All solicitation requests should be directed to the [Outdoor Events Coordinating Committee](#) (OECC) for review. Complete and submit the [Outdoor Event/Solicitation Request form](#). Requests must be submitted at least fourteen (14) University working days before intended use.
- b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Chair of the [Outdoor Events Coordinating Committee](#).
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the Senior Vice President of Administration and Finance.  
All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs and Senior Executive Director of Campus Events.
- d. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with [OP 02.02](#).

### **5. Solicitation Processes**

- a. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
  - i. Activities supporting the educational mission of the institution;
  - ii. Promotion of organizational activities consistent with organization mission;
  - iii. Recruitment of members or membership drives;
  - iv. Accepting donations on behalf of altruistic or charitable projects;
  - v. Scholarship and/or fundraising projects in support of organization mission;
  - vi. 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, or insinuates sponsorship by Texas Tech University or violates any federal, state, and/or local laws and/or University policies.
- c. To solicit in University buildings, authorization is required via the [Outdoor Events Coordinating Committee](#) and appropriate building manager.
- d. Registered student organizations may use the University's registered marks in connection with a student university activity. All promotional items must be acquired from a University licensed vendor. A proof of concept needs to be provided showing how the University's registered marks are to be used. This proof will be submitted by the licensed vendor selected by the registered student organization. Approval must be received by the university before production of the merchandise can proceed. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer [OP 72.23](#) or contact [Marketing & Communications](#).
- 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 an [Outdoor Event/Solicitation request form](#) to the [Outdoor Events Coordinating Committee](#) at [campusevents@ttu.edu](mailto:campusevents@ttu.edu). A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
- f. Decisions by the [Outdoor Events Coordinating Committee](#) rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Assistant Vice Provost for Campus Life.

A written appeal describing the objections to the denial to the Assistant Vice Provost for Campus Life must be filed no later than five (5) University working days after receipt of notice of denial from the [Outdoor Events Coordinating Committee](#).

- g. The Assistant Vice Provost for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the [Outdoor Events Coordinating Committee](#) within five (5) University working days from the receipt of the written appeal.
- h. The student or registered student organization may not appeal beyond the Assistant Vice Provost for Campus Life.

## **6. Advertisements**

- a. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
- b. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.

- c. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
- d. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the [Outdoor Events Coordinating Committee](#).

#### **7. Printed Materials & Digital Signage**

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

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

#### **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.
- 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 unauthorized sponsorship by Texas Tech University;
- d. Posters, signs, and announcements shall not violate any local, state or federal law;

- e. Bulletin boards belonging to academic and administrative departments are for official University use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
- f. 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 *TTU Code of Student Conduct*.

## **SECTION K. STUDENT IDENTIFICATION**

### **1. Student Identification**

- a. The student identification card is the property of the University.
- b. Students shall not allow their student identification to be used by other persons. Students shall not alter their student identification in any way.
- c. Students should carry their student identification card with them at all times. On request, students must present their student identification to any member of the University faculty, staff, administration, or police.
- d. The first ID card a student receives will incur a one-time charge that will be billed to the student's tuition. This charge is to cover both the cost of ID production and the use of the ID in conjunction with campus services and activities. Students are responsible for monitoring their tuition statements regularly.

A student must pay a replacement charge for lost, stolen, or damaged student identification cards. Upon issuance of a replacement student identification card, previous cards cannot be reactivated.

- e. Student identification cards are only valid when the bearer is a registered student of the University. RaiderCards shall not be used to prove affiliation with the University after an individual is no longer a student. The individual's ID account will be automatically disabled once the individual is no longer affiliated with Texas Tech University.
- f. For further information, please view the RaiderCard user agreement at [www.raidercard.ttu.edu](http://www.raidercard.ttu.edu) and [University Operating Policy 61.47](#).

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

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

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

### **2. Toreador Media**

Located on the first floor of the Media & Communication Rotunda, Toreador Media provides out-of- classroom learning opportunities for students to use academic training obtained at Texas

Tech in practical settings of publishing daily digital media at [www.dailytoreador.com](http://www.dailytoreador.com) and the student newspaper, [The Daily Toreador](#). Texas Tech University recognizes the editorial independence and press freedom of all student-edited campus media, specifically the digital and print editions of The Daily Toreador. Both print and digital publications are considered out-of-classroom learning opportunities, free from administrative censorship. Student editors of *The Daily Toreador* have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. Toreador Media employs 30-50 students each semester as collegiate editors, reporters, photographers, videographers, graphic designers, and members of the delivery staff and street team. Many Toreador Media students are Media & Communication majors while others may study other disciplines. Students interested in the fields of advertising, journalism, marketing, public relations, photography, and broadcast are encouraged to apply for positions on the digital and print newspaper staffs at [www.dailytoreador.com](http://www.dailytoreador.com). See [TTU Operating Policy 30.27](#).

### **3. Military & Veteran Programs**

Military & Veteran Programs (MVP) supports veterans, service members, and their families in achieving academic and personal success. The department serves as a resource to connect military connected students, to the University and surrounding community. MVP oversees the certification of military educational benefits such as:

- a. The [Hazlewood Exemption](#) is a State of Texas educational benefit that provides Veterans, spouses, and dependents up to 150 hours of exempt tuition. Per the Hazlewood Act, if eligibility is met, the Hazlewood Exemption provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas Veterans.
- b. The Department of Veterans Affairs (VA) offers various educational benefits, Connect with Military & Veteran Programs by visiting [www.mvp.ttu.edu](http://www.mvp.ttu.edu).

## **SECTION M. STUDENT ORGANIZATIONS**

Student organizations at Texas Tech University are an integral component of the student involvement experience. Students are encouraged to be involved on campus and joining a student organization is one option.

Texas Tech University defines a student organization as a group consisting of five (5) or more students (president, treasurer, and a minimum of three members) joining together for a common mission, purpose, cause, and/or any other association. Only currently enrolled TTU students are eligible to be a member of student organizations at TTU.

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

- i. To be considered a registered student organization, student organizations must meet the guidelines and expectations for a registered student organization and complete the annual registration process through the [Student Involvement Office](#). Registered student organizations are bound by the expectations set forth by the [Student Involvement Office](#) and receive all rights and responsibilities outlined by TTU.
- ii. Generally, student organizations are broadly categorized all under as one of the following

categories:

Academic-Agricultural Sciences and Natural Resources, Academic- Architecture, Academic-Arts and Sciences, Academic-Business, Academic-Education, Academic-Engineering, Academic-Human Sciences, Academic-Media and Communications, Academic-Visual and Performing Arts, Advocacy/Activism, Campus Departmental Support, Cultural/International, Fraternity/Sorority, Graduate, Hobby/Leisure/Recreation, Honor, Law School, Political, Pre-Law, Pre-Professional, Residential, Service/Philanthropy, Spiritual/Faith Based, and Sport Club.

iii. Sport Clubs

- i. [University Recreation](#) is responsible for the oversight of the [Texas Tech Sport Club Program](#). This program exists to promote and develop interest in sports. Sport club members learn new skills, engage in competition, and enjoy the recreational and social fellowship of sport.

A student organization seeking sports club status must first be a registered student organization, subject to the rules and regulations of the University. Typically, a student organization must be registered with the [Student Involvement Office](#) for at least a full academic year before full consideration for [Sport Club](#) status.

- ii. Following the annual student organization registration process via the [Student Involvement Office](#), an organization should request a meeting with [University Recreation](#) to initiate the application process for sports club affiliation. After obtaining Sport Club status, groups must also comply with the guidelines of the [Sport Club program](#) and [University Recreation](#).

iv. Social Fraternities/Sororities

- i. The [Fraternity & Sorority Life Office](#) is responsible for the oversight of social fraternities and sororities at Texas Tech University. A group seeking single-sex social fraternity or sorority status must first be recognized by one of the four (4) governing councils for social fraternities and sororities: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and College Panhellenic Council (CPH).
- ii. All student organizations registering as a single-sex social fraternity or social sorority must show proof of their Title IX exemption by uploading to their registration, a letter from their national affiliate with their IRS 501(c) 7 number.

**2. Unregistered Student Organizations**

Student organizations that are unregistered with the [Student Involvement Office](#) may not access University resources; however, unregistered student organizations shall be subject to the *TTU Code of Student Conduct* and the *TTU Student Handbook*.

**3. Student Organization Policies**

- i. The annual registration process, administered by the [Student Involvement Office](#), will open annually each February 1st and close the following September 1st.



- ii. Organizations looking to reinstate themselves must complete the Reinstatement Request form and all associated trainings. The Reinstatement process will be administered by the [Student Involvement Office](#) and will be held annually from September 15th through the following November 1st.
- iii. 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 for: 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](#).
- iv. Faculty and staff may hold associate membership to the extent allowed by the student organization's constitution and/or bylaws.
- v. The student 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 [Student Involvement Office](#).
- vi. All funds allocated to a registered student organization from University-controlled sources must be maintained in a University account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
- vii. The student organization shall show initiative in effectively meeting its stated purpose and be lawful and peaceful in its activities. The [Student Involvement Office](#) is available to assist in organizational development.
- viii. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges, nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.
- ix. Registered student organizations shall not use the name, logo or symbols of the University in print, online, and on social media as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the University. Registered student organizations are permitted to use the word "Tech" or "Raider" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of [Marketing & Communications](#).
- x. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the [Student Involvement Office](#). Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current [TTU Solicitation Policy](#).

- xi. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
- xii. All registered student organizations must comply with university rules, standards, and policies.
- xiii. Student organization registration does not imply University approval of either the organization or its functions or activities.

#### 4. **Registration Process - Currently Registered Student Organizations**

The registration process must be completed annually for student organizations, fraternities and sororities, and sport clubs to maintain registration status. Student Organizations must be registered to participate in summer organization fairs and the first day of the fall semester to avoid being Frozen. Organizations that are Frozen will still be able to access and register their organization but will not be listed as an organization to the public and do not have the benefits of a registered student organization. Once the organization has submitted their registration and has been approved, they will be removed from frozen status.

- i. Registration occurs by going to the TechConnect website at <https://ttu.campuslabs.com/engage/> and follow the process established by the [Student Involvement Office](#).
- ii. To complete the online process, student organizations must provide the following:
  - i. List of Officers (must include president and treasurer).
  - ii. List of full membership, must have a minimum of three (3) members in addition to a president, treasurer (total minimum organization size of five).
  - iii. List an on-campus address, also known as a Mail Stop or box number. Submit updated copy of constitution and/or bylaws and constitution and/or bylaws of any other local, state or national affiliate organization (if applicable).
  - iv. An organization's constitution and/or bylaws should address a minimum of these areas:
    - 1. Name and purpose, membership requirements, selection process, accountability and removal process, anti-discrimination statement, officer titles, duties, election and removal process, departmental and/or external relationships, financial procedures, procedures for decision making (quorum and voting), faculty/staff advisor selection process and expectations, and parliamentary authority. It is recommended to include the organization's risk management policy into the bylaws or upload it to the organization's TechConnect portal.
  - v. The president or organization must meet with the TTU Faculty/Staff advisor and have them sign an "Advisor Agreement Form." Electronic signatures are not accepted.
  - vi. Upload a signed copy of the Advisor Agreement Form on the last page of registration to complete the process.

## **5. Registration Process - New and Reinstating Student Organizations**

A student may submit the “Intent to Form” request, a new student organization application on TechConnect or a “Reinstatement Request” form, an application on [TechConnect](#) for students wanting to reinstate a frozen or inactive student organization. After submitting an “Intent to Form” request, the student will be contacted by the [Student Involvement Office](#) staff to schedule a meeting to discuss the new organization Intent to Form process, during which the student can be given approval to attend a required training. After submitting a “Reinstatement Request” form, the student will be contacted by the [Student Involvement Office](#) staff to attend a required training. The 30-day time period should be used to recruit new members, develop a constitution and bylaws and obtain a permanent full-time faculty/staff advisor. A student organization may choose to register within the 30-day time period, if they have met all of the requirements to register.

- i. Extensions of the “intent” status are possible under extenuating circumstances and requests should be addressed to the [Student Involvement](#) Staff.
- ii. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their [Title IX exemption](#). Upon filing their registration application, groups must submit a letter from their national affiliate with their IRS 501(c) 7 (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single-sex exemption.

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

Benefits include: space reservations in the [Student Union](#), opportunity to reserve rooms in academic space (i.e. classrooms), [Grounds Use application](#), mailbox in the [Student Union](#), organization information published online, posting on campus, use of University logo (with permission by [Marketing & Communications](#)), leadership training, student student org resources, access to the Student Involvement Center, and opportunity for storage lockers through the [Student Union](#) Main Office.

- i. Registered student organizations may apply for funding through the [Student Government Association \(SGA\)](#) each year provided they are registered as a student organization with the [Student Involvement Office](#) and have completed the annual risk management requirement prior to the application deadline. Registered student organizations that are not funded by SGA may apply for funding from the [Core Values Fund](#) each year.
- ii. Sport clubs are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from [Recreational Sports](#). Organizations that affiliate with [Recreational Sports](#) are not eligible for SGA and / or [Core Values funding](#) but may receive funding from [Recreational Sports](#).

## **7. Requirements to Maintain Registration Status**

- i. To maintain its active registration status throughout the academic year, a registered student organization must meet the following criteria:
  - i. Organizations must update the “Roster” on TechConnect at <https://ttu.campuslabs.com/engage/> within ten (10) University working days of any of the following:

1. Election of or change in officers outside of a registration period;
2. Change of full-time faculty or staff advisor;
- ii. Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and bylaws it has on file, and applicable policies, rules, regulations and standards of the University and/or federal, state, and/or local statutes.
- ii. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Student Involvement staff.
- iii. 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.
- iv. [Student Involvement Office](#) and/or [Office of Student Conduct](#) may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the *TTU Code of Student Conduct*.

## **8. Training Opportunities and Requirements**

The [Student Involvement Office](#) is committed to providing a variety of training opportunities to the student leaders, members, and advisors of the registered student organizations. The purpose of training is to further educate student organization leaders, members, and advisors on policy and procedures as well as develop leadership/advising skills.

- i. Student training opportunities include but are not limited to the following:
  - i. Student Org Officer Welcome Back Bash – This event takes place at the start of the fall semester to provide student organization officers the opportunity to make sure their organization is up to date, and aware of programs, opportunities and requirements for the academic year.
  - ii. Leading a Successful Organization workshops – These workshops are hosted two-three times a semester on topics that help students lead their organizations successfully throughout the academic year. Topics can include, but are not limited to, constitutions and bylaws, parliamentary procedure, elections and officer transition, being an inclusive leader, and conflict management.
  - iii. President Mixer – This event is hosted once every semester as an opportunity for presidents of student organizations to come together and network with their peers and to make sure their organization is meeting the deadlines throughout the academic year.
  - iv. Student Organization Leader Orientation (Required) – This virtual student organization educational course is provided from February 1st to the following September 1st is required to be completed by one student organization's officer or executive board member as part of the annual registration process. This program provides resources and information to support organizational

success. Learning modules include, but are not limited to, content detailing the use of campus resources, TechConnect User Trainings, Registration Training, Student Organization Risk Management Training, Conflict Management, Leadership Training, as well as Risk Intervention and Safety Education and Well-Being Training.

- v. Student Org Risk Management Training (REQUIRED) – In accordance with [Texas Education Code, Section 51.9361](#), all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities and complete the required assessment. Social fraternities and sororities are required to attend additional [Clay R. Warren Risk Education Programming](#) annually.
  - vi. Additional student organization training may be deemed necessary and required by the [Student Involvement Office](#) and/or the University for organizations to attend.
- ii. Advisor training opportunities include but are not limited to the following:
- i. New Advisor Orientation – This program is required for new and recommended for returning advisors who would like to learn more about their role as a student organization advisor and student organization policies and procedures. This program is hosted at the beginning of each semester.
  - ii. Advisor Roundtable – This program is an opportunity for student organization advisors to come together and discuss topics they are experiencing with their organization, network with other advisors, and gain resources.
  - iii. Advisor EDU workshops – These workshops are offered twice a semester and cover topics that help the advisors successfully support and guide organizations through their day-to-day operations.
  - iv. Student Org Advisor Risk Management Training (REQUIRED) – In accordance with [Texas Education Code, Section 51.9361](#), student organization advisors are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/ or activities. Student Organization advisors are required to attend once but are welcome to attend again if desired. If the university makes changes to the training, advisors will be requested to re-attend.
  - v. Additional advisor training that may be deemed necessary and required by the university and/or [Student Involvement Office](#) for advisors to attend.

## **9. Faculty or Staff Advisor**

- i. Each registered student organization shall have a full-time TTU faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to incorporate the advisor into the organization's program planning and decision-making. The advisor is recommended to certify the organization's expenditures by co-signing all checks or vouchers. The

advisor must oversee adherence to University standards, rules and/or policies as well as the organization's constitution and bylaws.

- ii. Registered student organizations may have additional advisors, i.e., coaches (typical of sport clubs) or alumni advisors, to the extent permitted by their constitution and/or bylaws; however, one advisor must be a full-time Texas Tech University faculty or staff member as required and identified in the registration process.
- iii. Any individual who is a secondary advisor or coach who is not affiliated with the University or is not a full-time Texas Tech employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers, and emails.
- iv. 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.
- v. Established full-time TTU 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 [Student Involvement Office](#).

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

All student organizations, registered and operating as a registered organization are held accountable for the *Code of Student Conduct* to include but not limited to academic integrity, sexual misconduct, hazing, and federal/state/local laws (a lack of conviction in any criminal proceeding of members of the organization or the student organization does not preclude the University from proceeding with TTU conduct processes). The student organization conduct process is outlined in the [Code of Student Conduct](#), including processes for the interim suspension and denial of registration for student organizations.

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

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

### **SECTION O. STUDENT RECORDS**

#### **1. General Policy**

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



## **2. Address of Record**

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

## **3. Student Access to Educational Records**

- a. All current and former students of the University have the right to access their educational records as provided by law.
- b. Upon written requests, students may obtain copies of their educational records at their expense and pending resolution of administrative holds. Depending upon the scope of information requested, the [Office of the Registrar](#) has up to 45 days to respond to written requests. Requests for transcripts are generally completed in less than three (3) business days.
- c. The University will respond to all requests for explanations and interpretations of records or information, if the response does not violate the [Family Educational Rights and Privacy Act of 1974](#), as amended.

A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement, and receipt of awards. Additionally, recommenders who submit a letter to a student's credential file at the [University Career Center](#) may indicate whether they wish the student to have access to said letter. Directory information may be disclosed without the student's permission, unless the student has requested confidentiality.

See [http://www.depts.ttu.edu/registrar/Academic\\_Information.php](http://www.depts.ttu.edu/registrar/Academic_Information.php) for more information.

- d. Non-directory information such as personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

## **4. Records Not Accessible to Students**

The following are records not accessible to students:

- a. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute (i.e. grade books, notes of observation, and notes for recollection purposes). Employment records of a University employee who is not a student.
- b. Medical records are maintained for students visiting [Student Health Services](#). Information contained in the medical record is privileged and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. Medical records are kept on file indefinitely. Students needing a copy of their medical records may contact the [Medical Records Office](#) at (806) 743-2608. 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.

- c. Medical and/or psychological information submitted to [Student Disability Services](#) for the purpose of determining eligibility and services are not releasable. Students may obtain the original information from the sources.

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

Educational records, including non-directory information and personally identifiable information within a record, may be released without the written consent of the student 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 so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Authorized representatives of federal, state, or local educational authorities.
- d. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
- e. Organizations or third-party contractors such as Educational Testing Service, which may assist the institution with administering predictive tests, student aid programs and improving instruction or related work processes. 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.
- f. Accrediting organizations.
- g. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be reviewed and documented by the [Office of the Registrar](#).
- h. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
- i. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena.

## **6. Challenge of Record Information**

Students have the right to challenge records and information directly relating to them. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

- a. Any student wishing to challenge records or information directly relating to him or her must notify the individual responsible for maintaining the records. The notice must be in writing and specifically identify the item challenged and the basis for the custodian of the

challenged records.

- b. All initial meetings will be informal, and participants will include: the custodian of the challenged records or information, the student and the author (if appropriate) of the material.
- c. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal meeting, a formal Hearing will be conducted under the following procedures:

- i. The Hearing will be conducted within seven (7) University working days following the request for the Hearing.
- ii. The Hearing will be conducted by an institutional official or other party who does not have direct interest in the outcome of the Hearing appointed by the DOS/VPSL.

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.

- iii. A written decision must be delivered in writing to all interested parties within seven (7) University working days after the conclusion of the Hearing.

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

- a. Directory information of students who have not elected to restrict their directory information may be released to third parties upon request.
  - i. Student Name
  - ii. Permanent and Local Addresses
  - iii. Place of Birth
  - iv. Classification
  - v. Major Field of Study
  - vi. Dates of Attendance
  - vii. Degrees, Awards, and Honors Received
  - viii. Specific Enrollment Status
  - ix. Full-time, Part-time, Half-time
  - x. Undergraduate, Graduate, Law, Veterinary Medicine
  - xi. Participation in Officially Recognized Sports and Activities
  - xii. Height/weight of members of Athletic Teams
  - xiii. Previous Institution(s) Attended

- b. This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in West Hall, room 103, or by restricting personal directory information at under the MyTech (for Students) tab. A currently enrolled student may restrict access to their directory information by visiting [Raiderlink](#), clicking on the MyTech tab, then clicking Update Confidentiality/Directory Profile Status. Restricted information remains so until revoked by the student.
- c. The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under [Section 552.021, Government Code](#).

## **8. Destruction of Records**

The University constantly reviews the “educational records” it maintains and periodically destroys certain records. The University will not destroy records if prohibited by state or federal law. The student’s basic scholastic record is kept and maintained permanently in the [Office of the Registrar](#). Disciplinary records are maintained for at least seven (7) years in the [Office of Student Conduct](#). In cases resulting in Time-Limited Disciplinary Suspension or Expulsion, records will be kept indefinitely. [Student Disability Services](#) records are maintained for three (3) years after the last date of enrollment.

## **9. Letters of Recommendation**

- a. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
- b. Appropriate forms are available in the [University Career Center](#) for students using the credentialing service to store letters of recommendation for future employment purposes. These forms provide the student with several options concerning the use and confidentiality of letters of reference and recommendation. Under the [Family Educational Rights and Privacy Act 1974](#), as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

# **SECTION P. USE OF UNIVERSITY SPACE**

## **1. General Policy**

Freedom of expression is critical and fosters free, robust, and uninhibited debate and deliberations by students enrolled at TTU as well as other persons. The purpose of this section is to establish the approval process for the use of University grounds, facilities, and amplification equipment for faculty, staff, academic, and administrative departments. With the exception of expressive activities outlined under [Texas Tech University System Regulation 07.04](#), the space and facilities of the University are available according to the following priorities: the support of the instructional programs of the institution; the programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments; the use of campus space and facilities for activities that have as their purpose, service or benefit to

the Texas Tech University community, and that are sponsored by registered student organizations, students, faculty, and employees. Notwithstanding any other provision set forth in this section or elsewhere in this Handbook, in the event of any conflict between the terms of [TTUS Regulation 07.04](#) and the provisions of this Handbook, the terms of [TTUS Regulation 07.04](#) shall control.

Except as specifically provided in [TTUS Regulation 07.04](#) or elsewhere in this section, University facilities may not be used by individuals or organizations not connected with the University. An individual who is not a student, faculty, or staff member may attend public 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. There may be a charge for attendance at some events. Sponsorship and/or co-sponsorship minimally include, but are not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Except as otherwise permitted under Texas Tech University or Texas Tech University System policies, non-registered student organizations or off-campus groups or persons not sponsored by a department or registered organization will not be permitted to reserve facility spaces on campus. State law requires that University facilities and property not be used for private gain.

## **2. Reservation Requirements**

- a. Reservations must be made for the use of facilities under the control of the University. Requests for reservations will be granted according to the priorities of the designated area. Requests must be made to the appropriate office. Requests from registered student organizations must be signed by the organization's president and full-time faculty/staff advisor. Requests from individuals must be signed by the person applying for the use of the space or facilities.
- b. If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with [Texas Education Code § 51.976](#), which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the [Texas Department of State Health Services](#) of such training should be received before reservation of space or facility will be confirmed.

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

- a. Student organizations must be registered to use University facilities or grounds.
- b. These meetings must be held within a 30 calendar-day time period from the date the [Student Involvement Office](#) staff notifies campus partners that provide resources to student organizations for the petitioning organization's intent to register. Academic campus facilities may be reserved by "- petitioning-" student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Petitioning student organizations are also allowed to submit unlimited grounds use

requests during the 30-day time period. Additional reservations will not be approved until the student organization is registered.

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

##### **a. Student Union**

Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the [Student Union](#). Secondary priority is given to registered student organizations and University departments. Reservations can be made in the Student Union Office, room 201, via phone 806-742-3636, or at [studentunion@ttu.edu](mailto:studentunion@ttu.edu). More information can be found at [www.sub.ttu.edu](http://www.sub.ttu.edu).

##### **Academic Buildings**

Any registered student organization may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars or workshops, and special programs and functions. The space must be reserved through the Operations. All requests must be submitted by an active student leader of the student organization using the online request form in Ad Astra Schedule at <https://www.aaiscloud.com/TXTechU>. A link to the scheduling site and complete instructions can be found on the [Operations website](#).

All requests must include the name of the student organization as listed in TechConnect, full name, department, and phone number of the student organization's full-time faculty or staff advisor. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the University and of available space. As stated in [OP 61:41](#), space assignments for student organizations will not be scheduled on weekends, holidays, during final examination periods, or during Individual Study Day, only Monday – Friday 6 a.m. to 10 p.m. Academic use by departments and colleges has priority over other uses and organizational assignments may be changed or canceled if conflicts with regular academic programs develop. Registered student Organizations cannot schedule on behalf of non-registered groups, individuals or for personal use.

##### **b. Academic space will be assigned on a limited basis if:**

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

##### **c. Residence Halls**

Enrolled students who live in the residence halls and participate in the residence hall governments have first priority for use of all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, [University Student Housing](#). University departments or registered student organizations



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

d. Intercollegiate Athletic Facilities

Texas Tech University complies with ADA standards and ensures access and accommodations for guests to all facilities listed. The Jones/AT&T Stadium Athletic Complex, Fuller Track and Field, Rip Griffin Park, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the University for the primary use and benefit of the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the [TTU Intercollegiate Athletics Office](#). Requests for use of all intercollegiate athletic facilities must be made to the [TTU Intercollegiate Athletics Office](#). Texas Tech University complies with ADA standards and ensures access and reasonable accommodations for guests to all facilities listed in items e-i below.

Recreational Facilities

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

e. McKenzie-Merket Alumni Center

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

f. Frazier Alumni Pavilion

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

g. [Kent R. Hance Chapel](#)

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

h. United Supermarkets Arena

The [United Supermarkets Arena](#) is a 15,000-seat multi-purpose facility and is host to a variety of entertainment and athletic events, including Texas Tech University basketball and volleyball, commencement ceremonies, concerts and numerous meeting room events. Facilities available for lease within the United Supermarkets Arena include the four (4) meeting rooms in the City Bank Conference Center, Club Red, the arena concourse, the arena floor, and the arena bowl area.

Registered student organizations receive rental discount for the City Bank Conference Center meeting rooms. Texas Tech University Commencement, Texas Tech University Health Sciences Center Commencement, Texas Tech basketball and volleyball games and major arena events, such as concerts, have priority in booking the United Supermarkets Arena. Space in the [United Supermarkets Arena](#) is reserved through the [Arena Management Office](#).

## **5. Use of Campus Grounds**

With the exception of expressive activities under [TTUS Regulation 07.04](#), or as otherwise outlined in this section, university grounds are available for use only in accordance with the following policies and procedures:

- i. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations session, examinations, or other campus community activities.
  - ii. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the [Outdoor Events Coordinating Committee](#) (OECC).
  - iii. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights and must terminate by 1 a.m. Bands may use their own equipment on such dates.
  - iv. General use of amplification equipment is barred Monday through Friday from 8 a.m. to noon and 1 p.m. to 5 p.m. for all non-expressive activities.
- a. Academic Use
1. The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.  
Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the [Office of the Provost](#) at least one University working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the University. See [OP 30.21](#) for guidance.
  - i. Participants in, and/or sponsors for, events may be required to sign a “Hold

Harmless” release.

- ii. The sponsor shall contact the [Environmental Health and Safety Department](#) to make necessary arrangements for any event that includes food, concessions or a mobile concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit on Texas Tech property, the [Environmental Health and Safety Department](#) must issue a valid Temporary Food Service Permit.
- iii. The sponsor should contact [Transportation & Parking Services](#) to make necessary parking arrangements for the event.
- iv. If the use of University grounds is for programs or activities involving minor children, the sponsoring group must comply with [Texas Education Code § 51.976](#), which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the [Texas Department of State Health Services](#) of such training should be received before reservation of space or facility will be confirmed.

## **6. Expressive Activities**

Expressive activities on the TTU campus are governed by Texas Tech University System Regulation [07.04](#). Notwithstanding any other provision set forth in this section or elsewhere in this Handbook, in the event of any conflict between the terms of [TTUS Regulation 07.04](#) and the provisions of this Handbook, the terms of [TTUS Regulation 07.04](#) shall control.

## **SECTION Q. WITHDRAWALS**

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

- a. According to the [Undergraduate and Graduate Catalog](#) and [OP 34.05](#), students who find it necessary to withdraw from the University during a semester or summer term must submit a request to withdraw at <https://db.reg.ttu.edu/withdraw> prior to the term withdrawal deadline. The request to withdraw will be processed for the date submitted within three business days. A student wishing to drop to zero hours must withdraw from the institution. A student may not withdraw from a term when any course for that term has been completed. Intercession courses are a part of the subsequent term (e.g. August intercession is a part of the Fall term) and factor into enrolled hours, GPA, academic standing and other calculations. If a student withdraws on the 13th class day or after, a W will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the [Office of International Affairs](#) as a part of the withdrawal procedure. Student athletes must receive clearance from their [Athletic Academic Advisor](#). Withdrawal and re-enrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Academic Affairs at the School of Law for assistance.
- b. Students considering withdrawal for medical reasons may contact the [Office of the Dean of Students](#) to discuss additional University resources and services. Law students

considering withdrawal for medical reasons may contact the Associate Dean for Academic Affairs at the [School of Law](#). There may be financial implications to withdrawal. If a student receives financial aid or is living in TTU student housing, he/she should first contact those offices before applying for the withdrawal. If a registration hold exists on the student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) and select the MyTech (for Students) tab. Law students considering withdrawal must contact the Senior Financial Aid Advisor at the [School of Law](#).

c. Refunds

The [Undergraduate and Graduate Catalog](#) indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to University action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the [Undergraduate and Graduate Catalog](#) and at <http://www.depts.ttu.edu/registrar/>. [School of Law](#) students must contact the School of Law's Senior Financial Aid Advisor to discuss eligibility for refunds.

d. Returning to the University after a Voluntary Withdrawal

Reactivation materials and deadlines for former Texas Tech students are available at [https://www.depts.ttu.edu/admissions/apply/status/returning\\_other/former/](https://www.depts.ttu.edu/admissions/apply/status/returning_other/former/). Official transcripts from all institutions attended subsequent to the last term of enrollment at Texas Tech must be submitted by the application deadline. All returning students must have a minimum of a 2.0 GPA on work taken since leaving Texas Tech. Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>.

[School of Law](#) students must contact the Associate Dean of Academic Affairs to discuss the process of returning to school.

## **2. Involuntary Withdrawals**

- a. When a student poses a direct threat to the health or safety of others and/or poses a risk of self-harm, and the direct threat or risk 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.

b. Notice

Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the [Office of the Dean of Students](#) or designee.

c. A "direct threat" means

1. There is a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm
2. Based on observation of a student's conduct, actions, and statements.

- d. The DOS/VPSL 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.

- e. The DOS/VPSL or designee will notify the student of the concern. The DOS/VPSL or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled 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:
1. Involvement of parents or significant others;
  2. Academic progress;
  3. Living arrangements;
  4. Previously granted accommodations;
  5. Confidentiality waivers;
  6. Other possible accommodations, care and support resources including medical or counseling assistance; and
  7. Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.

If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the [Office of Registrar](#) and/or electronically to the student's University email account. Students not responding to requests for meetings or assessments may be referred to the [Office of Student Conduct](#) for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of their duties. During the involuntary withdrawal process, if the DOS/VPSL or designee determines that an immediate direct threat exists against others or if the student poses a risk of self-harm that cannot be reasonably accommodated or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address and respond the concern, and the student is afforded the 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 DOS/VPSL or designee), and may not physically be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the DOS/VPSL or designee and the [Texas Tech Police Department](#).

f. 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 in part 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. Additionally, the assessment may include but is not limited to information related to the student's threat to self or

others, non-compliance with University requirements or expectations, and/or lack of Academic progress. Students with disabilities have the right to have their disability considered during the review. However, the student must adhere to all academic requirements, and technical standards set forth by their department or college. The student must be able to meet the requirements with or without accommodations for their disability.

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:

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

g. Involuntary Withdrawal Committee

The assessment report will be forwarded to the Involuntary Withdrawal Decision maker/Committee for review. The Involuntary Withdrawal Decision maker/Committee composition, including number of member(s), shall be within the University's discretion based upon the nature of the situation and may be comprised of members from the following departments: the student's Associate Academic Dean, Director of the [Student Counseling Center](#), Medical Director of [Student Health Services](#), Director of [Student Disability Services](#), and DOS/VPSL. If the student resides in campus housing, the Director of [Student Housing](#) may also serve as a member of the committee. If the student is a law student, the Associate Dean of Students may also serve as a member of the Committee. A resource person may be assigned from the DOS/VPSL to present information and assist the Decision maker/Committee. The Involuntary University Withdrawal Decision maker/Committee will meet and/or correspond with the student in an informal, non-adversarial setting to review the information collected throughout the process and discuss the assessment with the student. As reasonably possible, the student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Decision maker/Committee.

As reasonably possible, the student will be provided information to be considered by the Decision maker/Committee. Following the opportunity for the student to meet and/or discuss with the Decision maker/Committee, the Involuntary Withdrawal Decision maker/Committee will recommend one of the following:

- i. The student may remain enrolled at the University with no restrictions;
- ii. The student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Decision maker/Committee; or



- iii. The student should be involuntarily withdrawn from the University upon a specific date.
- h. Review of Committee Recommendation

The DOS/VPSL or designee will notify the student in writing of the Decision maker/Committee decision within five (5) University working days.
- i. Appeals Process

The student may appeal the decision of the DOS/VPSL or designee by submitting a written appeal to the DOS/VPSL within five (5) University working days of receiving notification of decision. The student will be notified in writing of the final decision within five (5) University working days of receipt of the appeal.
- j. Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 48 hours and may not return to campus unless approved by the DOS/VPSL. Referrals maybe made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the DOS/VPSL or designee, limiting any subsequent registration until approval is given by the DOS/VPSL or designee.
- k. Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal based on an individualized assessment of the student's situation. At such time, the student should present documentation to the [Office of the Dean of Students](#) for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon re-enrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the DOS/VPSL or designee. Readmission requests and documentation must be presented by February 1st for summer enrollment, May 1st for fall enrollment, and October 1st for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat or no longer poses a risk of self- harm that cannot be reasonably accommodated, 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.

### **Behavioral Intervention Team (BIT)**

Under the auspices of the Office of the Dean of Students, BIT is a team of professionals uniquely situated to address elevated student behavior concerns and serves as a central repository for the Texas Tech University community to report student behaviors of concern. As warranted, BIT facilitates early intervention, risk assessment and referrals to help promote student success while paying special attention to the safety and security needs of members of the University Community.

### **Consent**

Mutually understandable words or actions actively communicated both knowingly and voluntarily, that clearly convey permission for a specific activity. *For the full definition of Consent, see the TTU Student Code of Conduct.*

### **Coercion**

Sexual coercion is defined as the use of violence or threats of violence against a person or the person's family or property; depriving or hindering a person by any means, substance, object or clothing; attempting to intimidate a person by threats or force; or when committed with the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing. Coercion is more than an effort to persuade, entice, or attract another person to have sex. In evaluating whether coercion was used, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

### **Dating Violence**

Physical, sexual, or verbal abuse or violence, or a threat of abuse or violence, committed by a

person who is or has been in a social relationship of a romantic or intimate nature with the Complaining Party. The existence of such a relationship will be determined based on the type and length of the relationship and the frequency of interaction between the individuals involved in the relationship. A casual acquaintanceship or ordinary socializing between two (2) individuals does not constitute a romantic or intimate relationship. This definition does not include acts covered under Domestic or Family Violence.

### **Designee**

The term “designee” refers to the Dean of Students/Vice Provost for Student Life (DOS/VP SL) or could include but is not limited to an individual staff member, Office of the Dean of Students staff, Office for Student Rights & Resolution Staff, Title IX Administration, and members of the Behavior Intervention Team.

### **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.

### **Domestic or Family Violence**

Physical, sexual, or verbal abuse or violence committed by a current or former spouse or intimate partner of the Complaining Party, by an individual with whom the Complaining Party shares a child in common, by an individual with whom the Complaining Party is cohabiting (or has cohabited) with a spouse or intimate partner, by an individual similarly situated to a spouse of the Complaining Party under the Domestic or Family Violence laws of the state of Texas, or by any other individual against an adult or youth victim who is protected from that individual’s acts under the Domestic or Family Violence laws of the state of Texas.

### **Employee**

The term “employee” means any person who receives a W-2 or 1042-S from the university, including full-and part-time faculty, staff, and students.

### **Member of the University Community**

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

### **Official Academic Record**

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

**Organization**

The term “organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic club, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

**Policy**

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

**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.

**Retaliation**

The term “Retaliation” is defined as any intentional, adverse action taken by any party to the matter, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in an investigation and/or conduct process, civil rights grievance proceeding, or other protected activity. Retaliation is strictly prohibited against a person who files a report through appropriate university reporting mechanisms made in good faith, who assists someone in filing a report, or participated in any manner in the investigation and/or conduct process.

**Sponsorship and/or co-sponsorship**

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

**Student**

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

**Student Organization**

Texas Tech University defines a student organization as a group consisting of five (5) or more students (president, treasurer, and a minimum of three members) joining together for a common mission, cause, and/or any other association. Only currently enrolled students are eligible to be part of student organizations at TTU. TTU registers student organizations annually through the Student

Involvement Office. Registered student organizations are bound by the expectations set forth by the Student Involvement Office and receive all Rights and Responsibilities outlined by TTU (Section M. Registered student organizations): 1.a). Student organizations that are unregistered may not access University resources; however, unregistered student organizations shall be subject to the *TTU Code of Student Conduct*.

### **Student Threat Assessment Team (STAT)**

Under the direction of the DOS/VPSL, The STAT is a subsidiary of the Behavioral Intervention Team that responds to reports of imminent threat(s) involving a student.

### **University**

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

### **University Official**

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

### **University Premises**

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

