



TEXAS TECH UNIVERSITY SYSTEM

BOARD OF REGENTS

AGENDA BOOK

August 6-7, 2015

BOARD OF REGENTS
TEXAS TECH UNIVERSITY SYSTEM

AGENDA

August 6-7, 2015

BOARD OF REGENTS

Mr. Mickey L. Long, Chairman
Mrs. Debbie Montford, Vice Chairman
Mr. Larry K. Anders
Mr. John D. Esparza
Mr. L. Frederick "Rick" Francis
Mr. Ron Hammonds
Mr. Christopher M. Huckabee
Mr. Tim Lancaster
Ms. Victoria Messer, Student-Regent
Mr. John D. Steinmetz

Standing Committees:

Academic, Clinical and Student Affairs:
Tim Lancaster (Chair); Rick Francis; John Esparza; Victoria Messer

Audit:
John Steinmetz (Chair); John Esparza; Ron Hammonds

Facilities:
Larry Anders (Chair); John Steinmetz; Chris Huckabee

Finance and Administration:
Rick Francis (Chair); Larry Anders; Tim Lancaster

AGENDA

Board of Regents Meeting

Lubbock, Texas

August 6-7, 2015

Abbreviated Agenda with Approximate Times*

Thursday, August 6, 2015

Swearing-in of newly appointed student regent

9:55 am Swearing-in of newly appointed student regent
Location: Ballroom (Room 118), First Floor, Student
Union Building, 15th Street and Akron Avenue

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*For general information: Unless otherwise noted, all open session meetings will take place in the Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas. Any executive session meetings that should occur throughout the day will take place in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas. The times listed are estimates, with periodic recesses. On Thursday, August 6, 2015, prior to the start of the meetings, there will be a ceremonial swearing-in for the newly appointed student- regent. At approximately 10:00 am, the Meeting of the Board will convene and then convene into Executive Session. The meeting of the Board of Trustees of the Carr Scholarship Foundation will commence upon the recess of the Meeting of the Board at approximately 11:30 am. Committee meetings will commence upon the adjournment of the Carr Scholarship Foundation meeting at approximately 12:00 pm. Any committee meetings not completed on Thursday, August 6, 2015, will be completed on Friday, August 7, 2015. The Board has the option to break for lunch at whatever time deemed appropriate. On Friday, August 7, 2015, the Meeting of the Board will commence at 8:30 am. If necessary, the Meeting of the Board will recess after introductions/ recognitions at approximately 9:00 am to conduct any committee meetings which were not concluded on Thursday, August 6, 2015. The Meeting of the Board will reconvene, if applicable, upon adjournment of the Committee meetings on Friday, August 7. The Meeting of the Board is expected to adjourn at approximately 12:00 pm; however, if needed, the meeting may continue beyond 12:00 pm until completed. The full board agenda is detailed on pages vii through xv. The agenda for each session of the board meeting or a meeting of a committee of the board is detailed behind the appropriate divider tab.

Board of Regents Meeting

Lubbock, Texas

August 6-7, 2015

Abbreviated Agenda with Approximate Times*

Thursday, August 6, 2015

Meeting of the Board

CONTINUED FROM PREVIOUS PAGE

- | | |
|--|---|
| 10:00 am
(after the swearing-in of
the new student regent) | Call to Order; Convene Meeting of the Board
Meeting of the Committee of the Whole and the Board
Location: Ballroom (Room 118), First Floor, Student
Union Building, 15th Street and Akron Avenue,
Lubbock, Texas |
| 10:00 am | Executive Session
Location: Red Raider Lounge (Room 119), First Floor,
Student Union Building, 15th Street and Akron
Avenue, Lubbock, Texas |
| 11:15 am | Following Executive Session, convene into Open Session,
and Meeting of the Committee of the Whole and the
Board
Location: Ballroom (Room 118), First Floor, Student
Union Building, 15th Street and Akron Avenue,
Lubbock, Texas |
| 11:15 am | Recess |

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Board of Regents Meeting

Lubbock, Texas

August 6-7, 2015

Abbreviated Agenda with Approximate Times*

Thursday, August 6, 2015

Board of Trustees Meeting of the Carr Scholarship Foundation

(Shown for informational purposes only.)

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11:15 am (or upon recess of the Meeting of the Board)	Call to Order; convene Meeting of the Board of Trustees of the Carr Scholarship Foundation Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue
12:00 pm	Adjourn

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Board of Regents Meeting

Lubbock, Texas

August 6-7, 2015

Abbreviated Agenda with Approximate Times*

Thursday, August 6, 2015

Meeting of Standing Committees **(Conducted sequentially)**

12:00 pm (or upon adjournment of the Carr Scholarship Foundation meeting)	Audit Committee Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue
1:30 pm (after lunch or upon adjournment of the Audit Cmte. meeting)	Facilities Committee Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue
3:00 pm (or upon adjournment of the Facilities Cmte. meeting)	Finance and Administration Committee Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue
3:45 pm (or upon adjournment of the Finance Cmte. meeting)	Academic, Clinical and Student Affairs Committee Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue

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Board of Regents Meeting

Lubbock, Texas

August 6-7, 2015

Abbreviated Agenda with Approximate Times*

Friday, August 7, 2015

Meeting of the Board

- | | |
|----------|---|
| 8:30 am | Call to Order; reconvene Meeting of the Board
Introductions and Recognitions
Meeting of the Committee of the Whole and the Board, or continuation of meetings of the Standing Committees of the Board, if necessary
Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue |
| 9:30 am | Executive Session
Location: Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue |
| 12:00 pm | Following Executive Session, convene into Open Session, and Meeting of the Committee of the Whole and the Board
Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue |
| 12:00 pm | Adjournment |

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Board of Regents Meeting

August 6-7, 2015

Agenda

Thursday, August 6, 2015

**Ballroom (Room 118), First Floor, Student Union Building,
15th Street and Akron Avenue,
Lubbock, Texas**

Swearing-in of newly appointed student regent: At the start of the day's meetings, the newly appointed student regent will participate in a ceremonial swearing-in.

Location: Ballroom (Room 118), First Floor, Student Union Building,
15th Street and Akron Avenue, Lubbock, Texas

- I. Meeting of the Board—Call to Order; convene into Open Session of the Board** Chairman Long
- II. Executive Session:** The Board will convene into Executive Session in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example: Chairman Long
- A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071
 - B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
 - C. Deliberations regarding prospective gifts – Section 551.073
 - D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
 - E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076
- III. Open Session:** The Board will reconvene in Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th

Street and Akron Avenue, and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive Session.....Vice Chairman Montford

IV. RecessChairman Long

Board of Trustees of the Carr Scholarship Foundation: This meeting will take place upon recess of the Meeting of the Board; refer to agenda provided by the Chief Financial Officer’s Office
 Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

V. Meeting of Standing Committees

- A. Audit Committee

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- 1. TTUS: Approve 2016 annual audit plan for the Texas Tech University System 3
- 2. TTUS: Report on audits..... 4
- 3. Executive Session: The Audit Committee will convene into Executive Session in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the Texas Government Code, including:
 - a. Consultation with Attorney — Section 551.071.
 - b. Discussion of personnel matters – Section 551.074.
- 4. Open Session: At the conclusion of Executive Session, the committee will convene into Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider appropriate action, if any, on items discussed in Executive Session.

5. Adjournment

B. Facilities Committee

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1. ASU, TTU, TTUHSC, and TTUHSC El Paso:
Acknowledge the Campus Condition Index Report
and submission to the THECB

a. ASU: Acknowledge the Campus Condition
Index Report and submission to the THECB 3

b. TTU: Acknowledge the Campus Condition
Index Report and submission to the THECB 6

c. TTUHSC: Acknowledge the Campus
Condition Index Report and submission to
the THECB 8

d. TTUHSC El Paso: Acknowledge the
Campus Condition Index Report and
submission to the THECB..... 10

2. ASU: Approve establishment of a Stage I design
budget for the new College of Health and Human
Services building 13

3. TTU: Approve establishment of a Stage I design
budget for a new Research Building (ESB II) 15

4. TTU: Approve a project to construct the Museum
Life Safety Upgrade and Air Management
Replacement 17

5. TTU: Approve budget increase for expanded scope
to the United Supermarkets Arena renovations
project..... 18

6. TTU: Approve budget increase for expanded scope
to the finish-out the Jones AT&T Stadium East
Building – Southeast First Floor project..... 19

7. TTU: Approve amendment to lease agreement..... 20

8. TTUHSC: Approve establishment of a Stage I
design budget for the Lubbock Expansion project..... 21

9.	TTUHSC: Approve establishment of a Stage I design budget for a new Permian Basin Academic Facility on the Odessa campus	23
10.	TTUHSC: Approve establishment of a Stage I design budget for the new Panhandle Clinical Simulation Center on the Amarillo campus.....	25
11.	TTUHSC: Authorize the long-term lease at the TTUHSC Permian Basin Campus	27
12.	TTUHSC El Paso: Approve establishment of a Stage I design budget for the new Medical Sciences Building II on the El Paso campus.....	29
13.	TTU: Report on the new Residence Hall project	31
14.	TTUS: Report on Facilities Planning and Construction projects.....	32
15.	Adjournment	

C. Finance and Administration Committee

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1.	TTUSA, TTU, ASU, TTUHSC and TTUHSC El Paso: Approve FY 2016 operating budgets	
a.	TTUSA: Approve FY 2016 operating budget	3
b.	TTU: Approve FY 2016 operating budget.....	4
c.	ASU: Approve FY 2016 operating budget.....	5
d.	TTUHSC: Approve FY 2016 operating budget.....	6
e.	TTUHSC El Paso: Approve FY 2016 operating budget.....	7
2.	ASU: Approve agreement for health clinic operations.....	8
3.	TTUS: Approve resolution adopting the Texas Tech University System Hazard Mitigation Plan.....	9

4.	TTUS: Authorize a differential spending distribution (rate) for the Carr Foundation funds held within the Long Term Investment Fund until such time it is rescinded.....	13
5	TTU: Report on plans for differential tuition	14
6.	Adjournment	
D.	Academic, Clinical and Student Affairs Committee	
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1.	ASU: Approve appointments with tenure.....	3
2.	ASU: Approve revisions to the Student Handbook of Angelo State University, effective August 10, 2015	4
3.	ASU: Approve revisions to the admissions requirements at Angelo State University	6
4.	TTU: Approve appointment with tenure.....	7
5.	TTU: Approve concept for the establishment of an off-campus instructional site in San Jose, Costa Rica	8
6.	TTU: Approve exception to Section 03.01.8, <i>Regents' Rules</i> (nepotism)	9
7.	TTUHSC: Approve conferral of emeritus appointment.....	10
8.	TTUHSC and TTU: Approve the Dual Degree Programs (PhD/MBA and MS/MBA) between TTUHSC Graduate School of Biomedical Sciences and TTU Rawls College of Business	11
9.	TTUHSC: Approve the establishment of the Department of Otolaryngology in the School of Medicine	13
10.	TTUHSC El Paso: Approve appointment with tenure	14
11.	TTUHSC El Paso: Approve conferral of emeritus appointments.....	15
12.	Adjournment	

Friday, August 7, 2015
Ballroom (Room 118), First Floor, Student Union Building,
15th Street and Akron Avenue,
Lubbock, Texas

- VI. Meeting of the Board—Call to Order; reconvene into Open Session of the Board**
- VII. Introductions and Recognitions** Chancellor Duncan,
President May,
President Nellis,
President Mitchell, and
President Lange
- VIII. Recess** (if necessary, for standing committees to meet; otherwise continue in Open Session (XI.))
- IX. Meeting of Standing Committees** (if not concluded on Thursday)
- X. Meeting of the Board—Call to Order; reconvene into Open Session of the Board** (only if the Meeting of the Board was recessed to conduct committee meetings)
- XI. Open Session:** The Board will continue in Open Session and meet as a Committee of the Whole and Meeting of the Board to consider and act on:
 - A. Approve minutes of board meetings held on
May 14-15, 2015 Chairman Long
 - B. Committee of the Whole..... Vice Chairman Montford

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- 1. ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA
and TTUS: Approve Consent Agenda;
acknowledge review of Information Agenda 7

Consent Agenda

- a. TTU: Approve faculty leave of absence (ACS)
- b. TTUHSC: Approve change of name of the
School of Allied Health Sciences to School of
Health Professions (ACS)
- c. TTU: Approve naming of Jones AT&T Stadium
entrance (F)

- d. TTU: Approve naming of Jones AT&T Stadium Athletics Ticket Office (F)
- e. TTU: Approve commissioning of police officers (FA)
- f. TTUS, TTUSA, TTU, TTUHSC, TTUHSC EP and ASU: Approve delegation of signature authority (FA)

Information Agenda

Information is provided as required by Section 01.02.7.d(4)(c), *Regents' Rules*

- (1) ASU, TTU and TTUHSC: Summary of Revenues and Expenditures by Budget Category, FY 2015, per Section 01.02.8.d(3)(g), *Regents' Rules*: All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information.
- (2) TTU and TTUHSC: Contract Renewals per Section 07.12.4.b., *Regents' Rules*: "Approval of the President is required for all component institution contract renewals or amendments. A list of those renewal contracts in excess of \$1,000,000 per annum, including the amount of the contract, will be provided to the board as an information item at the next board meeting."
- (3) ASU and TTUHSC: Contracts for the services of a consultant with an initial consideration of \$25,000 or less per Section 07.12.2d(2)(b), *Regents' Rules*: "A report of the contract shall be provided as an information Agenda item at the next board meeting."
- (4) TTU and TTUHSC: Contracts for Sponsored Program Projects in excess of \$1,000,000 per annum per Section 07.12.2.b., *Regents' Rules*: "The board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting."

- (5) TTU: Adjustment to Board approved contract:
“The board is being informed of an adjustment made to a contract previously approved by the board.”

XII. Reports of Standing Committees: Standing Committee reports will be presented sequentially to the Committee of the Whole.

- A. Report of the Audit Committee Regent Steinmetz
- B. Report of the Facilities Committee Regent Anders
- C. Report of the Finance and Administration Committee..... Regent Francis
- D. Report of the Academic, Clinical and Student Affairs Committee..... Regent Lancaster

XIII. The Board will continue in Open Session as the Committee of the Whole and Meeting of the Board of Regents.

- A. Schedule for Board meetings:
August 6-7, 2015, Lubbock
October 8-9, 2015, Lubbock
December 10-11, 2015, Lubbock
February 25-26, 2016, Lubbock
May 19-20, 2016, Lubbock
August 11-12, 2016, Lubbock
December 15-16, 2016, Lubbock Ben Lock
- B. The Chancellor’s Report Chancellor Duncan
- C. The President’s Report, ASU President May
- D. The President’s Report, TTU President Nellis
- E. The President’s Report, TTUHSC President Mitchell
- F. The President’s Report, TTUHSC El Paso..... President Lange

XIV. Executive Session: The Board may convene into Executive Session in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example: Chairman Long

- A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and

settlement negotiations – Section 551.071

- B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
- C. Deliberations regarding prospective gifts – Section 551.073
- D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
- E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076

XV. Open Session: The Board will convene into Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive SessionVice Chairman Montford
- B. Chairman’s Announcements.....Chairman Long

XVI. AdjournmentChairman Long

AUDIT

Audit Committee

Committee Meeting
August 6, 2015

Time: 12:00 pm (or upon adjournment of the Carr Scholarship Foundation Trustees meeting)

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Regents: Steinmetz (Chair), Esparza, Hammonds, Montford (temporary)

Agenda

- Approve minutes of committee meeting held on May 14, 2015
- V.A.** Consideration of items to be recommended by the Audit Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center El Paso (“TTUHSC El Paso”)

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1. TTUS: Approve 2016 annual audit plan for the Texas Tech University System	3
2. TTUS: Report on audits	4
3. Executive Session: The Audit Committee will convene into Executive Session in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the <i>Texas Government Code</i> , including:	
a. Consultation with Attorney — Section 551.071.	
b. Discussion of personnel matters – Section 551.074.	
4. Open Session: At the conclusion of Executive Session, the committee will convene into Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th Street	

and Akron Avenue, to consider appropriate action, if any, on items discussed in Executive Session.

5. Adjournment

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, August 7, 2015.

1. **TTUS: Approve 2016 annual audit plan for the Texas Tech University System.**

Presenter: Mrs. Kim Turner

Presentation Time: 10 minutes

Board approval required by: Section 01.02.8, *Regents' Rules*; Section 07.02.7, *Regents' Rules*; Chapter 2102, Texas Government Code; and Audit Committee Charter

RECOMMENDATION

The chief audit executive recommends that the Board of Regents approve the annual audit plan.

BACKGROUND INFORMATION

The *Regents' Rules* and the Texas Internal Auditing Act require that the Board of Regents approve the annual audit plan. The projects included in the 2016 annual audit plan have been selected as a result of an enterprise-wide risk assessment process.

2. TTUS: Report on audits.

Presenter: Mrs. Kim Turner

Presentation Time: 10 minutes

Report to Board required by: Section 07.02.7, *Regents' Rules*; and Audit Committee Charter

Mrs. Kim Turner, Chief Audit Executive, will present a report on the System's audit projects.

FACILITIES

Facilities Committee

Committee Meeting
August 6, 2015

Time: 1:30 pm (after lunch or upon adjournment of the Audit Committee meeting)

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Regents: Anders (Chair), Huckabee, Steinmetz

Agenda

- Approve minutes of committee meetings held on May 14, 2015

V.B. Consideration of items to be recommended by the Facilities Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center El Paso (“TTUHSC El Paso”)

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1.	ASU, TTU, TTUHSC, and TTUHSC El Paso: Acknowledge the Campus Condition Index Report and submission to the THECB	
a.	ASU: Acknowledge the Campus Condition Index Report and submission to the THECB.....	3
b.	TTU: Acknowledge the Campus Condition Index Report and submission to the THECB.....	6
c.	TTUHSC: Acknowledge the Campus Condition Index Report and submission to the THECB.....	8
d.	TTUHSC El Paso: Acknowledge the Campus Condition Index Report and submission to the THECB	10
2.	ASU: Approve establishment of a Stage I design budget for the new College of Health and Human Services building.....	13

3.	TTU: Approve establishment of a Stage I design budget for a new Research Building (ESB II).....	15
4.	TTU: Approve a project to construct the Museum Life Safety Upgrade and Air Management Replacement	17
5.	TTU: Approve budget increase for expanded scope to the United Supermarkets Arena renovations project.....	18
6.	TTU: Approve budget increase for expanded scope to the finish-out the Jones AT&T Stadium East Building – Southeast First Floor project	19
7.	TTU: Approve amendment to lease agreement	20
8.	TTUHSC: Approve establishment of a Stage I design budget for the Lubbock Expansion project	21
9.	TTUHSC: Approve establishment of a Stage I design budget for a new Permian Basin Academic Facility on the Odessa campus	23
10.	TTUHSC: Approve establishment of a Stage I design budget for the new Panhandle Clinical Simulation Center on the Amarillo campus.....	25
11.	TTUHSC: Authorize the long-term lease at the TTUHSC Permian Basin Campus	27
12.	TTUHSC El Paso: Approve establishment of a Stage I design budget for the new Medical Sciences Building II on the El Paso campus	29
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15.	Adjournment	

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, August 7, 2015.

1. **ASU, TTU, TTUHSC, and TTUHSC El Paso: Acknowledge the Campus Condition Index Report and submission to the THECB.**
 - a. **ASU: Acknowledge the Campus Condition Index Report and submission to the THECB.**

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.05821

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents acknowledge Angelo State University's Campus Condition Index Report ("CCIR") and submission of the report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The ASU Campus Condition Index Report is attached on the following page.]

BACKGROUND INFORMATION

Submission of the annual Campus Condition Index Report ("CCIR") is now required to be submitted to the Texas Higher Education Coordinating Board ("THECB"), as stated in 19 TAC §17.101(2)(B). *Texas Education Code*, §61.05821 requires institutions report Campus Condition Index Report ("CCIR") to their governing boards each year. In order to maintain simplicity and consistency, Texas Tech will continue to use the Texas Higher Education Coordinating Boards' CCIR summary format.

This report identifies (1) the current accumulated deferred maintenance needs; (2) the projects planned to address accumulated deferred maintenance needs in the next five years; and (3) the actual expenditures on accumulated deferred maintenance in the most recent fiscal year. The categories indicate the type of reinvestment required to maintain existing facilities; whether to stay on schedule, catch up, or convert existing facilities to an optimal condition. The CCI, a ratio, compares the unexpended critical and deferred maintenance to an index value (replacement value) and estimates the institutions' overall facilities condition. Institutions are rated as good (5% or less), fair (between 5% and 10%), or poor (10% or greater).

Based on the institutions data (1) the Educational and General Campus Condition Index ("EGCCI") or Ratio of Critical and Deferred Maintenance for Educational and General spaces to Educational and General Campus Condition Index Value is 0.000%; and (2) the Institution-wide Campus

Condition Index (“IWCCI”) or Ratio of Critical and Deferred Maintenance (for all spaces) to the Institution-wide Campus Condition Index Value is 0.000%. The comparable measures reported in the THECB’s fall 2013 CCIR were 0.000% and 0.1644%, respectively.

A copy of the report was submitted to the THECB for their information.

Angelo State University 2014 CCI Summary Report January 2015									
Summary by Period and Category									
	Critical	Deferred	Planned	Adaptation	Total				
Budgeted - Current Year	\$0	\$0	\$209,100	\$67,652	\$276,752				
Expenditures - Previous Year	\$0	\$0	\$3,493,600	\$94,000	\$3,587,600				
Projected - Years 2 through 5	\$0	\$0	\$5,284,700	\$1,372,150	\$6,656,850				
Unbudgeted - Current Year	\$0	\$0	\$344,000	\$0	\$344,000				
Summary by Type and Category									
Architectural	\$0	\$0	\$2,647,900	\$1,223,802	\$3,871,702				
HVAC	\$0	\$0	\$495,000	\$0	\$495,000				
Plumbing and Electrical	\$0	\$0	\$1,167,553	\$0	\$1,167,553				
Safety	\$0	\$0	\$113,500	\$0	\$113,500				
Legal and Mandatory	\$0	\$0	\$0	\$0	\$0				
Other	\$0	\$0	\$4,907,447	\$310,000	\$5,217,447				
Total	\$0	\$0	\$9,331,400	\$1,533,802	\$10,865,202				
Top Five Priority Projects									
Priority	Name	Period	Category	Type	Amount				
1	ROOF REPLACEMENT	Budgeted - Current Year	Planned Maintenance	Other	\$95,000				
2	EXTERIOR BLDG REPAIRS	Budgeted - Current Year	Planned Maintenance	Other	\$150,000				
3	ABATE FLOOR TILE	Budgeted - Current Year	Planned Maintenance	Other	\$160,000				
4	REPAIR OUTSIDE STAIRS	Budgeted - Current Year	Planned Maintenance	Other	\$8,500				
5	VAULT AND MECHANICAL DECK	Budgeted - Current Year	Facility Adaptations	Architectural	\$240,000				
E&G Deferred Maintenance									
Non-E&G Deferred Maintenance									
Total Deferred Maintenance									
2014 Amount									
Educational and General Campus Condition Index Value (EGCCIV)									
Institution-Wide Campus Condition Index Value (IWCCIV)									
		\$	231,975,198		0.0000%				
		\$	675,367,797		0.0000%				

b. TTU: Acknowledge the Campus Condition Index Report and submission to the THECB.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.05821

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents acknowledge Texas Tech University's Campus Condition Index Report ("CCIR") and submission of the report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTU Campus Condition Index Report is attached on the following page.]

BACKGROUND INFORMATION

Submission of the annual Campus Condition Index Report ("CCIR") is now required to be submitted to the Texas Higher Education Coordinating Board ("THECB"), as stated in 19 TAC §17.101(2)(B). *Texas Education Code*, §61.05821 requires institutions report Campus Condition Index Report ("CCIR") to their governing boards each year. In order to maintain simplicity and consistency, Texas Tech will continue to use the Texas Higher Education Coordinating Boards' CCIR summary format.

This report identifies (1) the current accumulated deferred maintenance needs; (2) the projects planned to address accumulated deferred maintenance needs in the next five years; and (3) the actual expenditures on accumulated deferred maintenance in the most recent fiscal year. The categories indicate the type of reinvestment required to maintain existing facilities; whether to stay on schedule, catch up, or convert existing facilities to an optimal condition. The CCI, a ratio, compares the unexpended critical and deferred maintenance to an index value (replacement value) and estimates the institutions' overall facilities condition. Institutions are rated as good (5% or less), fair (between 5% and 10%), or poor (10% or greater).

Based on the institutions data (1) the Educational and General Campus Condition Index ("EGCCI") or Ratio of Critical and Deferred Maintenance for Educational and General spaces to Educational and General Campus Condition Index Value is 0.4360%; and (2) the Institution-wide Campus Condition Index ("IWCCI") or Ratio of Critical and Deferred Maintenance (for all spaces) to the Institution-wide Campus Condition Index Value is 0.2593%. The comparable measures reported in the THECB's Fall 2013 CCIR were 0.0020% and 0.0018%, respectively.

A copy of the report was submitted to the THECB for their information.

Texas Tech University						
2014 CCI Summary Report						
November 25, 2014						
Summary by Period and Category						
	Critical	Deferred	Planned	Adaptation	Total	
Budgeted - Current Year	\$0	\$4,142,820	\$9,128,388	\$19,650,442	\$32,921,650	
Expenditures - Previous Year	\$0	\$440,744	\$1,699,949	\$8,192,440	\$10,333,133	
Projected - Years 2 through 5	\$0	\$3,745,000	\$7,047,000	\$430,000	\$11,222,000	
Unbudgeted - Current Year	\$0	\$0	\$6,750,000	\$0	\$6,750,000	
Summary by Type and Category						
Architectural	\$0	\$2,831,000	\$2,053,000	\$8,322,466	\$13,206,466	
HVAC	\$0	\$1,096,692	\$12,148,013	\$502,600	\$13,747,305	
Plumbing and Electrical	\$0	\$3,360,000	\$8,076,329	\$4,448,416	\$15,884,745	
Safety	\$0	\$100,000	\$129,375	\$14,905,000	\$15,134,375	
Legal and Mandatory	\$0	\$114,744	\$555,000	\$94,400	\$764,144	
Other	\$0	\$826,128	\$1,663,620	\$0	\$2,489,748	
Total	\$0	\$8,328,564	\$24,625,337	\$28,272,882	\$61,226,783	
Top Five Priority Projects						
Priority	Name	Period	Category	Type	Amount	
1	RECOMMISSION AHUs	Budgeted - Current Year	Planned Maintenance	HVAC	\$150,000	
2	Replace Windows - Ph 3	Budgeted - Current Year	Planned Maintenance	Architectural	\$275,000	
3	Repair Tunnel Vault 5 to Marsha Sharp Center	Budgeted - Current Year	Planned Maintenance	Other	\$300,000	
4	2013-6: (0883) ACADEMIC BUILDING Replace Roof (Audit Project - Junction)	Budgeted - Current Year	Planned Maintenance	Plumbing and Electrical	\$1,000	
5	2013-6: (0883) ACADEMIC BUILDING Replace Roof (Audit Project - Junction)	Budgeted - Current Year	Planned Maintenance	Architectural	\$59,000	
6	Repair Stonework and Solar Tiles	Budgeted - Current Year	Deferred Maintenance	Architectural	\$48,000	
	E&G Deferred Maintenance	\$5,158,447				
	Non-E&G Deferred Maintenance	\$2,629,373				
	Total Deferred Maintenance	\$7,787,820				
	2014 Amount	DM Index Value				
	Educational and General Campus Condition Index Value (EGCCIV)	\$ 1,183,262,171	0.4360%			
	Institution-Wide Campus Condition Index Value (IWCCIV)	\$ 3,003,475,062	0.2593%			

c. TTUHSC: Acknowledge the Campus Condition Index Report and submission to the THECB.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.05821

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents acknowledge Texas Tech University Health Sciences Center's Campus Condition Index Report ("CCIR") and submission of the report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTUHSC Campus Condition Index Report is attached on the following page.]

BACKGROUND INFORMATION

Submission of the annual Campus Condition Index Report ("CCIR") is now required to be submitted to the Texas Higher Education Coordinating Board ("THECB"), as stated in 19 TAC §17.101(2)(B). *Texas Education Code*, §61.05821 requires institutions report Campus Condition Index Report ("CCIR") to their governing boards each year. In order to maintain simplicity and consistency, Texas Tech will continue to use the Texas Higher Education Coordinating Boards' CCIR summary format.

This report identifies (1) the current accumulated deferred maintenance needs; (2) the projects planned to address accumulated deferred maintenance needs in the next five years; and (3) the actual expenditures on accumulated deferred maintenance in the most recent fiscal year. The categories indicate the type of reinvestment required to maintain existing facilities; whether to stay on schedule, catch up, or convert existing facilities to an optimal condition. The CCI, a ratio, compares the unexpended critical and deferred maintenance to an index value (replacement value) and estimates the institutions' overall facilities condition. Institutions are rated as good (5% or less), fair (between 5% and 10%), or poor (10% or greater).

Based on the institutions data (1) the Educational and General Campus Condition Index ("EGCCI") or Ratio of Critical and Deferred Maintenance for Educational and General spaces to Educational and General Campus Condition Index Value is 0.1076%; and (2) the Institution-wide Campus Condition Index ("IWCCI") or Ratio of Critical and Deferred Maintenance (for all spaces) to the Institution-wide Campus Condition Index Value is 0.1450%. The comparable measures reported in the THECB's Fall 2013 CCIR were 0.1075% and 0.2014%, respectively.

A copy of the report was submitted to the THECB for their information.

Texas Tech University Health Sciences Center									
2014 CCI Summary Report									
September 2014									
Summary by Period and Category									
	Critical	Deferred	Planned	Adaptation	Total				
Budgeted - Current Year	\$0	\$1,491,727	\$5,822,783	\$9,419,812	\$16,734,322				
Expenditures - Previous Year	\$0	\$1,486,556	\$2,673,307	\$5,647,409	\$9,807,272				
Projected - Years 2 through 5	\$0	\$0	\$11,637,000	\$865,000	\$12,502,000				
Unbudgeted - Current Year	\$0	\$0	\$1,646,400	\$0	\$1,646,400				
Summary by Type and Category									
Architectural	\$0	\$1,068,686	\$6,309,178	\$12,440,021	\$19,817,885				
HVAC	\$0	\$391,088	\$8,491,437	\$650,000	\$9,532,525				
Plumbing and Electrical	\$0	\$261,745	\$2,953,655	\$1,629,250	\$4,844,650				
Safety	\$0	\$551,671	\$1,026,480	\$420,896	\$1,999,047				
Legal and Mandatory	\$0	\$259,090	\$301,900	\$56,944	\$617,934				
Other	\$0	\$446,003	\$2,696,840	\$735,110	\$3,877,953				
Total	\$0	\$2,978,283	\$21,779,490	\$15,932,221	\$40,689,994				
Top Five Priority Projects									
Priority	Name	Period	Category	Type	Amount				
1	Interior Renewal (Family Medicine Clinic)	Budgeted - Current Year	Planned Maintenance	Architectural	\$135,000.00				
2	Replace Air Handling Unit - 5A01	Budgeted - Current Year	Planned Maintenance	HVAC	\$450,000.00				
3	Replace Air Handling Unit - 4A01	Budgeted - Current Year	Planned Maintenance	HVAC	\$375,000.00				
4	Joliet Street Repairs	Budgeted - Current Year	Planned Maintenance	Other	\$250,000.00				
5	HVAC Upgrades and Repairs - Amarillo	Budgeted - Current Year	Planned Maintenance	HVAC	\$800,000.00				
	E&G Deferred Maintenance	\$ 760,781							
	Non-E&G Deferred Maintenance	\$ 730,946							
	Total Deferred Maintenance	\$ 1,491,727							
	2013 Amount		DM Index Value						
	Educational and General Campus Condition Index Value (EGCCIV)	\$ 706,725,967	0.1076%						
	Institution-Wide Campus Condition Index Value (IWCCIV)	\$ 1,028,940,612	0.1450%						

d. **TTUHSC El Paso: Acknowledge the Campus Condition Index Report and submission to the THECB.**

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: *Texas Education Code*, §61.05821

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents acknowledge Texas Tech University Health Sciences Center El Paso's Campus Condition Index Report ("CCIR") and submission of the report to the Texas Higher Education Coordinating Board ("THECB").

[NOTE: The TTUHSC El Paso Campus Condition Index Report is attached on the following page.]

BACKGROUND INFORMATION

Submission of the annual Campus Condition Index Report ("CCIR") is now required to be submitted to the Texas Higher Education Coordinating Board ("THECB"), as stated in 19 TAC §17.101(2)(B). *Texas Education Code*, §61.05821 requires institutions report Campus Condition Index Report ("CCIR") to their governing boards each year. In order to maintain simplicity and consistency, Texas Tech will continue to use the Texas Higher Education Coordinating Boards' CCIR summary format.

This report identifies (1) the current accumulated deferred maintenance needs; (2) the projects planned to address accumulated deferred maintenance needs in the next five years; and (3) the actual expenditures on accumulated deferred maintenance in the most recent fiscal year. The categories indicate the type of reinvestment required to maintain existing facilities; whether to stay on schedule, catch up, or convert existing facilities to an optimal condition. The CCI, a ratio, compares the unexpended critical and deferred maintenance to an index value (replacement value) and estimates the institutions' overall facilities condition. Institutions are rated as good (5% or less), fair (between 5% and 10%), or poor (10% or greater).

Based on the institutions data (1) the Educational and General Campus Condition Index ("EGCCI") or Ratio of Critical and Deferred Maintenance for Educational and General spaces to Educational and General Campus Condition Index Value is 0.1079%; and (2) the Institution-wide Campus Condition Index ("IWCCI") or Ratio of Critical and Deferred Maintenance (for all spaces) to the Institution-wide Campus Condition Index Value is

0.1520%. No previous comparison available as TTUHSC El Paso was reported under TTUHSC in the Fall 2013.

A copy of the report was submitted to the THECB for their information.

Texas Tech University Health Sciences Center - El Paso									
2014 CCI Summary Report									
September 2014									
Summary by Period and Category									
	Critical	Deferred	Planned	Adaptation	Total				
Budgeted - Current Year	\$0	\$409,825	\$725,708	\$2,138,993	\$3,274,526				
Expenditures - Previous Year	\$0	\$434,200	\$644,659	\$870,814	\$1,949,673				
Projected - Years 2 through 5	\$0	\$0	\$2,864,000	\$1,040,000	\$3,904,000				
Unbudgeted - Current Year	\$0	\$0	\$420,500	\$150,000	\$570,500				
Summary by Type and Category									
Architectural	\$0	\$257,756	\$1,332,084	\$3,490,537	\$5,080,377				
HVAC	\$0	\$0	\$1,363,390	\$15,331	\$1,378,721				
Plumbing and Electrical	\$0	\$92,566	\$1,136,904	\$139,618	\$1,369,088				
Safety	\$0	\$0	\$182,130	\$107,820	\$289,950				
Legal and Mandatory	\$0	\$0	\$72,925	\$3,500	\$76,425				
Other	\$0	\$493,703	\$567,434	\$443,001	\$1,504,138				
Total	\$0	\$844,025	\$4,654,867	\$4,199,807	\$9,698,699				
Top Five Priority Projects									
Priority	Name	Period	Category	Type	Amount				
1	Interior Renewal - Data Center in Clinic - TTMC	Budgeted - Current Year	Planned Maintenance	Architectural	\$550,000.00				
2	Global Health Renovation - East Warehouse	Budgeted - Current Year	Planned Maintenance	Architectural	\$750,000.00				
3	Deans Suite Renovation - MSB1	Budgeted - Current Year	Planned Maintenance	HVAC	\$250,000.00				
4	Risk Management Renovation - AEC	Budgeted - Current Year	Planned Maintenance	Other	\$200,000.00				
5	Wayfinding - Campus	Budgeted - Current Year	Planned Maintenance	HVAC	\$50,000.00				
	E&G Deferred Maintenance	\$	188,520						
	Non-E&G Deferred Maintenance	\$	221,305						
	Total Deferred Maintenance	\$	409,825						
			2013 Amount	DM Index Value					
	Educational and General Campus Condition Index Value (EGCCIV)	\$	174,772,055	0.1079%					
	Institution-Wide Campus Condition Index Value (IWCCIV)	\$	269,533,999	0.1520%					

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

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$797,195.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of design, Construction Manager Agent, and construction partners; facility functional use programming; schematic design; survey; geo-tech testing; site analysis; utility infrastructure analysis; and final package development for a full funding request.

The project goal is to construct approximately 56,000 GSF of teaching laboratories; classroom spaces that through the use of dividers would optimize class sizes; a 100 seat seminar room; student study rooms; and high-tech

interdisciplinary research laboratories. In addition, there would be a centralized administrative suite for college, departmental, and program administrators and support staff, faculty offices, an academic advising center, and a support center for online program development and delivery. Also included will be site development, utility infrastructure, landscape enhancements, and public art. The proposed building location is west adjacent to the existing Vincent Building, and will be designed to minimize any adverse impact to the site's existing environment.

The proposed facility will support the new realigned College of Health and Human Services (CHHS) and its component departments and programs including Nursing, Doctor of Physical Therapy (DPT), athletic training, kinesiology, social work, applied psychology and counseling. Additionally, the building will allow for future program development and expansion including occupational therapy, and a Master of Social Work (MSW) program.

The proposal of the CHHS building is in alignment with the Texas Tech University System and Angelo State University's strategic goal of growing ASU student enrollment to 10,000 by 2020. Close to one-third of ASU's total student enrollment, are students majoring in one of the disciplines available in the CHHS. Authorization of this item will directly address the "Closing the Gaps" goals of participation and success by increasing enrollment of diverse populations and the graduation of highly trained nursing and allied health professionals ready and able to enter high demand healthcare professions.

The vice president for finance and administration has verified the source of funds for the Stage I Design Budget.

3. TTU: Approve establishment of a Stage I design budget for a new Research Building (ESB II).

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$2,217,364.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of design, Construction Manager Agent, and construction partners; facility functional use programming; schematic design; survey; geo-tech testing; site analysis; utility infrastructure analysis; and final package development for a full funding request.

The project will construct approximately 150,000 GSF of flexible, open, and modular high-tech interdisciplinary research laboratories, principal research investigator offices, laboratories for science disciplines, and academic offices and

support space to foster Texas Tech's growing research enterprise. The new science laboratories created will be efficient, modern with cutting-edge scientific equipment. The new research laboratory space will be characterized by an interdisciplinary "institute" environment. In addition to the new construction, the space vacated within the various Arts & Sciences buildings will be renovated for modern classrooms with state-of-the-art technology, and/or faculty offices.

The proposed building location is in close proximity to the current Experimental Sciences Building ("ESB"). The site's development provides an opportunity to strengthen the campus master plan's corridors, improve pedestrian connections, and create new open spaces and amenities to be shared within the campus community. The scope of the project will also include site utility infrastructure work, landscape enhancements, and public art.

The existing ESB building is fully occupied and construction of ESB II will alleviate a shortage of quality research space which is critically needed to meet the demands of Texas Tech's expanding research enterprise. Undergraduate research is fostered through work with faculty members who excel in teaching and research, thereby nurturing the development of students in STEM fields.

Texas Tech is committed to engaging in research that directly benefits the public good of the State, nation and world. This proposed facility is essential for the fulfillment of these priorities, and contributing to excellence in teaching and research in its pursuit to be a nationally competitive research university.

The vice president for administration and finance and chief financial officer has verified the source of funds for the Stage I Design Budget.

4. TTU: Approve a project to construct the Museum Life Safety Upgrade and Air Management Replacement.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the chancellor or the chancellor's designee to (i) proceed with a project to plan, design, and construct the Museum Life Safety Upgrade and Air Management Replacement with a total project budget of \$7,650,000; (ii) report the project to the Texas Higher Education Coordinating Board; (iii) complete the contract documents; and (iv) award a construction contract. The project will be funded through the Revenue Finance System ("RFS") repaid with future museum gift funds.

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of a new project an aggregate maximum principal amount expected to be \$7,650,000.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

The project will provide selective asbestos abatement in association with the installation of a fire suppression system and other life safety upgrades to the existing multi-story Museum building. The heating, ventilation, and air conditioning ("HVAC") components of the buildings' infrastructure that support the life safety system, as well as the buildings' electrical systems, and affected interior finishes will be upgraded as required. The water utility infrastructure serving the museum and several other facilities in the area will require a piping upgrade in order to provide proper pressure and flow for the new fire suppression system. Also, replacement of two air handlers in the basement will be a part of this project. The project will be designed to comply with all applicable federal, state and local laws, regulations, and codes; thereby bringing the existing building into full compliance with current life safety codes.

The vice president for administration and finance and chief financial officer has verified the source of funds.

5. TTU: Approve budget increase for expanded scope to the United Supermarkets Arena renovations project.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the chancellor or the chancellor's designee to (i) increase the project budget for the United Supermarkets Arena Renovations by \$263,624 for a total project budget of \$5,313,624; (ii) waive the board directed fees for landscape enhancements and public art associated with this expanded scope of work; (iii) complete the contract documents; and (iv) amend the design-build contract. The budget increase will be funded with cash from Red Raider Club gifts.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

In December 2014, the board approved an increase of \$750,000 to the project budget for a total of \$5,050,000. The additional scope included renovation of the Men, Women, and Volleyball coaches' offices and suites and full redesign and renovation of the main west front entry lobby, gathering space, and former retail space.

In May 2014, the board approved the original project to renovate the United Spirit Arena with a project budget of \$4,300,000; waive the board directed fees for landscape enhancements and public art; report the project to the Texas Higher Education Coordinating Board; and award a design-build contract. The original renovation scope was to renovate both the men's and women's basketball locker rooms and team area; update the women's volleyball locker room and team area; update the west entry lobby and practice gym with the introduction of enhanced graphics; and all team training and sports nutrition areas.

The expanded scope for the project includes renovation of the north and south event level corridors, along with interior finishes and graphic upgrades to the practice gym.

The vice president for administration and finance and chief financial officer has verified the source of funds.

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

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the chancellor or the chancellor's designee to (i) increase the project budget for the finish-out the Jones AT&T Stadium East Building – Southeast First Floor project by \$868,066 for a total project budget of \$2,518,066; (ii) waive the board directed fees for landscape enhancements and public art associated with this expanded scope of work; (iii) complete the contract documents; and (iv) amend the construction contract. The budget increase will be funded with cash from Red Raider Club gifts and auxiliary funds.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

In December 2014, the Board approved the original project to finish-out the Jones AT&T Stadium – Southeast First Floor with a budget of \$1,650,000; waive the board directed fees for landscape enhancements and public art; report project to the Texas Higher Education Coordinating Board; complete the contract documents; and award a construction contract. The project scope was to finish-out 7,035 square feet of shelled space to house the athletic ticket office and fan engagement center which includes ticket lobby, ticket sales transaction counters, the ticket operations suite will include staff offices, meeting rooms, copy/workroom, restrooms and support spaces.

The expanded project scope entails renovation of the former Red Raider Locker Room retail store on the north end of the building's first floor. The 4,547 square feet space will be renovated to provide administrative and staff offices, conference rooms, and support spaces to house various members of the Athletic groups for Institutional Development, Red Raider Club, and Athletic Administration.

The vice president for administration and finance and chief financial officer has verified the source of funds.

7. TTU: Approve amendment to lease agreement.

Presenter: Mrs. Noel Sloan

Presentation Time: 5 minutes

Board approval required by: Section 07.12.2.e., *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the president or his designee to extend the tenancy of Chromatin, Inc. for a Renewal Term of three years.

As provided by the Lease Agreement, dated January 22, 2015, and First Amendment to Lease Agreement, dated June 26, 2015, Texas Tech University leases Chromatin, Inc. 1809 square feet of lab space and 440 square feet of office space for research and development activity at the Texas Tech University Innovation Hub and Research Park (the "Leased Space").

The amended agreement provides for an Initial Term of three years, beginning June 29, 2015 and ending on June 30, 2018 ("Initial Term") and a contingent extension of the agreement for three years ("Renewal Term") beyond June 30, 2018, ending on June 30, 2021, as well as allocation of costs and responsibility for finish out of the Leased Space, provision of network services in the Leased Space, and financial terms (rent and termination fees) based on whether the Lease Agreement is or is not extended through the Renewal Term. Annual rent is \$26.41 per square foot during the Initial Term, and \$27.88 per square foot during the Renewal Term.

BACKGROUND INFORMATION

Section 07.12.2.e., *Regents' Rules*, requires that the Board of Regents approve contracts or agreements involving a lease of land for more than four years.

8. TTUHSC: Approve establishment of a Stage I design budget for the Lubbock Expansion project.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$2,403,613.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of design, Construction Manager Agent, and construction partners; facility functional use programming; schematic design; survey; geo-tech testing; site analysis; utility infrastructure analysis; and final package development for a full funding request.

The project combines two projects from the institution's THECB Capital Expenditure Plan Summary (MP1) - the Lubbock West Expansion, Rank #1, \$38,700,000 and Lubbock Education, Research & Technology Building, Rank #2, \$45,000,000 (North Expansion). The project includes both a West and a North expansion to the Texas Tech University Health Sciences Center Lubbock facility.

The proposed North Expansion will construct a 100,000 GSF free-standing education, research, and technology building in support of institutional initiatives, program growth and academic changes. The project will provide state-of-the-art research laboratories, translational research facilities classrooms, conferencing areas, offices, teaching and support space, new technology and equipment, and related infrastructure upgrades. The combination of the proposed programs for the building and its central adjacency to other facilities will provide accessibility, connectivity and promote the use of the facility by the entire campus community.

The proposed West Expansion will construct a 100,000 GSF addition to the west side of the existing TTUHSC building. This expansion will provide facilities for study and research in the anatomical sciences including a new modern, compliant and larger gross anatomy lab to respond to an increased School of Medicine class size for LCME accreditation requirements. The project also anticipates physical connection to the Preston Smith Medical Library at the basement and second floor levels; previously programmed in that facility. Furthermore, the expansion will accommodate growth in other schools that utilize the lab and correct life safety and deferred maintenance.

The project will included replacement parking and upgrade campus infrastructure required to support these buildings. However, it is anticipated that both facility expansions will leverage new building systems and infrastructure to maximize resources in its construction and selected equipment. Additionally, the project will construct a new 4th street boulevard entrance to the campus through creation of a signalized intersection per the campus long-range master plan.

The executive vice president for finance and administration has verified the source of funds for the Stage I Design Budget.

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

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$552,665.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of design, Construction Manager Agent, and construction partners; facility functional use programming; schematic design; survey; geo-tech testing; site analysis; utility infrastructure analysis; and final package development for a full funding request.

The project will construct a new 54,000 GSF building centrally sited on the main Odessa campus. The proposed structure and its adjacency to other facilities will

provide accessibility and promote the use of the building by the campus community in order to continue to meet current and upcoming programmatic changes. The project will include academic space for lecture halls & classrooms, research laboratories, faculty/researcher and staff offices, conferencing areas, specialized instruction and other support space. Classrooms to include extensive data communications and HealthNet distance learning capabilities.

The proposed project will provide a new facility on the Odessa campus to accommodate expansion of undergraduate medical students and other healthcare disciplines to the Permian Basin. The facility will support the expanded School of Medicine and other academic program changes and growth. For example, each medical class is increasing from 25 to 36 students, 3rd and 4th year respectively. Also 31 new faculty and 3 new researchers are being hired and they have inadequate offices and teaching space.

A new facility will also foster the ability to recruit, retain and provide a high quality educational experience to our future health care professionals in critical and high-demand fields. Program design of the spaces will promote collaborations, partnerships and opportunities with other external entities and stakeholders. This project will offer the unique opportunity to engage all of the schools and departments in partnership, service and interdisciplinary work.

The executive vice president for finance and administration has verified the source of funds for the Stage I Design Budget.

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

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$279,805.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of facility functional use programming, schematic design, survey, geo-tech testing, site analysis, infrastructure analysis and final package development for a full funding request.

The project will construct a 21,000 gross square foot Panhandle Clinical Simulation Center on the Texas Tech University Health Sciences Center Amarillo

campus. The educational facility will include spaces for teaching clinical simulations to medical/nursing school students. The building will consist of a state of the art computer/software system for the in-patient, simulation and observation rooms. Also, there is a large classroom and two smaller classrooms, both with required support spaces.

The purpose of this facility is to improve patient safety, save patient lives and to provide better methods for medical, nursing and healthcare education and training, and to increase the supply of nurses and other ancillary health care personnel which is a widely recognized need by the member institutions, leadership at all levels and areas (e.g. government), the business community and the regional area at large. Select clinical areas impacted by this project in other buildings will be considered for renovation. Research and training will utilize highly sophisticated computerized mannequins with clinical scenarios and mastery of invasive procedures. Simulation centers provide a risk-free environment where learners are provided opportunities to integrate theory, think critically, and develop the competencies required to promote safe, quality patient care. According to national experts, simulation and simulation curricula are evolving as a new paradigm for education. Finally, the transfer of knowledge and skills from the simulated to the real environment has been confirmed through research.

This vital project, which has been scientifically validated, provides multi-fold positive impact to the region. The construction of a simulation facility in the Texas Panhandle will not only provide a facility for nursing, allied health and medicine to train in a state-of-the-art facility without risk to patients, but it will also allow for healthcare professional programs in the Amarillo area to expand their classes by providing an additional clinical site. With the increase of class sizes, programs will be able to train future health care providers and meet the shortage of both nursing and allied health in this area. Furthermore, when the space is not being utilized by degreed programs, the simulation center will provide a clinical setting for continuing education for both health care providers of the Amarillo area and the Texas Panhandle region. As envisioned, the Panhandle Clinical Simulation Center at Texas Tech University Health Sciences Center (TTUHSC) Amarillo, will promote effective use of space and personnel while facilitating the development of discipline specific competencies and promoting inter-professional collaboration, communication, teamwork, and research.

The executive vice president for finance and administration has verified the source of funds for the Stage I Design Budget.

11. TTUHSC: Authorize the long-term lease at the TTUHSC Permian Basin Campus.

Presenter: Mr. Elmo Cavin

Presentation Time: 5 minutes

Board approval required by: Section 07.12.2e, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the president or the president's designee to negotiate (i) a space lease with Medical Center Hospital ("MCH") in Odessa, Texas; (ii) for approximately 6,779 square feet of clinical and academic space at the MCH Mission Place; and (iii) a term of 10 years. The lease will be funded with Medical Practice Income Plan ("MPIP") funds for the 3,684 sq. ft. clinical portion of the facility and Educational and General funds for the 3,095 sq. ft. academic offices portion.

The annual rent for this space would be \$142,359 with a 2% annual increase. MCH will provide tenant improvements and occupancy cost to the entire leased space.

BACKGROUND INFORMATION

The Medical Center Hospital facility is located on Highway 191 approximately 9 miles from the TTUHSC Permian Basin Campus and 13 miles from the city of Midland. The proposed lease space is on the second floor and is required in order to provide a clinical center for comprehensive care of patients with endocrine disorders and serve as a hub for the endocrine fellowship program of TTUHSC Permian Basin. This location would also serve as the TTUHSC Diabetes Institute of Permian Basin.

The endocrine faculty and fellows presently provide outpatient care at the Texas Tech University Health Sciences Center buildings in Midland and Odessa. The lack of available space at the TTUHSC Permian Basin Campus and multiple concurrent clinics of various specialties is negatively impacting the endocrine group. The current clinical space is shared with general internists, sub-specialties and support services. Endocrine fellows are required to move between clinic locations and have no available conference rooms to meet and to discuss cases. Furthermore, it is difficult to interact and train other healthcare professionals such as nurses. The renovation would create exam rooms, procedure room for biopsies and infusions, faculty offices and fellow work room.

In addition to this proposed lease, TTUHSC currently leases 3,700 square feet the facility for a Geriatrics Center. These leases along with other medical services located in the building will provide for a comprehensive healthcare approach to the Permian Basin.

Section 07.12.2, *Regents' Rules* require that Board approval is required for contracts that involve the sale or a lease of land for more than four years or that involve a commitment of funds or of other resources for more than four years.

The executive vice-president for finance and administration has verified the source of funds.

12. TTUHSC El Paso: Approve establishment of a Stage I design budget for the new Medical Sciences Building II on the El Paso campus.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Board approval required by: Section 08.01.3, *Regents' Rules*

RECOMMENDATION

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

It is further recommended that the board acknowledge that it expects to pay expenditures in connection with the construction of the project prior to the issuance of obligations to finance the project and, in that respect, the board finds that the reimbursement for the payments of such expenditures will be appropriate and consistent with the lawful objectives of the Texas Tech University System, and, as such, declare its intention, in accordance with the provisions of *Treasury Regulations*, Section 1.150-2, to reimburse itself for original expenditures, advanced in connection with the design, planning and construction of the Texas Tech University System office an aggregate maximum principal amount expected to be \$2,412,064.

The chancellor further recommends that the president be authorized to negotiate and execute any and all agreements with city, state, and county agencies, utility companies and other entities required to successfully complete the project.

BACKGROUND INFORMATION

Stage I design services will provide for the solicitation and contracting of design, Construction Manager Agent, and construction partners; facility functional use programming; schematic design; survey; geo-tech testing; site analysis; utility infrastructure analysis; and final package development for a full funding request.

The project goal is to construct approximately 227,000 GSF for a new research facility intended to provide complex research laboratories, lecture halls and

classrooms, teaching space for each school, and faculty/researcher and staff offices. Additionally, this project is planned to house vivarium facilities, expand utility infrastructure, and other support space for the campus. Replacement parking will be required due to the building being overlaid onto existing surface parking space on the east half of the campus. Landscape enhancement and public art will be provided.

The new facility will support the expanding research program of the newly established Texas Tech University Health Sciences Center El Paso, which consists of a 4-year medical school, nursing school, and developing School of Biomedical Sciences. TTUHSC El Paso continues to address the growing needs of the border area through expanded academic programs and research that addresses chronic border health issues and targets diseases such as diabetes, obesity, depression and infectious diseases.

The chief financial officer has verified the source of funds for the Stage I Design Budget.

13. TTU: Report on the new Residence Hall project.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Report requested by: Board of Regents

Mr. Michael Molina, Vice Chancellor for Facilities Planning and Construction, TTUS, will present a report on the analysis of the two separate sites under consideration for the new residence hall and the committee's recommendation.

14. TTUS: Report on Facilities Planning and Construction projects.

Presenter: Mr. Michael Molina

Presentation Time: 5 minutes

Report requested by: Board of Regents

Mr. Michael Molina, Vice Chancellor for Facilities Planning and Construction, TTUS, will present a report on Facilities Planning and Construction managed projects.



FINANCE AND ADMINISTRATION

Finance and Administration Committee

Committee Meeting
August 6, 2015

Time: 3:00 pm (or upon adjournment of the Facilities Committee meetings)

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Regents: Francis (Chair), Anders, Lancaster

Agenda

- Approve minutes of committee meetings held on May 14, 2015

V.C. Consideration of items to be recommended by the Finance and Administration Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center El Paso (“TTUHSC El Paso”)

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2.	ASU: Approve agreement for health clinic operations.....	8
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- 4. TTUS: Authorize a differential spending distribution (rate) for the Carr Foundation funds held within the Long Term Investment Fund until such time it is rescinded 13
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- 6. Adjournment

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, August 7, 2015.

1. **TTUSA, TTU, ASU, TTUHSC and TTUHSC El Paso: Approve FY 2016 operating budgets.**

a. **TTUSA: Approve FY 2016 operating budget.**

Presenter: Mr. Jim Brunjes/Chancellor Robert Duncan Presentation Time: 10 minutes
Reports requested by: Section 07.04.2.d, *Regents' Rules*

RECOMMENDATION

The Texas Tech University System Administration FY 2016 Operating Budget has been approved by the chancellor and is recommended for approval by the Texas Tech University System Board of Regents. In addition, it is recommended that the Board appropriate the fund balances of income generating accounts for specific activities usually supported by the accounts unless otherwise appropriated by the Board.

BACKGROUND INFORMATION

The Board is required to approve on or before September 1, 2015, an itemized budget covering operations for the ensuing fiscal year.

The FY 2016 budget has been prepared on the basis of funds appropriated by the 84th Legislature, Regular Session, including estimated local income.

A copy of the proposed budget has been provided to members of the Board.

The State Auditor has requested that all fund balances be appropriated by the Board of Regents or be classified as unreserved or unallocated. It is our opinion that it would be best for the Board of Regents to appropriate fund balances for the activities usually supported by the accounts unless otherwise appropriated by the Board of Regents.

b. TTU: Approve FY 2016 operating budget.

Presenter: Mr. Jim Brunjes/President Duane Nellis Presentation Time: 10 minutes
Reports requested by: Section 07.04.2.d, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the Texas Tech University FY 2016 operating budget. In addition, it is recommended that the Board appropriate the fund balances of income generating accounts for specific activities usually supported by the accounts unless otherwise appropriated by the Board.

BACKGROUND INFORMATION

The Board of Regents is required to approve on or before September 1, 2015, an itemized budget covering operations for the ensuing fiscal year.

The FY 2016 budget has been prepared on the basis of funds appropriated by the 84th Legislature, Regular Session, including estimated local income.

A copy of the proposed budget has been provided to members of the Board.

The State Auditor has requested that all fund balances be appropriated by the Board of Regents or be classified as unreserved or unallocated. It is our opinion that it would be best for the Board of Regents to appropriate fund balances for the activities usually supported by the account unless otherwise appropriated by the Board of Regents.

c. ASU: Approve FY 2016 operating budget.

Presenter: Mr. Jim Brunjes/President Brian May Presentation Time: 15 minutes
Reports requested by: Section 07.04.2.d, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the Angelo State University FY 2016 operating budget. In addition, it is recommended that the Board appropriate the fund balances of income generating accounts for specific activities usually supported by the accounts unless otherwise appropriated by the Board.

BACKGROUND INFORMATION

The Board of Regents is required to approve on or before September 1, 2015, an itemized budget covering operations for the ensuing fiscal year.

The FY 2016 budget has been prepared on the basis of funds appropriated by the 84th Legislature, Regular Session, including estimated local income.

A copy of the proposed budget has been provided to members of the Board.

The State Auditor has requested that all fund balances be appropriated by the Board of Regents or be classified as unreserved or unallocated. It is our opinion that it would be best for the Board of Regents to appropriate fund balances for the activities usually supported by the accounts unless otherwise appropriated by the Board of Regents.

d. TTUHSC: Approve FY 2016 operating budget.

Presenter: Mr. Jim Brunjes/President Tedd Mitchell Presentation Time: 10 minutes
Reports requested by: Section 07.04.2.d, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the Texas Tech University Health Sciences Center FY 2016 operating budget. In addition, it is recommended that the board appropriate the fund balances of income generating accounts for specific activities usually supported by the accounts unless otherwise appropriated by the board.

BACKGROUND INFORMATION

Section 07.04.2 of the *Regents' Rules* requires the Board to approve on or before September 1, 2015, an itemized budget covering operations for the ensuing fiscal year.

The FY 2016 budget has been prepared on the basis of funds appropriated by the 84th Legislature, Regular Session, including estimated local income.

A copy of the proposed budget has been provided to members of the Board.

The State Auditor has requested that all fund balances be appropriated by the Board of Regents or be classified as unreserved or unallocated. It is our opinion that it would be best for the Board of Regents to appropriate fund balances for the activities usually supported by the accounts unless otherwise appropriated by the Board of Regents.

e. TTUHSC El Paso: Approve FY 2016 operating budget.

Presenter: Mr. Jim Brunjes/President Richard Lange Presentation Time: 10 minutes
Reports requested by: Section 07.04.2.d, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the Texas Tech University Health Sciences Center El Paso FY 2016 operating budget. In addition, it is recommended that the board appropriate the fund balances of income generating accounts for specific activities usually supported by the accounts unless otherwise appropriated by the board.

BACKGROUND INFORMATION

Section 07.04.2 of the *Regents' Rules* requires the Board to approve on or before September 1, 2015, an itemized budget covering operations for the ensuing fiscal year.

The FY 2016 budget has been prepared on the basis of funds appropriated by the 84th Legislature, Regular Session, including estimated local income.

A copy of the proposed budget has been provided to members of the Board.

The State Auditor has requested that all fund balances be appropriated by the Board of Regents or be classified as unreserved or unallocated. It is our opinion that it would be best for the Board of Regents to appropriate fund balances for the activities usually supported by the accounts unless otherwise appropriated by the Board of Regents.

2. ASU: Approve agreement for health clinic operations.

Presenter: Mrs. Angie Wright

Presentation Time: 5 minutes

Board approval required by: Section 07.12.2.e, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents authorize the president or his designee to finalize negotiations and enter into a contract with Shannon Clinic to provide management and operations of the ASU Health Clinic.

BACKGROUND INFORMATION

A request for proposal ("RFP") was issued on March 26, 2015, to solicit proposals for the contracted management and operations of the currently self-operated ASU Health Clinic. Angelo State University sought to pursue a contractual arrangement with a health care management entity to provide at minimum a student health care program on campus equivalent to the current offering. The review committee, comprised of ASU representatives and student members, selected Shannon Clinic because the proposal provides the best value for ASU in terms of services and expense.

In order to consider service models that may develop additional revenue streams to the vendor and increase financial efficiency to the university, ASU requested that respondents provide proposals for three (3) different service delivery models: 1) Services limited to all Medical Services Fee ("MSF") payers only without consideration for insurance filing; 2) Services limited to the same defined student population with consideration for insurance filing; and 3) Services limited to the same defined student population and all ASU faculty/staff members and their insured dependents only with consideration for insurance filing.

The new agreement will be effective beginning September 1, 2015, for a period of five years and ending on August 31, 2020. This contract may be renewed for up to two (2) one (1) year renewal options upon mutual agreement of both parties. This agreement may be terminated, without penalty, by ASU or Shannon Clinic with or without cause by giving at least one hundred and twenty (120) days written notice of such termination.

Shannon Clinic is offering pricing models that are sustainable within the current Medical Services Fee Revenue with a capped flat fee model of \$32,000 monthly and an annual 3% escalator for the term of the agreement.

Section 07.12.2.e., *Regent's Rules* require that Board approval is required for contracts that involve the sale or a lease of land for more than four years or that involve a commitment of funds or of other resources for more than four years.

3. TTUS: Approve resolution adopting the Texas Tech University System Hazard Mitigation Plan.

Presenter: Mr. Jim Brunjes
Reports requested by: FEMA Rules

Presentation Time: 2 minutes

RECOMMENDATION

The Texas Tech University System Hazard Mitigation Plan has been approved by the chancellor and is attached as a Board of Regents Resolution. It is presented for approval by the Board of Regents.

BACKGROUND INFORMATION

The Texas Tech University System Office of Risk Management and Lubbock County have jointly developed a Hazard Mitigation Plan that is summarized following the resolution.

**RESOLUTION FOR TEXAS TECH UNIVERSITY SYSTEM
APPROVAL OF HAZARD MITIGATION PLAN**

WHEREAS, natural hazards in the County of Lubbock, Texas, historically have caused significant disasters with loss of life and property and natural resources damage; and

WHEREAS, Lubbock County sponsored a county-wide FEMA Hazard Mitigation Plan, and Texas Tech University System participated in the Hazard Mitigation Plan; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 and Federal Emergency Management Agency (FEMA) requires communities to adopt a hazard mitigation action plan to be eligible for the full range of pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, FEMA requires that communities update hazard mitigation action plans every five years in order to be eligible for the full range of pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, Texas Tech University System, through the hazard mitigation planning process, has assessed Texas Tech University System potential risks and hazards and is committed to planning for a sustainable future and reducing the long-term consequences of natural and man-caused hazards; and

WHEREAS, Texas Tech University System Hazard Mitigation Plan outlines a mitigation vision, goals and objectives; assesses risk from a range of hazards; and identifies risk reduction strategies and actions for hazards that threaten the planning area.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Texas Tech University System Hazard Mitigation Plan is approved;
2. Texas Tech University System will pursue available funding opportunities for implementation of the proposals designated therein, and will, upon receipt of such funding or other necessary resources, seek to implement the actions contained in the mitigation strategies;
3. Texas Tech University System vests with Board of Regents the responsibility, authority, and means to inform all parties of this action; assure that the Hazard Mitigation Plan will be reviewed at least annually; and that any needed adjustments will be presented to the Board of Regents for consideration; and
4. Texas Tech University System agrees to take such other action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan and report on progress as required by FEMA and the Texas Division of Emergency Management (TDEM).



TEXAS TECH UNIVERSITY SYSTEM Risk Management™

HAZARD MITIGATION ACTION PLAN

BACKGROUND

In compliance with 44 CFR §201.6 Texas Tech University System, with representation from TTUS, TTU and TTUHSC Lubbock, collaborated with Lubbock County in developing a multi-jurisdictional **Hazard Mitigation Action Plan (“Plan” or “HMAP”)** addressing natural hazards which affect the county and participating jurisdictions. The Federal Emergency Management Agency (FEMA) defines *Mitigation* as *sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects*. Therefore, the goal of the Plan is to minimize or eliminate the long-term risk to human life and property from known hazards through effective mitigation.

This Plan complies with applicable provisions of the Disaster Mitigation Act of 2000 (DMA 2000) and FEMA’s criteria for approval of mitigation plans required in Section 322 of the DMA 2000.

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

From this process a FEMA approved plan was developed.

PROCESS OF PLAN DEVELOPMENT

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

1. Capability Assessment

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

2. Hazard Identification and Analysis

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

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

3. Mitigation Strategy Development

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

PLAN REVIEW, ADOPTION AND APPROVAL

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

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

BENEFIT TO TTUS AND COMPONENTS

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

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

4. TTUS: Authorize a differential spending distribution (rate) for the Carr Foundation funds held within the Long Term Investment Fund until such time it is rescinded.

Presenter: Mr. Jim Brunjes

Presentation Time: 5 minutes

Required by: Long Term Investment Fund Policy, Section 9. Spending Policy.

RECOMMENDATION

The chancellor recommends that the Board of Regents authorize a differential spending distribution (rate) for the Carr Foundation Funds held within the Long Term Investment Fund until such time as it is rescinded by the Board of Regents.

The distribution of spendable earnings to each unit of the LTIF held by the Carr Foundation will be 7.0% (instead of 4.5%) of the average NAV of the LTIF for the 12 quarters just ended. Distribution shall be made quarterly, as soon as practicable after the last calendar day of November, February, May, and August. This rate was effective September 1, 2015 and will remain in effect until rescinded or changed.

BACKGROUND INFORMATION

The Long Term Investment Policy and past BOR action sets:

“The distribution of spendable earnings to each unit of the LTIF will be 4.5% of the average NAV of the LTIF for the 12 quarters just ended. Distribution shall be made quarterly, as soon as practicable after the last calendar day of November, February, May, and August.”

At the Board of Regents Meeting on October 6, 2011, the Board of Regents set the Carr Foundation distribution of spendable earnings at 5.5%, effective September 1, 2011 through August 31, 2014.

At the Board of Regents Meeting on May 18, 2012, the Board of Regents set the Carr Foundation distribution of spendable earnings at 6.5%, effective until it rescinded.

This spending rate request has been approved by the Carr Foundation.

5. TTU: Report on plans for differential tuition.

Presenter: Mrs.Noel Sloan

Presentation Time: 10 minutes

Reports requested/required by: Board of Regents

Mrs. Noel Sloan, Vice President for Administration and Finance, TTU, will present a report on TTU's plans for differential tuition.

**ACADEMIC,
CLINICAL AND
STUDENT AFFAIRS**

Academic, Clinical and Student Affairs Committee

Committee Meeting
August 6, 2015

Time: 3:45 pm (or upon adjournment of the Finance and Administration Committee meeting)

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Regents: Lancaster (Chair), Esparza, Francis, Ray Montford (temporary)

Agenda

- Approve minutes of committee meeting held on May 14, 2015
- V.D.** Consideration of items to be recommended by the Academic, Clinical and Student Affairs Committee to the Board of Regents of the Texas Tech University System (“TTUS”) for and on behalf of Angelo State University (“ASU”), TTUS, the TTU System Administration (“TTUSA”), Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center El Paso (“TTUHSC El Paso”)

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12.	Adjournment	

NOTE: Following consideration of the above items by the committee, the Committee Chair will present the Committee Report to the full Board of Regents for its consideration on Friday, August 7, 2015.

1. ASU: Approve appointments with tenure.

Presenter: Dr. Donald Topliff

Presentation Time: 2 minutes

Board approval required by: Section 04.02, *Regents' Rules*; ASU Operating Policy 06.23

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve granting tenure to the following faculty of Angelo State University concurrently with their appointments.

Kimberly L. Dickerson, Ph.D., new associate professor and chair for the Department of Teacher Education, College of Education. Dr. Dickerson assumed her duties on July 6, 2015. She was formerly a project manager with the Texas Center for Educator Effectiveness from 2013 to 2015, as well as assistant professor at Southern University at New Orleans from 2008 to 2013;

William A. Kitch, Ph.D., new professor and chair in the Department of Civil Engineering, College of Arts and Sciences, effective August 1, 2015. Dr. Kitch was formerly a professor of civil engineering (with tenure), in the Civil Engineering Department at California State Polytechnic University; and

Christopher D. Stewart, MFA, new associate professor and chair in the Department of Visual and Performing Arts, College of Arts and Sciences. Mr. Stewart assumed his duties July 1, 2015. He was formerly a professor and chair at Tyler Junior College.

BACKGROUND INFORMATION

The faculty members whose names appear above have been judged by the appropriate committees and administrative personnel as worthy of academic tenure and appointment as Associate Professors and Chairs or Professor. The procedure established by OP 06.23: Tenure and Promotion Standards and Procedures has been carefully followed.

Approval of these individuals brings the number of tenured faculty at Angelo State University to 137. After these appointments, the percentage of tenure-track faculty who have been awarded tenure will be 69 percent. The number of full-time non-tenure or non-tenure track faculty is 76.

2. **ASU: Approve revisions to the Student Handbook of Angelo State University, effective August 10, 2015.**

Presenter: Dr. Javier Flores

Presentation Time: 3 minutes

Board approval required by: Section 05.01.2, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve revisions to the Student Handbook and *Code of Student Conduct* for Angelo State University, effective August 10, 2015. [Note: The ASU Student Handbook with proposed revisions is included as an attachment to your notebook.]

Executive Summary

The Student Handbook is intended to inform the Angelo State University community of the expectations, regulations, and/or standards by which members abide and procedures which guide campus activities. The Student Handbook is available electronically at <https://www.angelo.edu/>.

Revisions were coordinated by the Executive Director of Student Affairs, the Office of the Vice President for Student Affairs and Enrollment Management, Office of the President, Office of the Provost/Vice President for Academic Affairs, Texas Tech University System Office of General Counsel, and other Texas Tech University System component universities.

- The Student Handbook and *Code of Student Conduct* were revised to make policies more accessible and understandable to students. Revisions reflect additional portions of the 2013 *Developmental Framework for a Code of Student Conduct: The National Center for Higher Education Risk Management (The NCHERM Group) Model Code Project* that provided best practice language and updates.
- Revisions also reflect the recommendations of a recent TTU system audit of Angelo State University Title IX compliance. Other Title IX related changes included updates to the sexual misconduct definition, procedures for third party reports, consent definition, timelines, clarification of confidentiality, and an explicit statement that mediation will not be used for Title IX complaints.
- Revised the Academic Dishonesty policy and procedures to reflect an impartial process. The changes were vetted by the Academic Integrity Committee, the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs and Enrollment Management, the President, and TTUS General Counsel.
- Clarified the appointment and selection processes for the University Discipline Committee members.

- Added information to clarify confidentiality and other student records processes.
- Altered Misconduct to include violations of professional standards as outlined by an academic college, public indecency, complicity, smoking, and made modifications to assault, sexual misconduct, and hazing items.
- Enhanced interim action policy and procedures, including support and remedy options for victims.
- Clarified pre-hearing and hearing procedures, specifically hearing structure, conduct officer roles, and cross-examination parameters.
- Clarified transcript notations for disciplinary suspension and expulsion. Added provisions related to withdrawal from the University during conduct processes.
- Added new student organization conduct procedures to outline the full process for addressing behavioral concerns related to student organization members and activities.
- Altered the anti-discrimination policy (Part II, Section C) in conjunction with revisions to ASU Operating Policies to clarify grievance procedures for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment.
- All other Part II Community Policy changes were editorial only.

BACKGROUND INFORMATION

In accordance with the *Regents' Rules* 05.01.2, revisions to the Student Handbook and *Code of Student Conduct* must be approved annually by the Board of Regents. On August 7, 2015, the Board of Regents approved revisions to the Student Handbook effective August 10, 2015 (Minute Order X.B.1.b.).

The Student Handbook is reviewed annually by university departments with related content. The *Code of Student Conduct* as a section of the Student Handbook (Part I) is reviewed annually by the *Code of Student Conduct* Review Committee including faculty, staff, and student representatives, along with further review by the Executive Director of Student Affairs, Senior Executive Assistant to the President, TTUS General Counsel, and the Office of the Vice President for Student Affairs and Enrollment Management.

The proposed revisions to the Student Handbook are listed in detail in the executive summary of revisions.

3. ASU: Approve revisions to the admissions requirements at Angelo State University.

Presenter: Dr. Javier Flores

Presentation Time: 3 minutes

Board approval required by: Section 05.01.2 and 05.02, *Regents' Rules*; and ASU OP 10.01

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the revisions to the Admissions Requirements at Angelo State University ("ASU"), effective immediately. [Note: The ASU OP 10.01, Undergraduate Student Admissions, with proposed revisions is included as an attachment to your notebook.]

Executive Summary

The recommended changes indicate the addition of a category for non-degree seeking applicants and a change in the name of the dual credit programs. Specifically, ASU is seeking permission to call the on-site dual credit program the Regents Scholars Dual Credit Program and the off-site dual credit program the Presidential Scholars Dual Credit Program. Additional changes to this OP include the removal of dual credit enrollment processes, and removal of admissions eligibility, in the Regent Scholars Dual Credit Program (on-site), for students in the lower 50 percent of their class.

Additionally, changes to this OP include clarification of the admission requirements for Texas high school students graduating the top 10 percent of their class. The remaining changes are editorial.

BACKGROUND INFORMATION

Angelo State University is requesting authorization to modify existing admission standards, effective immediately.

Sections 05.01.2 and 05.02, *Regents' Rules*, require Board approval of the university's admissions policies and inclusion in the institution's operating manuals.

4. TTU: Approve appointment with tenure.

Presenter: Dr. Lawrence Schovanec

Presentation Time: 2 minutes

Board approval required by: Section 04.02, *Regents' Rules*; TTU Operating Policy 32.17

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the granting of tenure to the following faculty member of Texas Tech University contemporaneously with his appointment:

Luc Vanier, MFA, new professor and associate director of dance, in the Department of Theatre and Dance, College of Visual and Performing Arts. Currently, Professor Vanier is a tenured professor in the Department of Dance at the University of Wisconsin-Milwaukee.

BACKGROUND INFORMATION

The faculty member whose name appears above has been judged by the appropriate committees and administrative personnel as worthy of academic tenure. The procedure established by the Tenure Policy for the awarding of tenure to qualified members of the faculty has been carefully followed.

Approval of this individual brings the number of tenured faculty at all campuses of Texas Tech University to 822. After this appointment, the percentage of tenure track faculty who have been awarded tenure will be 74.1 percent.

5. TTU: Approve concept for the establishment of an off-campus instructional site in San Jose, Costa Rica.

Presenter: Dr. Lawrence Schovanec

Presentation Time: 5 minutes

Board approval required by: Section 04.11.1, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the following actions related to the possible establishment of an off-campus instructional site in San Jose, Costa Rica, where students may complete 50 percent or more of specified existing programs: (1) conduct negotiations between Texas Tech University and Promerica (the proposed Costa Rican partners) to develop a draft agreement, for presentation to the Board of Regents at a future meeting, outlining the operating, financial, and academic aspects of such a campus; and (2) prepare material which would be submitted to the Texas Higher Education Coordinating Board ("THECB") and the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") to obtain their approval for such an operation.

BACKGROUND INFORMATION

Texas Tech University has been selected as Promerica's preferred partner.

Since July, 2014, officials of Texas Tech University have been engaged in discussions with representatives of Promerica, a prominent enterprise in Central and South America, regarding a partnership to establish an off-campus instructional site in San Jose, Costa Rica. This site would grant undergraduate and graduate degrees as well as conduct certificate programs.

Before proceeding with serious discussions, Texas Tech University representatives investigated the bona fides of Promerica, visited the potential site, and notified the Board of Regents of the potential initiative. The chancellor and president visited the site and met with the President of Costa Rica, to gain insight into the project. With these conditions being met, the process is at a stage where formal consideration by the regents is sought to move the process to the next phase.

The initiative could enhance Texas Tech's global reputation while helping to grow student enrollment and diversity.

6. **TTU: Approve exception to Section 03.01.8, Regents' Rules (nepotism).**

Presenter: Dr. Lawrence Schovanec

Presentation Time: 2 minutes

Board approval required by: Section 03.01.11.c, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve an exception to Section 03.01.11.c., Nepotism, *Regents' Rules*, to allow Carol Lindquist, Ph.D., wife of Brent Lindquist, Dean, College of Arts and Sciences, to be employed as a Professor of Practice in the Department of Sociology, Anthropology, and Social Work. Dr. Lindquist will be supervised by Dr. Brett Houk, Chair, who will be responsible for all supervisory and personnel matters related to Dr. Lindquist's appointment. In the event that issues cannot be handled at the departmental level, supervisory responsibility will be deferred to the provost.

BACKGROUND INFORMATION

Section 03.01.11.c, *Regents' Rules*, states that no person related to an administrator within a prohibited degree shall be eligible for initial appointment to a position in an area of responsibility over which an administrator has appointive authority, in whole or in part, regardless of the source of funds from which the position's salary is to be paid. Exceptions to this restriction on the initial appointment of an individual may be made only by the Board, upon recommendations of the president and the chancellor, and then only when the administrator in question does not directly supervise the person to be appointed.

7. TTUHSC: Approve conferral of emeritus appointment.

Presenter: Dr. Steven L. Berk

Presentation Time: 2 minutes

Board approval required by: Section 04.01.2, *Regents' Rules*, and HSC OP 10.12

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve to confer the title of professor emeritus on Ronald D. Warner, DVM, PhD for his long and faithful service to the School of Medicine ("SOM") and the Texas Tech University Health Sciences Center ("TTUHSC") in Lubbock.

BACKGROUND INFORMATION

A letter of recommendation was submitted by the Department Chair to the Dean of the SOM and taken up by the SOM Faculty Council Executive Committee which approved the recommendation to confer the emeritus appointment.

Dr. Ronald D. Warner, received a DVM in 1971 and a PhD in Occupational Epidemiology from The Ohio State University in 1987. He served in the US Air Force with the Biomedical Sciences Corps and as chief of the Disease Surveillance and Epidemiology Services before joining the TTUHSC Department of Preventive Medicine and Community Health in 1994 (later renamed the Department of Family and Community Medicine). Dr. Warner retired from his full-time appointment on November 30, 2012, and has served in a part-time capacity as director of the Texas Tech Physicians TravelMed Clinic. He has served with distinction as a classroom teacher, epidemiologist, research, consultant and clinical instructor, with particular knowledge and skills in public health.

8. TTUHSC and TTU: Approve the Dual Degree Programs (PhD/MBA and MS/MBA) between TTUHSC Graduate School of Biomedical Sciences and TTU Rawls College of Business.

Presenters: Dr. Tedd Mitchell and Dr. Duane Nellis Presentation Time: 3 minutes
Board approval required by: HSC Operating Policy 60.11 and Chapter 5, subchapter C, THECB Laws and Rules

RECOMMENDATION

The chancellor concurs with the recommendation of the presidents that the Board of Regents approve two dual degree programs: a Doctor of Philosophy in Biomedical Sciences/Master of Business Administration (“PhD/MBA”), and a Master of Science in Biotechnology/Master of Business Administration (“MS/MBA”) between the Graduate School of Biomedical Sciences (“GSBS”) within Texas Tech University Health Sciences Center (“TTUHSC”) and the Texas Tech University (“TTU”) Rawls College of Business; and approves submission by the TTUHSC Executive Vice President for Academic Affairs to the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges seeking their approval for such a program.

The current programs utilize resources from existing programs at TTUHSC and TTU and will not require additional space or facilities. Additionally, existing faculty and staff expertise are currently in place, and as such the implementation of this program will not result in any new costs. The institution has calculated enrollment projections that reflect student demand estimates of 1-2 students per year per program initially. As a result, these programs are anticipated to generate approximately \$10,000/year for each student. PhD students will progress through the PhD and MBA degree plans concurrently, taking courses from both programs each semester to complete both degrees in 4-5 years. Masters students will progress through the MS and MBA degree plans concurrently and may complete both degrees in 2.5 years. TTUHSC students will be overseen and administered by the faculty and staff in the Biotechnology program housed in the GSBS.

BACKGROUND INFORMATION

Degree programs in the GSBS support TTUHSC’s mission “to improve the health of people by providing high quality educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service.” The Doctor of Philosophy in Biomedical Sciences program is currently preparing students to work in high-level research positions within industry, academia, or government settings in order to advance practical applications of fundamental research and improve the

health of people. The Master of Biotechnology program is currently preparing students to work in industry, or corporate, settings for the same purpose.

A PhD/MBA dual degree program has been frequently requested as a degree plan option among current Biomedical Sciences graduate students who seek to maximize their time in school and increase their competitiveness in the job market. One PhD student is currently pursuing the MBA. In addition, an MS/MBA dual degree program has been highly sought after among current Biotechnology graduate students and two students are currently pursuing these degrees. With continued collaboration between TTUHSC and TTU School of Business, this program promises to attract the most qualified and diverse students seeking careers in business or academia--establishing strong bridges between these two sectors. The five year goal is to cultivate a dual degree program that affords students with new avenues for career development and future employment as well as enrollment growth for both TTUHSC and TTU.

9. TTUHSC: Approve the establishment of the Department of Otolaryngology in the School of Medicine.

Presenter: Dr. Steven L. Berk

Presentation Time: 1 minute

Board approval required by: 04.11.1, *Regents' Rules*

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the establishment of the Department of Otolaryngology in the School of Medicine and authorize submission by the Texas Tech University Health Sciences Center ("TTUHSC") Office of Academic Affairs to the Texas Higher Education Coordinating Board seeking approval for the new department.

BACKGROUND INFORMATION

The Department of Otolaryngology will focus on the academic, clinical and research activities related to Otolaryngology (Ear, Nose and Throat - ENT), with regard to student medical education, establishing and maintaining a new residency training program, and conducting appropriate and relevant research in the specialty. The Department of Otolaryngology will appoint existing faculty from the Department of Surgery, with authority to recruit new teaching and research faculty as needed. Funding for the new department will come from a redistribution of existing state and local resources in the Department of Surgery, and Graduate Medical Education funding dedicated to the creation of new residency programs. Establishment of the department will not require additional space or facilities.

COSTS AND FUNDING

Financial requirements (operating budget) for this department over the next five years are expected to be \$3,093,450 in FY 2016, \$3,200,000 in FY 2017, \$3,500,000 in FY 2018, \$3,700,000 in FY 2019, and \$4,000,000 in FY 2020. Revenue to support the department in FY 2016 will come from state formula funding of approximately \$150,000 a year and clinical and contractual revenue of approximately \$2,943,450. Increased funding for out years will primarily come from new clinical and contractual revenue. Graduate Medical Education expansion funding, once the residency has begun (estimated in 2018) will provide approximately \$300,000 per year for up to five years. The department is expected to be self-sustaining starting in FY 2016.

10. TTUHSC El Paso: Approve appointment with tenure.

Presenter: Richard A. Lange, M.D., M.B.A. Presentation Time: 1 minute
 Board approval required by Section 04.02, *Regents' Rules* and HSC Operating Policy 60.01

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve the granting of tenure to Vivek Singh, M.D. concurrent with his appointment as the chair for the Department of Psychiatry and professor in the Department of Psychiatry at the Paul L. Foster School of Medicine, effective as of June 13, 2015.

Vivek Singh, MD., has had a distinguished career in the field of psychiatry, bipolar disorders and Psychosomatic Medicine, alongside a well-rounded experience in administration, research, education, and clinical affairs. He joins TTUHSC El Paso from the University of Texas Health Sciences Center San Antonio where he has served as Professor of Psychiatry and Interim Vice-Chair for Clinical Affairs. He earned his medical degree from Gandhi Medical College in Hyderabad, India. He also received his MPH from the School of Public Health at the University of Illinois.

Dr. Singh holds board certifications in psychiatry and psychosomatic medicine. He is an accomplished researcher and recipient of numerous honors and awards as reflected in the attached curriculum vitae. He is a highly sought after national speaker on bipolar disorders and educates practicing psychiatrists in the assessment, diagnosis and treatment of this illness.

BACKGROUND INFORMATION

Pursuant to 04.03.8.d. (3), *Regents' Rules*, the Board of Regents approves the awarding of academic tenure with initial appointment. Approval of this individual for tenure brings the number of tenured faculty in all academic schools of the Health Sciences Center El Paso to 40. There are a total of 71 faculty either in the tenure-track or tenured. After this appointment, the percentage of tenure track faculty who has been awarded tenure will be 56 percent. The number of faculty that is on the non-tenure track is 215.

11. TTUHSC El Paso: Approve conferral of emeritus appointments.

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

Presentation Time: 2 minutes

Board approval required by: Section 04.01.2, *Regent's Rules* and HSC OP 10.12

RECOMMENDATION

The chancellor concurs with the recommendation of the president that the Board of Regents approve to confer the title of professor emeritus, at the time of their retirement, on Don Meier, MD, FACS, professor of Clinical Surgery and Division Chief of Pediatric Surgery, and chair emeritus on Arvin Robinson, MD, professor of Radiology and vice-chair for their distinguished service to the Texas Tech University Health Sciences Center El Paso Paul L. Foster School of Medicine.

BACKGROUND INFORMATION

Dr. Meier has raised the quality of surgical care for children in El Paso, far west Texas, southern New Mexico and the State of Chihuahua since his arrival in 2003. He has received numerous accolades including, recipient of the Meier/Mounsey Endowed Chair in Pediatric Surgery and the President's Lifetime Volunteer Service Award. He also served in the United States Army, Major (retired). He has numerous scholarly activities and has garnered regional, national and international recognition for Texas Tech over the past twelve years. He has trained numerous residents and medical students from Texas Tech, William Beaumont Army Medical Center and UT Southwestern Dallas, as well as trainees during his many medical mission trips to Africa. Furthermore, he has been a great mentor to residents, students and junior faculty over the years. Dr. Meier will retire on August 31, 2015.

Dr. Robinson served as department chair for nine years. He was instrumental in establishing the Radiology Residency Program, and also served as program director for the Diagnostic Imaging Residency and Imaging Fellowship Programs. He has been awarded the "Faculty of the Year" award numerous times in recognition of his gift of teaching. He has also established the "Dr. Arvin and Beverly Robinson Scholarship for Residency Training in Radiology" at the Paul L. Foster School of Medicine. In the ten years he has been a part of the HSC, he has garnered regional, national and international recognition for Texas Tech over the past ten years. He has been a great mentor to residents, students and junior faculty over the years. Dr. Robinson will retire on December 31, 2015.

**MEETING OF THE
BOARD**

Meeting of the Board
Thursday, August 6, 2015

Swearing-in of newly appointed student regent: At the start of the day's meetings, the newly appointed student regent will participate in a ceremonial swearing-in.

Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Time: 10:00 am (after the ceremonial swearing-in of the new student regent)

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Agenda

- I. **Meeting of the Board—Call to Order; convene into Open Session of the Board**.....Chairman Long
- II. **Executive Session:** The Board may convene into Executive Session, in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example:Chairman Long
 - A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071
 - B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
 - C. Deliberations regarding prospective gifts – Section 551.073
 - D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
 - E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076
- III. **Open Session:** The Board will reconvene in Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th

Street and Akron Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:

- A. Consideration of appropriate action, if any, on items discussed in Executive Session.....Vice Chairman Montford

IV. RecessChairman Long

Board of Trustees of the Carr Scholarship Foundation: This meeting will take place upon recess of the Meeting of the Board; refer to agenda provided by the Chief Financial Officer’s Office

Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

- V. Meeting of Standing Committees:** Conducted sequentially and separately from the Meeting of the Board at the adjournment of the Trustees Meeting of the Carr Scholarship Foundation meeting; refer to agenda for each respective committee meeting.

Location: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Meeting of the Board
Friday, August 7, 2015

Time: 8:30 am

Place: Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue, Lubbock, Texas

Agenda

- VI. Meeting of the Board—Call to Order; reconvene into Open Session of the Board**.....Chairman Long
 - VII. Introductions and Recognitions**.....Chancellor Duncan, President May, President Nellis, President Mitchell, and President Lange
 - VIII. Recess** (if necessary, for standing committees to meet; otherwise continue in Open Session (XI.)).....Chairman Long
 - IX. Meeting of Standing Committees** (if not concluded on Thursday)
 - X. Meeting of the Board—Call to Order; reconvene into Open Session of the Board** (only if the Meeting of the Board was recessed to conduct committee meetings).....Chairman Long
 - XI. Open Session:** The Board will continue in Open Session and meet as a Committee of the Whole and Meeting of the Board to consider and act on:
 - A. Approve minutes of Board meeting held on May 14-15, 2015Chairman Long
 - B. Committee of the Whole.....Vice Chairman Montford
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CW
- 1. ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA, and TTUS: Approve Consent Agenda; acknowledge review of Information Agenda..... 7

Consent Agenda

- a. TTU: Approve faculty leave of absence (ACS)

- b. TTUHSC: Approve change of name of the School of Allied Health Sciences to School of Health Professions (ACS)
- c. TTU: Approve naming of Jones AT&T Stadium entrance (F)
- d. TTU: Approve naming of Jones AT&T Stadium Athletics Ticket Office (F)
- e. TTU: Approve commissioning of police officers (FA)
- f. TTUS, TTUSA, TTU, TTUHSC, TTUHSC EP and ASU: Approve delegation of signature authority (FA)

Information Agenda

Information is provided as required by Section 01.02.7.d(4)(c), *Regents' Rules*

- (1) ASU, TTU and TTUHSC: Summary of Revenues and Expenditures by Budget Category, FY 2015, per Section 01.02.8.d(3)(g), *Regents' Rules*: All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information.
- (2) TTU and TTUHSC: Contract Renewals per Section 07.12.4.b., *Regents' Rules*: "Approval of the President is required for all component institution contract renewals or amendments. A list of those renewal contracts in excess of \$1,000,000 per annum, including the amount of the contract, will be provided to the board as an information item at the next board meeting."
- (3) ASU and TTUHSC: Contracts for the services of a consultant with an initial consideration of \$25,000 or less per Section 07.12.2d(2)(b), *Regents' Rules*: "A report of the contract shall be provided as an information Agenda item at the next board meeting."
- (4) TTU and TTUHSC: Contracts for Sponsored Program Projects in excess of \$1,000,000 per annum per Section 07.12.2.b., *Regents' Rules*: "The board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program

projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting.

- (5) TTU: Adjustment to Board approved contract: “The board is being informed of an adjustment made to a contract previously approved by the board.”

XII. Reports of Standing Committees: Standing Committee reports will be presented sequentially to the Committee of the Whole.

- A. Report of the Audit Committee Regent Steinmetz
- B. Report of the Facilities Committee Regent Anders
- C. Report of the Finance and Administration Committee..... Regent Francis
- D. Report of the Academic, Clinical and Student Affairs Committee..... Regent Lancaster

XIII. The Board will continue in Open Session as the Committee of the Whole and Meeting of the Board of Regents.

- A. Schedule for Board meetings:
 - August 6-7, 2015, Lubbock
 - October 8-9, 2015, Lubbock
 - December 10-11, 2015, Lubbock
 - February 25-26, 2016, Lubbock
 - May 19-20, 2016, Lubbock
 - August 11-12, 2016, Lubbock
 - December 15-16, 2016, Lubbock Ben Lock
- B. The Chancellor’s Report Chancellor Duncan
- C. The President’s Report, ASU President May
- D. The President’s Report, TTU President Nellis
- E. The President’s Report, TTUHSC President Mitchell
- F. The President’s Report, TTUHSC El Paso..... President Lange

- XIV. Executive Session:** The Board may convene into Executive Session, in the Red Raider Lounge (Room 119), First Floor, Student Union Building, 15th Street and Akron Avenue, to consider matters permissible under Chapter 551 of the *Texas Government Code*, including, for example:Chairman Long
- A. Consultation with attorney regarding privileged communications, pending or contemplated litigation and settlement negotiations – Section 551.071
 - B. Deliberations regarding real property: The purchase, lease, exchange, or value of real property – Section 551.072
 - C. Deliberations regarding prospective gifts – Section 551.073
 - D. Personnel matters: Discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of employees – Section 551.074
 - E. Deliberations regarding security devices—deployment of security personnel or devices – Section 551.076
- XV. Open Session:** The Board will convene into Open Session in the Ballroom (Room 118), First Floor, Student Union Building, 15th Street and Akron Avenue and meet as a Committee of the Whole and Meeting of the Board to consider and act on:
- A. Consideration of appropriate action, if any, on items discussed in Executive Session.....Vice Chairman Montford
 - B. Chairman’s Announcements.....Chairman Long
- XVI. Adjournment**Chairman Long

1. **ASU, TTU, TTUHSC, TTUHSC El Paso, TTUSA and TTUS:
Approve Consent Agenda; acknowledge review of
Information Agenda.**

RECOMMENDATION

The chancellor recommends that the Board of Regents (i) approves the Consent Agenda for the meeting of August 6-7, 2015; and (ii) acknowledge its review of the Information Agenda for the same meeting.

BACKGROUND INFORMATION

Pursuant to Section 01.02.6.b(2), *Regents' Rules*, the Board of Regents approves certain administrative actions.

This action is required to authorize the various officers and officials of Texas Tech to perform the tasks and duties delineated in the policies of the Board of Regents. This action also confirms the authority to prepare reports, execute contracts, documents, or instruments approved within the Consent Agenda and further confirms that such authority has been delegated to the officer or official preparing and/or executing the said item.

**CONSENT/
INFORMATION
AGENDA**

BOARD OF REGENTS
TEXAS TECH UNIVERSITY SYSTEM

CONSENT AGENDA
and
INFORMATION AGENDA

August 6-7, 2015

BOARD OF REGENTS

Mr. Mickey L. Long, Chairman
Mrs. Debbie Montford, Vice Chairman
Mr. Larry K. Anders
Mr. John D. Esparza
Mr. L. Frederick "Rick" Francis
Mr. Ron Hammonds
Mr. Christopher M. Huckabee
Mr. Tim Lancaster
Ms. Victoria Messer, Student-Regent
Mr. John D. Steinmetz

Standing Committees:

Academic, Clinical and Student Affairs:
Tim Lancaster (Chair); Rick Francis; John Esparza; Victoria Messer

Audit:
John Steinmetz (Chair); John Esparza; Ron Hammonds

Facilities:
Larry Anders (Chair); John Steinmetz; Chris Huckabee

Finance and Administration:
Rick Francis (Chair); Larry Anders; Tim Lancaster

**TEXAS TECH UNIVERSITY SYSTEM
BOARD OF REGENTS**

August 6-7, 2015

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INFORMATION AGENDA

(Titles only; full agenda is on page 12)
Information is provided as required by
Section 01.02.7.d(4)(c), *Regents' Rules*

NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

- (1) **ASU, TTU and TTUHSC: Summary of Revenues and Expenditures by Budget Category, FY 2015, per Section 01.02.8.d(3)(g), *Regents' Rules*:** All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information.
- (2) **TTU and TTUHSC: Contract Renewals per Section 07.12.4.b., *Regents' Rules*:** "Approval of the President is required for all component institution contract renewals or amendments. A list of those renewal contracts in excess of \$1,000,000 per annum, including the amount of the contract, will be provided to the board as an information item at the next board meeting.."
- (3) **ASU and TTUHSC: Contracts for the services of a consultant with an initial consideration of \$25,000 or less per Section 07.12.2d(2)(b), *Regents' Rules*:** "A report of the contract shall be provided as an information Agenda item at the next board meeting."
- (4) **TTU and TTUHSC: Contracts for Sponsored Program Projects in excess of \$1,000,000 per annum per Section 07.12.2.b., *Regents' Rules*:** "The board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting."
- (5) **TTU: Adjustment to Board approved contract:** "The board is being informed of an adjustment made to a contract previously approved by the board."

a. **TTU: Approve faculty leave of absence.**

Board approval required by: Section 04.05.1, *Regents' Rules*; TTU Operating Policy 32.15

The request is to approve the following faculty leave of absence. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

Leave with pay for Victoria McReynolds, Instructor, College of Architecture, for the period from September 1, 2015, to December 31, 2015. Professor McReynolds will be conducting research which will enhance the content of the graduate research design studios in the College of Architecture. The research will result in the publication of two articles and a book. The work will be archived at the Center for Art and Environment at the Nevada Museum of Art and exhibited at other venues. This leave will be taken at various locations in North America's West Coast, Central America and South America.

BACKGROUND INFORMATION

Section 04.05.1, *Regents' Rules*, requires regent approval of leaves of absence for faculty. The existing policy provides that leaves may be granted under conditions allowable by the State of Texas. Faculty members submit requests for leave through their respective deans to the provost and senior vice president. The provost and senior vice president has approved the leave as indicated.

b. TTUHSC: Approve change of name of the School of Allied Health Sciences to School of Health Professions.

Board approval required by: Section 04.11.3, *Regents' Rules*

The request is to approve to change the name of the School of Allied Health Sciences to the School of Health Professions. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

BACKGROUND INFORMATION

A majority of schools in the U.S. formerly named "School of Allied Health Sciences" have been renamed "School of Health Professions." Universities have found potential students, the public, and other universities and colleges associate the term, "allied health," with the programs offered by for-profit schools. These for-profits offer such non-degree courses such as medical assisting, dental assisting, medical transcription, among others. In Texas, all state health sciences centers, with the exception of Texas Tech University Health Sciences Center ("TTUHSC"), have renamed their "School of Allied Health Sciences" to "School of Health Professions" to more clearly highlight the professional nature and increasing academic requirements of the health professions.

It is important that TTUHSC make this change in order to clearly communicate the level of education and complexity of our program offerings in the health professions and to be consistent with the five other state health sciences centers offering similar academic programs.

Implementing a name change will require some signage changes as well as changes in stationary, printed, and website materials. Most of these changes will be made as materials are updated annually and will not require new resources.

c. TTU: Approve naming of Jones AT&T Stadium entrance.

Board approval required by: Section 08.05, *Regents' Rules*

The request is to approve naming the northwest entrance of the Jones AT&T Stadium the "Happy State Bank" entrance. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents. The donor concurs with the naming of this facility.

The naming meets the requirement of donation of at least 50 percent of the project's construction cost as stated in *Regents' Rule*, Section 08.05.

BACKGROUND INFORMATION

Happy State Bank made a generous donation to the Campaign for Fearless Champions. In recognition of the gift, the northwest entrance of the Jones AT&T Stadium will be named "Happy State Bank" entrance.

Section 08.05, *Regents' Rules*, state that the Board of Regents, upon the recommendation of the president and chancellor shall approve the naming of all buildings, auditoriums, rooms, laboratories, streets, athletic fields, landscape features and other facilities within the Texas Tech University System. An individual, foundation, or corporation providing funding to build new facilities, to renovate or expand existing facilities, or to provide an endowment for the support of a facility or facility-based program of the TTU system may have an area named after the donor provided 50 percent of the cost of the designated area and/or equipment therein is contributed by the donor.

d. **TTU: Approve naming of Jones AT&T Stadium Athletics Ticket Office.**

Board approval required by: Section 08.05, *Regents' Rules*

The request is to approve naming the Athletics Ticket Office at the Jones AT&T Stadium "The Don-Kay-Clay Cash Foundation" ticket office. The donor concurs with the naming of this facility. This request has been approved administratively by the president and the chancellor and is recommended for approval by the Board of Regents.

The naming meets the requirement of donation of at least 50 percent of the project's construction cost as stated in *Regents' Rule*, Section 08.05.

BACKGROUND INFORMATION

The Don-Kay-Clay Cash Foundation made a generous donation to the Campaign for Fearless Champions. In recognition of the gift, the Athletics Ticket Office at the Jones AT&T Stadium will be named "The Don-Kay-Clay Cash Foundation" ticket office.

The Athletics Ticket Office is part of The Campaign for Fearless Champions East Side Renovations. The ticket office is located on the east side first floor of Jones AT&T Stadium and will include the ticket office and related administrative office space.

Section 08.05, *Regents' Rules*, state that the Board of Regents, upon the recommendation of the president and chancellor shall approve the naming of all buildings, auditoriums, rooms, laboratories, streets, athletic fields, landscape features and other facilities within the Texas Tech University System. An individual, foundation, or corporation providing funding to build new facilities, to renovate or expand existing facilities, or to provide an endowment for the support of a facility or facility-based program of the TTU system may have an area named after the donor provided 50 percent of the cost of the designated area and/or equipment therein is contributed by the donor.

e. TTU: Approve commissioning of police officers.

Board approval required by: Section 51.203, *Texas Education Code*

The request is to commission the following individuals as police officers, effective on the date indicated below. This request has been approved administratively by the chancellor and the president and is recommended for approval by the Board of Regents:

Jenny Balko, effective May 1, 2015
Joseph Garcia, effective May 1, 2015

BACKGROUND INFORMATION

The Board of Regents routinely takes action to commission certain employees as peace officers in accordance with *Texas Education Code*, Section 51.203.

f. TTUS, TTUSA, TTU, TTUHSC, TTUHSC EP and ASU: Approve delegation of signature authority.

Board approval required by: Title III Section 6.3b of the Texas General Appropriations Act; and Section 09.02.3, *Regents' Rules* which requires the annual delegation of signature authority to appropriate officers and employees each fiscal year.

The request, in accordance with Title III Section 6.3b of the Texas General Appropriations Act, is to approve the following signature authority. This request has been approved administratively by the chancellor and respective component presidents, and is recommended for approval by the Board of Regents.

- (1) To authorize the chancellor to designate officers and employees of the System and its components, to approve all employee travel, except to countries outside the United States other than United States possessions, Canada, and Mexico, provided that such travel contributes to the mission of the System and its components, and is in accordance with current travel regulations. The authorization is effective September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities, whichever comes first.
- (2) To authorize the chancellor to designate officers and employees of the System and its components, to approve official travel reimbursement from State appropriations and all other funds for all officers and employees, provided that the purpose of the travel and reimbursement for such are in accordance with state travel regulations, other statutory requirements, or other action promulgated by this board. This authorization is effective September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities, whichever comes first.
- (3) To authorize the chancellor to designate officers and employees of the System and its components, to approve and pay all accounts covering expenditures for state-appropriated funds and all other System or components-controlled funds. This authorization is effective September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities, whichever comes first.
- (4) To authorize and approve the sale, purchase, and transfer of stocks, bonds, and any other investment vehicles which are

owned or controlled by the System and to approve contracts with investment managers funded with assets owned or controlled by the System, provided such action is approved by any two of the individuals listed below. This authorization is effective September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities,, whichever comes first, in which case the authorization applies to their successor:

Texas Tech University System

Officers and employees authorized to sign, or countersign:

Jim Brunjes, Vice Chancellor and CFO
Timothy Barrett, Associate Vice Chancellor and CIO
James Perry, Assistant Vice Chancellor and Assistant CIO
Brian King, Assistant Vice Chancellor and Investments Officer for Private Markets
Eric Fisher, Assistant Vice Chancellor - Office of Treasury
Chris Gailey, Operations Manager
Maleia Torres, Senior Analyst - Office of Treasury

Angelo State University

In addition to those listed for Texas Tech University System above, officers and employees authorized to sign, or countersign:

Angie Wright, Vice President for Finance and Administration
Denise Brodnax, Controller

- (5) To authorize the signature and/or countersignature of checks drawn on all depository accounts of the System or its components in any depository bank. This authorization is effective from September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities, whichever comes first, in which case the authorization applies to their successor. Any manually signed check shall be reviewed and signed by two authorized signers, and any mechanically signed check of \$25,000 or more shall be reviewed by any authorized signer.

Texas Tech University

Officers and employees authorized to sign, or countersign:

Jim Brunjes, Vice Chancellor and CFO
Noel A. Sloan, Chief Financial Officer and Vice President
for Administration & Finance
Sharon Williamson, Assistant Vice President and
Controller
Grace Hernandez, Chief of Staff and Associate Vice
President for Administration
Simone Hasie, Managing Director, Accounting Services
Crista McCune, Managing Director, Budget Planning and
Financial Management
Jennifer Adling, Managing Director, Procurement
Services

Texas Tech University Health Sciences Center

Officers and employees authorized to sign, or countersign:

Tedd Mitchell, M.D., President
Jim Brunjes, Vice Chancellor and CFO
Elmo M. Cavin, Executive Vice President for Finance and
Administration
Michael Crowder, Associate Vice President for Business
Affairs
Carole Wardroup, Director of Finance System
Management
Celeste Kulinski, Director of Payment Services
Melody Oliphint, Director of Accounting Services
Rebecca Aguilar, Associate Managing Director of
Accounting Services
Suzanne Dean, Associate Director of Accounting
Services

Texas Tech University Health Sciences Center El Paso

Officers and employees authorized to sign, or countersign:

Jim Brunjes, Vice Chancellor and CFO
Richard Lange, M.D., M.B.A., President
Frank Stout, Associate Dean and Assistant Vice
President for Finance and Administration
Robert Ortega, Senior Director of
Accounting Services

Jessica Fisher, Managing Director of Business Affairs
Ricardo Porrás, Senior Analyst

Angelo State University

Any manually signed check shall be reviewed and signed by two authorized signers, and any mechanically signed check of \$10,000 or more shall be reviewed by any authorized signer

Officers and employees authorized to sign, or countersign:

Jim Brunjes, Vice Chancellor and CFO
Angie Wright, Vice President for Finance and
Administration
Denise Brodnax, Controller
Janet Coleman, Director of Accounting
Candy Woodul, Accounts Payable Manager

- (6) To authorize the transfer of funds, by wire or other electronic means, from System or component depositories. This authorization is effective from September 1, 2015 through August 31, 2016, or until such time as the designated officers or employees are separated from the System or its components, or are assigned other responsibilities, whichever comes first, in which case the authorization applies to their successor.

Texas Tech University

Wire transfers shall be approved by any two authorized individuals listed:

Jim Brunjes, Vice Chancellor and CFO
Eric Fisher, Assistant Vice Chancellor - Office of
Treasury
Maleia Torres, Senior Analyst - Office of Treasury
Tim Barnes, Senior Analyst - Office of Treasury
Cynthia Jobe, Executive Associate - Office of Treasury
Noel A. Sloan, Chief Financial Officer and Vice President
for Administration & Finance
Sharon Williamson, Assistant Vice President and
Controller
Grace Hernandez, Chief of Staff and Associate Vice
President for Administration
Simone Hasie, Managing Director, Accounting Services
Crista McCune, Managing Director, Budget Planning and
Financial Management

Texas Tech University Health Sciences Center

Wire transfers shall be approved by any two authorized individuals listed:

Tedd Mitchell, M.D., President
Jim Brunjes, Vice Chancellor and CFO
Eric Fisher, Assistant Vice Chancellor - Office of Treasury
Maleia Torres, Senior Analyst - Office of Treasury
Tim Barnes, Senior Analyst - Office of Treasury
Cynthia Jobe, Executive Associate - Office of Treasury
Elmo M. Cavin, Executive Vice President for Finance & Administration
Michael Crowder, Associate Vice President for Business Affairs
Carole Wardroup, Director of Finance System Management
Celeste Kulinski, Director of Payment Services
Melody Oliphint, Director of Accounting Services
Rebecca Aguilar, Associate Managing Director of Accounting Services
Suzanne Dean, Associate Director of Accounting Services

Texas Tech University Health Sciences Center El Paso

Wire transfers shall be approved by any two authorized individuals listed:

Jim Brunjes, Vice Chancellor and CFO
Eric Fisher, Assistant Vice Chancellor - Office of Treasury
Maleia Torres, Senior Analyst - Office of Treasury
Tim Barnes, Senior Analyst - Office of Treasury
Cynthia Jobe, Executive Associate - Office of Treasury
Richard Lange, M.D., M.B.A., President
Frank Stout, Associate Dean and Assistant Vice President for Finance and Administration
Robert Ortega, Senior Director of Accounting Services
Jessica Fisher, Managing Director of Business Affairs
Ricardo Porrás, Senior Analyst

Angelo State University

Wire transfers shall be approved by any two authorized individuals listed:

Jim Brunjes, Vice Chancellor and CFO
Eric Fisher, Assistant Vice Chancellor - Office of Treasury
Maleia Torres, Senior Analyst - Office of Treasury
Tim Barnes, Senior Analyst - Office of Treasury
Cynthia Jobe, Executive Associate - Office of Treasury
Angie Wright, Vice President for Finance and Administration
Denise Brodnax, Controller
Janet Coleman, Director of Accounting
Candy Woodul, Accounts Payable Manager

BACKGROUND INFORMATION

Title III Section 6.3b of the Texas General Appropriations Act, and Section 09.02.3, *Regents' Rules* requires the annual delegation of signature authority to appropriate officers and employees each fiscal year.

CONTENTS OF THE INFORMATION AGENDA

Section 01.02.7.d(4)(c), *Regents' Rules*, provides: “material required by a provision of the *Regents' Rules* to be furnished to the Board as information will be listed in the information agenda.”

NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

INFORMATION AGENDA

Information is provided as required by
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NOTE: The following are reports or other documents which, according to the *Regents' Rules* or state law, must be made available to the Board of Regents. As such, the reports below are on file in the Board Office, and their listing on the Information Agenda constitutes notice that they are available to Board members upon request.

(1) ASU, TTU and TTUHSC: Summary of Revenues and Expenditures by Budget Category, FY 2015, per Section 01.02.8.d(3)(g),

Regents' Rules: All actual expenditures will be reviewed by the Finance and Administration Committee annually and provided as information.

- (a) ASU: Report dated May 31, 2015 for fiscal year 2015 (available for review upon request);
- (b) TTU: Report dated May 31, 2015 for fiscal year 2015 (available for review upon request); and
- (c) TTUHSC: Report dated May 31, 2015 for fiscal year 2015 (available for review upon request).

[NOTE: For FY-2015, TTUHSC El Paso's budget remained embedded in the TTUHSC budget.]

(2) TTU and TTUHSC: Contract Renewals per Section 07.12.4.b.,

Regents' Rules: "Approval of the President is required for all component institution contract renewals or amendments. A list of those renewal contracts in excess of \$1,000,000 per annum, including the amount of the contract, will be provided to the board as an information item at the next board meeting."

TTU:

- (a) City of Lubbock ("Citibus") and City Transit Management Company to provide on-campus and off-campus student transportation services; \$3,535,473 per annum plus additional amounts due if the service is utilized during additional university events as requested by the university; 9/1/2015 to 8/31/2016; the original item is VII.B.1.f. in the minutes of the August 17, 2004, Board of Regents meeting, with subsequent renewals reported as information items to the Board of Regents on August 12, 2005, August 11, 2006, August 10, 2007, and August 8, 2008. The Board of Regents approved the annual renewal of the contract for FY 2010 on August 7, 2009, as an action item on the Finance & Administration Committee agenda (Minute Order V.A.2.). The renewals for FY 2011 and FY 2012 were reported as information items to the Board of Regents on August 12, 2010, and August 5, 2011, respectively. The Board of Regents approved the annual renewal of the contract for FY 2013 on August 10, 2012, as an action item out of Executive Session (Minute Order X.A.2). The renewal for FY 2014 was reported as an information item to the Board of Regents on August 9, 2013. The Board of Regents approved the annual renewal of the contract for FY 2015 on August 7, 2014, as an action item on the Finance and Administration Committee agenda (Minute Order IX.D.2.).
- (b) Correction to term of Barnes & Noble College contract approved by Board of Regents March 6, 2015 (Minute Order XI.A.9). New term of contract: July 1, 2015, to June 30, 2020. At its March 6, 2015, meeting, the Board of Regents

authorized the president to finalize negotiations and enter into a contract with Barnes & Noble College to provide campus bookstore operations, to succeed the existing contract with Barnes & Noble College expiring June 30, 2015. The initial five-year term of the new contract approved by the Board of Regents would become effective "immediately upon execution of the contract following approval of the Board and end on February 28, 2020." Following conclusion of negotiations of the contract provisions, the five-year anticipated initial term instead coincided with the prior contract with Barnes & Noble (which ended June 30, 2015), with the new initial term becoming effective July 1, 2015, and ending June 30, 2020. All financial terms of the contract remain in line with the agenda item approved by the Board of Regents at the March 6, 2015, meeting.

TTUHSC:

- (a) 07174-2; Texas Tech University; Renewal of "Medical Services Agreement" to provide Student Health Services to TTU and TTUHSC students; \$8,000,000.00.
- (b) 15315-0; Superior Health Plan Inc; Network Access Improvement Program (NAIP) PROPOSAL for FY 2016; \$3,498,950.31
- (c) 15314-1; Amerigroup Texas Inc.; Network Access Improvement Program
- (d) (NAIP) Proposal for FY 2016: \$5,928,738

TTUHSC El Paso:

- (a) A4040-5; El Paso County Clinical Services Inc.; "Resident Agreement for UMC"; \$11,938,012.00.
- (b) A4080-1A; El Paso Children's Hospital Corporation; "Pediatric Specialty Medical Services Agreement"; \$49,995,986.00.

(3) ASU and TTUHSC: Contracts for the services of a consultant with an initial consideration of \$25,000 or less per Section 07.12.2d(2)(b), Regents' Rules: "A report of the contract shall be provided as an information Agenda item at the next board meeting."

ASU:

- (a) Blackhawk Integrations, Inc.: \$2,500. Responsible Administrator: James Adams, Chief of Police; Selection Process: Bill Scott, formerly from Elite Solutions, is very familiar with our campus and infrastructure. While working with Elite Solutions, Bill installed many of the cameras in use today. Purpose: To conduct a parking lot camera surveillance system design and a budget analysis. Deliverables: Drawings and product data with related budget analysis. Term of Contract: Start shortly after signing quote and end at completion of study.

TTUHSC:

- (a) 15448-0; Physician Assistant Education Association; "Professional Services Agreement" Consultant advice & guidance to develop ARC-PA self-study report; \$4,000.00.

(4) TTU and TTUHSC: Contracts for Sponsored Program Projects in excess of \$1,000,000 per annum per Section 07.12.2.b., Regents' Rules: "The board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored

program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting.”

TTU:

- (a) Development of Ad36E4orf1 as an anti-diabetic therapeutic target; Nik Dhurandhar, Professor, Nutritional Sciences, and Principal Investigator; Vital Health Interventions; \$1,023,488 awarded

TTUHSC:

- (a) Health Resources and Services Administration grant funding entitled “Health Center Cluster”; grant year 03/01/2015 through 02/29/2016; award amount \$2,242,675.

(5) TTU: Adjustment to Board approved contract: “The board is being informed of an adjustment made to a contract previously approved by the board.”

- (a) Adjustment to term of Barnes & Noble College contract approved by Board of Regents on March 6, 2015 (Minute Order XI.A.9). New term of contract: July 1, 2015, to June 30, 2020. At its March 6, 2015, meeting, the Board of Regents authorized the president to finalize negotiations and enter into a contract with Barnes & Noble College to provide campus bookstore operations, to succeed the existing contract with Barnes & Noble College expiring June 30, 2015. The initial five-year term of the new contract approved by the Board of Regents would become effective “immediately upon execution of the contract following approval of the Board and end on February 28, 2020.” Following conclusion of negotiations of the contract provisions, the five-year anticipated initial term instead coincided with the expiration of the prior contract with Barnes & Noble (which ended June 30, 2015), with the new initial term becoming effective July 1, 2015, and ending June 30, 2020 (which keeps the new contract at a term of 5 years per the Board’s earlier approval). All financial terms of the contract remain in line with the agenda item approved by the Board of Regents at the March 6, 2015, meeting.

ATTACHMENTS

ATTACHMENT

1

ASU Student Handbook 2015-2016

ANGELO STATE TEXAS TECH
UNIVERSITY
STUDENT HANDBOOK 2015-2016

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FORWARD

General Purpose

FORWARD

General Purpose

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

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

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

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

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

~~Texas Tech University~~ Vision

~~Texas Tech is a great public research University where students succeed, knowledge is advanced, and global engagement is championed.~~

Angelo State University Vision

Growing regionally, nationally and internationally while achieving excellence by fostering a supportive learning environment that allows a diverse student body to achieve success and

personal development through curricular and co-curricular experiences.

Texas Tech Angelo State University Mission

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

Texas Tech Statement of Ethical Principles

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

School of Law and Texas Tech University Health Sciences Center

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

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

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

PART I CODE OF STUDENT CONDUCT

SECTION A: STUDENT CONDUCT MISSION AND POLICIES

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

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

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

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

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

1. Disciplinary Authority

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

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

a. Student Conduct Officer/Investigator

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

~~A.b.~~ Administrative Hearing Officer

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

~~b.c.~~ University Discipline Committee

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

1. Committee Composition

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

must complete Office of Student ~~Affairs~~Conduct training each year.

2. Committee Appointments

University Discipline Committee appointments will be made as follows:

- a) The President of the Student Government Association, ~~Graduate Student Advisory Council, and the President of the Residence Halls Association, and Associate Academic Deans are~~is invited to make recommendations for full-time student Committee members. Upon recommendation and review, full-time student members will be ~~invited to participate in an application process, prior to appointment~~appointed by the Executive Director of Student Affairs or designee. Upon completion of the application process, full-time student members will be appointed by the ~~Managing Director of the Office of Student Conduct~~Assistant Director of Student Conduct, in consultation with the ~~Dean of Students~~Executive Director of Student Affairs.
- b) The President of the Faculty Senate ~~and Associate Academic Deans~~isare invited to make recommendations for full-time faculty Committee members. Upon recommendation and review, full-time faculty members will be ~~invited to participate in an application process, prior to appointment. Upon completion of the application process, full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.~~appointed by the Executive Director of Student Affairs or designee.
- c) The President of the Staff Senate is invited to make recommendations for full-time staff Committee members. Upon recommendation and review, full-time staff members will be ~~invited to participate in an application process, prior to appointment. Upon completion of the application process, full-time staff members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.~~appointed by the Executive Director of Student Affairs or designee.

3. Committee Removals

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

4. Committee Chairperson

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

5. Committee Meetings

The Office of Student ~~Affairs~~Conduct will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee Hearings will be conducted by a subgroup of the Committee members.

6. Committee Quorum

A quorum for the Committee consists of five (5) members, provided that at least one (1) member is present from each of the representative categories. In cases

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

7. Committee Deliberation

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

8. Additional Committee Members

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

9. Committee Orientation & Training

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

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

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

1. ~~Committee Appointment~~

1.

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

2. Committee Composition

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

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

- Full-time graduate student(s).
3. Committee Removals
The ~~Managing Director of the Office of Student Conduct~~ [Vice President for Student Affairs and Enrollment Management](#) may remove a member from this committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

4. Committee Meetings
~~5.~~ The Office of Student ~~Affairs~~ [Conduct](#) will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for ~~_____~~ scheduling special meetings as needed.

~~6.5.~~—Committee Quorum
A quorum for the committee is five (5) members.

~~2.6.~~—Additional Committee Members
The ~~Managing Director of the Office of Student Conduct~~ [Vice President for Student Affairs and Enrollment Management](#) may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code.

2. Jurisdiction

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

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

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

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

concurrent with or following civil or criminal proceedings.

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

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

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

3. **Notice**

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

4. **Timelines**

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

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

5. **Standards of Evidence**

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

6. **Reporting Allegations of Misconduct**

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

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

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

University to work collaboratively with the organization to address the situation and can allow for lower-levels of sanctioning for misconduct.

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

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

7. **Confidentiality**

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

- University Health Clinic and Counseling Services:
http://www.angelo.edu/services/health_clinic_counseling/

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

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

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

8. **Anonymity**

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

9. Family Educational Rights and Privacy Act (FERPA)

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

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

10. Student Organizations

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

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

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

11. Reporting Criminally

Some instances of student misconduct may also constitute a violation of state, federal, or local law. Students have the option to report misconduct to the University, to local law enforcement, or to both. [Angelo State UniversityTexas Tech](#) administrators are happy to assist students in making a report to law enforcement, and will even accompany the

student if he or she wishes.

12. Amnesty

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

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

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

13. Withdrawal

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

SECTION B: MISCONDUCT

1. Academic Misconduct

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

Additional information about academic misconduct is available in the [Texas Tech Angelo State University Community Policies](#) section.

a. Cheating

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

- without the instructor's permission.
5. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution or computer program.
 6. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
 7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.
 8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
 10. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.
- b. Plagiarism
1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.
 2. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.
- c. Collusion
- The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing
- another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.
- d. Falsifying academic records
1. Altering or assisting in the altering of any official record of the University and/or submitting false information.
 2. Omitting requested information that is required for, or related to, any official record of the University.
- e. Misrepresenting facts
1. Providing false grades, falsifying information on a resume, or falsifying other academic information.
 2. Providing false or misleading information in an effort to injure another student academically or financially.
 3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another individual.

NOTE: Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class

and failing to remain the entire time.

f. Violation of Professional Standards

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

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

g. Unfair Academic Advantage

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

2. Actions against Members of the University Community and Others

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

a. Disruptive and/or Obstructive Conduct

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

b. Harmful, Threatening, or Endangering Conduct

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

1. Assault

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

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

3. Intimidation

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

4. Intimate partner / relationship violence.

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

5. Bullying/~~C~~eyber ~~B~~bullying

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

6. Stalking

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

c. Sexual Misconduct

1. Sexual Harassment
Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience or creates a hostile educational environment.
2. Sexual Exploitation
Taking non-consensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes, but is not limited to:
 - a. Photography or video recording of another person in a sexual, intimate, or private act without that person's full knowledge or consent;
 - b. Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person's full knowledge or consent;
 - c. Sexual voyeurism;
 - d. Inducing another to expose one's genitals or private areas;
 - e. Prostituting another student;
 - f. Engaging in sexual activity while knowingly infected with an STD.
3. Public Indecency
Engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency. Including, but not limited to exposing one's genitals or private area(s), public urination, defecation, and/or public sex acts.
4. Nonconsensual Sexual Contact
Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or other bodily orifice.
5. Nonconsensual Sexual Intercourse
Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal.

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

- d. Hazing
Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:
 1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
 2. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
 3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm

- or which adversely affects the mental or physical health or safety of a student.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.
 5. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student [Affairs](#)~~Conduct~~.
 6. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.
 7. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

NOTE: See [Texas Education Code, Sections 37.151-37.155 and Section 51.936](#)

e. **Discriminatory Harassment**

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

f. **Retaliatory Discrimination or Harassment**

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

g. **Complicity**

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

NOTE: Actions involving free expression activities are covered in [Community Policies, Section Q](#).

3. Alcoholic Beverages

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

violation of any federal, state, local law and/or ~~Texas Tech~~[Angelo State](#) University policy.

4. Narcotics or Drugs

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

5. Smoking

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

6. Firearms, Weapons and Explosives

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

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

7. Flammable Materials/Arson

- a.—Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by University officials, ~~such as the Outdoor Events Coordinating Committee.~~
- ~~b.~~a. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of University premises.

8. Theft, Damage, Littering or Unauthorized Use

- a. Attempted or actual theft of property or services of the University, other University students, other members of the University community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property owned or leased by the University, littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the University, by other University students, other members of the University community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student

- identification card, cell phone, personal identification number, test number, ~~eRaider~~ [OneCard](#) account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.
 - f. Possession or use of any form of false identification.
 - g. Failure to meet financial obligations owed to the University, or components owned or operated by the University, including, but not limited to, the writing of checks from accounts with insufficient funds.

9. Gambling, Wagering, Gaming and/or Bookmaking

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

10. False Alarms or Terroristic Threats

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

11. Unauthorized Entry, Possession or Use

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

12. Failure to Comply

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

13. Abuse, Misuse or Theft of University Information Resources

- a. Unauthorized use of University information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions pursuant to the *Code of Student Conduct*. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated,

- and maintained to collect, record, process, store, retrieve, display, and transmit University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of [TTU Angelo State University](#) information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the [Information Technology Operating and Security Policy \(OP 44.00\)](#), [ies \(http://depts.ttu.edu/infotech/security/\)](http://depts.ttu.edu/infotech/security/), University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:
- b. Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access University information resources.
 - c. Use of University information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
 - d. Using University information resources to violate Part I, section B.2 (Actions against Members of the University Community and Others).
 - e. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to [Angelo State University TTU](#) information resources, compromising the privacy of another user or disrupting the intended use of [TTU Angelo State University](#) information resources.
 - f. Attempted or actual use of the [TTU Angelo State University](#) information resources for unauthorized political or commercial purposes, or for personal gain.
 - g. Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department ~~Chair~~Head. Discovery of obscene material, including child pornography, on any [Angelo State University TTU](#) information resource must be reported to the ~~Information Security Office~~ Chief Information Officer immediately.
 - h. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the integrity of computer-based information using [TTU Angelo State University](#) information resources.
 - i. Attempted or actual use of [TTU Angelo State University](#) information resources to interfere with the normal operation of the University.
 - j. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using [TTU Angelo State University](#) information resources.

14. Providing False Information or Misuse of Records

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

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

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

NOTE: Refer to University Parking Services [Regulations at:-](http://www.parking.ttu.edu/Resources/pdf/rulesregulations.pdf)

<http://www.parking.ttu.edu/Resources/pdf/rulesregulations.pdf>; http://www.angelo.edu/services/parking_services/

16. Violation of Published University Policies, Rules or Regulations

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

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

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

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

18. Abuse of the Discipline System

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

SECTION C: CONDUCT PROCEDURES FOR STUDENTS

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

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

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

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

1. **Remedies and Resources**

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

a. Resources

~~Texas Tech~~-[Angelo State](#) University has a variety of resources to assist students involved in conduct processes or experiencing concerns related to other student conduct. Resources include, but are not limited to assistance in reporting criminal behavior to the ~~Texas Tech~~-[University](#) Police Department or ~~Lubbock~~-[the San Angelo](#) Police Department, counseling services, medical assistance, academic

support referrals, and other support services. The [Student Resolution Center Office of Student Conduct Affairs](#) is also available to help students understand the student conduct process and identify resources.

b. Interim Actions

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

1. No Contact Order

When initial inquiry indicates persistent and potentially escalating conflict between two members of the University community, a No Contact Order may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. A No Contact Order will be issued by the Office of Student ~~Conduct Affairs~~ or ~~the Executive Director of Student Affairs~~ [Dean of Students](#) via the student's official ~~Texas Tech~~ [Angelo State University](#) email. The notice serves as an official directive that the student(s) have no contact with the other listed parties. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with the Office of Student

Affairs or designee ~~Conduct~~. This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the no contact order. Failure to comply with the no contact order is considered retaliation and will result in disciplinary action, including possible suspension or expulsion. Violations of no contact orders may also result in immediate temporary suspension during the completion of the conduct process. The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

2. Immediate Temporary Suspension – Students

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

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

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

3. Other Interim Actions

In the event that the physical or emotional well-being of a student, other students, or members of the University community could be endangered, or if the presence

of the student could significantly disrupt the normal operations of the University, other interim actions may be taken to protect the educational environment. These actions include, but are not limited to, temporary removal from University ~~s~~Student ~~h~~Housing, temporary changes in a student's academic schedule, and temporary restrictions from University activities, services and/or buildings.

4. Non-Student Interim Actions

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

5. Withdrawal of Consent

a. Grounds for Removal

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

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

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

b. Registration Flag Following Withdrawal of Consent

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

NOTE: See Texas Education Code, sections 51.233-51.244

2. **The Conduct Process**

a. Notice of Involvement

A student will be given notice of his or her involvement in an alleged violation of the *Code of Student Conduct* by receipt of a “Notice of Involvement/Need to Talk” Letter. In cases involving Part I, Section B.1 (Academic Misconduct), the instructor of record will notify the student of the allegations. When preliminary information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a Student Conduct Officer/Investigator or the instructor of record for allegations of Academic Misconduct. In addition to the possible sanctions, and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student’s record to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Student Conduct Officer/Investigator receives an appropriate response. Failure to comply with or respond to a notice issued as part of conduct procedure and/or failure to appear will not prevent a Student Conduct Officer/Investigator from proceeding with the conduct process. Likewise, failure of a student to respond to notification to appear may result in additional alleged violations and result in a charge of Failure to Comply.

b. Rights and Responsibilities

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

A student has the right to:

1. A prompt, fair, and equitable process;
2. Be accompanied by an advisor ~~at~~ any meeting or Hearing. An advisor can be any one of the following: a member of the Texas Tech Angelo State University Community (faculty, staff, or student), a Victim’s Advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney. An advisor’s role is that of support – he or she may not speak on behalf of the student and does not have an active, participatory role in the conduct process. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the Hearing on behalf of the University. The Complainant and/or the student accused of alleged misconduct is — responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any Hearing unless authorized by a Student Conduct Officer. Students should select an advisor whose schedule allows attendance at the scheduled date and time for the Hearing, as delays will

not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a Student Conduct Officer/Investigator upon written request five (5) University ~~business~~working days in advance of the scheduled Hearing date;

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

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

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

It is the student's responsibility to:

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

c. Investigation

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

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

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

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

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

d. Informal Resolution

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

In cases involving another student (a Complainant) and/or a violation of Part I, section B.2 (Actions against Members of the University Community and Others) of

the *Code of Student Conduct*, both the Complainant and the Respondent must agree to both the finding and the sanctions as recommended by the Student Conduct Officer/Investigator. The case will only be reopened if new material, previously unavailable is presented. Mediation will not be used to resolve cases involving Title IX-based allegations. The Informal Resolution, while not considered mediation, will also not be utilized to resolve cases of nonconsensual sexual intercourse.

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

e. Pre-Hearing Process

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

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

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

the Pre-Hearing, Complainants and Respondents will have the opportunity to question the statements and evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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

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

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

3. Hearings

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

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

the same time. To request changes in the scheduled Hearing time, students should contact the Office of Student ~~Affairs~~Conduct prior to the scheduled Hearing.

a. Administrative Hearing

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

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

b. University Discipline Committee Hearing

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

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

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

- Prepare the University Discipline Committee Hearing materials;
- Record the University Discipline Committee proceedings;
- Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials;
- Ensure proper decorum throughout the University Discipline Committee Hearing;
- Ensure the procedural soundness of the University Discipline Committee Hearing;
- Provide student conduct history of the Respondent during the sanctioning phase,

- if necessary;
- Transcribe the findings of the University Discipline Committee Hearing;
- Compile the post-Hearing documentation;
- Deliver notification to student parties.

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

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

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

4. **Sanctions**

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

Implementation of the disciplinary sanction(s) will not begin and are not deemed final until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Sanctions agreed upon through the Informal Resolution process are

final upon effectuation of the Informal Resolution. When sanctions are final, appropriate University Administrators may be notified of the student's sanctions. Upon the judgment of the ~~Managing Director of the Office of Student Conduct~~Executive Director of Student Affairs, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

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

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

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

be considered. The Student Conduct Officer/Investigator may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanction that was imposed prior to application for readmission, the Student Conduct Officer/Investigator may deny readmission to a student. On denial of a student's readmission, the ~~Managing Director of the Office of Student Conduct~~ Executive Director of Student Affairs will set a date when another application for readmission may again be made. An administrative hold will be placed on the student record to prevent registration during the Disciplinary Suspension.

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

e. Disciplinary Expulsion

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

f. Conditions

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

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

g. Restrictions

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

- Revocation of parking privileges;
- Denial of eligibility for holding office in registered student organizations;

- Denial of participation in extracurricular activities;
- Prohibited access to University facilities and/or prohibited direct or indirect contact with members of the University community;
- Loss of privileges on a temporary or permanent basis.

h. Academic Penalties

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

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

i. Parental Notification

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

5. Conduct Disciplinary Appeal Procedures

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

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

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~~occurred. In situations where the Associate Academic Dean participated in the Hearing as the Student Conduct Officer/Investigator or Instructor of Record, the designated appeal officer is the Academic Dean.~~

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

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

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

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

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

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

The Office of Student ~~Conduct Affairs~~/Academic Dean or designee shall make all reasonable efforts to notify the student(s) of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student(s) of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University ~~business~~working days. If necessary, the ~~d~~designated ~~a~~appellate ~~o~~officer will notify the student should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and

cannot be appealed.

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

6. Former Student Conduct & Readmission

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

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

SECTION D. CONDUCT PROCEDURES FOR STUDENT ORGANIZATIONS

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

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

1. Initial Inquiry

An initial inquiry would occur to review information about the alleged misconduct and to evaluate the accuracy, credibility, and sufficiency of the information. When an initial report does not identify victims of misconduct or victims are not available, it can limit the ability to investigate the incident. When the reporting party or complainant is identified but is reluctant to participate in the investigation process or

student conduct process, the University will make every attempt to follow the wishes of the ~~C~~complainant while weighing the interests of the campus community and the possibility of continuing inappropriate behavior and threat to the community. If the ~~C~~complainant does not want to participate in the investigative process but has no aversion to the ~~U~~niversity pursuing the conduct process, the University will proceed to the extent of the information available.

2. Decision to Document the Incident without Further Investigation

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

3. Remedies & Resources to Reporting Parties/Complainants

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

4. Interim Actions

- a. Under the *Code of Student Conduct*, the ~~Dean of Students~~ Executive Director of Student Affairs or designee may impose restrictions and/or temporarily suspend the registration of a student organization pending the scheduling of a campus Hearing on alleged violation(s) of the *Code of Student Conduct* when the student organization represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Examples of conduct or incidents that may result in interim suspension are hazing; conduct or incidents at organization

events and activities resulting in allegations of sexual misconduct; [behavior that results in](#) criminal felony charges, severe disruption, [and/or](#) retaliatory harassment; alcohol/drug policy violations occurring during recruitment or social events; and cease and desist directives from inter/national or regional organizations. A student organization who receives an interim suspension may request a meeting with the [Dean of Students-Executive Director of Student Affairs](#) or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of the meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, the student organization is not able to access the benefits of being a registered student organization during this time period, and organization activities should cease in order to prevent additional misconduct. Student organizations are informed of interim actions by the official notice procedures outlined in Part I, section A.3.- of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and other members of the University Community, the University, and/or property. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim actions may result in additional allegations of violations of the *Code of Student Conduct*.

5. Notice of Involvement

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

6. Initial Contact to the Student Organization Leadership and Advisor

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

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

In most cases (with the exception of low-level concerns), Fraternity and Sorority Life staff will notify representatives of the inter/national or regional headquarters of the complaint received and process for reviewing the complaint. [TTU-Angelo State University](#) believes in an active partnership with inter/national and regional organization

staff to resolve concerns. These inter/national and regional staff and volunteers are often better able to identify opportunities to address concerns and may be conducting their own investigation and conduct process. [Angelo State University TTU](#) staff will specifically contact inter/national and regional organizations when a reoccurring concern indicates a climate issue for the organization, when the response of the organization is not compliant or timely, when there is an immediate threat to member or others safety, or when the organization has already participated in conduct processes for concerns.

8. **Rights & Responsibilities**

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

- a. A prompt, fair, and equitable process;
- b. Be accompanied by an advisor at any conduct or related proceeding.
 - An “advisor” can be any one of the following: a member of the ~~Texas Tech~~[Angelo State University](#) community (faculty, staff, or student), a victim’s advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney.
 - An advisor’s role is that of support – he or she may not speak on behalf of the organization and does not have an active, participatory role in the conduct process. If an advisor for the organization is an attorney, an attorney from ~~TTU Office of General Counsel~~[the Texas Tech University System Office of General Counsel](#) may attend on behalf of the University.
 - In the case of a student organization conduct ~~proceeding~~proceeding, the President of the student organization is asked to make a response on behalf of the organization. During these processes, the President is also encouraged to include the faculty/staff advisor for the student organization. In many cases, the President may not be able to speak on behalf of the local advisory board to the student organization, so the inclusion of a local alumni advisor is also allowed.
 - In the case of student organizations – the current President of the organization, is responsible for presenting information during the formal hearing. The roles of the advisors during formal hearings should be for support and guidance, not to speak or participate directly in the formal hearing unless authorized.
 - Student organizations should select an advisor whose schedule allows attendance at the meeting, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the investigator and with advanced notice.
- c. Refrain from making any statement relevant to the investigation.
 - Student organizations are expected to cooperate with the University conduct process, but may elect not to participate in the investigation

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

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

Student organization responsibilities include:

- j. Be responsive to all communications from the university;
- k. Provide information relevant to the incident or situation;
- l. Be honest and provide true and accurate information during the investigation
- m. If a student or student organization needs additional time to gather information, please inform your ~~investigator/conduct officer~~ [Student Conduct Officer/Investigator](#).

- n. Review the *Code of Student Conduct* in order to fully understand all aspects of the student conduct process.

9. Investigation

- a. The ~~Dean of Students~~ Executive Director of Student Affairs, or designee will appoint a Student Conduct Officer/Investigator to conduct a thorough, reliable, and impartial investigation of the reported concern.
- b. Reported allegations of misconduct under the *Code of Student Conduct* have varying degrees of complexity and severity. Therefore, the investigation procedures described below may vary. In student organization incidents there is the potential for three or more separate investigations to be occurring in a similar time frame.
- TTU Angelo State University Student Organization Conduct Investigation
 - Criminal Investigation by the University, San Angelo, Texas Tech, Lubbock or Other Police Departments
 - Inter/National or Regional Headquarter Investigation
 - Local Student Organization Advisory Board Investigation
- c. When initial inquiry indicates that another concurrent investigation is occurring alongside the TTU Angelo State University student conduct investigation, the appointed investigator(s) will, where possible, collaborate with the other entities conducting investigations. —Elements of a collaborative investigation may include coordinated or joint interviews, evidence sharing, and investigation report sharing within the limits of student records policies.
- d. Investigations of student organization conduct may include the requirement for student organization members to attend an investigation meeting as a group or as individuals. Students may be asked to complete written questionnaires related to the investigation. Regardless of the nature of the investigation, students and student organizations should be aware of their rights and responsibilities in the conduct process and recognize that any information shared during the course of the student conduct investigation may be used in formal conduct processes against the student organization or the individual student. Students can always decline to participate in a collaborative investigation meeting and meet only with the student conduct investigator instead of meeting together with other investigators.
- e. During the investigative process, student organization representatives are responsible for providing all information or evidence that they believe should be considered. Once the investigative process is complete, the Student Conduct Officer/Investigator will compile the relevant information and evidence into an Investigation Report, which will include the allegations of the *Code of Student Conduct* and may include a timeline of the event(s), statements from the interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The Investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations.
- f. Student organizations will be asked to provide information about any actions, occurring voluntarily by the organization, to address concerns or actions occurring related to other conduct processes (inter/national or regional actions,

local alumni board actions). This information is used to ~~afford~~inform the opportunity for an organization to be eligible for informal resolution processes or the sanctioning portion of a formal hearing if an organization is found responsible for a policy violation.

- g. A student organization will have access to a completed Investigation Report and/or investigative materials relevant to the allegation(s) after the investigative process has concluded. In order to protect confidentiality, however, student organizations are not given copies of the Investigation Reports and/or investigative materials.

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

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

11. Informal Resolution

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

12. Pre-Hearing Process

- a. In cases involving an Administrative or University Discipline Committee Hearing, the Pre-Hearing Process will be followed. Once the investigative process is complete, the student organization will be given notice of a Pre-Hearing

Meeting. Should student organizations not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or University Discipline Committee Hearing. During this meeting, student organizations will be given the opportunity to review the Investigation Report, relevant evidence, and other documents to be used in the Administrative or University Discipline Committee Hearing. Other documents include notification of Respondent's allegations, Committee composition, and Hearing script. Following the pre-hearing, student organizations will be notified, via the notification procedures, outlined in Part I, Section A.3 of a date, time, and location of the Hearing.

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

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

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

substantiated rationale for the request. Once the composition of the University Discipline Committee is set, the Student Conduct Officer/Investigator will schedule the University Discipline Committee Hearing.

13. Formal Hearings

- a. Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student organization, the University may proceed to conduct either an Administrative or a University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative Hearing or University Discipline Committee Hearing may be held and a decision made, regardless of whether the student organization responds, fails to respond, attends the Hearing, or fails to attend the Hearing. Should the student organization fail to attend the Administrative or University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the University Discipline Committee may consider the information contained in the Investigation Report and render a decision. Student organization conduct processes are typically adjudicated by a University Discipline Committee.
- b. Hearings are closed to the public. Complainants and Respondents have the right to be present at the formal hearing; however, they do not have the right to be present during deliberations. Arrangements will be made so that complaining and responding students are not present in the hearing room at the same time.
- c. Student organizations are typically represented by the current President and an advisor.
- d. In situations where the organization no longer has a current student representing the organization, the conduct process will continue with the information available at the time. Organizations with inter/national, regional, or local advisory staff or volunteers with a long-term interest in the organization's recognition at the University may be allowed to participate in the resolution of conduct processes when a current student is no longer able to represent the organization.
- e. **Administrative Hearing**
An Administrative Hearing is the process of adjudicating allegations of violations of the *Code of Student Conduct* by an Administrative Hearing Officer. The Administrative Hearing Officer in an Administrative Hearing may be the Student Conduct Officer/Investigator that completed the Investigation Report, or Administrative Hearing Officer assigned by the ~~Managing Director of the Office of Student Conduct~~, Executive Director of Student Affairs or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns a sanctions, as appropriate. Written notification of the outcomes of the Administrative Hearing ~~should~~will be provided to the student within five (5) University businessworking days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part II, Section C.5.
- f. **University Discipline Committee Hearing**
A University Discipline Committee Hearing panel consists of five (5) University Discipline Committee Members including faculty, staff and students. Availability

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

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

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

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

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

general information about the organization's activities and participation at [Angelo State University](#) ~~TTU~~ to help inform sanctioning.

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

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

14. Sanctions

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

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

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

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

a. Disciplinary Reprimand

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

b. Disciplinary Probation

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

c. Deferred Disciplinary Suspension

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

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

d. Time-Limited Disciplinary Suspension

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

e. Disciplinary Expulsion

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

f. Conditions

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

- Hosting educational programs or initiatives for the organization or community related to the misconduct;
- Requirements for additional training or advisement from [Angelo](#)

[State University](#)TTU staff, advisory boards, or other appropriate parties;

- Requirements for membership to complete online education programs or other activities;
- Requirements for community service or other activities beneficial to the membership and associated with remedying the impact of behavior on the community;
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement;
- Requirements for completion of membership reviews and providing updated rosters; or
- Requirements to submit information about updated and improved organizational processes such as new member education plans, or social event plans.

g. Restrictions

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

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

h. Required Notifications

Some organization misconduct requires additional notifications. Texas Education Code, Chapter 51.936 indicates that institutions of higher education shall distribute to each student during the first three weeks of each semester a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three (3) years.

15. Conduct Appeal Procedures

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

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

16. Student Organization Records

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

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

PART II COMMUNITY POLICIES

SECTION A. ALCOHOL POLICY & INFORMATION

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

SECTION B. ACADEMIC INTEGRITY

- a. **Texas Tech Angelo State University Statement of Academic Integrity**

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

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

- e.b. **Academic Dishonesty Definitions**

Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined Part I, section B.2 of the *Code of Student Conduct*. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

- d.c. **Instructor Responsibilities**

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Student ~~Affairs~~*Conduct* to discuss the nature of the violation and the student's record of academic integrity violations. Instructions for reporting allegations of academic dishonesty are available in the *Code of Student Conduct*. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. The academic penalty will not be implemented or assigned

until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student [AffairsConduct](#) as a central clearinghouse of violations and for adjudication as a *Code of Student Conduct* violation where disciplinary sanctions will be assigned.

e.d. Withdrawal and Assignment of Grades

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

f.e. Academic and Disciplinary Penalties

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

g.f. Referrals to the Office of Student [AffairsConduct](#)

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student [AffairsConduct](#) for the assignment of disciplinary sanctions. Instructions for reporting academic dishonesty violations are available in the *Code of Student Conduct*. A student referred to the Office of Student [AffairsConduct](#) for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. ~~Law—students are subject to discipline procedures as described in the Honor Code of the School of Law.~~ Instructors of record of the course where the violation occurred and the [associate 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 [AffairsConduct](#) as outlined in the *Code of Student Conduct*.

NOTE: Additional Academic Integrity information is available from the [Office of Student-Conduct and TTU Ethics CenterAffairs](#).

SECTION C. ANTI-DISCRIMINATION POLICY

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

1. Discriminatory Harassment

- a. Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the University's resources and opportunities.
- b. Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:
 - Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
 - Display of explicit or offensive calendars, posters, pictures, drawings, screen savers, e-mails, or cartoons in any format that reflects disparagingly upon a class of persons or a particular person;
 - Derogatory remarks about a person's national origin, race or other ethnic characteristic;
 - Disparaging or disrespectful comments if such comments are made because of a person's protected status;
 - Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
 - Disparate treatment without a legitimate business reason.

2. Sexual Harassment

- a. Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with the student's educational experience.
- b. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
 - Sexual teasing, jokes, remarks, questions;
 - Sexual looks and gestures;
 - Sexual innuendoes or stories;
 - Communicating in a demeaning manner with sexual overtones;

- Inappropriate comments about dress or physical appearance;
- Gifts, letters, calls, e-mails, or materials of a sexual nature;
- Sexually explicit visual material (calendars, posters, cards, software, internet materials);
- Sexual favoritism;
- Pressure for dates or sexual favors;
- Unwelcome physical contact (touching, patting, stroking, rubbing)
- Non-consensual video or audio-taping of sexual activity;
- Inappropriate discussion of private sexual behavior;
- Exposing one's genitals or inducing another to expose their genitals;
- Unwelcome physical contact (touching, patting, stroking, rubbing);
- Non-consensual video or audio-taping of sexual activity;
- Exposing one's genitals or inducing another to expose their genitals;
- Sexual assault; or
- Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

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

3. Reporting Concerns

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

4. Office of Civil Rights Complaints

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

5. Non-retaliation

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

6. Confidentiality

Confidentiality of both Complainant and accused will be honored to such extent as is

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

7. Faculty/Staff and Student Relationships

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

8. Grievance or Complaint Processes

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

9. Grievances and Investigations – Complaints Involving Other Students

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

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

- a. This grievance process is applicable to all students who choose to complain about unlawful discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is an employee, whether faculty, staff, or student.
- b. All grievance investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
- c. The filing of a grievance shall not affect the ability of [Angelo State UniversityTTU](#) to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

- d. A student may consult with the ~~Dean of Students or Student Resolution Center~~ Executive Director of Student Affairs to determine if he/she wishes to file a formal grievance. Students wishing to file a grievance should complete the grievance form located at http://www.angelo.edu/services/saem/student_affairs.php, Title IX link-www.deanofstudents.ttu.edu. However, even if a formal grievance is not filed, the ~~Executive Director of Student Affairs~~ Dean may notify key personnel at his or her discretion about the allegation, and other action may be taken by Angelo State University ~~TTU~~ as deemed appropriate. Other actions include, but are not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility and informing alleged offenders of ~~TTU's~~ Angelo State University's policy and educating departments and supervisors as needed on this and other policies.
- e. If the grievance involves the ~~Dean of Students~~ Executive Director of Student Affairs, the grievance should be presented to the ~~Equal Employment Opportunity Office~~ Office of Human Resources.
- f. Student complaints of discrimination or harassment by an employee will be investigated jointly by the ~~Office of the Dean of Students and the Office of Equal Employment Opportunity~~ Office of Student Affairs and the Office of Human Resources.
- g. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the ~~Dean of Students or the Office of Equal Employment Opportunity~~ Office of Student Affairs and/or the Office of Human Resources. Other administrators may be consulted to assist with the investigation.
- h. After the investigation is complete, the Office of the ~~Dean of Students~~ Student Affairs and/or the Office of ~~Equal Employment Opportunity~~ Human Resources or designee will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate administrators.
- i. The finding of the Office of ~~the Dean of Students~~ Student Affairs and/or the Office of ~~Equal Employment Opportunity~~ Human Resources is final and not appealable.
- j. In the event a finding of a violation of this policy is made, appropriate disciplinary action will be taken as determined by the appropriate administrator.
- k. If either party disagrees with the imposed disciplinary action, or lack thereof, he or she may appeal within ten (10) business days through procedures established in OP 32.05 for faculty and OP 70.10 for staff 06.11 Faculty Grievance Procedures and OP 52.17 Staff Employee Complaint Procedure.
- l. Any disciplinary action taken in connection with a grievance filed pursuant to this policy shall be reported in writing to the Office of ~~the Dean of Students~~ Student Affairs and the Office of ~~Equal Employment Opportunity~~ Human Resources at the time the disciplinary action is implemented. Confirmation of the disciplinary action can be provided via a copy of a counseling or other written disciplinary action, resignation, termination document, etc.
- m. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the ~~Office of~~

~~Equal Employment Opportunity~~[Human Resources](#). Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the ~~Dean of Students~~[Executive Director of Student Affairs](#) or the Office of ~~Equal Employment Opportunity~~[Human Resources](#), and/or file a grievance for retaliation.

- n. In the event of a finding of a violation of this policy, the Office of ~~Equal Employment Opportunity~~[Human Resources](#) will follow up with the grievant within sixty (60) days to ensure that the complained of behavior has ceased.

SECTION D: CLASS ABSENCES

1. Class Absences

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

2. Religious Holy Day Absences

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. More information is available in [Angelo State](#)~~Texas Tech~~ University Operating Policy 10.19, Student Absences for Observance of Religious Holy Days~~34.19~~.

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

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

SECTION E: COMPLAINT PROCESSES

1. **Complaints/Grievances**

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

2. **Academic Status Complaints**

- a. Policies and processes related to academic status are found in the Undergraduate/Graduate Academic Catalog as well as in Operating Policy 10.07~~34.07~~ Undergraduate Academic Status, Operating Policy 10.11 ~~34.15~~ Grade Replacement Policy Grading Procedures, and Operating Policy ~~64.04~~ Academic Probation and Suspension of Graduate Students 10.04 Academic Regulations Concerning Student Performance.
- b. Undergraduate students on academic suspension may appeal their academic status to the Associate Academic Dean of their ~~A~~ academic ~~C~~ college for review of mitigating factors or the use of grade replacement to impact grade point average. Graduate students may appeal to the Graduate School for review.

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

Conduct of University Faculty is outlined in Operating Policy 06.05 ~~32.04~~ Conduct of University Faculty. The processes for complaints against faculty are outlined in the policy and in the Undergraduate/Graduate Academic Catalog. Students should direct complaints to the supervisor of the department or organization housing the faculty member, typically the department chair.

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

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

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

- a. ~~Texas Tech~~ Angelo State University has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes his or her rights under Title IX or other laws have been violated, Operating Policy 10.22 Anti-Discriminating Policy and Grievance Procedure for Students ~~40.02~~ sets forth procedures for filing, investigating, and remedying complaints of harassment and discrimination.
- b. For complaints by a student against another student regarding incidents of discrimination or harassment, see Part I, Section B.2 and Part I, Section C of the *Code of Student Conduct* in the Angelo State University ~~TTU~~ Student Handbook.

- c. For complaints by students against faculty or staff regarding incidents of discrimination or harassment, see the Anti-Discrimination Policy in Part II, Section C of the [Angelo State University](#)~~TTU~~ Student Handbook and Operating Policy [10.22 Anti-Discrimination Policy and Grievance Procedure for Students](#)~~40.03 (formerly 70.28)~~.
- d. For complaints against student organizations related to incidents of discrimination or harassment, detailed policies and procedures are available in Part I, Section B.2 and Section D in the [Angelo State University](#)~~TTU~~ Student Handbook.

6. Disability-Related Complaints

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

7. Student Record Complaints & FERPA

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

8. Disciplinary Action

The University disciplinary appeals process is outlined in the [Student Handbook](#) Part I, section [DC](#).

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

9. Employment

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact Human Resources ~~or the Office of Equal Employment Opportunity~~ in accordance with the grievance procedures outlined in the University Operating Policy [52.17, Staff Employee Complaint Procedure and Operating Policy 52.40](#)~~70.10 Non-Faculty Employee Complaint Procedures and Operating Policy 40.03 (formerly 70.28)~~ Anti-Discrimination Policy and Grievance Procedure for

Violations of Employment and Other Laws.

10. Grades

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

11. Parking Citations

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

12. Graduate School Requirements

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

13. Housing Complaints

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

15.14. Online and Distance Student Complaints

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

http://www.angelo.edu/services/saem/student_affairs.php.

16. <http://www.depts.ttu.edu/elearning/complaint-process/>

17.15. Tuition, Fee, and Financial Aid Complaints

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

SECTION F: FINANCIAL RESPONSIBILITY

1. Financial Responsibility of Students

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, fraudulent credit card chargebacks, or the nonpayment or delinquent payment of outstanding loans and failure to meet any other financial obligations to the University are considered a lack of financial responsibility. Financial irresponsibility may subject the student to additional fees, fines, suspension of check writing, ~~cash~~ [cashing privilege](#) denial of registration, withholding of grades and transcripts and adjudication under the *Code of Student Conduct*. A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, ~~but~~ [by](#) the due date may be prohibited from registering for classes until full payment is made. Students should understand that consequences may result from not resolving one's financial obligations to the University.
- b. Generally, failure to meet financial obligations to the University may result in:
 - Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student [Accounts/Bursar's Office](#) ~~Business Services~~ or if a returned check given in payment of tuition and fees is not redeemed by that time.
 - Possible criminal prosecution for writing insufficient fund checks.
 - A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.
 - A hold preventing future registration placed on a student's academic records.

- A hold on receiving official University transcripts until the obligation is paid.
 - ~~S~~The University may report individual student financial ~~problems~~obligations to a credit reporting agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at:
 - <https://ramport.angelo.edu/cp/home/displaylogin> (Student Services tab). ~~www.raiderlink.ttu.edu~~ under the TTU MyTech (for Students) tab.
- c. For more information, please visit the Student ~~Business Services~~ Accounts/Bursar's Office website at <http://www.angelo.edu/services/controller/>.
- e. ~~www.sbs.ttu.edu~~.

SECTION G: FREEDOM OF EXPRESSION

1. Freedom of Expression

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

SECTION H: HOUSING REQUIREMENTS

1. Housing Information

- a. The ~~Texas Tech~~ Angelo State University residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~21008400~~ students. ~~Learning Living/Learning~~ Communities provide students with the opportunity to live with others of similar interests or major. Our current Living/Learning Communities are housed in Plaza Verde residence hall, with the exception of Honors housing which is in Texan Hall. Carpenter/Wells Complex Centennial Village, which is arranged in ~~three bedroom townhouses~~ two bedroom/one bath units or four-bedroom/two bath units flats, offers private bedrooms in a suite-style setting. Likewise, Texan Hall offers private bedrooms with a shared common area in a suite-style setting. Murray Hall and Talkington Hall Carr Hall offers suite-style accommodations to men and women. Most suites ~~include four private bedrooms, a common living area, and are comprised of two double-occupancy rooms~~ adjoined by shared bathrooms. Talkington Carr Hall includes a limited number of ~~two bedroom suites~~ private suites with two single-occupancy rooms adjoined by a shared bath. West Village Vanderventer Apartments offers fully furnished apartment style living with full kitchens and an on-site free laundry room, washer and dryers. Priority for assignment to ~~Carpenter/Wells complex and West Village A~~ the private suites in Carr and apartments in Vanderventer will be given to students of sophomore or higher classification. ~~West Village B~~ will be assigned for students at least 21 years of age or older. Gordon Hall, a suite-style residence, is designated as the Honors College Residence Hall. Plaza Verde, Mary Massie and Robert Massie Residence Halls all house residents in a double occupancy room with its own

bath. Concho Hall offers private suites with two single-occupancy room adjoined by a shared bath for graduate students or undergraduates with 90 or more credit hours.

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

2. Housing Policy

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

3. Housing Requirements

- a. Subject to verification and authorization by ~~University Student Housing and Residential Programs~~, students who meet one or more of the following criteria may be given permission to live off campus prior to moving in:
 - A student is residing and continues to reside in the established primary residence of her/his parent(s) (or legal guardian), grandparent(s), or sibling(s), if it is within a ~~10060~~-mile radius of ~~Texas Tech Angelo State~~ University. The parents must have established their primary San Angelo Lubbock residency at least one year six months prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to the request.
 - A student presents sufficient evidence of an extreme financial

hardship condition based on guidelines similar to those required for Financial Aid.

- A student is married or has dependent children living with the student.
 - A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
 - A transfer student has successfully completed 6030 or more semester hours of academic credit prior to the student's enrollment or re-enrollment. ~~Credit earned by exam (Advanced Placement, CLEP, ACT, and SAT) and hours received from concurrent high school credit are not considered.~~
 - ~~A student is awarded a university scholarship/sponsorship that is managed by a university department or college, which minimally includes the equivalence of the current academic school year's room, dining plan, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office). Upon prior approval from the managing department or college, the student may request to be exempt from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.~~
 - ~~A student is enrolled in the Graduate School or Law School.~~
 - A student has served six months or more in active military service, as verified by a discharge certificate (DD214).
 - A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
 - A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
 - A student has completed a full academic year four long semesters (fall and spring terms) of living on campus in the Texas Tech Angelo State University residence halls; or provides sufficient evidence of living on campus at another university prior to off campus residence eligibility.
 - A student is enrolled in on-line classes only^[UP2].
 - A student is taking less than 12 six or less hours during the academic year.
 - ~~A student enrolled on a TTU or TTUHSC campus other than the Lubbock campus.~~
- b. In conjunction with the University's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and dining plan fees, or probation, as determined by the Office of Student Conduct Affairs and in accordance with the *Code of Student Conduct* of Texas Tech Angelo State University.
- c. Students sign a Residence Hall Contract for the summer session or the academic

year (fall and spring semesters). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract.

- d. Signing a lease for off-campus housing does not relieve the student of contractual obligations with the University for housing in the residence halls. The student is responsible for complying with all provisions of the [Angelo State Texas Tech University University Student Housing and Residential Programs and Hospitality Services Contract](#).
- e. The student is responsible for updating any incorrect information including place of residence with the [Office of the Registrar Registrar's Office](#).
- f. No exemptions will be approved once the student has moved in to the residence halls.

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

- a. Room and dining plan fees are due and payable by the semester and will be billed by Student [Accounts/Bursar's Office Business Services](#). [Room and dining plan fees become a part of the student's bill, and as such, A payment plans are](#) available. Payments must be made by the scheduled due dates to avoid delays in registration ~~or termination of the residence hall contract~~. Additional remedies available to the university for non-payment of room and dining plan fees include withholding the student's transcript of grades, diploma, and other academic records, and cancellation of enrollment.
- b. Students with academic year contracts are charged 60 percent of the academic year room and dining plan rate for the fall semester and 40 percent for spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged ~~4050~~ percent of the academic year rate.
- ~~c. An Advance Payment must be paid prior to reserving a room/space in the residence halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.~~
- ~~d. An Apartment Reservation Fee must be paid prior to reserving a room/space in designated halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.~~

SECTION I. SEXUAL VIOLENCE

Sexual Violence/Sexual Misconduct/Title IX Information

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

SECTION J: SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

1. General Policy

- a. The primary mission of the University is education. The University is

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

2. Definitions

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

3. University Name, Documents and Records

- a. The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the [Director of Communications and Marketing Office of the Vice Chancellor for Institutional Advancement](#), or any unauthorized use of University documents, records or seal is prohibited. Information is also available in Operating Policy ~~01.06~~ [26.07 University Name Seal and Logo found at http://www.angelo.edu/opmanual/](#).
~~Use of Texas Tech University Name or Logo for Private Business Purposes, Operating Policy 72.23 Licensing and Use of TTU Registered Names, Logos, and Trademarks, and Operating Policy 68.03 Visual Identity Guidelines.~~

4. Jurisdiction

- a. All solicitation requests should be directed to the ~~Outdoor Events Coordinating Committee~~ [Director of Student Life](#) for review. [Requests should be submitted online using the Solicitation /Sales Request Form- Complete the Grounds Use/Solicitation Request form at www.depts.ttu.edu/centerforcampuslife/ and return to the Center for Campus Life.](#) Requests must be submitted at least ~~ten (10)~~ [six \(6\)](#) University ~~businessworking~~ days before intended use. [Solicitation requests regarding food/beverage items on campus are subject to the approval of the Director of Business Services and are submitted via the Solicitation/Sales Request Form.](#)
- b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the ~~Managing Director of the Center for Campus Life~~ [Executive Director of Student Affairs](#).
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the ~~Senior Vice President of Administration and Finance~~ [Vice President for Student Affairs and Enrollment Management](#).
- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and ~~Senior Vice President~~ [for](#) Academic Affairs.

- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the [Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.Executive Director of Development and Alumni Relations in accordance with OP 32.03.](#)

5. **Solicitation Processes**

- a. Solicitations by registered student organizations and students are prohibited on [Texas Tech-Angelo State](#) University grounds and facilities except for:
- Activities supporting the educational mission of the institution;
 - Promotion of organizational activities consistent with organization mission;
 - Recruitment of members or membership drives;
 - Accepting donations on behalf of altruistic or charitable projects;
 - Scholarship and/or fundraising projects in support of organization mission.
 - The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances.
- b. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by [Texas Tech-Angelo State](#) University or violates any federal, state and/or local laws and/or University policies.
- c. In order to solicit in University buildings, authorization is required via the [Outdoor Events Coordinating Committee and appropriate building manager.Solicitation/Sales Request Form.](#)
- d. Registered student organizations may use the University's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the University's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of [Texas Tech-Angelo State](#) University registered names, logos and trademarks, refer to [Official Logos and Visual Elements on the Communications and Marketing website and also to the Angelo State University OP 54.03 or contact the Office of Intercollegiate Athletics- External-Operations.Operating Policy 26.07, University Name Seal and Logo.](#)
- e. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a [Grounds Use/Solicitation request form to the Outdoor Events Coordinating-Committee \(OECC\) in Student Union Room 304 reservation request. Permission A permit](#) to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
- f. Decisions by the [Outdoor Events Coordinating Committee-Director of Student Life or Director of Business Services](#) rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the [Managing Director of the Center for Campus LifeExecutive Director of Student Affairs.](#)
- g. A written appeal describing the objections to the denial to the [Managing Director](#)

~~of the Center for Campus Life~~ Executive Director of Student Affairs must be filed no later than five (5) University businessworking days after receipt of notice of denial from the ~~Outdoor Events Coordinating Committee~~ Director of Student Life or the Director of Business Services.

- h. The ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs will convey the appeal decision, in writing, to the student or registered student organization and to the ~~Outdoor Events Coordinating Committee~~ Director of Student Life or the Director of Business Services within five (5) University businessworking days from the receipt of the written appeal.
- i. The student or registered student organization may not appeal beyond the ~~Managing Director of the Center for Campus Life~~ Executive Director of Student Affairs.

6. Advertisements

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

7. Printed Materials & Digital Signage

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

- a. Only individuals affiliated with the University (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide verification of current student status upon request;
- c. Solicitation and Advertising materials must conform with the provisions stated above;
- d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;

- e. Use of the ~~Texas Tech~~[Angelo State University](#) campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of University property, etc., may necessitate repayment to the University by the responsible party;
- f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
- g. Printed materials such as handbills and leaflets may not be distributed within University buildings [unless approved in advance by the building manager](#);
- h. Printed materials and digital signage content shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or “fighting words” as defined by law.
- i. Registered student organizations and University departments are allowed to hang banners within the ~~Student Union~~[Houston Harte University Center](#) at the discretion of the ~~Managing Director of the Center for Campus Life~~[Director of Business Services](#). A list of requirements regarding the banners is available in the ~~Center for Campus~~[Office of Student Life, room 001, Houston Harte University Center](#).

8. Use of Bulletin Boards & Digital Signage

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

9. Violations

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

SECTION K: STUDENT IDENTIFICATION

1. Student Identification

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

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

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

SECTION L: STUDENT INVOLVEMENT & REPRESENTATION

1. Student Government Association

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

2. Student Media

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

Copies of the University publications policies are available in the offices of the chair of the Department of Communication and Mass Media, who serves as Director of

Publications, and the Director of Student Life. See Operating Policy 04.10, Student Media.

3. ~~Military & Veterans Programs~~Veterans Educational and Transitional Services

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

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

SECTION M: STUDENT ORGANIZATIONS

1. Registered Student Organizations

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

2. ~~Sport Clubs~~Club Sports

- d. ~~Recreational Sports is responsible for the oversight of the Texas Tech Sports Clubs Program~~The Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with the Department of University Recreation and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. ~~Sport club Club Sports~~ members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport.
- e. A group seeking ~~sports club Club Sports~~ status must first be a registered student organization, subject to the rules and regulations of the University. Typically, a student organization must be registered with the Center for ~~Campus Life Student Involvement~~ for at least an academic year before full consideration for ~~Sport Club Club Sports~~ status.
- f. Following the organization registration process, a group should request a meeting with ~~Recreational Sports~~the Center for Student Involvement to initiate the application process for ~~sports club Club Sports~~ affiliation. After obtaining ~~Sport Clubs Club Sports~~ status, groups must also comply with the guidelines of ~~Recreational Sports~~University Recreation.

3. Social Fraternities/Sororities

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

4. Conditions for Registration of New and Reforming Student Organizations

- a. Membership in the organization shall be open only to students enrolled at Angelo State University. A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identify, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education

Amendments of 1972.

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

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

5. Registration of New and Re-Registering Student Organization

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

applicable). An organization's constitution and/or by laws should address a minimum of these areas: purpose, membership selection and removal, officer list and duties, departmental and/or external relationships, financial procedures, and advisor selection and expectations. It is recommended to include the organization's risk management policy into the bylaws or upload it to the organization OrgSync files folder.

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

a Student Organization Registration/Renewal form, a proposed constitution that is in compliance with current requirements, and a letter explaining why the organization should be reinstated.

6. Annual Registration and Renewal Process

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

6.7. Benefits of Registered Student Organizations

- a. ~~Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), free mailbox in the Student Union, organization information published online, posting on-campus, use of University logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union Main Office, and free webpage via OrgSync. Meeting room reservations on campus, organization information published online, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and a free web-link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.~~
- b. ~~Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Center for Campus Life prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.~~

e.b. ~~Sport Clubs~~ Club Sports

~~Sport clubs~~ Club sports are entitled to all of the benefits of a registered student organization. In addition, ~~each club receives administrative and financial support from Recreational Sports. However, since the Sport Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding.~~ club sports may receive administrative support and guidance from University Recreation.

8. Faculty or Staff Advisor

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

- e. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
- f. Established full-time University faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the “Primary” advisor of a student organization with the approval of the ~~Center for Campus Life~~Center for Student Involvement.
- g. Student organization advisors should complete advisor risk management training set by the ~~Student Organization Staff or designee~~Center for Student Involvement.

9. Prerequisites for Maintaining Registration

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

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

any contractual agreements of Texas Tech-Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Student Organization Staff or designee.Center for Student Involvement.

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

10. Conduct Procedures for Student Organizations

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

SECTION N: STUDENT RIGHT TO KNOW

The University Police Department compiles and publishes campus crime data to comply with the Clery Campus Security Act. Information about crimes that have occurred on-campus and in the immediately surrounding community is published annually and a link to the information can be found on the Angelo State University Student Affairs web page: http://www.angelo.edu/services/saem/student_affairs.php.

Content being updated for 2015-2016

SECTION O: STUDENT RECORDS

1. General Policy

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

2. Address of Record

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

3. Student Access to Educational Records

- All current and former students of the University have the right to access their educational records as provided by law.
- Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the University.
- The University will respond to all requests for explanations and interpretations of records or information, if the response does not violate the Family Educational Rights and Privacy Act of 1974, as amended.
- A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. ~~A student seeking employment through the University Career Services may sign a waiver.~~
- Personally identifiable information such as classification, personal conduct,

grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

4. Records Not Accessible to Students

The following are records not accessible to students:

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

5. Authorized Non-student Access to Student Records

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

- a. Officials, faculty and staff employed by the University if they have a legitimate educational interest.
- b. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.
- c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.
- d. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
- e. Federal, state and local officials to whom laws (in effect on or before

Nov.19, 1984) require information to be reported.

- f. Organizations such as Educational Testing Service administering predictive tests, student aid programs and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.
- g. Accrediting organizations.
- h. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the ~~Office of the Registrar~~ Registrar's Office.
- i. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
- j. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the University of all such orders and subpoenas in advance of compliance.
- k. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

6. Students' Rights to Challenge Records

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

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

- ~~• The Hearing will be conducted within seven University working days following the request for the Hearing.~~

- ~~• The Hearing will be conducted by an institutional official or other party who does not have direct interest in the outcome of the Hearing appointed by the Associate Vice Provost for Student Affairs.~~
- ~~• The student may present evidence relevant to the content of the educational records to demonstrate how they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. The Hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records and for insertion into the records a written explanation by the student requesting the content of the challenged records.~~
- ~~• A written decision must be delivered in writing to all interested parties within seven University working days after the conclusion of the Hearing.~~

7. Release of Student Directory Information

- a. The following student information is considered ~~Texas Tech~~Angelo State University Directory Information:
- Student Name
 - Permanent and Local Addresses
 - ~~Hometown~~Place of Birth
 - Classification
 - Major and Minor Fields of Study
 - Dates of Attendance
 - Degrees, Awards, and Honors Received
 - Specific Enrollment Status
 - ~~Photograph~~Full time, Part time, Half time
 - ~~Team Photographs~~Undergraduate, Graduate, Law
 - Participation in Officially Recognized Sports and Activities
 - Height/weight of members of Athletic Teams
 - Previous Institution(s) Attended
 - Degree Candidate
- b. This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in ~~West Hall, room 103, or by restricting personal directory information at www.raiderlink.ttu.edu under the MyTech (for Students) tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name~~the Registrar's Office, room 200 of the Dorsey B. Hardeman Building.
- ~~c. The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information." To restrict directory information from appearing in the directory, students must go to Raiderlink and restrict directory information prior to the 12th class day in the fall term. Restricted directory information will remain restricted until the student unrestricts the information.~~
- ~~d.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 ~~the Office of the Registrar~~ Registrar’s Office. Disciplinary records are maintained for at least seven years in the Office of Student ~~Affairs~~ Conduct. Student Disability Services records are maintained for three years after the last date of enrollment. In cases resulting in Time-Limited Disciplinary Suspension or Expulsion, records will be kept indefinitely.

9. Letters of Recommendation

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

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

SECTION P: USE OF UNIVERSITY SPACE

1. General Policy

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

University buildings, grounds or property may be available for use by outside groups in accordance with and subject to the provisions of the University policy, to the extent that the programs and activities of these groups do not conflict or interfere with normal University functions or the activities of campus organizations. ~~not be used by individuals or organizations not connected with the University, with the exception of the use of Forum Areas for free expression as set forth in the section below or as~~

~~otherwise permitted under Texas Tech University or Texas Tech University System policies.~~ An individual who is not a student, faculty, or staff member may attend functions or activities held on University property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a University department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Outside groups desiring use of University facilities must obtain approval for their program or activity from the Director of Business Services. The Director of Business Services is responsible for making certain that the proposed program and activity is within the Regent's Rules and University policies. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. Appropriate rental charges shall be charged to outside groups using University facilities. Except as otherwise permitted under Texas Tech University or Texas Tech University System policies, non-registered organizations or off-campus groups or persons not sponsored by a department or registered organization will not be permitted to reserve space on campus. State law requires that University facilities and property be used only for state purposes and not for private gain.

2. Reservation Requirements

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

3. Use of Facilities by Student Organizations

- a. Student organizations must be registered to use University facilities or grounds.
- b. A student organization that has petitioned the Center for Campus Life Student Involvement for registration status may hold up to three meetings in the Houston Harte University Center Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or

space may be reserved by “petitioning” student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

4. Procedure and Priorities for Designated Facilities

a. ~~Student Union~~ Houston Harte University Center

The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the University. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the rules and regulations). The fee waiver form is located online at <http://reservations.angelo.edu>. Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the Student Union. Secondary priority is given to registered student organizations and University departments. Reservations must be made in the Student Union Office Room 203.

b. Academic Buildings

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

Academic space will be assigned on a limited basis if:

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

c. Residence Halls

Currently enrolled students who live in the residence halls and participate in the residence hall governments have first priority for use of all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, ~~University Student Housing~~Housing and Residential Programs. University departments or registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However, space availability is limited, and requests for the use of residence hall space must be made to the ~~Managing Director of University Student Housing~~Director of Housing and Residential Programs.

d. Intercollegiate Athletic Facilities

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

e. Recreational Facilities

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

~~f. McKenzie-Merket Alumni Center~~

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

~~facility is coordinated by the Texas Tech Alumni Association at (806) 742-0400.~~

~~g.f. Frazier Alumni Pavilion~~

~~The Pavilion is designed to meet the recreational needs of students, faculty and staff and to provide programming opportunities for the University and its registered student organizations. Reservation requests may be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. The Pavilion may also be rented according to University policy governing this privilege. The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000 square foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000 square foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.~~

~~—Lake Facility~~

~~g.~~

~~h. —Kent R. Hance Chapel~~

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

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

~~United Supermarket Arena~~

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

5. Use of Campus Grounds

- ~~a. a. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.~~

Reservation requests for the Lake Facility must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

- ~~b. Students or registered student organizations desiring to use campus grounds must register for grounds use with the Outdoor Events Coordinating Committee (OECC) in Student Union Room 304. Faculty, staff, or departments of the University desiring to use campus grounds must register for grounds use with the Outdoor Events Coordinating Committee (OECC) in Student Union Room 304 as well. In accordance with the University's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least two (2) weeks before the intended use. Recurring use assignments shall not be permitted.~~
- ~~e. The Outdoor Events Coordinating Committee (OECC) will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable University regulations and local, state and federal law.~~
- ~~d. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.~~
- e. b. Students or registered organizations using a designated area are subject to the following requirements:
- Use of amplification equipment must comply with the guidelines below.
 - A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
 - If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a University account number before the activity can be approved by the Outdoor Events Coordinating Committee Director of Business Services.
 - Violations of these campus grounds use regulations are subject to the disciplinary sanctions and procedures outlined in the *Code of Student Conduct*.
 - Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other University departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee Director of Business Services.
 - Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
 - The sponsor should contact refer to procedures provided by the Environmental Health and Safety Department office to make necessary arrangements for any event that includes concessions or a mobile

~~concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit food handling or food service on Angelo State University/Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit by anyone other than the contracted campus food service provider.~~

- ~~The sponsor should contact Transportation & Parking Services/Parking Services to make necessary parking arrangements for the event.~~
- ~~If the use of University grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.~~

6. Freedom of Expression Activities and Forum Areas

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

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

- ~~Southwest Collections—the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15th Street and Boston Avenue.~~
- ~~Engineering Key—the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.~~
- ~~Student Union—northeast corner (15th Street and Akron Avenue). Student Union/Library Plaza—the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest raised flowerbed in front of the Library on the west to the black brick border of the~~

~~flowerbeds on the east; and from the black brick border that stretches from the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end. Jerry S. Rawls College of Business Administration—the western half of the courtyard between the College of business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.~~

- ~~• Urbanovsky Amphitheater—the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.~~

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

- lawful assembly by the threat or use of force or violence.
- Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

7. Appeals of Ground Use Request Denials

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

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

9.8. Use of Amplification Equipment

- a. Use of Amplification Equipment for Freedom of Expression Activities.
 - Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
 - Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus after 5:00pm Monday through Friday.
 - Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in section 76 of this policy.
 - Only handheld amplification devices are permitted.
 - No amplification of sound is permitted during the week prior to or the week of final exams.
 - The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University community.
- b. Other Use of Amplification Equipment
 - The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on University grounds by students and/or registered student organizations for any purpose other than expressive

activities as set forth in section 76, above, is by permission only.

- Applications from individuals, departments, and organizations for permission to use amplification equipment ~~must be made on the Grounds Use and Solicitation Request form provided by the Outdoor Events Coordinating Committee~~ must be submitted as a reservation request to the Office of Special Events online at <http://reservations.angelo.edu>.
- Applications must be submitted at least two weeks before the intended use.
- The ~~Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources~~ Director of Business Services may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with University functions, classes in session, examinations, other nearby activities, and the campus environment.
- The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
- The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from ~~Academic Support and Facilities Resources~~ the Director of Business Services.
- Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
- Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the ~~Outdoor Events Coordinating Committee (OECC)~~ Director of Business Services.
- ~~Requests for Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m.~~ must be submitted as reservation requests to the Office of Special Events online at <http://reservations.angelo.edu>. Bands may use their own equipment on such dates.

c. Academic Use

- The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost and Vice President of Academic Affairs.
- Permission for use of the ~~victory carillon bells or~~ carillon bells in ~~the towers of the~~ Sol Mayer Administration Building must be requested through the Office of the President/Provost at least ~~one~~ three (3) University working days before time of intended use. Use of the bells must not interfere with the normal functions and programs of the University. ~~See OP 30.21.~~

SECTION O: WITHDRAWALS

1. Voluntary Withdrawal from the University

- a. According to the Undergraduate and Graduate Catalog ~~and OP 34.05,~~ students who find it necessary to withdraw from the University during a semester or summer term must apply to the ~~Office of the Registrar~~ Registrar's Office prior to the term withdrawal deadline. A student wishing to drop to zero hours must withdraw from the institution. If a student withdraws on the 13th class day or after, a W will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the ~~Center for International Studies~~ Office of International Affairs as a part of the withdrawal procedure. Student athletes must receive clearance from ~~their Athletic Academic Advisor. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance; the Director of Athletic Academic Services.~~
- b. Students considering withdrawal for medical reasons may contact the ~~Center for Campus Life~~ Office of Student Affairs to discuss additional University resources and services.
- c. There may be financial implications to withdrawal. If a student receives financial aid or is living in Angelo State University ~~TTU~~ student housing, he/she should first contact those offices before applying for the withdrawal. ~~If a registration hold exists on the student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at www.raiderlink.ttu.edu and select the MyTech (for Students) tab.~~
- d. Refunds
The Undergraduate and Graduate Catalog indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to University action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the Undergraduate and Graduate Catalog and at <http://www.depts.ttu.edu/registrar/> ~~http://www.angelo.edu/services/registrars_office/withdrawals_refunds.php~~
- e. Returning to the University after a Voluntary Withdrawal
Application materials and deadlines for former Texas Tech Angelo State University students are available ~~at www.gototexastech.com at <https://myfuture.angelo.edu>.~~ Official transcripts from all institutions attended subsequent to Texas Tech Angelo State University reenrollment must be submitted by the application deadline. All returning students must have a minimum of a 2.0 GPA on work taken since leaving Angelo State University ~~Texas Tech.~~
~~Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>.~~

2. Involuntary Withdrawals

- a. ~~Texas Tech~~ Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.
- b. When a student poses a direct threat to the health or safety of others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.
- c. Notice
Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the ~~Dean of Students~~ Executive Director of Student Affairs or designee.
- d. A “direct threat” means
 - There is a high probability (not just a slightly increased, speculative, or remote risk)
 - Of substantial harm; and
 - Based on observation of a student’s conduct, actions, and statements.
- e. The ~~Dean of Students~~ Executive Director of Student Affairs or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student’s voluntary compliance with medical or counseling assistance.
- f. The ~~Dean of Students~~ Executive Director of Student Affairs or designee will notify the student of the concern.
- g. The ~~Dean of Students~~ Executive Director of Student Affairs or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five (5) University businessworking days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:
 - Involvement of parents or significant others;
 - Academic progress;
 - Living arrangements;
 - Previously granted accommodations;
 - Confidentiality waivers;
 - Other possible accommodations, care and support resources including medical or counseling assistance; and
 - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
- h. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student’s last known official, local address as provided by the student to the Registrar’s Office and/or electronically to the student’s University email account. Students not responding to

requests for meetings or assessments may be referred to the Office of Student ~~Conduct~~Affairs for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.

i. Temporary Suspensions

During the involuntary withdrawal process, if the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs, Vice President for Student Affairs and Enrollment Management or designee determines that an immediate direct threat exists ~~others~~ or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, ~~and~~ had an opportunity to address the concern, and the student was afforded a Hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the ~~Vice Provost, Undergraduate Education and~~ Executive Director of Student Affairs or designee and the ~~Texas~~ University Police Department.

j. Involuntary Withdrawal Assessment

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

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

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

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

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

The assessment will determine:

- The nature, duration, and severity of the risk;
- The probability that the potentially threatening injury will actually

- occur; and
 - Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.
- k. Involuntary Withdrawal Committee
- The assessment report will be forwarded to the Involuntary Withdrawal Committee for review. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the Student Counseling Services Center, Medical Director of Student Health Services, the appropriate representative from the Student Health Clinic, Director of Student Disability Services, Development, Assistant Director of Student Conduct, Senior Executive Assistant to the President, and Dean of Students Executive Director of Student Affairs. If the student resides in campus housing, the Director of Housing and Residential Programs Student Housing will also serve as a voting member of the committee. The Executive Director of Student Affairs Dean of Students will chair the committee. A non-voting resource person may be assigned by from the Vice Provost for Undergraduate Education and Executive Director of Student Affairs to present information and assist the committee. The Involuntary University Withdrawal Committee will meet with the student in an informal, non-adversarial Hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.
- The Hearing will be scheduled by the Dean of Students Executive Director of Student Affairs within five (5) University business working days of the completion of the individualized assessment. The student will be provided the information to be considered at the Hearing by the Dean of Students Executive Director of Student Affairs in advance of the Hearing. The student may elect to attend the Involuntary Withdrawal Committee Hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. A non-voting resource person will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.
- Following the Hearing, the Involuntary Withdrawal Committee Executive Director of Student Affairs will recommend determine [UP3] one of the following:
- the student may remain enrolled at the University with no restrictions;
 - the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
 - The student should be involuntarily withdrawn from the University upon a specific date.
- l. Review of Committee Recommendation

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

m. Appeals Process

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

n. Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 2448 hours and may not return to campus unless approved by the ~~Vice Provost, Undergraduate Education and Student Affairs~~Executive Director of Student Affairs. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the ~~Dean of Students~~Executive Director of Student Affairs, limiting any subsequent registration until approval is given by the ~~Dean of Students~~Executive Director of Student Affairs.

o. Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year from the withdrawal date. At that time, the student should present documentation to the ~~Dean of Students~~Executive Director of Student Affairs for review.

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

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

APPENDIX A

DEFINITIONS

Academic Work, Test, Quiz, or Other Assignment

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

Administrative Hold

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

Complainant

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

Consent

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

Disciplinary Good Standing

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

Discipline Body

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

Hearing Body

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

Investigation Report

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

Member of the University Community

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

Official Academic Record

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

Policy

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

Preponderance of Evidence

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

Religious Holy Day

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

Respondent

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

Sponsorship and/or co-sponsorship

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

Student

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

Student Conduct Officer

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

Student Organization

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

University

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

University Official

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

University Premises

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

ATTACHMENT

2

ASU OP 10.01, Undergraduate Student Admissions



**Angelo State University
Operating Policy and Procedure**

OP 10.01: Undergraduate Student Admissions

DATE: December 18, 2014

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

REVIEW: This OP will be reviewed in August of every odd -numbered year by the director of admissions and the executive director of enrollment management with recommended revisions forwarded by September 1 through the vice president for student affairs and enrollment management to the president for approval and submission to the Board of Regents for approval. (*Regents' Rules*, Sections 05.01.2 and 05.02)

POLICY/PROCEDURE

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

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

1. ~~ASSURED ADMISSION~~ FRESHMAN ADMISSION

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

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

Assured Admission of Freshmen Applicants

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

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

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

**High School
Class Rank**

Top 10%* ~~-(Distinguished Program Required)~~
Next 40%
3rd Qtr
4th Qtr

**Test Scores
ACT or SAT**

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

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

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

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

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

Admission File Review of Freshman Applicants

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

Provisional Admission

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

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

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

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

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

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

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

~~2. ADMISSION FILE REVIEW OF FRESHMAN APPLICANTS~~

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

~~3. ADMISSION TO A COLLEGE MAJOR~~

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

~~4.2. GENERAL EQUIVALENCY DIPLOMA (GED) ADMISSION~~

~~Individuals who are not high school graduates but who have submitted evidence of a high school equivalency diploma from the Texas Education Agency (or equivalent agency in other states) may be eligible for admission to Angelo State University when they have submitted all of the following items to the Office of Admissions:~~

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

~~These applicants must meet one of the following admission requirements:~~

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

~~5.3. DUAL CREDIT/CONCURRENT ENROLLMENT ADMISSION~~

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

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

[Major revision: approved by the Board of Regents, December 12, 2014]
having officially been admitted to, nor matriculated at, Angelo State University until they graduate from high school and enroll in the university as regular students.

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

A high school student will be eligible for admission to ~~Angelo State University under the Springboard On Site Dual Credit/Concurrent Enrollment Program Regents Scholars Dual Credit Program~~ when the applicant has met all admission requirements and has on file the following items:

- Dual Credit/Concurrent Enrollment Application for Admission.
- Official transcripts of high school records.
- Official scores on the ACT or the SAT (scores no more than five years old).
- ~~Passing scores on the Texas Success Initiative (TSI) assessment test or proof of exemption.~~
- Dual Credit/Concurrent Enrollment Agreement form.
- ~~Letter of recommendation from high school counselor.~~
- ~~Completed Residency Questionnaire.~~
- ~~Completed Bacterial Meningitis Vaccination form.~~
- ~~Completed FERPA waiver form.~~
- ~~Completed Course Selection form.~~
- ~~Completed the sophomore or junior year of high school.~~

Regents Scholars Admission Requirements

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

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

High School Class Rank	Test Scores ACT or SAT
Top 10%	No Minimum
Next 40%	17 / 820 (Math/Critical Reading)
3rd Qtr	File Review
4th Qtr	File Review

- c. ~~Meet Texas Success Initiative (TSI) exemption requirements with a composite score of 23 or above (19 subscore in English and math) on the ACT or a combined verbal and math score of 1070 (minimum 500 verbal and 500 math subscores) or above on the SAT or provide passing scores on the TSI assessment test. Students not on a Texas High School Diploma Programs but who meet one of the requirements listed below and meet the class rank and test score requirements of an incoming freshman will also be granted DC admission to the Regents Scholars Dual Credit Program. The required SAT scores for assured admission are based on the math and critical reading portions of the SAT only.~~
 - Satisfy the College Readiness Benchmarks on the ACT assessment.

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

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

Off-Site Dual Credit Enrollment Presidential Scholars Admission Program

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

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

Presidential Scholars Admission Requirements

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

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

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

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

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

6.4. TRANSFER STUDENT ADMISSIONS

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

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

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

Transfer Student Assured Admission

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

Total College Level Semester Credit Hours Attempted	Minimum Cumulative Grade Point Average and Other Requirements
1-17	2.00 and meet admission criteria for regular admission for high school graduates
18 or more	2.00

- a. Students who are on academic suspension at any institution attended are ineligible for admission to Angelo State University until the period and terms of the suspension have been satisfied and the above criteria have been met.
- b. ~~Graduates from an accredited two-year college with the associate degree will be admitted to Angelo State University once official transcripts demonstrating a 2.00 GPA or greater on all transferrable coursework have been received in the Office of Admissions. However, a maximum of sixty-six semester credit hours of college-level academic coursework may be applied toward a bachelor's degree at ASU. ASU will not accept transfer credit for developmental courses.~~
- c. When calculating a transfer grade point average, grades of *A*, *B*, *C*, *D*, and *F* are computed as recorded. Grades of *WF* are averaged as *F*. When a course has been repeated, the last grade stands and is used for GPA calculations. Grades in non-transferable, developmental, and some technical/vocational courses are disregarded.
- d. Students meeting all admission requirements who are currently enrolled in another college or university and are unable to provide current transcripts of all previous work may appeal their admission to the Office of Admissions. It is the responsibility of the students to provide the official transcript to the Office of Admissions or be subject to forced withdrawal. Transfer courses will only be entered after receiving official transcripts.

~~7. ADMISSION REVIEW OF TRANSFER APPLICANTS~~

Admission File Review of Transfer Applicants

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

8.5. FORMER STUDENT ADMISSIONS

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

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

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

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

Former ASU students who have attended another college or university after leaving ASU will be considered as transfer students and must meet ~~the requirements listed in section 6~~the transfer student requirements above. Students must submit official transcripts of all college or university course work since their last enrollment at ASU. The cumulative grade point average of all official transcripts that were not previously received in the Office of Admissions must be a minimum 2.00.

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

9.6. TRANSIENT ADMISSIONS

Applicants who have completed college work and are working toward a degree at another college or university are eligible to be considered for transient admission. Applicants who desire to register for any term may be considered for enrollment without regard to the ~~provisions of (section 6)~~transfer student requirements above, but must not be on academic suspension from another institution.

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

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

10.7. POST-BACCALAUREATE ADMISSIONS

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

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

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

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

PROVISIONAL ADMISSION

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

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

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

- ~~a. Apply and be accepted to the Angelo State Direct Path Program, a partnership with Howard College. Upon earning 18 transferable credit hours with a cumulative 2.0 or higher grade point average a student will be fully admitted to Angelo State University.~~
- ~~b. Participate in the Summer Gateway Program by enrolling in and completing six hours of transferable coursework with a 2.0 or greater grade point average either at Angelo State University or at another college or university. Following successful~~

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

8. NON-DEGREE SEEKING STUDENTS

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

Non-Degree Seeking Students are required to submit:

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

In addition:

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

9. ADMISSION TO A COLLEGE MAJOR

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

11.10. OTHER PROVISIONS AND CONDITIONS OF ADMISSION

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

11.11. ADMISSION DECISION APPEALS

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