

STUDENT HANDBOOK POLICIES AND PROCEDURES



Policy Manual Volume VII

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Celebrating a 136 year legacy

UNIVERSITY MISSION AND VISION

Mission

As an historically black institution, Huston-Tillotson University's mission is to provide opportunities to a diverse population for academic achievement with an emphasis on academic excellence, spiritual and ethical development, civil engagement, and leadership in a nurturing environment.

Vision

Huston-Tillotson University will be a leader in the education of diverse populations. We will empower students for success in a global society as critical thinkers, lifelong learners, and ethical citizens.

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7.0 INTRODUCTION

The purpose of this Volume VII of the Policy Manual, the Student Handbook, is to provide general information about the University policies, procedures and regulations affecting student life for all students (on-campus, off-campus, full and part-time students). It is also designed to provide general information on non-academic services and co-curricular activities available to students.

It is the responsibility of each student to read and become familiar with the contents of this Student Handbook. Failure to obtain a copy of this publication and become acquainted with stated policies, procedures and regulations does not excuse any student from knowing and abiding by these regulations. The University reserves the right to modify or discontinue, without notice, any of the policies, procedures and regulations contained in this handbook.

Through this Student Handbook, students are encouraged to participate in student activities and take advantage of the services and opportunities available to them.

7.1 General Student Information

7.1.1 Welcome from the Division of Student Affairs

Welcome to Huston-Tillotson University (HT), home of the “Fighting Rams!”

You have come to a very special place. Whether you are entering HT for the first time or returning to continue your education, this is an experience of a lifetime. HT is filled with a rich history and a legacy of promise, opportunity, and excellence. An HT education offers a multitude of opportunities. As a member of our community, you have the privilege and awesome responsibility to live the legacy. Our reminder to you is to dare to excel!

In support of the academic mission, the Division of Student Affairs is deeply committed to cultivating leaders and providing activities that enhance learning inside and outside of the classroom. Leadership requires a foundation of building character and practicing sound decision-making. Involvement requires that you engage in what HT has to offer and serve our communities. At HT, we are here to facilitate that success. Campus Life staff will assist you with developing your leadership potential. Professional counselors, academic advisors, and the University Nurse will assist you with personal, academic, and physical concerns. The Residence Life staff will help you to adapt to your new University home. Campus food services and Religious Life will nourish your physical and spiritual hunger.

This Student Handbook describes the services available to you at the University. It is an invaluable resource since it outlines the broad array of resources and services as well as policies and procedures. It is especially important that you review the Code of Conduct and Community Standards. Each student is held responsible for knowing University policies, procedures, regulations, and general information. Students should also review carefully the *University Bulletin*, which reviews policies related to academic life.

Please advise us as to how we can assist you as you embark upon this new and exciting journey. Congratulations on your selecting Huston-Tillotson University, the oldest institution of higher education in Austin.

In Union, Strength.

The Division of Student Affairs

7.1.2 Student Affairs Mission Statement

Our mission is to empower student persistence to graduation by promoting holistic growth, inspiring intellectual curiosity, and encouraging responsible and healthy behaviors in a safe and affirming environment towards a life of personal and professional service.

7.1.3 History of the University

See Volume I, Campus Community Policies.

7.1.4 Motto

“In Union, Strength”

7.1.5 Colors

Maroon and gold.

7.1.6 Mascot

The ram.

7.1.7 Alma Mater

*From her eastern windows shining
Comes the promise of the day.
Huston-Tillotson, Alma Mater,
Gentle guardian of the way.*

*From the weary plains and lowland,
Proudly to her hill above,
Huston-Tillotson, Alma Mater
Lift our hearts in faith and love.*

*Founded on the Rock Eternal,
Looking ever tow'rd the light:
Wise in mind and great in spirit,
Holding fast her vision bright.*

*Come you loyal sons and daughters,
Strong and free your voices raise
To Huston-Tillotson, Alma Mater,
In blessing, gratitude, and praise.*

Fred Waring

7.1.8 Division of Student Affairs

As part of the Academic and Student Affairs unit, the Division of Student Affairs includes the Office of the Dean of Student Affairs (Student Union, Elmo C. Brown Conference Room), Campus Life, Counseling and Consultation Center, Career and Graduate Development, Disability Services, First Year Experience, Health Services, Religious Life and Campus Ministry, and Residence Life. The Dean of Student Affairs acts as the senior student affairs officer of the University. The Dean of Student Affairs has administrative oversight of Campus Life, Counseling and Consultation Center, Career and Graduate Development, Health Services, Religious Life and Campus Ministry, and Residence Life. The Director of Campus Life and the First Year Experience oversees all student activities, residence life programming, and the First Year Experience. The Director of the Counseling and Consultation Center serves as the University's counselor and oversees Disability Services.

7.1.8.1 Campus Life

The Director of Campus Life and the First Year Experience (FYE) oversees social, cultural, and academic programming within the Division of Student Affairs. Campus Life encompasses student activities, residence hall programming, development of learning communities, and supervises the Coordinator of the First Year Experience. The Director of Campus Life and FYE can be reached at 505.3037.

Located in the Davage-Durden Student Union Building, Campus Life provides administrative oversight for all student-sponsored campus activities and maintenance of records for all registered organizations. The Director serves as advisor to the Student Government Association (SGA) and National Pan-Hellenic Council (NPHC). The Office strongly encourages students to be involved on-campus, giving students organizational and leadership experience to prepare them to serve as leaders in a diverse and changing global society. Organizations seeking official University recognition must register annually with the Office of Campus Life and FYE in accordance with the established guidelines for registration of student organizations. The Director must approve all posters, announcements, etc., prior to campus postings. Additional information regarding student organizational membership and programming guidelines can be found in the Office of Campus Life and FYE.

7.1.8.2 First Year Experience (FYE)

The goal of the First Year Experience is to empower students to be more academically and socially successful and persist at HT. The FYE program is designed to assist students in making a successful transition to HT and college life in general. New student orientation consists of various activities to help students become more familiar with the University, its resources, and to provide an opportunity for team building as a class. During orientation, each student is assigned a Peer Learning Consultant. A Peer Learning Consultant is a returning student who serves as the new student's "mentor" during his/her first year.

Each student is also matched with an academic advisor who has been specially trained to work with first-year students. This academic advisor not only assists in helping the student choose classes but also serves as a mentor for the student. Students who develop a relationship with their advisor are more likely to persist through the University. It is with this belief that the first-year advising program was started. Undeclared first-year students are advised by a select cadre of faculty while first-year students with a major are advised within the major department.

Additional components of the First Year Experience Program include specialized learning communities, programming, field trips, and community service opportunities.

First-year students have a web site specifically designed for them. It contains sections with topics such as academic assistance and upcoming first-year events. Parents of first-year students also have a monthly newsletter that provides them information on what they may do to help their student successfully persist through University. Other FYE programs are continually being developed and added to further support the successful transition for first-year students.

7.1.8.3 Counseling and Consultation Center

The Counseling and Consultation Center (CCC) is located in the Agard-Lovinggood Administrative Building, Suite 216. It is a University-wide program in which mental health counseling and disability services are provided. CCC staff members interface with faculty and staff to assist students with issues affecting their personal and academic development. Further, the CCC offers programming that encourages the development of the whole person, including topics such as: conflict resolution, healthy relationships, anger management, and sexual violence. This holistic approach promotes positive behavior, educational support, and physical and emotional wellness.

Student enrichment and empowerment are the underlying goals of the office. To that end, the office makes self-enhancing videos, brochures, and magazines available to assist students with their University experience.

The CCC is open during normal business hours Monday through Friday, 8:30am – 5:30pm (505.3046 or 505.3044). For after-hour emergencies, students, faculty, and staff should contact Campus Safety at 505.3010.

7.1.8.4 Counseling

The Director of Counseling and Consultation Center offers short-term individual and group counseling sessions for registered HT students. The Director's role is to administer the overall CCC and provide counseling services and consultation for the campus community. The Director functions as a consultant, involving mental health emergencies and students in need. Faculty, staff, and students may refer students in need to the Director at 505.3044 or 505.3036. The Director makes appropriate assessments and referrals as necessary to off-campus agencies. Please note counseling sessions are confidential and information cannot be released except as applicable by law.

7.1.8.5 Disability Services

Huston-Tillotson University is committed to making its academic programs and other services accessible to qualified students with disabilities. The University is committed to providing students with disabilities equal opportunities to develop and demonstrate their academic skills. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended) is the policy of Huston-Tillotson University that no otherwise qualified person with a disability shall be subjected to discrimination because of that disability under any program or activity conducted or sponsored by the University.

Prior to admissions acceptance, the University furnishes general accommodation information upon request. Acceptance packets sent to all admitted students contain information on the Office of Disability Services (ODS). After admissions acceptance, individual accommodations need to be discussed with the Coordinator of Disability Services. The Coordinator of Disability Services (CDS) serves as a contact point for students with disabilities. The goal of the ODS is to support academic efforts of students with disabilities by providing a physically and educationally accessible University environment that ensures an individual is viewed on the basis of ability. The Coordinator works individually with students to determine appropriate and reasonable academic accommodations, and to ensure that students receive equal access to programs, services, and opportunities to succeed academically.

Registered students with disabilities who need academic accommodations or disability-related support services are asked to contact the Coordinator of Disability Services and arrange an intake appointment. Students with disabilities must provide appropriate documentation from a medical and/or mental health professional to verify the disability and need for accommodation(s). Accommodations are determined on a case-by-case basis using multiple sources of information, including, but not limited to, required documentation, student self-report, best practice, and discussion with the Coordinator of Disability Services.. Disability information is private information and only shared on a need-to-know basis. If students are unsure of their disability status, they are encouraged to contact the CDS (505.3149) for more information regarding disability-related support services. If a student with a disability does not agree with the accommodations decided upon by the University, the student has the right to file a grievance according to the grievance procedure outlined in the Student Handbook, Section 7.7. Students are responsible for ensuring the Coordinator of Disability Services receives updated information annually or as requested by the Coordinator of Disability Services.

The information below is a summary of the type of documentation needed. All documentation is expected to have been performed by a properly credentialed professional who is knowledgeable in the field relating to the disability. Documentation includes a diagnostic statement identifying the disability and a description of the diagnostic methodology used describing the current functional limitations, expected progression or stability of the disability, current and past accommodations, services and/or medications, and recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

7.1.8.5.1 Students with Physical Disabilities

A report from the student's physician detailing:

1. The nature of the student's physical disability;
2. Any limitations presented; and
3. Prognosis for a possible degenerative condition.

7.1.8.5.2 Student with Learning Disabilities and/or Dyslexia

The result of a recent (within the past three years) basic IQ test, and the Woodcock-Johnson Psycho-educational Battery (Revised) which includes achievement and cognitive skills tests or an acceptable equivalent.

7.1.8.5.3 Students with Emotional or Mental Disorders

Physician's or psychiatrist's report of any current medications, or medication used in the past two years, its anticipated results, side effects, if any, and projected results if the medication is discontinued. Students should discuss their needs with the Director of the Counseling and Consultation Center or Coordinator of Disability Services for assistance. *Note:* Students are responsible for taking their medication and will be held accountable for any inappropriate behavior.

7.1.8.5.4 Special Arrangements

For the University to make needed arrangements, students must submit the required information by the deadlines set prior to each semester and sign a release form giving the University permission to share the provided information on a need-to-know basis with the appropriate faculty and staff. Accommodations cannot be made in less than two weeks after notification of request and receipt of all stipulation documentation.

7.1.8.5.5 Building Access

People with disabilities from the community are encouraged to make arrangements for assistance, if needed, by a student or an employee prior to each arrival on-campus, or when moving from building to building. In cases where a student has a temporary medical condition that requires physical accommodation, the student should contact the Coordinator of Disability Services for assistance. This should be done at least two business days in advance of the accommodation, whenever possible. In consultation with the Dean of Student Affairs, the Coordinator will contact the appropriate persons (faculty, facilities, Campus Safety, Residence Life, etc.) to temporarily relocate a class or residence hall room to accommodate the student's needs. Documentation of the medical condition may be required as per the Coordinator of Disability Services.

7.1.8.6 Career and Graduate Development Center

The Career and Graduate Development Center (C&GDC), located on the first floor of Connor-Washington, provides comprehensive lifelong career development assistance to present and former students in all majors in the areas of self-assessment, career exploration and decision-

making, leading to success in part-time jobs, internships, higher education and/or full-time career employment.

The Center sponsors annual internship, career, and graduate school fairs; resume and cover letter writing and review; and mock interviews. View extensive career exploration, employer research, job search, financial aid and graduate school resources at: <http://htu.edu/student-services/career-services>. The Center also includes a Resource Center containing standardized testing materials, employer profiles, job postings, and various publications pertaining to graduate schools, salary surveys and job search strategies.

The C&GDC is open Monday – Friday, 8:30 am – 5:30 pm. Contact the Career and Graduate Development Center at 505.3041 or email cgd@htu.edu.

7.1.8.7 Office of Religious Life and Campus Ministry

Huston-Tillotson University is affiliated with The United Methodist Church and the United Church of Christ. Students and staff represent many religious faiths. The University respects the faith commitments of all students. The University Chaplain coordinates campus ministry programs and leads religious life on-campus. The Chaplain is also available to counsel students regarding a variety of matters. In addition, the University Chaplain is responsible for development of programs that encourage spiritual growth and development. The Chaplain is located in the Center for Religious Life at 1001 Chicon Street and can be reached at 505.3054.

Through campus ministry, students have an opportunity to develop and participate in activities such as the Thursday Chapel Hour at 11:00 a.m., the Gospel Choir, various Bible Study groups, weekend retreats, fun nights with other area universities, and more. The Thursday Chapel Hour includes the Huston-Tillotson University Gospel Choir and occasionally uses the performing arts in presenting the Word of God. Chapel Hour is a time of great celebration which the University family is strongly encouraged to attend.

7.1.8.8 Student Health Services

Attaining and maintaining good health is essential to the educational experience at Huston-Tillotson University. Student Health Services plans and promotes health education programs for the campus community, encourages good health practices, and gives prompt attention to illnesses and injuries.

Located in the Allen-Frazier Building, the Health Center serves all students who are enrolled in the University and is under the direction of a Licensed Vocational Nurse. Health Services operates Monday through Friday, from 8:30 a.m. to 5:30 p.m. The University maintains a cooperative relationship with local area family practice clinics and there are several major hospitals in the City of Austin.

Each student must have a completed health form on file. The University requires health insurance for all full-time students (those enrolled for 12 or more credit hours) and offers a year-round insurance program for a nominal fee. Insurance information cards and instructions regarding supporting documents are available in Health Services. **A student covered by parents' or guardians' insurance must present a valid health insurance card at the time of registration each semester. If a card is not presented at the time of registration, the student will be enrolled in the University health plan.**

For after-hours emergencies, please notify a Residence Life staff member or Campus Safety (505.3010) who will page the University Nurse. For more information about Health Services, please call (512) 505.3039 or pick up a Health Services manual in the office.

7.1.8.8.1 Communicable Diseases

A communicable disease is an illness due to a specific infectious agent or its toxic products that arise through transmission of that agent or its products from the infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment.

The first step in the control of a communicable disease is its rapid identification and isolation. The Travis County Health Department needs to be informed immediately of certain contagious illnesses. As an institution of higher learning, we have a responsibility to our University community as well as the community at large to be properly informed about the control of communicable diseases.

Communicable diseases include but are not limited to measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), HIV infection (human immune deficiency virus), AIDS, AIDS - related complex (ARC), meningitis, meningococcal infections and tuberculosis (TB). The term "HIV" shall include AIDS, AIDS - related complex (ARC), and a positive test for the antibody to the HIV virus. Any decision of Huston-Tillotson University concerning a person who has a communicable disease shall be based on current and well-informed medical judgment which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable virus and available alternatives to respond to a student or employee with a communicable disease.

If a student has been diagnosed or suspects that a communicable disease has been contracted, it is the student's responsibility to:

1. Report immediately to the University Nurse;
2. Abide by instructions of the nurse or physician. The school nurse shall, at the time of reported illness, inform the student about the length of isolation (if any) and proper preventive measures; and
3. The University Nurse shall then inform appropriate persons including the Provost and Vice-President for Academic and Student Affairs, the Dean of Student Affairs, residence hall staff, and the Travis County Health Department, if necessary.

The student will also need to contact instructors to make academic arrangements if class time will be missed. No student will be allowed to return to class without a written release from the nurse/doctor. The nurse shall inform the Dean of Student Affairs and residence life staff of the student's re-admittance to the University community.

Up-to-date information is available on the Student Health Services website about communicable diseases, preventative measures, and steps if a member of the University community is affected.

7.1.8.8.2 Pregnancy

The University permits students to attend classes and participate in most activities while pregnant. The University reserves the right, however, to prohibit any pregnant student from living in campus residence halls or enrolling or continuing to attend classes if there is reasonable evidence that such activities might jeopardize the health of the student or fetus and/or unduly disrupt the normal operations of the University.

The University assumes no liability or responsibility for student pregnancy, prenatal care, miscarriage or other complications, abortion, or birth that may occur on University property.

A student found to be pregnant while residing in the residence hall, who at the end of the semester will be less than six (6) months pregnant, and who wishes to remain in the residence hall for the remainder of that semester, must comply with the following procedures:

1. Immediately notify the University Nurse and the Residence Hall Director. These individuals will respect the student's privacy in accordance with standard medical and counseling privacy practices;
2. Provide evidence to the Health Center of appropriate and periodic (as determined by the University Nurse) pre-natal medical examinations and health care planning;
3. Upon recommendation of the University Nurse, physician and/or Residence Hall Director, attend appropriate personal counseling session(s);
4. Attend periodic conferences with the University Nurse as frequently as deemed necessary by the Nurse;
5. Sign the University Liability Waiver Form, which is a legal document relieving the University of any and all liabilities and/or responsibilities for miscarriage, abortion, other complications, or injury to the pregnant student or fetus; and
6. Provide the name of the physician providing prenatal care.

Failure to comply with the above stated regulations and procedures may result in immediate removal from the residence halls and possible suspension from classes for the remainder of the semester. A student suspected of being pregnant who denies same in order to continue living in the University residence halls may be required to furnish evidence from the University Nurse that pregnancy does not exist.

NOTE: Under no circumstances will a student be permitted to reside in a residence hall with a child.

7.1.8.8.3 Health Insurance

The University offers a Student Health Insurance plan for students enrolling for 12 or more hours. It would be advantageous for all students to enroll in this plan; however, it is acceptable if students choose to use their own or their parents' insurance. **Proof of insurance must be presented at the time of registration each semester with no exceptions.** Insurance coverage must be continuous and current throughout the enrolled semester. **Athletes are strongly encouraged to purchase the school health insurance.** If there is coverage other than the University plan, the student will need a complete understanding of its exclusions and limitations regarding coverage in Texas, specifically Austin. If you carry an indemnity plan with your policy, no matter where a medical bill is generated, it will pay. Likewise, some policies cover medical emergencies in any city but not routine office visits. Your local insurance representative should be able to answer questions regarding coverage outside of your home area. It is very important that you have these facts BEFORE waiving the school coverage as the University assumes no responsibility for any medical expenses incurred by students. Very few policies cover 100% of medical expenses incurred but we believe the University policy will greatly curtail the expense of unplanned medical problems. A brochure with additional information is available at the Student Health Services. Please feel free to call the toll free numbers on the back of the brochure should you have questions.

7.1.9 Academic Support Services and Programs

7.1.9.1 Tutoring and Supplemental Instruction

The tutoring lab provides resources to students who require academic assistance beyond normal classroom instruction. The lab falls under the auspices of the Coordinator of Academic Advising and Supplemental Instruction.

7.1.9.2 Placement Testing

The Coordinator of Academic Advising and Supplemental Instruction coordinates placement testing for new students. Academic Support Services has implemented a computerized testing tool, COMPASS, that helps place entering students in appropriate courses and can help maximize students' success. Placement is designed to measure: mathematics, reading comprehension, writing skills, grammar usage, and listening placement measures for English as a second language (ESL) students. The purpose of placement testing is to advise first-year students as to the appropriate course level they should enroll in their first semester.

New and transfer students with less than 30 hours are required to take a placement exam and all international students are required to take the ESL component.

7.1.9.3 International Student Assistance

For assistance regarding student course load and academic requirements as they relate to international status, contact the Director of Admissions in the Office of Enrollment Management (505.3029). Office hours are Monday – Friday, 8:30 a.m. – 5:30 p.m. or by appointment. Enrollment Management provides information and answers questions relevant to international students. All required Immigration and Naturalization Service (INS) documents for F-1 students are provided through this office. The University also sponsors activities and programs designed to assist in the transition of international students into the University community.

7.1.9.4 Who's Who among Students in American Colleges and Universities

"Who's Who Among Students in American Colleges and Universities" is a distinguished biographical volume that honors the nation's most noteworthy students of higher learning. Juniors or seniors with the highest grade point average of not less than a 3.0 are selected, recognized, and honored. The Dean of the College of Arts and Sciences coordinates submission to Who's Who.

7.1.10 Other Support Services

7.1.10.1 University Bookstore

Students may purchase textbooks and supplies from the HT Bookstore, operated by Follett in Davage-Durden Student Union. The telephone number is 512.505.3137. Students and other visitors are urged to contact the HT Bookstore by phone or by going online to the Bookstore for business hours. As an added benefit for students registered for 12 or more credit hours (full-time), book vouchers are an optional part of tuition, and these may be redeemed at the University Bookstore. *First priority should be given to the purchase of books, supplies, and educational materials.* After all necessary educational materials have been purchased; remaining balances of book vouchers may be used for non-educational purchases.

Students may purchase supplies and other HT paraphernalia in the Bookstore; however, book vouchers are not accepted.

7.1.10.1.1 Insert number Bookstore Buyback Policy

Follett considers buyback fraud, knowingly selling stolen books, theft and will prosecute to the fullest extent of the law. The buyback policies are as follows:

- An ID is required for buyback – no exceptions;
- Students may not sell back books for a third party;
- At any time, a student may be asked to present a class schedule for proof of class registration;

- Suspicious transactions, such as selling multiple copies of the same book in a semester, will result in students being barred from future buyback as well as further investigation by Campus Safety and a report initiated to the Austin Police Department.

7.1.10.2 Dining Services

Located in the Davage-Durden Student Union, Gourmet Services, Inc. (505.3153) provides the campus food service, offering various nutritionally sound and attractively prepared meals. All students residing in the residence halls must participate in the meal plan. All students on the meal plan must have their valid identification card to gain admission to the dining hall. If the card is lost or damaged, please see the Business Office to pay for a replacement. There is a \$50 replacement fee. Students may also purchase meal plans, meal cards, or pay for meals upon entering the cafeteria.

7.1.10.2.1 Guidelines for the HT Café

1. All students **MUST** show their student HT identification in order to enter the Café.
2. You are allowed to use your points to let a visitor eat.
3. Shoes must be worn.
4. No outside containers, food or beverages of any kind are allowed in the Café. (This is a health violation. We are not responsible for any food or beverage prepared outside the Café unless it has been prepared by Food Services.)
5. No prepared food by Food Services is to be taken outside the Café. This includes dishes, hot sauce, salt, and pepper shakers.
6. Please do not talk on your cell phone when at the register or in any of the serving lines.

7.1.10.3 Duplication Services

Duplication Services are located in the basement level of Agard-Lovinggood.

7.1.10.4 Mail Services and Mail Box Assignments

All campus residents are provided with a campus mailbox located at the University Post Office on the ground floor of the Agard-Lovinggood Building. Each student will be assigned a mailbox and the key or the combination for the box by the Central Services Operator. Mail is not delivered to the **residence halls**.

Your address at the University is:

(Student's Name)
 Huston-Tillotson University
 Post Office Box Number _____
 900 Chicon Street
 Austin, Texas 78702-2795

The Post Office, a full service facility, is located in A-L Room 102 and observes the following hours:

8:30 a.m. – 12:00 noon
1:30 p. m. – 5:00 p. m.
Monday through Friday
***Closed on Saturday, Sunday, and federal holidays**

Mail is usually distributed by 12:30 noon. All special delivery and overnight express letters are usually delivered to the University Post Office between the hours of 10:00 a.m. to 12:00 noon. Mail delivered on campus during non-office hours will be delivered to the Security Office at the

Chicon Street entrance to the campus. A notice will be placed in a student's mailbox to notify him/her of receipt of a package. U.P.S. deliveries are made at 2:00 p.m. to the University Post Office. There is no Saturday or Sunday mail delivery. If your mail is not properly addressed, it will be delayed.

Students must use their assigned mailbox to receive mail. There is no will call or General Delivery Service provided by the University Post Office.

The University strongly advises against the transfer of cash to students through the mail. The University is not responsible for cash sent through the mail. Students should inform all persons who wish to send money that the best methods are:

1. Registered Letters – Persons who wish to send currency through the mail should utilize a registered letter in which the exact amount enclosed is declared at the time of mailing. This is the only method that should be used for the transmittal of currency by mail.
2. United States Money Orders – Money Orders, which are issued only in the Post Office, are recommended as a safe means of sending money to students. If a money order is lost, a replacement money order for the original amount is issued by the U. S. Post Office.
3. Commercial Money Orders – Money Orders issued by banks and various businesses are desirable methods of sending money to students.
4. Western Union – H.E.B Supermarket at 2701 East 7th Street is the closest Western Union location.

7.1.10.5 University Library

The Downs-Jones Library supports the academic programs of the University and provides materials for academic classes, reading and usage. For additional information, please refer to Volume II, Campus Community Policies. Operating hours are posted on-line and at the library.

7.2 General University Policies and Procedures

7.2.1 Alcohol and Other Drug Statement and Policy

Under the Drug-Free Schools and Communities Act Amendments of 1989, Huston-Tillotson University (HT) is required to notify all employees and students of specific alcohol and drug policies and programs. In compliance with this law, HT provides on-line information for students regarding alcohol and other drug possession, use, abuse, and distribution, including education, standards of conduct, as well as University and state penalties for violations. This information is located on the Student Affairs and Counseling and Consultation Center websites as well as in the Student Handbook.

Consistent with its commitment to wellness, the University upholds all federal, state, and local laws and regulations that regulate or prohibit the possession, use, and/or distribution of alcoholic beverages. Consistent with HT's religious affiliation with the United Church of Christ and The United Methodist Church, HT supports abstinence from alcoholic beverage use. HT recognizes in the event members of the University community consider alcoholic beverage use, HT insists upon lawful use, responsibility, prudence, and moderation.

Accordingly, all members of the HT community—including faculty, staff, students, and campus visitors—are required to comply with the following policy regarding alcohol and other drugs.

I. University Standards

- a. Alcohol: Use, possession, or sale of alcohol and illicit drugs is prohibited on-campus, including the residence halls. In the case of certain University sponsored events (e.g., MASKED Ball Gala, receptions), service and/or consumption of alcoholic beverages is to be complimentary to an event, and

- under no circumstances should an event have the consumption of alcohol as its primary focus. Food and non-alcoholic alternative beverages must be provided.
- b. **Illegal Drug:** possessing, distributing or selling illegal drugs as defined by state and federal laws is against University policy. Students who choose to violate the illegal drug policy will be subject to disciplinary actions. Sanctions may include removal from on-campus living and/or suspension or expulsion from the University. The following situations are violations of the illegal drug policy.
 - i. Possession, use, or distribution of illegal drugs;
 - ii. Possession of illegal drug paraphernalia; or
 - iii. Being present when an illegal drug violation occurs.
 - c. **Texas State Law:** part of the HT Alcohol Policy includes the strict adherence of alcoholic beverage laws. These laws are enforced by the departments of Campus Safety and Residence Life. These laws include:
 - i. Driving while Intoxicated;
 - ii. Possession of Alcohol by a Minor;
 - iii. Possession of False Identification;
 - iv. Consumption of Alcohol By a Minor;
 - v. Purchase of or Furnishing Alcohol to a Minor;
 - vi. Driving Under Influence of Alcohol by a Minor;
 - vii. Public Intoxication;
 - viii. Possession of Controlled Substances (Drugs);
 - ix. Manufacture/Delivery of Controlled Substances (Drugs);
 - x. Possession of Marijuana; or
 - xi. Delivery of Marijuana.

HT Code of Conduct and Community Standards

Students in violation of the Alcohol and Other Drug Policy are subject to the HT Code of Conduct and Community Standards (Code) which is located at www.htu.edu in the Student Handbook. The following list includes, but is not limited to, conduct subject to disciplinary action:

- Distribution, possession, and student use of alcoholic beverages is prohibited on-campus, including residence hall rooms, irrespective of age;
- Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated;
- Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliating with any organization or group;
- Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, irrespective of age; and
- Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.

Students "may be subject to this Code whether the misconduct occurs on University premises, at University sponsored events, or at any location off-campus when such conduct is brought to the attention of the University including, but not limited to, sexual misconduct, hazing, or physical violence." Finally, the Code states:

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code

are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. . .The University will refer matters to federal, state, and local authorities when appropriate.

In addition, HT has a parental/guardian notification policy when students under the age of 21 have been found responsible to be involved in any second or serious alcohol or other drug related violation of the Code, federal, state, or local laws. The Parental Notification Policy can be found at www.htu.edu in the Student Handbook.

University and State of Texas Penalties

II. Statement of University Sanctions

- a. Alcohol: A student who engages in misconduct is subject to one or more of the following sanctions:
 - i. Verbal or written reprimand outlining behavior and associated concern;
 - ii. Restitution, which may take the form of monetary compensation or of appropriate on-campus community service to repair or otherwise compensate for damage;
 - iii. Fines, to pay for additional services;
 - iv. Disciplinary probation. A specified period of time and review of behavior, including terms appropriate to the violation, during which the student must demonstrate compliance with the University regulations and the terms of the probationary period;
 - v. Suspension from the University. During the period of suspension, the student is prohibited from entering the University campus or facilities under control or jurisdiction of the University without prior written approval from the Dean of Student Affairs or his/her designee;
 - vi. Expulsion from the University. Student cannot earn or accumulate HT credit. If the suspension or expulsion occurs during the semester, no credit will be awarded to that semester and incomplete grades will not be allowed;
 - vii. Educational sanctions include, but are not limited to, counseling, attending an educational program or class, creating an educational poster, writing a reflective essay, or hosting a residence hall program;
 - viii. Community service related to the violation and the student's behavior; or
 - ix. Loss of Privileges:
 1. Prohibited for a specified amount of time from attending certain University functions or activities;
 2. Restricted from entering certain University buildings and using University facilities;
 3. Ineligible to hold an elected or leadership position on campus;
 4. Prohibited from operating a motor vehicle on campus (must be approved by the Director of Campus Safety);
 5. Loss of on-campus employment;
 6. Loss of housing eligibility for a specific amount of time;
 7. Loss of housing eligibility for remainder of enrollment; or.
 8. No-contact agreement: limiting contact between student and another student, faculty or staff member. At the request of a student, and after investigation by the Dean of Student Affairs or his/her designee, a no-contact agreement may be enforced between the above parties. These agreements are for a designated period of time. No contact means that while the

accused and/or the complainant are on University property, or at any activity or event associated with the University, the accused may not attempt to communicate with the complainant. Communication includes talking with, attempting to talk with, touching, staring at, writing to, attempting telephone or electronic contact (e.g., email, fax, texting, or social site posting), third person, and/or any other form of contact of any kind.

- b. Illicit Drugs: A student who engages in misconduct is subject to one or more of the following sanctions:
 - i. Restitution, which may take the form of monetary compensation or of appropriate community service to repair or otherwise compensate for damage;
 - ii. Fines, to pay for additional services;
 - iii. University probation. A specified period of time and review of behavior, including terms appropriate to the violation, during which the student must demonstrate compliance with the University regulations and the terms of the probationary period;
 - iv. Removal from the residence halls for a designated period of time, which may include through the remainder of enrollment. During the period of removal, the student is prohibited from entering or loitering around the residence halls;
 - v. Suspension from the University. During the period of suspension, the student is prohibited from entering the University campus or facilities under control or jurisdiction of the University without prior written approval from the Dean of Student Affairs or his/her designee;
 - vi. Expulsion from the University. Student cannot earn or accumulate HT credit. If the suspension or expulsion occurs during the semester, no credit will be awarded to that semester and incomplete grades will not be allowed. During the period of expulsion, the student is prohibited from entering the University campus or facilities under control or jurisdiction of the University without prior written approval from the Dean of Student Affairs or his/her designee;
 - vii. Educational sanctions – examples include but are not limited to: attending an educational program or class, creating an educational poster, writing a reflective essay, or hosting a residence hall program;
 - viii. Community service; or
 - ix. Loss of Privileges:
 - 1. Prohibited for a specified amount of time from attending certain University functions or activities;
 - 2. Restricted from entering certain University buildings and using university facilities;
 - 3. Ineligible to hold an elected position on campus;
 - 4. Prohibited from operating a motor vehicle on campus. (must be approved by the Director of Campus Safety);
 - 5. Loss of on-campus employment;
 - 6. Loss of housing eligibility for a specific amount of time. (see item iv);
 - 7. Loss of housing eligibility for remainder of enrollment. (see item iv); or
 - 8. No-contact agreement: limiting contact between student and another student, faculty or staff member. At the request of a student, and after investigation by the Dean of Student Affairs or

his/her designee, a no-contact agreement may be enforced between the above parties. These agreements are for a designated period of time. No contact means that while the accused and/or the complainant are on University property, or at any activity or event associated with the University, the accused may not attempt to communicate with the complainant. Communication includes talking with, attempting to talk with, touching, staring at, writing to, attempting telephone or electronic contact (e.g., email, fax, and pager), third person, and/or any other form of contact of any kind.

III. Texas State Law Summary of Penalties (Penalties are based on language contained in applicable Texas statutes and are subject to change at any time by the Legislature and the Governor.):

i. Alcohol:

1. Underage: It is illegal for someone under the age of 21 to possess, purchase, attempt to purchase, or consume alcohol:
 - a. First offense: Alcohol awareness course, community service, a 30-day suspension of driver's license, and up to a \$500 fine;
 - b. Repeat offenses: Automatic suspension of driver's license, up to a \$2,000 fine, and 180 days in jail. All penalties are assigned at the discretion of the judge; or
 - c. Parental Involvement: A parent must appear in court for any alcohol charges filed against a minor under 21 years of age;
2. Driving while intoxicated (DWI): If under 21, it is illegal to drive with any detectable Blood Alcohol Concentration (BAC):
 - a. A first offense results in up to a \$500 fine, 40 community service hours, alcohol awareness course, and 60-day suspension of driver's license. All penalties are assigned at the discretion of the judge;
3. False identification: Similar to a DWI, a student can receive up to six months in jail, a \$500 fine, community service hours, and one year suspension of driver's license;
4. Providing alcohol to a minor: \$4,000 fine and/or one year in jail; or
5. Legal intoxication and Driving: A BAC of .08 is the legal limit; however, students may be cited for impaired driving due to alcohol regardless of BAC:
 - a. Refusal to take a blood or breath test to measure BAC can result in a 180-day driver's license suspension;
 - b. A first offense results in up to a \$2,000 fine, 180 days in jail and driver's license suspension up to one year; or
 - c. Repeat offenses may result in up to a \$10,000 fine, 10 years in penitentiary and 2 years driver's license suspension;

ii. Illegal Drugs

1. Possession of Controlled Substances (Drugs):
 - a. Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days; or

- b. Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years;
- 2. Manufacture/Delivery of Controlled Substances (Drugs):
 - a. Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days; or
 - b. Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years;
- 3. Possession of Marijuana:
 - a. Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days; or
 - b. Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than five years;
- 4. Delivery of Marijuana:
 - a. Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days; or
 - b. Maximum: A fine not to exceed \$100,000 and imprisonment for life or for a term of not more than 99 years nor less than ten years.

Alcohol and Other Drug Education and Services

IV. Education – Alcohol and Illegal Drugs

- a. Alcohol and Health: In the U.S., approximately 5 to 10% of the population develops alcohol dependence, a brain disease that can lead to death. Although some drinkers, such as those with a genetic predisposition, are at greater risk for alcohol dependence than others, no one is exempt from the potential to develop an alcohol use disorder. Therefore, HT encourages all students to periodically seek a brief alcohol assessment via a confidential Internet resource. Students will be able to determine how alcohol may be impacting their life by distinguishing among alcohol use, misuse, abuse, and dependency:
 - i. Safe Alcohol Use: When a person is using alcohol, he or she drinks in moderation, ensures that the focus of the evening is something other than the alcohol itself, and does not drink with the sole purpose of getting intoxicated. Moreover, a person who is using alcohol works to maintain a safe Blood Alcohol Concentration (BAC < .06) and experiences no substance related harm;
 - ii. Alcohol Misuse: The consumption of alcohol in a manner that contributes to harm of the individual, others in their lives, or the wider community is considered alcohol misuse. However, a person may avoid many of the hazards associated with high-risk alcohol use;
 - iii. Alcohol Abuse: Within a 12-month period, alcohol abuse refers to a pattern of drinking that results in one or more of the following circumstances including failure to fulfill major responsibilities, drinking in situations that are physically dangerous, having recurring alcohol-related legal problems, or continued drinking despite having ongoing relationship problems that are caused or worsened by the drinking; or
 - iv. Alcohol Dependency: An individual becomes physically dependent on a substance for which he or she experiences cravings and a compulsion to

use it. If he or she does not use the substance, he or she will experience withdrawal. People who are dependent on alcohol are pre-occupied with the use of the substance, and its use becomes a daily/weekly priority. Students who are alcohol dependent often schedule only late classes, lose the ability to predict how much they are going to drink in a given evening (lack of self-control), experience frequent blackouts, sneak drinks in order to hide how much they actually consume from close friends and family, drink before going out (pre-game), and develop/maintain a high tolerance. In addition, any efforts employed to cut down on drinking are unsuccessful. Although many dependent students feel as though their drinking problems will cease with graduation from college, such individuals are often sadly mistaken. Dependency is a serious medical problem that requires time, diligence, and support to overcome;

- b. Moderation vs. Heavy Drinking: Most students who choose to drink should do so in moderation because risks to the health and safety of self and others increase as Blood Alcohol Concentration (BAC) increases. Additionally, heavy drinking causes multiple physical problems, especially in the brain and digestive system, because alcohol is toxic to the body. Both periodic and chronic heavy drinking is associated with academic, social, and health problems;
 - i. Academic problems include class absenteeism, poor performance on major projects and exams as well as inattentiveness;
 - ii. Social problems include unhealthy relationships, sexual victimization, isolation, arguments, and fights; or
 - iii. Health problems include accidental injury and the consequences of unprotected and other forms of high-risk sex behavior;
- c. Tolerance: Contrary to popular notions, tolerance actually impairs an individual's ability to enjoy the positive, low dosage effects of alcohol. Tolerance can be artificially manipulated by periodic or chronic drinking, which involves the consumption of increasing amounts of alcohol to receive the same effects. With increased tolerance, the euphoria experienced is lowered and an individual will show fewer signs of intoxication. Consequently, a person with high tolerance will be impaired without showing the typical signs of intoxication. Generally, if drinking stops, the person's body will revert to the tolerance level in existence when alcohol was consumed for the first time;
- d. Point of Diminishing Returns: Levels below the "point of diminishing return" reflect low dosages of alcohol ($BAC < .06$) that produce positive feelings through reduced inhibition, relaxation, slowed thinking, and a mild stimulating "buzz" or euphoria. Alcohol is a depressant to the central nervous system, which causes the feeling of euphoria that most people expect from appropriate use;
- e. Beyond the Point of Diminishing Returns: The negative depressant effects of alcohol intensify as BAC rises above .06 producing fatigue, impairment of coordination, increase in reaction time, diminished sensory perception, impaired judgment while simultaneously erasing the positive, low-dosage effects. Intoxication is involved in a majority of violent student behaviors, including acquaintance rape, vandalism, and fights as well as a majority of vehicular accidents;
- f. Legally Intoxicated: In Texas and most other states, a BAC of .08 or above is considered legally intoxicated;
- g. Alcohol Blackout: If a student's BAC rises above .15, he or she can pass out and/or experience a memory loss (blackout) the next day. While passed out, a drinker can die from choking on his or her vomit. Breathing will slow as the central nervous system becomes increasingly sedated. Another common

- experience is called “brownout,” which is a state when the person has consumed enough alcohol to pass the stage of being intoxicated, yet remembers everything. However, he/she is so intoxicated that he/she cannot control his/her behavior;
- h. Alcohol Poisoning: If BAC rises above .30, the drinker is at serious risk of alcohol poisoning from respiratory failure. An intoxicated person is also at risk for death if the following occurs:
- i. Cannot be awakened and/or passes out;
 - ii. Cold, clammy, bluish or unusually pale skin;
 - iii. Breathes slowly (less than 8 times per minute) or irregularly (more than 10 seconds between breaths); or
 - iv. Vomits while asleep/passed out and does not awaken;
- i. Illegal Drug Use: Marijuana, hashish, non-medical prescription, cocaine, hallucinogenic (i.e., ecstasy, LSD, mushrooms) and inhalant (i.e., aerosols, gasoline, paint) drugs, and heroin rank as the most popular illegal drugs in America. Oftentimes, there are no warning labels or little consideration is given to the hazards of illegal drugs. Nonetheless, illegal drug use is a major public health concern impacting quality of life, resulting in absenteeism, poor academic performance, and suspension. A variety of symptoms include euphoria, increased pulse rate and blood pressure, visual hallucinations, illusions, drowsiness, respiratory depression, slow reaction time, impaired judgment, and death among several others. The University encourages all students to periodically seek an assessment via the Counseling and Consultation Center:
- i. Drug abuse is the use of illicit drugs or the abuse of prescription or over-the-counter drugs for purposes other than those for which they are indicated or in a manner or in quantities other than directed; or
 - ii. Drug abuse and dependence: Drug dependence is compulsive use of a substance despite negative consequences which can be severe; drug abuse is simply excessive use of a drug or use of a drug for purposes for which it was not medically intended. Physical dependence is not necessary to define addiction. Some substances cause addiction and do cause dependence and some substances cause addiction but may not cause dependence;
- j. Prescription Drug Misuse: Addiction rarely occurs among those who use medicine as prescribed. However, abuse of, and addiction to, prescription drugs and pain medications are public health problems for many Americans. The risk for addiction exists when drugs are used in ways other than as prescribed:
- i. Attention Deficit/Hyperactivity (ADHD) Medications: The current ADHD medications are Dexedrine, Adderall, Ritalin, Concerta and Strattera. Researchers have concluded that ADHD medications metabolize too slowly to be habit-forming. In spite of this, non-medical use of ADHD medications as “gateway drugs” can turn into use of legal or street drugs. The small percentages of students who are likely to abuse or to sell prescribed stimulants also tend to have other substance use or conduct disorders. Moreover, research findings suggest an alarming level of non-medical use of ADHD medication has lead to life-threatening consequences such as heart attack or stroke;
 - ii. Opiate withdrawal: A class of drugs called opiates includes morphine, codeine, Oxycontin, and others. Withdrawal is caused by stopping or greatly reducing use of an opiate after heavy and prolonged use. When these drugs are stopped, the body needs time to recover and withdrawal symptoms result. Withdrawal from opiates can occur when use is discontinued; or

- iii. Opioid intoxication: Opium and its derivatives, which include morphine, oxycodone, and the synthetic opioid narcotics, can generate an abnormal mental state. Intoxication is generally characterized by excessive sleepiness or unconsciousness depending on the degree of intoxication, which is usually associated with respiratory depression and small pupils;
 - k. In Case of Emergency: As a member of the University community, anyone who recognizes that a student is in danger should call Campus Safety at 512.505.3010 to request assistance (if on-campus) or 911 (if off-campus). If the call is placed from an on-campus extension, students should call x3010. Campus Safety Officers can direct Emergency Medical Service (EMS) to the proper location as quickly as possible.
- V. University Services
 - a. Counseling and Consultation Center: Counseling staff offer a variety of services and resources to students that include the following:
 - i. Confidential consultations with a counselor for those who desire an alcohol assessment or who are concerned about their own alcohol use or that of a friend or family member;
 - ii. Confidential counseling concerning alcohol use;
 - iii. Referrals to off-campus specialists, support groups, outpatient and inpatient services for the treatment of alcohol dependence; and
 - iv. Educational materials and programs for educational campaigns, classes and student groups;
 - b. Campus Ministry: the University Chaplain provides pastoral care through an array of opportunities addressing alcohol and other drug problems and leading students to recovery support and healing;
 - c. Residence Life: Staff members address residents' concerns and make appropriate referrals related to the negative effects of alcohol use, including interpersonal conflicts, vandalism, and health concerns;
 - d. Student Health Services: Professionals treat injuries and illnesses associated with alcohol use and refer students who may have problems related to alcohol use to the Counseling and Consultation Center or an off-campus specialist for assessment and treatment, if needed;
 - e. Campus Life and the First Year Experience: Staff members provide training during New Student Orientation and provide programming on related topics; and
 - f. AOD Task Force: The Dean of Student Affairs coordinates and collaborates with members of the Alcohol and Other Drug Task Force to periodically review University policies, sanctions, educational initiatives, and treatment efforts related to alcohol and other drugs.

7.2.2 Bicycles

Students with a bicycle on campus must assume full responsibility for its proper use and storage. It is strongly recommended that every bicycle be locked. A bicycle may not block doors, walks, stairs, halls, fire escapes or any other area where it may be considered a fire or other safety hazard.

7.2.3 Cancellations

In the event Huston-Tillotson University should need to delay or cancel classes (especially due to inclement weather), the following notification procedures will be followed:

1. During normal work hours (8:30 a.m. – 5:30 p.m.), faculty, staff and students **will be notified by campus email** of emergency situations or pending emergency situations, such as severe weather or national emergency:

- a. Supervisors will ensure that all employees in their area have read their email and are aware of the situation;
 - b. Faculty will ensure that all students in their classes are aware of the situation; and
 - c. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are aware of the situation.
2. After work hours (5:30 p.m. – 8:30 a.m.), faculty, staff and students **will be notified via local television and radio stations and by campus email** on the status of the University and of any delayed openings or closures, such as in the case of severe weather or national emergency:
- a. Supervisors will develop a plan to contact employees to ensure they are aware of the status of the University; and
 - b. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Public Relations, will coordinate to announce the status of the University on the website.

7.2.4 Children Unattended on Campus

The University has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. There may be occasions when brief visits by children under the age of 17 of faculty, staff, and students may be necessary. Minor children may visit University offices and facilities, other than classrooms, for limited periods of time at the discretion of the supervisor of the office or facility which is the destination of the parents or child. On such occasions, children will be subject to the same conditions as any other visitor to the University. Children may not stay overnight in the residence halls and must be accompanied by their parent or guardian at all times. Regular, repeated visits by children are not permitted. It is a parent's responsibility to supervise children at all times they are present on University premises. Children are not to be left unattended on campus. If children are unattended, Campus Safety should be notified immediately. Students should also refer to the policy regarding children in the residence halls located in this Handbook.

7.2.5 Copyright Guidelines

See Volume II, Campus Community Policies.

7.2.6 Demonstrations

Demonstrations must be registered in writing at least thirty-six hours in advance with the Dean of Student Affairs. The University reserves the right to restrict demonstrations to designated locations and times. All demonstrations (and expression of any form) must be peaceful and orderly. Demonstrations may be organized and led only by members of the HT community. Demonstrations or other forms of expression may not compromise the rights of other members of the University community nor interfere materially with the general operation of the University. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals.

7.2.7 Non-Discrimination Policy

The University is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from all types of discrimination and

harassment, an open environment which values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the University community, whether based on race, color, gender, age, marital status, religion, national origin, sexual orientation, political affiliation, disability, Vietnam or disabled veteran status, or such other characteristic recognized by law as unacceptable, are prohibited. The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the University is to function as a center of academic freedom and intellectual advancement. In addition, the University has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature; one which encourages expression of all points of view. The University recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the recognized characteristics listed above, however, should be directly related to the exchange of ideas, ideologies or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated. See complete policy and procedures for reporting violations in Volume II, Campus Community Policies.

7.2.7.1 Hostile Environment in Absence of Complaint

If the University has credible notice – either direct or indirect – of possible discrimination, harassment, or sexual harassment of a member of its community or notice of a sexually hostile, harassing, or discriminatory environment, in the absence of a complaint, it will take immediate and appropriate steps to investigate or otherwise determine what occurred. The University will take appropriate steps to end the harassment and/or discrimination, eliminate a hostile environment if one has been created, and prevent harassment and/or discrimination from occurring again. Complaints involving sexual harassment by any University employee or vendor should be referred to Human Resources.

7.2.8 Disruptive Behavior in the Classroom

Each student is subject to the rules and regulations of Huston-Tillotson University. No student may obstruct, hamper, disrupt, or otherwise interfere with the institution's fulfillment of its mission. Any occurrence of these infractions may lead to disciplinary action.

A student may be removed from the classroom if he/she engages in behavior that is considered disruptive. If a student fails to leave voluntarily, a Campus Safety officer may be summoned. Faculty members shall report disruptive student behavior to the Provost and Vice President for Academic and Student Affairs or the School or College Dean and shall be prepared to document the incident.

7.2.9 Dogs on Campus

There are significant health and safety hazards and nuisances created by unrestrained dogs on campus. Accordingly, the following guidelines shall be enforced:

1. Dogs shall not be brought on campus unless they serve as guide dogs.
2. Trained helping animals (sometimes referred to as service animals) such as guide dogs for the blind, as well as animals being trained as such, are permitted on the University campus and in University buildings for use by those employees and students with registered disabilities.

3. Animals used for approved research projects are permitted on the University campus and in certain University buildings.

7.2.10 Electronic Devices

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any University owned or University operated facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against his/her will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited and may be subject to conduct action.

7.2.11 Facilities Use

Internal and external requests for use of campus grounds and/or facilities are directed to the Events Management in Institutional Advancement. A detailed facilities reservation policy may be obtained from Events Management.

7.2.12 Felonies

Should any student be charged with or convicted of a felony, the University reserves the right to make a determination in each case as to the academic and resident status of the student.

7.2.13 The Family Educational Rights and Privacy Act of 1974

At the University, all academic records of students who enroll are kept in accordance with the provisions of The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law that protects the privacy of student education records.

Eligible students (those over 18 years of age) have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

There are some records to which the student has no right of access. These are:

1. Financial records of parents;
2. Confidential letters and recommendations written prior to January 1, 1975;
3. Those confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which waivers may be signed – admission, employment, and honors);
4. Doctors' and psychiatrists' records. However, these may be reviewed by the student's own physician.

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view regarding the contested information.

A school is not required to consider requests for amendment under FERPA that:

1. Seek to change a grade or disciplinary decision; or
2. Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

At the University, information about student rights and responsibilities under FERPA is available in the Office of the Registrar.

7.2.14 Freedom of Expression and Dissent

Freedom of expression and dissent is protected by University policy for all members of the University community. The University values and defends the right of free speech and the freedom of individual expression, providing such expression respects the laws of the civil and University communities and responsibility for the expression is assumed by the individual. The exercise of these rights must not deny the same rights to any other individual. This University acknowledges that, by common understanding, a college fosters and protects the rights of individuals to express themselves even in a dissenting mode.

Protest or demonstration shall not be discouraged so long as neither force nor the threat of force or other means of intimidation are used, and so long as the orderly processes of the University are not obstructed. Student membership in the University community carries with it, as a necessary condition, the agreement to honor and abide by these guidelines and by the Code of Conduct and Community Standards. Specifically, expression of dissent shall not:

1. Deny or infringe upon the rights or result in harassment of other students, faculty, staff or guests of the University community;
2. Disrupt or interfere with educational or other activities of the University community;
3. Create a volume of sound that prevents members of the University community from their normal activities;
4. Obstruct pedestrian or vehicular traffic on the campus;
5. Obstruct or restrict the free movement of persons in any part of property owned or leased by the University;

6. Deny the normal use of offices or other facilities to the students, faculty, staff or guests of the University;
7. Endanger the safety of any person on the University campus; or result in the defacement or destruction of University property.

7.2.15 Hazing

Before pursuing membership in or joining a recognized Greek-lettered or athletic organization at Huston-Tillotson University, students are strongly encouraged to carefully review the section on hazing located below. This information can also be accessed on the Student Affairs homepage of the University website.

All prospective candidates for Greek-lettered membership and current members are required to sign a hazing release form if they wish to seek membership in a Greek-Lettered organization to ensure they are aware of the University policies and law against hazing. The University works closely with Graduate Advisors to ensure clear communication and enhanced chapter productivity. Finally, the University also includes hazing awareness among a variety of other risk management topics and leadership programming which is sponsored by the Office of Campus Life and the First Year Experience (FYE) to aid student organizations in reaching their full potential. The Office of Campus Life and FYE provide an updated list of currently recognized student organizations on-campus.

Hazing is against the laws of the State of Texas and Huston-Tillotson University policy. The Office of Campus Life and FYE, in conjunction with the Office of the Dean of Student Affairs, will work to enforce all legislation, laws, regulations, and policies pertaining to this issue as it relates to officially recognized student organizations.

Additional information regarding how the University addresses allegations of hazing can also be found on-line in the Campus Life Student Organizational Manual and Code of Conduct and Community Standards. The penalties associated with hazing include, but are not limited to: student suspension, student expulsion, criminal and civil charges, chapter suspension, or revocation of a chapter.

Hazing Defined

Hazing (as defined by the Texas Education Code) means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, paddling, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a

student to leave the organization or the institution rather than submit to acts described in this subdivision; and

5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Committing an Offense

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge, in writing, to the Dean of Student Affairs or other appropriate official of the institution.

7.2.15.1 Texas Law regarding Hazing

Be aware that in a Texas court of law:

The offense of failing to report hazing is a Class B misdemeanor.

1. Any other offense considered hazing that does not cause serious bodily injury to another is a Class B misdemeanor.
2. Any other offense considered hazing that causes serious bodily injury to another is a Class A misdemeanor.
3. Any other offense considered hazing that causes the death of another is a state jail felony.

Other Unacceptable Activities

Activities which constitute acts that are dangerous, harmful, or degrading, in violation of Huston-Tillotson University's definition of hazing include, but are not limited to:

- Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- Total or partial nudity at any time;
- The eating or ingestion of any unwanted or unpleasant substance;
- The wearing or carrying of any embarrassing, degrading, or physically burdensome article;
- Paddle swats, including the trading of swats;
- Pushing, shoving, punching, slapping, tackling, or any other physical contact;
- Throwing oil, syrup, flour, or any substance on a person;
- Individual or group interrogation;
- Consumption of alcoholic beverages accompanied either by threats or peer pressure;
- Lineups intended to demean or intimidate;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- Confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- Any type of personal servitude that is demeaning or of personal benefit to the individual members, including, but not limited to, spending money on chapter members or fulfilling chores (i.e., washing car, cleaning room, etc.);
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Pressuring prospective members for sexual contact;
- Marching or death marches;

- Requiring travel outside of nationally sponsored events;
- Attending educational sessions at campuses other than HT;
- Demeaning names;
- Yelling and screaming;
- Requiring boxing matches, wrestling, or fights for entertainment;
- Failure to report any inappropriate activities or knowledge of hazing; and
- Any prohibited activities as outlined by the national organization or activities inconsistent with the national organization's membership intake or selection process.

NOTE: It is not a defense to prosecution of hazing that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

7.2.15.2 Membership Intake and Selection Processes

All Greek-lettered organizations and others who have selective membership processes of any kind are reminded that recognition by the University is a privilege. Further, all are subject to the standards below:

- Students must have at least 30 credit hours to pursue membership in an NPHC organization.
- Advanced placement credit hours will not count toward the 30 credit hours. If an individual is a transfer student, twelve credit hours must have been completed at HT.
- **Students are expected to have a minimum of a 2.50 session/semester and cumulative grade point average to be an active member of the organization.**
- An organization must have at least three active members to be recognized on-campus. All three students must be full-time in order to be active. University recognition is required to conduct programming, reserve space, advertise events, and represent the chapter.
- **Membership intake, selection, or any other membership processes are subject to final approval by the University regardless of the national organization's approval.** Such approval from the national body must be sent in writing to the Dean of Student Affairs at least one week prior to the beginning of **any** membership activities. **Failure to adhere to this policy may result in suspension of the chapter.**

Additional information and policies regarding student organizational policies may be found in the Campus Life Student Organizational Manual located on-line.

7.2.16 Internet Use

Information and communication posted on the Internet are public in nature. This includes, but is not limited to, social networks such as: Facebook.com, MySpace.com, blackplanet.com, Yahoo360, Internet message boards, forums, web pages, tweeting, and blogs. Where information and communications posted in these avenues violate the Code or documents a violation of the Code, such information or communication may be used in conduct proceedings. In particular, communications that violate the Code, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means.

As representatives of the University, student leaders are expected to refrain from posting inappropriate information on the Internet that violates the Code. Failure to abide by this directive may jeopardize the student's leadership position or ability to hold a position for a year after the infraction.

The University strongly discourages students from sharing personal information in these public spaces and cautions that employers frequently examine these sites to evaluate potential candidates.

7.2.17 *Indebtedness to the University*

Financial responsibilities must be resolved before grades and/or official transcripts are released or before the student registers for additional classes. These include any fines or fees. Students may be withheld from participating in graduation if all financial responsibilities are not paid.

7.2.18 *Intellectual Property Rights*

As an educational community characterized by the pursuit of truth and knowledge, critical thinking and self-discovery, and scholarly writing and technological advancements, the Huston-Tillotson University Intellectual Property Rights policy pertains to faculty, educational staff, and students. The policy states:

7.2.18.1 *Intellectual Property Rights Regarding Research*

This policy on Intellectual Property enumerates the rights of Huston-Tillotson University regarding research under the auspices of the University. Intellectual Property is herein defined as all inventions, scientific or other discoveries, and technological advancements developed during the course of a research project that are patentable under applicable law, and/or such works of authorship that are subject to copyright law.

The University supports and encourages its faculty, staff, and students to explore research and consortia relationships as a means to advance knowledge and technology, to improve the effectiveness of their teaching, and to provide learning experiences, internships, and employment opportunities to students. It is the objective of Huston-Tillotson University to administer all patentable inventions and copyrightable works in a manner such as to maximize their benefit to the public.

Inventions

Any invention by a University employee or student is the property of the University and is considered a "University invention," under the following circumstances: (a) that the invention or modification is conceived or reduced to practice by a University employee or student utilizing facilities owned or under the research work sponsored by the University, (b) or is related to an operation or activity of the University; and (c) that the invention is not subject to a written research grant agreement between the University and a third party specifying the terms of ownership, licensing, and use of the invention.

If an invention that is conceived or reduced to practice is funded by the University and a third party jointly, or solely by a third party or parties, the ownership of the invention is determined by the terms of the written agreement between the University and the third party.

The inventor shall assign the individual's interest in the invention to the University or an assignee named by the President, except when the University's interest in an invention is released to the inventor by the President as described later in this statement. The inventor shall, not more than 30 days after the development of the invention, file a written disclosure statement with the President that includes the following information:

1. A title that is brief, technically accurate, and descriptive;
2. An abstract of the invention;
3. A statement of the background of the invention;
4. A description of the prior art that shows the novelty, utility, and non-obviousness of the invention being disclosed;

5. A list of publications, if any, in which the invention has been disclosed and occasions on which the invention was disclosed orally to others;
6. Each budget number used to defray invention related costs;
7. The signatures of each inventor and at least two witnesses who understand the invention;
8. The date the disclosure statement is filed with the President.

The inventor shall periodically report in writing to the President the current status of progress, results of research, and development work done with respect to the invention.

The inventor, when requested by the University, will do each thing necessary, including execute legal documents and review patent prosecution papers, to assist the University in patenting and administering the invention.

The President shall review each proposed research grant or program agreement to which the University is party and which may produce a patentable invention to determine its consistency with this policy, and where major differences are found, either approve them in writing as an exception to this policy or recommend amendments to the agreement.

The President shall, at the President's discretion, apply for patents for the invention; or release the University's interest in the invention to the inventor; or dispose or retain ownership of the invention in another manner.

The University will bear the costs associated with a University invention and before disbursement of royalties are made, may recover these costs as follows: If there is one inventor, the University shall pay the inventor a royalty of 40% of the net proceeds (the gross receipts from external users, less costs, and expenses paid or incurred by the University in connection with a University invention).

If there is more than one inventor, the University shall pay the inventors collectively 40% of the net proceeds and distribute this royalty equally between the inventors, if there is no agreement between the inventors covering the division of their interest in the invention or work, or in accordance with an agreement between the inventors covering the division of their interest.

The University shall distribute the remaining 60% as follows: 25% to the University's general fund, and 35% to the University department or program with which the inventor is associated.

Works or Authorship

The copyright of a work authored by a faculty member or student is the property of the faculty member or student unless the University has entered into a written agreement with the faculty member or student in which the faculty member or student has agreed to author the work for hire.

If the University enters into an agreement with a faculty member or student in which the faculty member or student agrees to author a work, the work is "a work for hire" under federal copyright law.

A work authored by an administrative employee of the University as part of that employee's assigned duties is "a work for hire" under federal copyright law.

The copyright to "a work for hire" is the sole property of the University.

The copyright of all materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by the University, including but not limited to classroom and laboratory materials, but without any obligation to a third party or subject to a third party agreement, will be held by the University.

Creators of copyrightable material not owned by the University own the copyrights in their works and are free to publish them, register the copyright, and receive any revenues which may result there from.

Materials owned by the University (including software) under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the President will make the assignment of responsibility for the revision.

Dispute Resolution

Should a disagreement arise between a researcher and the University regarding the application of this policy or the ownership of an invention or work, a committee consisting of one person selected by the inventor or author, one member selected by the President of the University, and a third member agreed upon by the first two committee members selected will resolve the disagreement and report the resolution to the President who will have the final word.

The University may not bring, prosecute, or defend court litigation involving a University invention or work without the prior written approval of the President.

7.2.19 University-Initiated Involuntary Withdrawal

Huston-Tillotson University is committed to the health and safety of all students and to the campus community as a whole. The Code of Conduct and Community Standards (Code) is:

based on promoting academic achievement and a tradition of excellence regarding student behavior and citizenship. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of lawful and democratic procedure; and dedicated to intellectual integrity and the civil approach to the resolution of problems (*Code*, Philosophy 7.5.1.1).

The Code's basic principles are:

- Respect for the person;
- Respect for property; and
- Respect for campus community standards.

If the Dean of Student Affairs believes that the complaint against the student demonstrates the potential for violence, the student may be temporarily suspended pending the outcome of the hearing or involuntarily withdrawn. Such action may be necessary in order to:

- Protect the safety and well-being of the campus community;
- Protect the student's own safety.

Such action may also be necessary where the student's behavior presents a threat of disruption or interference with normal campus operations.

An action plan will be formulated for quickly and safely removing the student from campus while an investigation is conducted and a decision on the merits of the complaint is rendered. With

such matters, the President will be consulted. Please refer to the *Code of Conduct and Community Standards* in the Student Handbook for additional information.

There may be instances in which a student's conduct violates the Code to the extent that the University believes an involuntary withdrawal is necessary. The Dean of Student Affairs or his/her designee may withdraw a student if it is determined that the student is engaging in or likely to engage in behavior which: 1) constitutes a direct threat or endangers the student or the campus community; 2) poses a significant disruption to the educational environment or the rights of others; or 3) renders the student unable to engage in basic required activities necessary to obtain an education.

The Dean of Student Affairs or his/her designee is empowered with the discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this involuntary withdrawal procedure. If the University decides an involuntary withdrawal is necessary, then the student will receive a formal written notice stating the reasons for the determination. The notification will include information concerning the conditions for reinstatement. A copy of the Code and these procedures, which includes the appeal process, will also be included. The student's parents/guardians will also be notified as soon as possible and are expected to assume responsibility for the student's care.

Involuntary withdrawal of a student from the University will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the HT community.

Withdrawals due to a Direct Threat

A direct threat is defined as a significant risk to the health and/or safety of the student or others. A significant risk constitutes a high probability of substantial harm based on a timely, reasonable professional judgment. Significance will be determined by the nature, duration, and severity of the risk; the probability that the potentially threatening and/or risky behavior will actually occur; and whether mitigating measures or reasonable accommodations will sufficiently minimize the risk. Students charged in the criminal court for a violent or felony crime may also be considered a threat to the campus community.

In the event the withdrawn student posed a direct threat, the Dean of Student Affairs or his/her designee may require the student to be assessed off-campus by a qualified mental health professional as a condition of reinstatement. The purpose of the assessment is to assure the student is:

1. Safe to return to campus and does not pose a direct threat to him/herself or others;
2. Able to adequately care for him/herself;
3. Able to function physically, academically, and socially, while not causing significant disruption to the community or normal functioning of HT.

In such cases where an assessment is deemed necessary, the Dean of Student Affairs or his/her designee will notify parents/guardians and/or other appropriate persons. Additional conditions may be made as conditions of reinstatement.

Withdrawals Due to Significant Disruption or Interference with the Rights of Others

Significant disruption is defined as disruption of University functions, including, but not limited to: studying, teaching, living on-campus, public speaking, research, computing services, programming, execution of faculty/staff/students working, and emergency services. Significance will be determined by the nature, duration, and severity of the risk; the probability that the disruptive behavior will actually occur; and whether mitigating measures or reasonable accommodations will sufficiently minimize the risk.

In the event the withdrawn student posed a significant disruption or interferes with the rights of others, the Dean of Student Affairs or his/her designee may require the student to be assessed off-campus by a qualified mental health professional as a condition of reinstatement. The purpose of the assessment is to assure the student is:

1. Safe to return to campus and does not pose a direct threat to him/herself or others;
2. Able to adequately care for him/herself;
3. Able to function physically, academically, and socially, while not causing significant disruption to the community or normal functioning of HT.

In such cases where an assessment is deemed necessary, the Dean of Student Affairs or his/her designee will notify parents/guardians and/or other appropriate persons. Additional conditions may be made as conditions of reinstatement.

Withdrawals Due to Inability to Engage in Basic Required Activities to Obtain an Education

Students unable to perform basic self-care (e.g., eating, bathing, washing clothes, combing hair); attending classes; completing class work; or other activities deemed integral to obtaining an education may not have the physical, emotional, or financial resources to manage the rigors of academics and college life.

In the event the withdrawn student was unable to perform basic required activities to obtain an education, the Dean of Student Affairs or his/her designee may require the student to be assessed off-campus by a qualified mental health professional as a condition of reinstatement. The purpose of the assessment is to assure the student is:

1. Safe to return to campus and does not pose a direct threat to him/herself or others;
2. Able to adequately care for him/herself;
3. Able to function physically, academically, and socially, while not causing significant disruption to the community or normal functioning of HT.

In such cases where an assessment is deemed necessary, the Dean of Student Affairs or his/her designee will notify parents/guardians and/or other appropriate persons. Additional conditions may be made as conditions of reinstatement.

Reinstatement

Students who have left under the above conditions may be reinstated to the University only after meeting with and being approved by the Dean of Student Affairs or his/her designee. Approval for reinstatement will typically be based on the student's ability to demonstrate a period of responsible behavior outside the University. The University may require evaluation by the University Counselor and a statement from a qualified mental health professional that the student is ready to return to and cope with college life.

In cases where the University has determined the student to be a direct threat, the student must provide written documentation from a mental health professional that illustrates the behavior is sufficiently mitigated. The student may be asked to develop a safety plan which includes a description of specific goals, meetings, and supportive steps the student will implement to help reduce the risk of further threatening behaviors. Counseling Center staff members are available to assist with the creation and editing of this plan. If a student has been assessed as a direct threat and a mental health professional states that a particular course of treatment will mitigate the threat, the University can require the student to participate in this treatment as a condition of reinstatement.

The Dean of Student Affairs or his/her designee will examine the information presented and, when necessary, consult with appropriate University personnel (e.g., Director of Campus Safety,

Dean of Enrollment Management), to determine if the student has met the criteria for reinstatement. This decision could include one of the following options:

- Immediate return to the campus, providing the student follows a plan for care with on-campus and/or off-campus providers. This may include compliance with a behavioral agreement. Failure to follow the approved plan will result in the immediate suspension of the student;
- Student's return to campus deferred until additional assessment or treatment can be obtained; or
- Student's return to campus deferred indefinitely due to significant and specific concerns about continued danger to self or others and/or disruption to the community.

The decision of the Dean of Student Affairs or his/her designee is subject to written appeal to the Provost and Vice President of Academic and Student Affairs *within five calendar days*.

Students who have been removed from campus are not allowed to attend class, live on-campus, or attend University-sponsored events.

7.2.20 Immunization Policy

In accordance with the Texas Department of Health Immunization Schedule as informed by the Advisory Committee on Immunization Practices' (ACIP) recommendations and adopted by the Texas Board of Health, students shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a private institution of higher education. **All residential students are required to show proof of the bacterial meningitis vaccination before moving into the residence halls.** Students may not receive a housing assignment until a housing application is received, housing deposit paid, and *proof of all immunizations is supplied*.

7.2.20.1 Provisional Enrollment

All students born on or after January 1, 1957, must provide documentation of immunization against measles, mumps, and rubella. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide acceptable evidence of vaccination to the University. The University nurse or administrator shall review the immunization status.

7.2.20.2 Exemptions

The law allows for physicians to write a statement stating that the vaccine(s) required would be medically harmful. Parents/guardians have the right to choose an exemption from immunization requirements for reasons of conscience, including a religious belief.

Students enrolled in Huston-Tillotson University shall have the following:

- One dose Diphtheria Tetanus (Td) is required within the last ten years;
- Two doses of Measles, Mumps, and Rubella (MMR) are required;
- Three doses of Hepatitis B vaccine are required;
- Current TB Test;
- Bacterial Meningitis.

To ensure continued compliance in completing the required doses of vaccination, if at the end of the 30-day period a student has not received acceptable evidence of vaccination, the University

shall exclude the student from attendance until the required dose is administered. Failure to provide proof of immunization may result in loss of registration.

7.2.21 Legal Liability of the University

The University is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or other acts of God.

The University does not assume responsibility for lost, stolen, or damaged property. This policy covers not only personal possessions but also those items in an individual's charge (e.g., keys to the residence hall room, residence hall furniture).

Students are strongly encouraged to provide their own personal and property loss insurance. Students residing on-campus are strongly encouraged to purchase renter's insurance.

7.2.22 Lost and Found

Lost items or items found on campus should be reported to Campus Safety (505.3010) as soon as possible.

7.2.23 Mental Health Concerns

Balancing the demands of life and college can be a very stressful time. As a result, the University provides a variety of programs and services to assist students through these difficult periods. When a student exhibits signs that she or he is not coping well with the stressors of everyday life or simply needs someone to talk to, the student is typically referred to the Counseling and Consultation Center. In some cases, when the University is concerned about the student's immediate well-being, the Dean of Student Affairs may require that the student see the Counseling and Consultation Center. The Dean of Student Affairs will request that the student sign a release form in order to ascertain that the student is attending counseling. The counselor is bound to report if he or she believes a student is an immediate threat to himself/herself to the appropriate authorities or if the welfare of a minor or elder is in danger.

Should an incident occur, however, that causes concern that the student may be a threat to herself/himself and/or others, the Dean of Student Affairs may require the student to be involuntarily withdrawn until the student has sought on-going assistance by a mental health professional, at his or her expense, for a designated period of time before re-enrolling.

A student may appeal this decision within five calendar days to the Provost and Vice President of Academic and Student Affairs. Failure to meet the appeal deadline will result in the loss of the option for an appeal. During the appeal period, decisions as to whether the student may continue to attend class and be present on campus will be determined on a case-by-case basis and made in conjunction with the Director of Campus Safety. The decision of the Provost and Vice President of Academic and Student Affairs shall be final.

While mental health matters are not handled in the same manner as other conduct code violations, the Code of Conduct and Community Standards (Code) clarifies the University's right to protect the welfare of individual and collective students.

The Code states:

The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. The Dean of Student Affairs is charged with the welfare of all students. Accordingly, in emergency situations, the Dean of Student Affairs, in consultation with the Provost and Vice President for Academic and Student Affairs, has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The University's primary emphasis is to protect the safety and well-being of the campus community and to protect the student. Further, the University is committed to assisting students to have successful academic careers when they have been able to demonstrate that they are healthy and able to academically compete and function.

7.2.24 Parental Notification

A fundamental aim of Huston-Tillotson University (HT) is to support and encourage students' maturity and independence by helping them to assume responsibility for their actions and choices. Although students over the age of 18 are considered legal adults, students are encouraged to communicate with their parents or guardians about issues of mutual concern. Students under the age of 18 are considered minors and the University has the discretion to notify parents or guardians regarding issues of concern.

The right of access to information in a student's educational records is governed by a federal law known as the Family Educational Rights and Privacy Act (FERPA). The right of access to other information, such as medical or counseling records, is governed by applicable state and federal law. As a general rule, students attending a college or university, regardless of age, have a right under FERPA to control disclosure of information from their educational records. The Higher Education Amendments of 1998 permit educational institutions to disclose to parents or legal guardians information regarding a student's violation of any alcohol or other drug institutional policy, federal, state, and local laws. Accordingly, it is HT policy to notify parents or guardians of students under the age of 21 when the student has been found responsible to be involved in any **second or serious** alcohol or other drug related violation of the *Code of Conduct and Community Standards*, federal, state, or local laws. All notifications are conducted by and at the discretion of the Dean of Student Affairs or his/her designee.

Serious alcohol or other drug violations may include, but are not limited to:

- Underage possession of alcohol or possession of a controlled substance;
- Hospital visits for alcohol or drug poisoning;
- Being under the unauthorized or dangerous influence of a controlled substance;
- Public intoxication (regardless of age); and
- Associated conduct with being under the influence of alcohol or drugs such as fighting and other threatening behavior.

In addition, the Dean of Student Affairs or his/her designee may notify parents or guardians when HT has knowledge of circumstances adversely affecting a student, such as:

- Hospitalization for life threatening or other serious illness, including illness that would require multiple-day stays, when the hospital does not notify parents;
- Misconduct that is likely to result in loss of housing, suspension, expulsion, or loss of the privilege to participate in commencement;
- Arrest;
- Mental health issues; and
- Any situation where HT believes the student is a danger to himself/herself and/or others.

We aim to work in partnership with parents and guardians to support students in need, to educate students about safety, healthy living, responsibility as well as respecting the rights of others. While parental notification regarding alcohol and other drug violations is an element of intervention, students remain subject to the consequences and sanctions as per the *Code of Conduct and Community Standards* as well as federal, state, and local laws.

7.2.25 Political Activities Policy

See Volume II, Campus Community Policies.

7.2.26 Roof Areas

No student is permitted on any roof area.

7.2.27 Sexual Assault and Other Forms of Violence

All people have the right to be treated with dignity and respect. The University will not tolerate sexual assault and other forms of violence. Sexual activity should be explicitly agreed upon by both parties. It is the University's policy that verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the survivor due to any cause, including alcohol or other drugs, constitute a lack of consent. The use of alcohol or other drugs will not be accepted as an explanation for the actions of any student charged with a violation of this policy.

7.2.27.1 Sexual Assault

Based on the State of Texas' definition of sexual assault (Penal Code 22.011), sexual assault is defined as:

The oral, anal, or vaginal penetration by a sexual organ of another against the victim's will or without the victim's consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

7.2.27.2 Sexual Abuse

Sexual abuse is defined as: Attempting or making sexual contact, including but not limited to, inappropriate touching or fondling against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent.

7.2.27.3 Reporting Sexual Assault and Other Forms of Violence

Students are strongly encouraged to report any instances of sexual violence to a Residence Life staff member, Campus Safety (505.3010), or other University official. Survivors of sexual assault are strongly encouraged to seek medical attention immediately. The choice to seek medical attention is separate from pressing criminal charges and/or pursuing the University's conduct process. The University Nurse, Campus Safety, and the Residence Life professional on-call are available to assist students to obtain medical assistance, explore options, and make other arrangements. While the University encourages survivors to pursue all criminal and University conduct processes available, the choice of whether a matter will be pursued is up to the survivor.

How the University Can Assist:

With the survivor's permission, the University can:

1. Listen and provide on-going support;
2. Provide honest and accurate information to inform the survivor;
3. Contact the University Nurse (505.3039) for medical attention;
4. Assist with securing transportation to and from the hospital;
5. Provide counseling services through the Counseling and Consultation Center (505.3046 or 505.3044);

6. Contact Safe Place (267.SAFE) for a rape crisis counselor;
7. Work with the Austin Police Department to secure a safe and private location to meet with an officer;
8. Work with APD's Victim Services (974.5037) and other agencies to advocate for the survivor;
9. Provide off-campus referrals;
10. Contact professors to assist with missed classes;
11. Make academic and living accommodations to assist the survivor; and
12. Review the student's options to follow-up via the University's conduct process.

Off-campus Resources:

Off-campus resources include: Safe Place (267.SAFE) and Austin Police Department's Victim Services (974.5037). Safe Place provides a 24-hour hotline and rape crisis counselors who advocate for survivors throughout the initial medical examination, investigation, and criminal proceedings as well as provide on-going support. APD's Victim Services has licensed social workers that advocate for survivors during the investigation and criminal proceedings.

7.2.27.4 Domestic Violence

Domestic violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person. Such behavior can be violent or threaten violence and may result in physical or emotional harm or otherwise place a person's safety and productivity at risk.

Students shall report incidents to Campus Safety (505.3010) and the Office of the Dean of Student Affairs (505.3036), Davage-Durden Student Union. Interventions may include formal conduct charges and referrals to counseling and off-campus agencies as a condition of enrollment. The Office of the Dean of Student Affairs can assist by working with the student and APD regarding protective orders, child custody issues, and academic and living arrangements.

7.2.27.5 Stalking

Stalking is defined as: Any repeated conduct directed specifically at another person that causes that person (or a member of that person's family or household) to fear for that person's safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household or an offense being committed against that person's property.

Students shall report incidents to Campus Safety (505.3010) and the Office of the Dean of Student Affairs (505.3036), Davage-Durden Student Union. The matter will be investigated for University action and referred to the Austin Police Department. With the student's consent, the University may make academic and other arrangements to ensure the student's safety. Throughout the process, ongoing support will be provided.

7.2.27.6 Sexual Harassment Policy

The University believes that all students shall be treated with respect and should be able to pursue their education in an environment free of unwelcome sexual conduct. Sexual harassment by any person, in any form, is prohibited by the University. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to or rejection of such conduct is either explicitly or implicitly a condition of getting a good grade, a good reference or any other benefit, or avoiding an unfavorable consequence; or
2. A student's willingness or unwillingness to submit to such conduct is used as the basis for an academic related decision affecting the student; or
3. Such conduct creates an intimidating, hostile, or offensive education environment, or substantially interferes with the student's academic performance.

This policy applies to conduct of a faculty member, administrator, or other employee toward a student as well as conduct between students and acts of third parties, such as visitors, contractors, or the like. See Volume II, Campus Community Policies for complete policy and procedures.

7.2.27.7 Examples of Sexual Harassment

While this list is not exhaustive, examples of behavior include:

1. Making unwelcome comments of a sexual nature about a person's clothing, body, or person;
2. Leering at a person's body;
3. Using obscene or sexually explicit language;
4. Using a term of endearment or nickname for another that has sexual meaning or sexual overtones;
5. Telling sexual jokes or making sexual innuendos;
6. Touching, hugging, rubbing, patting, pinching, or kissing another person in an overly familiar manner;
7. Displaying sexually explicit pictures or materials (this includes flyers and on-campus publicity);
8. Pressuring a student for a date or sexual contact; or
9. Making unwelcome sexual advances or propositions.

Do not assume that behavior of the kind listed above will be acceptable to another person. Be aware of how people respond to what you do and say. If any individual objects to your behavior toward him/her, listen to and heed the objections.

7.2.27.8 Reporting Sexual Harassment or Other Kinds of Discrimination

It is important that you report sexual harassment and other kinds of discrimination to the University. We cannot do anything to remedy the situation if we do not know it exists. Any student who believes that he/she has been sexually harassed or subject to other discrimination should take the following actions:

1. Tell the offender firmly that you do not like the behavior;
2. Report the incident immediately to the Dean of Student Affairs or other University official; and
3. If harassed by a third party who is neither a student nor an employee of the University, notify the Dean of Student Affairs and/or any University official immediately. The University cannot control the offensive behavior of all third parties, but a demonstrable effort will be made to remedy the situation.

Any faculty member, administrator, or staff member who observes sexual harassment of a student or receives a report of sexual harassment or other discrimination from a student must report it to the Dean of Student Affairs, no matter how insignificant the incident may seem. If the matter involves an employee of the University, the Director of Human Resources must be notified immediately. Official allegations of harassment or discrimination are to be made to the appropriate administrator in writing within 180 calendar days of the allegedly harassing or discriminatory event. No student will be subjected to retaliation for complaining about sexual harassment or other kinds of discrimination. Additional information regarding the Policy on Discrimination and Harassment is included in Volume II, Campus Community Policies.

The University will investigate all reports of sexual harassment or other discrimination. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the investigation.

If it is determined that sexual harassment or other discrimination has occurred, the University will take immediate and appropriate corrective action to end the problem and prevent its recurrence. Employees or students who have engaged in harassing or discriminatory conduct will be subject to appropriate disciplinary action, up to and including termination of employment or dismissal from the University. The student making the complaint will be advised of the results of the investigation as allowed by law.

7.2.28 Sexual Misconduct

Sexual misconduct is unacceptable and will not be tolerated at Huston-Tillotson University or institution sponsored events. Accordingly, Huston-Tillotson University urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

All members of the Huston-Tillotson University community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers and independent contractors are subject to this policy.

Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil and/or criminal authorities may also occur.

7.2.28.1 DEFINITION

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger, that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. The victim of sexual misconduct may be anyone, including but not limited to adults, adolescents, minors, the developmentally disabled and vulnerable individuals regardless of age.

Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling and threat of sexual assault.

This policy does not address acts of sexual harassment which is also considered sexual misconduct, but is dealt with in a separate policy.

7.2.28.2 CONFIDENTIALITY OF INFORMATION

Huston-Tillotson University will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree, to which confidentiality can be protected, however, depends upon the institution's legal duty to respond to the information reported and the professional role of the person being consulted.

7.2.28.3 EDUCATION AND PREVENTION

A. Student Educational Programs

Huston-Tillotson University provides resources for education about and prevention of sexual misconduct. Members of the campus community are urged to take advantage of the following on-campus prevention and educational resources:

- New student orientation
- Programming throughout the year geared toward prevention
- Personal counseling in the University Center for Counseling and Consultation.

B. Employee Training

Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges.

Sexual misconduct prevention training is required for members of the Huston-Tillotson University campus community according to the following schedule:

- New faculty and staff, within six months of hire;
- All faculty, staff and volunteers who come in contact with protected persons – biennially;
- Key students, camp counselors and program leaders prior to performing the duties or participating in the qualifying activity;
- Additional training is provided for Student Affairs staff including Resident and Peer Advisors.

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- Key students, camp counselors and program leaders prior to performing the duties or participating in the qualifying activity;
- Additional training is provided for Student Affairs staff including Resident and Peer Learning Consultants.

7.2.28.5 OPTIONS FOLLOWING AN ACT OF SEXUAL MISCONDUCT

A member of the Huston-Tillotson University community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy, is urged to make a formal report to the police and the appropriate campus administrator as referenced in section V, part B.

Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation, and obtain information, support and counseling, either on or off campus. Victims should use the resources listed in this policy to assist them in accessing the full range of available services.

A. Medical Treatment

A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible.

- For life-threatening conditions, call 911.

Individuals may be treated at various medical facilities across the city. Below is the name of a conveniently located hospital.

University Medical Center Brackenridge
601 East 15th Street
Austin, TX 78701
Phone: 512.324.7000

B. Medical-Legal Evidence Collection

A person who believes he/she is the victim of sexual misconduct (particularly rape, forcible oral copulation or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

C. Obtaining Information, Support and Counseling

Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling and support. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and/or filing a report with authorities.

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct or is a third-party.

The degree to which confidentiality can be protected depends upon whether Huston-Tillotson University has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed.

Faculty & Staff: Employee Assistance Plan (EAP) 1.800.343.3822

Students: Huston-Tillotson University Counseling and Consultation Center 512.505.3046

Community Resources: Austin Police Department Victim Services 512.974.5000
www.ci.austin.tx.us/police/victim.htm

SAFEPLACE-Ending Sexual and Domestic Violence
512.267.7233
www.safeplace.org

National Sexual Violence Resource Center (NSVRC)
877.739.3895 Toll Free
www.nsvrc.org

Rape, Abuse & Incest National Network (RAINN) 800.656.HOPE
www.rainn.org

D. Formally Reporting An Act of Sexual Misconduct

Huston-Tillotson University has policies and procedures in place for the confidential reporting by faculty, staff and students of ethics related issues such as sexual misconduct. A person who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct is urged to make a formal report to:

- The designated campus administrator; and
 - Local law enforcement authorities.
- Huston-Tillotson University Campus Safety 512.505.3010

Whether or not a witness or victim elects to report an act of sexual misconduct or the warning signs of sexual misconduct to the police, he or she should make a formal report directly to:

Faculty and Staff: Human Resources Director
 900 Chicon St., Austin, TX 78702
 PH: 512.505.3015

Students: Dean of Student Affairs
 900 Chicon St., Austin, TX 78702
 PH: 512.505.3036

Another means of confidential reporting that is available to faculty and staff of Huston-Tillotson University is the **Campus Conduct Hotline**. It is a confidential, independent call-in service that provides a simple, anonymous way for employees to alert the institution's administration of problems that are occurring within the campus community. Employees are encouraged to call the Campus Conduct Hotline if they experience or observe any of the following: Sexual Harassment/Misconduct, Discrimination, Fraud or Crime, Code of Conduct Violations, Workplace Hostility, Unethical Practices, Fraudulent Financial or Business Practices, Safety or Facility Risk Issues, Security and Internet Policy Abuses, etc. Any complaint along with the University's response is distributed to the Chairman of the Board of Trustees.

7.2.28.6 POLICY ENFORCEMENT

A. Disciplinary Action

All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the evidence supports the allegation, the appropriate Huston-Tillotson University judicial procedures as described in the applicable handbook for students, faculty and staff will be initiated. Possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. Other members of Huston-Tillotson University's community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of appointment/contract or any other means necessary to address the behavior.

B. Non-Retaliation

Huston-Tillotson University prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Huston-Tillotson University also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by this policy.

C. Improper Conduct During an Investigation

Any member of the Huston-Tillotson University community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of appointment/contract or any other means necessary to address the behavior.

7.2.28.7 INSTITUTIONAL RESPONSES

All requests from the media, the campus community at large or the general public for information concerning an alleged incident of sexual misconduct should be directed to The Director of Communications and Marketing, 512.505.3006. Employees of Huston-Tillotson University are not authorized to respond to any media inquiries. Failure to comply with this requirement may be subject to possible sanctions including, but are not limited to, expulsion, suspension, removal from campus, cancellation of appointment/contract and/or termination.

7.2.29 Consensual Relationships

See Volume II, Campus Community Policies.

7.2.30 Tobacco Free Campus

This policy is in effect before, during and after work hours and will apply to:

- All campus faculty, staff, students and visitors;
- Customers, vendors, clients, consultants, contractors, and all other visitors; and
- Members of committees, including our Board of Directors.

7.2.30.1 Policy

Smoking and tobacco use of any kind, will be prohibited on all Huston-Tillotson University owned and/or leased locations/premises; all internal and external areas, including private space within residence halls, and parking lots; all entrances and exits; and all company owned and/or leased vehicles. Additionally, the policy will be in place at all company-sponsored events—both on our premises and at external locations. Students, faculty and staff who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods and off University property.

No ashtrays are permitted in any indoor or outdoor area on University premises.

7.2.30.2 Procedures

Copies of this policy shall be distributed to all current and future faculty, staff and students, and available for inspection upon request. Tobacco-free signs shall be posted at all building entrances. Tobacco products of any kind shall not be sold or given away on University grounds, either in vending machines, the student union, or any area on campus.

Faculty, Staff, students and all visitors found in violation of the policy will be reminded that the University is a Tobacco-Free campus at all times. Non-compliant, faculty, staff and students are subject to the University's established disciplinary procedures.

7.2.30.3 Relation to HT Mission

In further recognition of the incompatibility of Huston-Tillotson University's educational mission and the promotion of tobacco products, effective March 21, 2011:

No tobacco-related advertising or sponsorship shall be permitted on University property, at University-sponsored events, or in publications produced by the University. For the purpose of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

7.2.31 Solicitation, Canvassing and Distribution of Literature

The sale or solicitation of merchandise or service of any kind on the Huston-Tillotson University grounds or within the buildings of this institution is prohibited at all times, except through authorized channels. This includes making personal contacts, distributing literature in University buildings, and posting advertising materials on bulletin boards and in prominent locations. This applies to faculty, staff members, and students acting for themselves or on behalf of any department or organization, as well as outside sales people or solicitors.

Arrangement for sales or solicitation through regular channels must be made with the Office of the Vice President for Administration and Finance or the Dean of Student Affairs (if a student group is petitioning). Where such authorization is granted, the general policy is to require the payment of some amount to the University for the privileges accorded.

Any sale or solicitation in progress that is suspected to be unauthorized should be referred to the above offices and, if necessary, reported directly to the Department of Campus Safety. Buildings and Grounds personnel will remove signs which may constitute a safety hazard or cause property damage. *All flyers are to be approved by the Director of Campus Life in the SGA Office.* Individuals are responsible for any property damage resulting from the posting of signs. They are also required to remove all signs posted by the individual(s), or in their behalf, when the signs become outdated.

7.2.32 Speech and Advocacy

Students have the right of free expression in speech and advocacy. The time, place, and manner of exercising this right on campus are subject to the University regulations of:

1. Orderly conduct;
2. Non-interference with University functions or activities, including teaching and research;
3. Identification of sponsoring groups or individuals; and
4. Reasonable protection of persons on campus against practices which would make them involuntary audiences.

The University respects the rights of all groups or individuals to express opinions, publicly and privately, regarding matters relating to their welfare while members of the University community.

The University also respects the rights of each member of the academic community to be free from coercion and harassment. A demonstrable effort will be made to understand grievances and to solve problems. Established lines of communication, which provide channels for orderly expression of thought, will remain open at all times. Members of the University community are expected to follow these lines of communication. The University does not condone disruptive or destructive activities or demonstrations which interfere with the normal operations of the University. Unauthorized occupancy of or damage to buildings, property, or materials therein is prohibited. Persons engaged in such activities will be subject to disciplinary action, including suspension or expulsion.

7.2.33 Theft

Should any student be involved in, charged with or convicted of theft, the University reserves the right to make a determination in each case as to the academic and resident status of the student. In a given situation involving theft, the University may find itself obligated to apprise the appropriate authorities. Any student may call Campus Safety to report a theft and file an incident report. The University does not reimburse individuals for lost or stolen property.

7.2.34 University Dress Code

Unacceptable Dress for the University Community Includes the following:

- Undershirts worn as outer clothing
- Sagging pants
- Visible undergarments
- Revealing clothing
- Bare midriffs
- Too tight or too short tops and/or bottoms
- Sleepwear
- House shoes
- Active wear/workout clothing in classrooms*
- Holes, tears, cuts in clothing
- Advertising for alcohol or tobacco
- Clothing with offensive language, pictures, or emblems
- Hats, caps, do-rags, or combs in buildings

*Except for kinesiology majors and PE activity

7.2.35 Acceptable Use Policy

This policy defines acceptable use of HT's information technology and applies to all users including faculty, staff, students and guest users of Huston-Tillotson University computer networks, equipment, or connecting resources.

A. Use of Equipment

1. Only Huston-Tillotson University students, faculty, staff, alumni and authorized users are allowed to use campus technology equipment;
2. Users shall adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses,

- copying software licensed for University use for personal use is a violation of this policy;
3. Users shall adhere to other University and campus policies, including the Collected Rules and Regulations of the University, Code of Conduct and Community Standards, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource;
 4. Users shall adhere to data access policies of the University or those established by law;
 5. Users shall use University computer resources in a manner that is compliant with University policies and State and Federal law;
 6. The use of University equipment by individuals or organizations for activities not directly connected with an approved Huston-Tillotson University activity is prohibited; and
 7. Users shall not use University technology equipment for unlawful purposes, including, but not limited to, illegal copying, installing or using software, music, media or any copyrighted materials without a license.

The Information Technology Department reserves the right to inspect electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, which is subject to examination by the University where:

- It is necessary to maintain or improve the functioning of University computing resources;
- There is a suspicion of misconduct under University policies, or suspicion of violation of federal or state laws; or
- It is necessary to comply with or verify compliance with federal or state law.

B. User Responsibilities

1. Users shall respect the intellectual property rights of authors, contributors, and publishers in all media;
2. Users may not divulge any personally identifiable information that they may have access to without permission or prior consent from a Huston-Tillotson University representative;
3. Users shall protect their user ID, password, and system from unauthorized use. Users shall comply with the following password security rules in order to protect their accounts.
 - Passwords must be at least 8 characters in length; and
 - Passwords must include a letter, number and special character (i.e.: () ` ~ ! @ # \$ % ^ & * - + = | \ { } [] : ; " ' < > , . ? / , etc.)
4. Users shall not use or try to discover another user's password;
5. Users shall log-off of computers when they are not in use;
6. Users shall lock their personal workstations when away from their desk;
7. Users shall not deliberately use campus technology to annoy or harass others in any way;
8. Users shall not deliberately create or access any obscene, non-educational, images or other content that are profane or sexual in content. Users who receive profane content are required to delete the content and contact the Information Technology Helpdesk;
9. Users shall not intentionally damage any campus technology or electronic information belonging to others, or misuse campus technology resources, or allow others to misuse campus technology resources; and

10. Users shall not remove any campus technology equipment from its assigned/designated location without prior approval by the appropriate manager.

C. Prohibited Uses of University Computer Resources

1. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources);
2. Uses that interfere with the proper functioning of the University's information technology resources;
3. Uses that unreasonably interfere with the ability of others to make use of University computer resources;
4. Attempting to gain or gaining unauthorized access to the computer system or files of another;
5. Use of University computer resources to infringe the intellectual property rights of others;
6. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy;
7. Mass mailing of email by and to university personnel should be limited to relevant University business including the announcement of events, activities, policies, procedures, or emergency situations. Mass mailing should not be used for e-mails only meant to be inspirational, funny, religious, which support a particular religious or world view, or which attempt to sway the reader's beliefs; and
8. Use of University computer resources to influence legislation or campaign for or against political candidates is prohibited.

D. Consequences of User Violations

Use of campus technology is a privilege. Violations of the policies and procedures of Huston-Tillotson University concerning the use of videos, computers, campus technology and networks will result in disciplinary actions under "Volume V, Section 5.4 Employee Conduct and Work Rules" of Huston-Tillotson University's Personnel Policies for Administrators and Staff Manual.

Violations by Students of the Institution

First Offense:

Any student considered being in violation of the Acceptable Use Policy should be referred to the manager of the department or laboratory in which the offense occurs. The manager will counsel the student and advise the student of the offense and may suspend the student's use of the computer or laboratory for twenty-four (24) hours.

Second Offense or Pattern of Abuse or Flagrant Violation:

Any student alleged of a second offense of the Acceptable Use Policy or who exhibits a pattern of flagrant violation of the Acceptable Use Policy, such as gross misconduct or destruction of property, or mischievous insult to others, should be referred to the manager of the department or laboratory in which the offense occurs. The manager may summarily suspend the student's use of the computer or laboratory for one week. Within twenty-four (24) hours, the manager shall submit a formal written complaint to the Dean of Student Affairs for referral to the conduct process for review and follow up.

Sanctions imposed by a Conduct Officer or the University Conduct Council may include any combination of the following sanctions: monetary fine, suspension of the use of the campus technology for a specified amount of time not to exceed the balance of the semester,

“campus work,” suspension from school for the balance of the semester, or referral to legal authorities for prosecution under federal and state statutes.

Violations by Employees of the Institution

Any employee of Huston-Tillotson University who violates the Acceptable Use Policy should be referred immediately to the respective unit head. The unit head will counsel the employee and advise the employee of the offense, and may recommend to the President the employee’s appropriate sanction or termination from Huston-Tillotson University, and/or referral to legal authorities for prosecution under federal and state statutes.

E. Changes to this Policy

Huston-Tillotson University reserves the right to change this Acceptable Use Policy at any time by posting a new Acceptable Use Policy on its website. You can send an email to Huston-Tillotson University with any question relating to the Acceptable Use Policy at itdepartment@htu.edu.

7.2.36 Student User Account and Data Retention Policy

This policy dictates the manner in which user accounts and data are kept and when they are disabled and deleted.

- A. Disabling User Accounts:
 - a. User accounts are disabled when they have been inactive for four (4) months.
 - b. User account descriptions will be updated to include the date at which the account was disabled in the following format: yearmoda (i.e.: September 10, 2006 = 20060910). This allows for accounts to be sorted by when they were disabled.
- B. Deleting User Accounts and Data:
 - a. User accounts and data are deleted when they have been inactive for eight (8) months.
 - b. Because user accounts have the description, it is easy to identify which have not been active thereby ensuring only accounts appropriate for deletion are deleted.
 - c. The home folder for the account is then deleted.

Supervisors are encouraged to move data they feel is needed to their “U:” Drive, department folder or another location.

7.3 Residence Life Policies and Procedures

7.3.1 Residence Halls

Research demonstrates that students who live on-campus have a better chance of succeeding than their off-campus counterparts. Evidence shows that on-campus living experience is a valuable tool in the success of students; they are more likely to graduate, get good grades and are better developed socially.

The on-campus living experience can provide opportunities for new students to develop friendships and adjust to college life. Residence hall living can also assist the less experienced student in personal growth and development. In addition, the convenience and relative cost-of-living associated with residence hall life are great benefits.

On-campus housing is provided for 439 students in two residence halls: Allen-Frazier, 246 beds and Beard-Burrowes, 193 beds. Students living in the residence halls are required to meet all financial obligations at the University, including a housing deposit of \$150. Provided there are

no fees for damage or lock changes, the deposit may be refundable upon graduation or permanent severance from the University. The deposit is due with the housing application. Students may not receive a housing assignment until a housing application is completed, housing deposit paid, and proof of immunizations are provided.

7.3.1.1 Residence Requirement

All first year and sophomore students (those attending University for the first or second year or students transferring from another university with fewer than 60 semester hours of transferable credit) are required to live in University-owned or operated housing facilities, with the following exceptions:

1. Students who live in the Austin area home of parents or legal guardian;
2. Students who are married and living with spouse;
3. Students who are parents/legal guardians of one or more dependent children who live with them;
4. Students who are 23 years of age or older;
5. A student who is legal owner of the student's home; and
6. A student who has earned 60 or more credit hours (may be combination of HT and accepted transfer hours).

7.3.1.2 Exemption

All requests for exemption from the on-campus residence requirement for any of the above cited reasons or other extenuating circumstances must be reviewed and approved, in writing, by the Dean of Student Affairs. Pending the receipt, verification and approval of documentation to support a request for exemption, students may be assessed charges for room and board. **Please note: students who receive institutional scholarships in the amount of tuition are required to live on-campus. This includes merit based and non-merit based scholarships as well as athletic grants.**

7.3.2 Residence Life Staff

There are several staff members in the Department of Residence Life whose responsibility is to assure that residents have a meaningful and comfortable living experience that is conducive to their educational success.

7.3.2.1 Residence Hall Director

The Residence Hall Director is a full-time professional staff member of Huston-Tillotson University. The main responsibility of the Residence Hall Director is the management of the residence hall, including the supervision of the Resident Assistant and desk staff, advising of the Residence Hall Association, adjudication of residence hall discipline cases, submission of maintenance and facility orders, and assisting individual residents. The Residence Hall Directors are available during posted hours during the week and also alternate serving in an on-call capacity after business hours. In case of an emergency, Campus Safety should be notified at 505.3010 so they may contact the professional on-call.

7.3.2.2 Resident Assistants

The Resident Assistants, or RAs, are student staff whose main responsibility is to serve as a mentor and to assist students with their on-campus living experience. The RA's role is to build residence communities that foster respect, acceptance, compliance with policies, and academic success. RAs meet with residents in their assigned area or "wing," understand the needs of the residents, provide programs, and build relationships that encourage team building. RAs are

expected to enforce residence hall and University policy and serve as mediators in roommate conflicts. Additionally, RAs serve as desk staff in the residence halls during certain hours.

7.3.2.3 Desk Staff

The Desk Staff serves the role of operating the residence hall desk and providing a level of security for the residents. Duties include answering the hall phone, monitoring visitation, and supervising activity in the lobby. The desk staff also serves as the communication link between residents and staff after business hours. Whenever there is an emergency, or the Residence Hall Director or Campus Safety Officer is needed, residents should contact the desk staff. Night Monitors are also part of the Desk Staff and work nightly at the residence hall desks. The number at the Allen-Frazier desk is 505.3396 and Beard-Burrowes is 505.3398.

7.3.2.4 Dean of Student Affairs

The Dean of Student Affairs will supervise the Director of Campus Life as he/she directs the facilities operations of residence life and assists with the development of residence hall programming and learning communities.

7.3.3 Residence Hall Openings and Closings

Residence hall openings and closings are noted in the University calendar available on-line and in the *University Bulletin*. The halls remain open throughout the semesters, officially close at noon the day following the last final exam date in the fall, and at noon on the day following Commencement in the spring. Students who wish to remain in the Austin area after the residence halls close should make arrangements to find housing off-campus.

During the Thanksgiving Break, the halls will remain open under policies enacted for these occasions. Residents who stay must register in advance with the Residence Hall Director, sign in and out of the buildings, and adhere to a “no visitation” policy. During Winter Break, the residence halls are closed for all students. In-season athletes and international students may return earlier than other students based on available staffing. All students in these aforementioned categories must request and secure advanced approval from the Dean of Student Affairs no later than December 1st. During Spring Break, the residence halls will remain open under policies enacted for these occasions. Residents who remain must register in advance with the Residence Hall Director, sign in and out of the buildings, and adhere to a “no visitation” policy. Failure to comply with these policies may result in removal from the residence halls for the break and may be subject to conduct action. The cafeteria is not open during Thanksgiving and Spring Break.

7.3.3.1 Residence Hall Hours

The residence halls officially close at 12 midnight, Sunday through Thursday nights, and 2 a.m., Friday and Saturday nights. All opposite sex guests and non-residents must vacate the buildings at this time (See paragraph 7.3.3.3 of this Volume VII for Room Visitation Policy and Procedures). Any person violating this policy by entering or exiting buildings after closing hours will be subject to disciplinary action.

7.3.3.2 Quiet/Courtesy Hours

To create and maintain an environment conducive to study, a time period has been established for quiet hours. Quiet hours are observed: Sunday through Thursday, 10 p.m. to 8 a.m.; Friday and Saturday, 12 midnight to 12 noon. During the mid-term and final examination weeks, quiet hours are enforced 24 hours a day. The concept of courtesy hours means that residents should recognize the rights of other residents to live in an environment that is conducive to their educational pursuits. This concept also applies to visitation. Roommates must respect if a roommate does not want to have a visitor even if it is during visitation. Please remember courtesy hours are in effect at all times. Residence Life staff reserve the right to limit or cease

visitation or extend quiet hours as needed to foster an educational environment and promote safety. Examples of such periods include Homecoming Weekend and Texas Relays.

7.3.3.3 Room Visitation Policy and Procedures

The room visitation policy is established for guests of on-campus residents. Each resident is responsible for knowing when visitation is allowed.

1. Visitation is held Sunday through Thursday – 3 p.m. until midnight; Friday and Saturday from 3 p.m. to 2 a.m. Guest(s) must begin to vacate the residence halls 15 minutes prior to the end of each evening;
2. Guests must enter the residence hall through the front door and sign in at the main desk. The resident and guest must leave current, valid picture identification cards (driver license, University I.D.) at the desk. The resident must sign the resident's guest(s) in and out. **To ensure the safety of all residents, residents must escort their guest(s) from the main desk to the room visited and back out of the building.** All guests must leave the hall by the designated time;
3. Each student must be properly dressed during visitation hours, keeping in mind that members of the opposite sex may be present;
4. Guests are expected to remain with their respective resident for the duration of the visit. Residents will be held responsible for the actions of their guests;
5. Residents may register their guests only. Students will not be allowed to register other residents' guests;
6. No loitering is permitted in the building during visitation hours, particularly in the desk areas. For security reasons, the desk worker must be able to see everyone who enters the building;
7. All guests must report to the main desk and sign out by the end of the visitation period; and
8. Any student charged with violation of the visitation policy will be subject to disciplinary action.

7.3.3.3.1 First Offense

The staff member confronting the violator(s) will issue a written reprimand. The Residence Hall Director will be notified of this reprimand in writing.

7.3.3.3.2 Second Offense

The violator(s) will be referred to the Residence Hall Director for disciplinary action.

7.3.3.3.3 Third Offense

The violator(s) will be referred to the Dean of Student Affairs for disciplinary action and may face removal from the residence hall for a period of one semester. If removed, room and board charges will not be refunded.

7.3.3.4 Guests and Visitors

Guests and visitors to the campus must present a current, valid form of picture identification to Campus Safety when driving onto campus and to the desk staff on duty in the residence halls before visiting a student.

1. Students may not have same sex guests or visitors stay overnight without authorization from the Residence Hall Director. Visitation should not be confused with co-habitation and should not last longer than two nights or a weekend. Residents found with unauthorized guests will be charged \$15 per night and may be subject to disciplinary action;

2. No guests of the opposite sex are allowed; and
3. No person under 18 years of age may visit a residence hall room or remain overnight unless accompanied by a parent or guardian.

7.3.3.5 Laundry Facilities

Each residence hall is equipped with free washers and dryers to accommodate laundry needs. These facilities are for residents' use only. Problems concerning the washers and dryers may be reported to the Resident Assistants, desk staff, or Residence Hall Directors. The staff will create a work request with Facilities to repair the equipment (505.3016).

7.3.3.6 Search and Seizure Policy

Students' property will be searched if there is reason to suspect that some criminal activity is in process or occupants of the room are, or have been, involved in a violation of University policy. The Residence Hall Director or professional staff member on-duty and a certified officer from the Department of Campus Safety must perform resident searches. If the situation permits, a student resident, preferably a Resident Assistant, must witness the search.

When feasible, a student's permission will be requested before a search is conducted. If the student refuses to permit a search, civil authorities may be notified and a warrant obtained. If circumstances so warrant (e.g., where the officer or University official has a reasonable belief that there is imminent danger to life or person, or where there is a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity), a search warrant is not necessary.

The policy statement applies to all residents' rooms, vehicles, lockers, office space used by student organizations, and/or other student property housed or physically located on property owned, leased, rented or otherwise occupied by Huston-Tillotson University.

7.3.4 Residence Hall Policies

The policies listed here are a few of the policies that govern life in the residence halls. **Residents should review the Residence Life Handbook A-Z available on the housing website for additional information.**

1. There is a charge for the replacement of lost keys and associated lock changes. The amount varies depending on the type of room (community or suite) and is based on current labor and material costs as per Facilities;
2. Damages to University property will result in charges for the total amount required to make the necessary repairs. Damages to common areas (hallways, restrooms, lounges, etc.) may be charged to residents of a floor or entire building;
3. The University is not responsible for the loss of money, valuables, or damages to the property of residents;
4. The University reserves the right to enter a room or apartment for the following reasons:
 - a. To perform repair services, pest control, room inspections or safety inspections; and
 - b. For any emergency situation that may require immediate entry or belief that the student's life, health, or welfare may be in danger; or
 - c. If circumstances warrant where an officer or University official has a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity;
5. Unauthorized usage of emergency exits will result in a \$100 fine;

6. Throwing objects from windows is prohibited. Students found guilty of this violation may be subject to disciplinary action. Window screens are to remain in place at all times. Students will be charged for the replacement of missing window screens and fined \$25 for sitting on ledges or window sills;
7. HT does not provide storage of students' personal belongings at any time. Students are strongly encouraged to store items at an off-campus, reputable storage company. Off-campus storage is at the students' risk as HT does not recommend or endorse any particular company;

Fall residential students may keep belongings in his/her assigned room over the winter break at his/her own risk if he/she will be a resident in the spring. Expensive items such as computers, stereos, and televisions must be taken home over the break or stored at a reputable facility; and

8. Your University residential living experience, like your home, requires forethought about protecting personal belongings. Since HT assumes no liability for personal items that are lost, stolen, or damaged, students are strongly encouraged to purchase renter's insurance to protect their belongings.

We strongly encourage all students and their families to contact their insurance agents, check homeowner's policies, and to consider purchasing renter's insurance.

7.3.4.1 Administrative Removal from Campus Housing

The Dean of Student Affairs (DoSA) has the responsibility to protect and maintain the safety, health, morale, and well-being of all persons in the residence halls. Upon recommendation of the Residence Hall Directors, the DoSA has the authority to remove from the residence halls by administrative action and before further investigation or appeals, any student who violates the following rules and regulations:

1. **FIRE SAFETY AND SECURITY**—Fire and safety equipment (extinguishers, alarms, exit signs/emergency and exit doors, walkways for public egress and exit, exterior lights, etc.) must not to be tampered with in any manner. Tampering with (altering, obstructing, etc.) fire safety equipment is a Third Degree Felony in the State of Texas;
2. **ARSON, ATTEMPTED ARSON**—Setting fire in or near a residence hall will result in state or criminal charges;
3. **POSSESSION AND/OR USE, THREATENED USE OF FIREARMS OR OTHER LIFE THREATENING WEAPONS, EXPLOSIVES, OR PROHIBITED COMBUSTIBLE MATERIALS (possession of a firearm within 1000 feet of a public school is a federal offense);**
4. **ASSAULT, OR SEXUAL ASSAULT** (whether or not criminal charges are filed);
5. **MALICIOUS OR UNWARRANTED VANDALISM, DAMAGE OR DESTRUCTION OF UNIVERSITY PROPERTY;**
6. **THEFT**—Unauthorized taking or misappropriating, and depriving the rightful owner of property;
7. **UNAUTHORIZED ENTRY**—Breaking and entering any room or office of the residence halls, occupied or not;
8. **OBSTRUCTION OR KEEPING A DULY-APPOINTED OFFICIAL OF THE UNIVERSITY FROM PERFORMING HIS/HER DUTIES**—including verbal abuse, assault, threatened assault, and refusal to comply in a timely manner with Campus Safety or Residence Life staff; or

9. POSSESSION AND/OR USE OF ILLEGAL DRUGS.

7.4 Campus Safety and Security Policies

7.4.1 Department of Campus Safety

The Department of Campus Safety is the University unit responsible for ensuring a safe and secure environment at Huston-Tillotson University. The Department of Campus Safety employs Campus Security Officers who are commissioned security enforcement officers, authorized to enforce all campus rules, regulations and policies as well as local, state and federal laws. It is the duty of Campus Security Officers to protect all University personnel and property. Campus Security Officers may be reached at 512.505.3010 or 512.505.3013.

Campus Security Officers are here for the safety of all and the maintenance of law and order. All students shall exhibit the respect given an officer of the law. The Department of Campus Safety personnel is empowered by the Texas Higher Education Code to enforce rules and laws on the campus and protect all property belonging to or used by the University, and has additional powers to execute warrants, to stop, request identification, and question individuals on the University campus and controlled properties.

7.4.1.1 Safety Tips

All students should note that Huston-Tillotson University is located in a large urban environment. As such, students and University personnel are not immune from potential dangers: theft, threat of bodily harm, and other acts of violence that exist in an urban environment. Please be advised that you should be constantly aware of your surroundings. If you leave the campus by walking, do so with someone else and pay attention to strangers and report any suspicious activity to a campus police officer/security officer or other University officials.

Campus safety is the responsibility of every member of the University family. These are ways you can help make the University a safe and enjoyable place to live, work and learn:

1. Keep all doors and windows locked in your absence. Always carry your room key and lock your room upon leaving, even if you will be gone for only a short time;
2. Do not allow non-residents to enter behind you into the residence halls, even if you know them;
3. Do not prop open doors;
4. Purchase insurance for your personal property;
5. Record personal property make, model and serial numbers. (Request engraving service from Campus Safety);
6. Secure your valuables;
7. Never leave your purse or wallet unattended, even for a short time;
8. Be cautious of strangers asking for change or directions;
9. Report suspicious activity to Campus Safety Officers immediately. Be prepared to provide a brief description of the individual's activity and direction of travel when last observed; and
10. At night, travel with a friend. Always tell someone where you are going and when you can be expected to return.

The University provides reasonable security to protect students and student property. However, you need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot and does not accept responsibility for lost, damaged, or stolen property.

Steps you can take to reduce the risk of theft or loss are:

1. Keep your vehicle locked. Do not keep expensive, attractive equipment stored in plain view in your car;
2. Keep your room locked when you are not in, even for such a short period of time as taking a shower;
3. Do NOT give anyone your room key;
4. Lock your bike with a sturdy chain and lock;
5. Keep a written record of the model and serial numbers of valuables. Photographs are also often helpful;
6. Do not carry or keep large amounts of cash around campus or in your room;
7. Purchase property insurance for items such as stereos, computers, media players, etc.;
8. A report of loss or damage should be made to the Department of Campus Safety;
9. Identify your property, especially electronics, with your name and a state issued driver's license number or a personal identification number;
10. Building entrance doors, stairwell doors and other secured doors must not be propped open;
11. Doors to student rooms should be locked at all times;
12. Non-residents of a hall should not be allowed access to the hall unless they are the guests of a resident of that hall;
13. All guests must be properly registered and should never be left unattended;
14. Suspicious persons found in or around the building should be reported to Campus Safety at x3010;
15. Do not tamper with security cameras and monitors;
16. Stay alert at all times and tuned in to the surroundings (wearing headphones while walking or jogging can reduce the level of alertness);
17. Plan routes in advance, and vary those routes, whenever possible;
18. Get to know the neighborhoods where you live and work: find out what stores and restaurants are open late and where police and fire stations are located;
19. When walking or jogging, use busy streets and avoid shortcuts through deserted parks, vacant lots and unlit passages;
20. At night, walk or jog only on streets with plenty of light and traffic, and avoid walking alone, if possible;
21. Walk on the part of the sidewalk close to the street and away from shrubbery, trees or doorways (on less busy streets at night, it is sometimes safer to walk in the street rather than on the sidewalk);
22. Stand tall and walk confidently;
23. Trust your instincts: get help right away if the situation or place is uncomfortable;
24. Do not carry large sums of cash or display cash in public;
25. If possible, carry only identification, phone numbers and the credit cards you need. Keep a list at home of credit cards and other important material you would need to replace in case of loss;
26. Separate house keys from car keys (women should keep their keys in places other than their purses);
27. Keep names and phone numbers of relatives or friends handy in the event of an accident or emergency; and
28. Keys and key cards should never be loaned to another person.

Preventing Textbook Theft

It is unfortunate but some people steal. One of the major expenses of attending a university is the cost of textbooks. The average student spends \$300-\$400 per semester on textbooks. And because textbooks may be re-sold for cash, they make attractive targets for thieves.

Remember...

- Textbooks often are left unattended in public areas;
- Textbooks can be easily resold;
- Textbooks are increasing in value; and
- Often, owners cannot be identified.

Throughout the year, HT Campus Safety receives complaints of book theft, especially at the beginning and end of the semester and around the holidays.

Campus Safety offers you several tips that will reduce your chances of being a victim of book theft.

Textbook Theft Prevention Tips

- Never leave your possessions unattended in public places. Remember, the majority of thefts on campus are thefts of opportunity. Most items are stolen because they are left unattended.
- The only way to stop a person from selling a book back or accuse a person of stealing someone's book is to see if the book has a designated mark.
- Marking your possession with an identifying number is an effective method of deterring theft.
- Thieves find it more difficult to dispose of stolen articles that can be traced through an owner making identification marks.
- Students should mark the textbook with an identifying number on a specific page of the textbook and keep a record of it. Mark the corresponding page with your own initials. This way, if the book is stolen, both the police and the bookstores will have a better chance of tracing the book once it is sold back.
- If caught with a marked item, the thief can be convicted. The marked items can also be returned to the rightful owner.
- Make a list of your books and include the name of the book, type of book, the author, and any identifying marks to help HT Campus Safety in the recovery of the lost or stolen book(s).
- Report all textbook thefts immediately to Campus Safety and to the HT Bookstore. By doing so, you can enhance your chances of recovering your textbook.

Ways to Mark Your Textbooks

- Print your full name on the inside cover of each textbook.
- Print the current school year and semester under your name.
- Print an identifiable number that you can remember on a specific page with your own initials on the corresponding page.
- DO NOT USE YOUR SOCIAL SECURITY NUMBER, STUDENT ID NUMBER, OR BIRTH DATE TO MARK YOUR TEXTBOOKS!

Students are responsible for their personal property. The University does not assume liability for damage or loss of personal property but will assist the student in seeking to recover identifiable property, if properly identified. A report of loss or damage should be made to the Department of Campus Safety.

The University does not carry insurance of any kind on personal property of students. Students are encouraged to make individual arrangements for coverage of their personal property.

7.4.2 Identification Cards

Each Huston-Tillotson University student must have an identification (ID) card. An official Huston-Tillotson University Identification Card is issued to each student during registration. The card serves as identification for admission to athletic events, for book loans from both the Huston-Tillotson University Library and the University of Texas General Libraries, for campus sponsored events, and for campus security. All students are expected to carry a valid photo identification card issued by Huston-Tillotson University and to present it upon request. Students should guard this document well and refrain from allowing others to share in its use. Should an identification card be lost, a fee of fifty dollars (\$50.00) will be charged for its replacement. Identification Cards may be replaced at the Office of Campus Safety and Security on the 2nd Floor of the Conner-Washington Building with proof of payment from the Business Office. You should have your University identification card with you at all times. Identification cards are not transferable!

7.4.3 Motor Vehicle Operation and Parking Regulations

See the University Traffic Regulations and Parking Policy in Volume II, Campus Community Policies.

7.4.4 Reporting Crimes and Conduct Code Violations

If you witness or are the victim of a crime or a violation of the University's Code of Conduct and Community Standards, you are required to notify the Department of Campus Safety immediately!

Contact On-Duty Department of Campus Safety Personnel at 512.505.3010

The requirement to notify Department of Campus Safety regarding the occurrence of a crime or violation of the University Code of Conduct and Community Standards is in no way intended to infringe upon your right as a citizen to communicate directly with off-campus law enforcement officials. The intent is to assist you in expediting their arrival when needed and the orderly reporting of facts and circumstances surrounding the crime or Code of Conduct and Community Standards violation.

7.4.5 Security Investigations

The Department of Campus Safety investigates suspected or reported violations of the Code of Conduct and Community Standards. In the case of serious violations, the Department of Campus Safety is required by law to inform local law enforcement officials. Further, the Department of Campus Safety is required to share all pertinent facts regarding the individuals involved and circumstances surrounding such violations.

7.4.6 Visitor Policies

Visitors to campus are subject to the same rules as University personnel and students. All persons coming to the gate should be prepared to show proper identification. Visitors are required to register with the Campus Safety Officer at the Chicon Street Entrance Booth. Visitors may only enter the campus from the Chicon Street Entrance. The University campus and buildings are closed to all visitors and unauthorized persons after midnight unless otherwise authorized by appropriate University administrative staff officials.

1. During visitation hours, visitors are required to sign into the residence halls. There are no visitors outside of these times. Residence Life staff retain the right to limit visitation hours as necessary;
2. Visitors will be asked to present identification and to identify the resident who is to be their host. The resident will pick up his/her visitor at the front desk;
3. Visitors will be escorted at all times by their host. Visitors' identification cards will be held at the residence hall desk until the visitors depart the residence hall. The resident will escort the visitors back to the front desk; and
4. Vehicles of visitors to the campus are subject to search by Campus Safety Officers for weapons, alcohol, or illegal drugs since these items are prohibited on campus. Visitors are expected to adhere to all parking regulations and may be subject to towing. Cars may not be parked in front of the residence halls as this is a fire zone. No loud music from vehicles is allowed on-campus. Students are held accountable for the behavior of their guests.
5. Huston-Tillotson University values an atmosphere that fosters a healthy balance between workplace obligations and family matters. However, frequent recurring presence of visitors or family members during work hours is not permitted. Faculty, Staff and Students with dependent children are expected to make external arrangements for proper care of their children while at work.

The University does not permit continual presence of children who require direct supervision in the workplace in lieu of other childcare arrangements. Emergencies should be discussed with your supervisor and may be accommodated on an individual basis. This policy applies to all campus buildings, including the Residence Halls where children are not permitted.

This policy is not intended to prohibit family members, minors, and dependents from attending official University events.

7.5 Student Code of Conduct, Academic Code and Decorum Guide

7.5.1 Student Code of Conduct and Community Standards (Code)

7.5.1.1 Statement on Student Rights and Responsibilities

Every student who accepts admission to and enrolls in Huston-Tillotson University agrees to abide by the Statement on Student Rights and Responsibilities. Its purpose is to promote and maintain an educational environment conducive to respect, civility, free inquiry, and the general well-being of the University community.

The Statement on Student Rights and Responsibilities is intended to delineate certain basic rights, responsibilities, and expectations of all Huston-Tillotson University students and student groups. The *HT Student Handbook*, including the Student Decorum Guide, and other policies prescribed by the University, also serve as a guide for the overall student experience at HT.

7.5.1.2 Student Rights

Students have the following rights:

1. To have access to faculty, academic technology, the University library, and other resources necessary for personal learning and development;

2. To have the opportunity to freely examine and exchange diverse ideas, perspectives, and points of view in a civil manner inside and outside the classroom and laboratory settings;
3. To have access to academic advising, with clear expectations for degree and graduation requirements;
4. To participate fully in the University community without discrimination, as defined by federal, state, and University regulations;
5. To expect disciplinary matters to be conducted through established University procedures; and
6. To have available a University grievance process regarding concerns and/or complaints. (see this Volume, Section 7.7)

7.5.1.3 Student Responsibilities

Students have the following responsibilities:

1. To uphold and maintain academic integrity and personal honesty;
2. To attend class, as prescribed by faculty through syllabi, complete all class assignments and attend all classes prepared;
3. To abide by the HT Code of Student Conduct and Community Standards as well as conduct standards set forth by HT-recognized professional societies, clubs and organizations, and scholastic and social fraternities and sororities; and
4. To abide by all University policies and procedures and local, state, and federal laws.

7.5.2 Overview of the Code

The **Code of Conduct and Community Standards** (Code) at Huston-Tillotson University (HT) is based on promoting academic achievement and a tradition of excellence regarding student behavior and citizenship. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of lawful and democratic procedure; and dedicated to intellectual integrity and the civil approach to the resolution of problems.

The basic principles of this Code are:

- respect for the person;
- respect for property, and
- respect for campus community standards.

While intellectual growth and positive citizenship are promoted and encouraged, the University also strives to ensure that acceptable standards of behavior are communicated to, understood, and upheld by the students of Huston-Tillotson University.

7.5.2.1 Changes and Amendments to the Code

Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate University authorities. Any registered student organization, the University Conduct Council, or the Dean of Student Affairs may propose changes in the Code of Conduct and Community Standards (Code). The Code may be reviewed annually. Changes require the approval of the President, Provost and Vice President for Academic and Student Affairs, and at least one representative from the Student Government Association. Students will be notified if the code is revised, supplemented, or amended at any time by action of the appropriate University authorities.

7.5.2.2 Coverage

The Code is the University's policy and process regarding non-academic conduct matters of Huston-Tillotson University students. Each student may be subject to this Code whether misconduct occurs on University premises, at University sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University including, but not limited to, sexual misconduct, hazing, and physical violence. Academic discipline of students is not covered by this Code but rather falls within the jurisdiction of the academic unit of the University. The Academic Code of Conduct can be found in the University Bulletin and this Student Handbook under a separate section.

7.5.2.3 Basic Expectations

The primary purpose for the imposition of non-academic discipline in the University setting is to protect and preserve the quality of the educational environment in the campus community. This purpose entails several basic expectations:

1. That the University community assumes high standards of courtesy, integrity, and responsibility by all its members;
2. That each student is responsible for his/her conduct and that continued enrollment is conditional upon compliance with the requirements of student conduct expressed or implied in this Code;
3. That matters of alleged misconduct that fall under this Code will be handled under the stated procedures set forth in this Code;
4. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Dean of Student Affairs is charged with the welfare of all students. Accordingly, in emergency situations, the Dean of Student Affairs, in consultation with the Provost and Vice President for Academic and Student Affairs, has full authority to deal with student conduct according to the exigencies of the emergency and for its duration. Such necessary and appropriate action includes, but is not limited to: immediate removal from campus housing due to possession and/or use of illegal substances, arson, theft, and violent crimes as noted in the Student Handbook; and
5. Violations of this Code may lead to discipline up to and including suspension or expulsion.

7.5.2.4 Authority

The Dean of Student Affairs is delegated responsibility pertaining to all student organizations, student government, as well as fraternities and sororities. The Dean of Student Affairs is charged with administering the overall judicial process. In addition, the Dean of Student Affairs has the responsibility and authority to discipline such organizations and, for various violations including hazing, may choose to handle such matters in a direct and expedient manner, including taking interim action, until the completion of the conduct process. Regulations developed by Residence Life, Campus Life, and the Student Government Association, as well as other student organizational bodies, are subject to review and approval by the Dean of Student Affairs.

7.5.2.5 Confidentiality

Students' conduct records are confidential and will not be released except in accordance with the Federal Education Rights and Privacy Act (FERPA) and any other applicable laws.

7.5.2.6 Violations of the Law and this Code

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are

subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding this same incident are pending, may be initiated, have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

7.5.2.7 Definitions

When used in this Code:

1. The term “complainant” can be used to refer to a person, group, an entity, or the University. When the complainant is a group, the University, or an entity, a single person may be appointed to that body to represent it;
2. The term “consent” means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he/she does not appreciate the nature of the consent. A person may not consent to sexual contact or activity if he/she is impaired due to alcohol or other drugs. A person has not consented to video/audio taping of him/herself and/or of an activity if she/he is not aware and has not offered explicit consent;
3. The term “days” means calendar days;
4. The term “distribution” means giving, selling, or exchanging;
5. The term “group” means a number of persons who are associated with each other who have not followed University requirements for recognition as an organization;
6. The term “hearing body” means any person(s) authorized by the Dean of Student Affairs to hold a disciplinary meeting or hearing, to determine whether a student has violated the Code, and to impose sanctions. This term also includes the University Conduct Council, University Appeal Board, and Conduct Officers;
7. The term “Conduct Officer” means any person(s) authorized by the Dean of Student Affairs to have preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has violated the Code as well as recommend sanctions;
8. The term “organization” means a number of persons who have followed the University requirements for recognition. This term includes fraternities and sororities;
9. The terms “written notice,” “notify in writing,” or “transmit in writing” mean to mail (U.S. or campus) written notice to the student’s most recent address of record, to hand deliver written notice to the student in person, or to send notice via electronic mail;
10. The term “sexual contact” means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature;
11. The term “student” means any person pursuing studies at the University. At the discretion of the Provost and Vice President for Academic and Student Affairs, the term may be extended to mean:
 - a. A person not currently enrolled who has enrolled in the fall, spring, or summer term preceding the alleged violation; or
 - b. A person who, while not currently enrolled, has been enrolled in Huston-Tillotson University and may reasonably seek enrollment at a future date; or

- c. A person who has applied or been accepted for admission to Huston-Tillotson University and may reasonably be expected to enroll;
12. The terms “University” and “institution” mean Huston-Tillotson University;
13. The term “University premises” means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University;
14. The term “University-sponsored activity” means any activity, on- or off-campus, that is initiated, aided, or supervised by the University;
15. The term “weapon” means any object or substance designed or intended to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, ice picks, or other substances designed to impair (i.e., Rohypnol, the date rape drug); and
16. References to the President of the University, Provost and Vice President for Academic and Student Affairs, and Dean of Student Affairs include the designee of these individuals.

7.5.2.8 Prohibited Conduct

Each student may be subject to this Code whether misconduct occurs on University premises, at University sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University such as sexual misconduct, hazing, and physical violence. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action:

1. Attempting, assisting, or encouraging any conduct prohibited by this Code;
2. Causing physical harm to any person, or causing reasonable apprehension of harm;
3. Disorderly or indecent behavior, including destroying or damaging University property or the property of others;
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include:
 - explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death;
 - stalking;
 - making remarks in a public place or on the internet and social networks to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed;
 - spreading malicious rumors in a systematic or public setting or on social networks regarding a specific person;
 - emails, phone calls, or other communication that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed;
5. Engaging in sexual conduct with another person without the consent of that person;
6. Violations of the University’s Policy Statement on Discriminatory Harassment, which includes sexual violence;

7. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency;
8. Misrepresenting information or furnishing false information to the University or its representatives;
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other documents, instruments of identification, or access device;
10. Distribution, possession, and student use of alcoholic beverages is prohibited on-campus, irrespective of age. Student possession or consumption of alcohol in the residence halls is also prohibited;
11. Providing alcoholic beverages to an individual less than 21 years of age or to one who is noticeably intoxicated;
12. Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group;
13. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, irrespective of age;
14. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug;
15. Unauthorized use, possession, or storage of any weapon;
16. Unauthorized use or possession of fireworks or dangerous or noxious devices or materials;
17. Unauthorized presence on or use of University premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device;
18. Unauthorized videotaping and/or audiotaping of individuals and/or activities without the consent of the person(s);
19. Intentionally or recklessly misusing or damaging fire or other safety equipment;
20. Exposing one's own genitals, buttocks, or breasts in a public place;
21. Theft or misuse of property or services on University premises, at University sponsored activities, or from University organization(s) or group(s), or knowing possession of stolen property or use of stolen services on University premises, at University-sponsored activities, or from University organization(s) or group(s);
22. Failure to comply with the Bookstore's book buy-back policies, including selling books when you are not the owner or having others sell back books on your behalf;
23. Substantially interfering with the freedom of expression of others;
24. Interfering with normal University functions, University-sponsored activities, or any function or activity on University premises including, but not limited to, studying, teaching, public speaking, research, University administration, or fire, police, or emergency services;
25. Disregarding or failing to comply with the directive of a hearing body or University official, including, but not limited to: Campus Safety, Residence Life staff, faculty member, cafeteria staff, or a police officer acting in the performance of the officer's duties;
26. Disruption of University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; destruction of University or other computer files or systems; violation of copyright or proprietary material restrictions connected with the University or other computer systems, programs, or materials;

27. Violation of Information Technology's Acceptable Use Policy;
28. Posting information and/or communication that violates the Code on the Internet or other public spaces;
29. Disruptive behavior in class, including, but not limited to: cellular phone use while in session, profanity, acting in a hostile manner toward others, and non-compliance with the professor;
30. Violation of any government laws or ordinances, or of any University policies, or regulations. University departments have additional policies which include, but are not limited to: Residence Life, Campus Life, Library, Information Technology, Facilities, and Campus Safety;
31. Falsification, distortion, or misinterpretation of information before a hearing body;
32. Disruption or interference with the orderly conduct of disciplinary hearing proceedings;
33. Knowingly instituting disciplinary proceedings without cause;
34. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
35. Attempting to discourage the impartiality of a member of a disciplinary body prior to or during the course of a disciplinary proceeding;
36. Harassment (verbal, physical, or written) or intimidation of a member of a disciplinary body, witness, complainant, or respondent prior to, during or after a disciplinary proceeding;
37. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy; or
38. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

7.5.2.9 Composition of Hearing Bodies

7.5.2.9.1 University Conduct Council

The University Conduct Council is established to hear non-academic disciplinary matters involving students in any division of Huston-Tillotson University. The University Conduct Council is composed of:

1. A Chair, appointed by the Provost and Vice President for Academic and Student Affairs, who shall be a faculty or staff member and a voting member of the Council;
2. One voting faculty member appointed by the Provost and Vice President for Academic and Student Affairs;
3. One voting staff member appointed by the Provost and Vice President for Academic and Student Affairs; and
4. One to two voting student members appointed by the Dean of Student Affairs.

There shall be a pool of Council members. The pool of faculty and staff shall be appointed by the Provost and Vice President for Academic and Student Affairs. The pool of students shall be appointed by the Dean of Student Affairs. The Council must have three members present in order to convene. If a faculty or staff member, the Chair may count as the faculty or staff representative. For quorum, the three Council members must include a student, faculty, and staff member. If alternates are not available from the pool of Council members and a quorum cannot be reached, substitutes may be appointed as described above.

7.5.2.9.2 *University Conduct Appeal Board*

The University Conduct Appeal Board will be established at the beginning of every academic year to hear appeals from cases heard by any hearing body. The Board shall be composed of:

1. One voting staff member appointed by the Provost and Vice President for Academic and Student Affairs;
2. One voting faculty member appointed by the Provost and Vice President for Academic and Student Affairs; and
3. One voting student appointed by the Dean of Student Affairs.

Substitutes may be selected as described above. A member of the University Appeal Board may not deliberate on or vote on any decision if that member participated in any way in the decision being appealed.

7.5.2.10 *Conduct Procedures – General*

Disciplinary proceedings may be instituted against a student, group, or student organization that is alleged to have violated the Code. The proceedings are conducted in a manner that ensures fairness and is not restricted by the rules of evidence governing criminal and civil proceedings. Huston-Tillotson University (HT) is committed to providing a student conduct process that is fair and reasonable and not arbitrary or capricious. Accordingly, the University maintains a process that is educational, provides equal concern and dignity to all persons.

The general procedures outline the process HT will use to review alleged acts of misconduct.

Sanctions that may be imposed for a violation of the Code or any other University policy, procedure, or regulation are described below. Each violation is handled on a case by case basis and the action taken depends entirely upon the severity of the violation, the extent of the student's involvement, his/her disciplinary record, attitude and any other factors relevant to the specific situation. More than one disciplinary measure may be imposed for a single infraction. At its discretion, the University may choose to impose different sanctions; however, the University is committed to imposing consistent sanctions for comparable violations.

7.5.2.10.1 Conduct Process – Individual Students

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Department of Campus Safety or the Dean of Student Affairs. Reports generated by Residence Life, Campus Safety, and other University offices will be forwarded to the Dean of Student Affairs. A determination will be made whether action should be taken in response to a report by the Dean of Student Affairs. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Dean of Student Affairs or the Dean may serve as the Conduct Officer. For certain residence hall violations, the Dean may choose to have those matters handled through the Residence Hall Director.

Preliminary Meeting:

The Office of the Dean of Student Affairs will notify the student in writing that he/she must make an appointment for a preliminary meeting within five days of the date of the written notice. Failure to schedule or attend this preliminary meeting will automatically result in the issuance of formal charges as described below.

The Conduct Officer will hold a preliminary meeting with the accused student to review the report as well as ascertain the accused student's perspective of the incident. The Conduct Officer will refer the student to the Code of Community Standards and Conduct. Copies of the Code are available on-line at the HT website and in the office of the Dean of Student Affairs. A

copy may be provided upon request. In this meeting, the accused student will be asked to decide whether or not he/she wishes to accept responsibility for having violated the Code.

If a student accepts responsibility for having violated the Code and thereby waives the option of the hearing, the student shall have the following options as to how sanctions will be determined:

1. The student may have the Conduct Officer decide the appropriate sanction(s). The sanction(s) awarded shall be stated in writing and placed in the student's file; or
2. The student may choose to meet with another Conduct Officer to have that person recommend appropriate sanction(s).

This selection shall be made in writing and recorded by the Conduct Officer. A copy of this selection shall be maintained in the student's file.

If a student does not accept responsibility for having violated the Code, the Conduct Officer will conduct an investigation to determine if the matter will proceed to formal charges, or if it can be disposed of administratively by agreement of the parties involved on a basis acceptable to the Conduct Officer.

Investigative Report:

The Conduct Officer shall issue an investigative report and findings at the conclusion of his/her investigation. The report shall include whether the matter should proceed to formal charges.

Formal Notice of Charges:

If the matter is not resolved, the Conduct Officer will then meet with the accused student and present the student with a letter stating the formal charges. A copy of the documents relevant to the case will be given to the accused student and the complainant *at least seven days* in advance of the hearing. These formal charges will be referred for a hearing and a copy of documents relevant to the case will be forwarded to the appropriate hearing body.

The student shall have the following options for a hearing:

1. The student may choose a hearing with another Conduct Officer serving as the hearing officer and to determine the appropriate sanction(s), if any; or
2. The student may choose a hearing with the University Conduct Council serving as the hearing panel and to determine the appropriate sanction(s), if any.

This selection shall be made in writing and recorded by the Conduct Officer. A copy of this selection shall be maintained in the student's file.

If an accused student fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the University Conduct Council.

7.5.2.10.2 Conduct Process – Student Organizations

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Department of Campus Safety or the Dean of Student Affairs. Reports generated by Residence Life, Campus Security, and other University offices will be forwarded to the Dean of Student Affairs. A determination will be made whether action should be taken in response to a report by the Dean of Student Affairs. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Dean of Student Affairs or the Dean may serve as the Conduct Officer. In cases pertaining to fraternities and sororities, matters will be referred to the respective national office as appropriate.

Recognized fraternity and sorority chapters may be placed under restrictions (e.g., cease and desist), obligations, or other interim action(s) taken by other offices of the University to protect the well-being of specific persons, the community, or property.

The procedure for investigating and charging an individual student with a violation of the Code shall be used when a student organization is charged with a violation of this Code. During student organizational investigations, student organizations, chapters, and/or individual students may be charged. In cases pertaining to student organizations, the organizational or chapter president will represent the organization during all conduct proceedings.

7.5.2.11 Withholding Diplomas and Transcripts

The University reserves the right to place a “hold” on the diploma, degree certification, official transcripts, or registration of a student who has been charged with a conduct violation under this Code even though he/she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanction(s) as well as other conduct obligations have been completed.

7.5.2.12 Interim Action

If the Dean of Student Affairs believes that the complaint against the student demonstrates the potential for violence, the student may be placed on interim suspension until a final decision is made regarding the complaint. Interim suspension might include, but is not limited to, situations where an individual alleges violent crimes, hazing, and harassment. Specifically, a student may be temporarily suspended:

- To protect the safety and well-being of the campus community;
- To protect the student’s own safety; or
- Where the student’s behavior presents a threat of disruption or interference with normal campus operations.

If the Dean of Student Affairs believes one of these circumstances is present, he or she will consult with the Provost and Vice President for Academic and Student Affairs and alert Campus Safety. An action plan will be formulated for quickly and safely removing the student from campus while an investigation is conducted and a decision on the merits of the complaint is rendered.

7.5.2.13 Hearing Procedures – Conduct Officer and University Conduct Council

The Dean of Student Affairs, Conduct Officer, or University Conduct Council may require any student of the University to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code. The Dean of Student Affairs, Conduct Officer, or University Conduct Council may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before a Conduct Officer or the University Conduct Council as well as the date and time of this hearing will be sent to the student/organizational president at least five (5) calendar days before the scheduled date of the hearing. At this hearing, a decision of “in violation” or “not in violation” will be made based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction(s) will also be determined and the student/organizational president notified in writing.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student/organizational president and the complainant, if any, shall be given at least

five (5) calendar days written notice of the charges alleged against the student and of the date, time, and place of the hearing.

The hearing shall be conducted by the appropriate hearing body (Conduct Officer or University Conduct Council) and all may require witnesses to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, accused student/organizational president, complainant, advisors to the accused student/organizational president and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of the section and the following section, references to the Conduct Council and the Chair shall also refer to the Dean of Student Affairs or a Conduct Officer.

The accused student/organizational president and the complainant may be assisted by an advisor of their choice. The advisor must be a member of the HT community – either faculty or staff, or a currently enrolled student. The advisor may not be an attorney. In fraternity and sorority cases, the chapter advisor may serve as a hearing advisor but may not be an attorney. Exceptions will be considered by the Dean of Student Affairs.

The advisor acts as either the complainant's or accused student's support person during the hearing. The advisor may assist the student in the preparation prior to the hearing but may not speak during the hearing.

Advisors are allowed to:

1. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused, complainant, or their advisor(s) fails to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the accused student/organizational president are allowed to:

1. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused, complainant, or their advisor(s) fail(s) to appear at the hearing, the hearing may be held in the absence of either or both;
2. Present tangible and documentary evidence; and evidence by witness, or signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence;

It is the responsibility of the accused student and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have been disclosed to the Conduct Officer at the preliminary meeting or in advance and in writing to the Dean of Student Affairs. All witnesses shall be notified of the date, time, and place of the hearing; and

3. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

In cases involving any type of violence or harassment, the complainant may request, in advance of the hearing, to have alternative arrangements made to physically participate in the hearing. The Chair or Conduct Officer shall have the final decision on what evidence may be presented and the tone of questioning. The Chair/Conduct Officer may decide to stop questions at any time.

7.5.2.14 Hearing Decisions – Conduct Officer and University Conduct Council

The Conduct Officer or University Conduct Council shall deliberate and decide whether the accused student/organization has violated the Code. These hearing bodies determine whether a violation occurred based on whether there is a preponderance of the evidence. The hearing body may decide that the student/organization is in violation of a less serious offense than that originally charged. A determination that a student has violated the Code requires a simple majority vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student/organization was found in violation. On the basis of the hearing and the student's/organization's previous record, a decision will be made regarding sanctions by a simple majority vote. In case of a tie, the Chair shall cast the deciding vote.

Whether the Conduct Officer or University Conduct Council acts as the hearing official, a written decision will be issued in a reasonable time after the date of the hearing. This decision shall include:

1. a statement of charges;
2. a summary of facts in the case;
3. the decision;
4. a brief statement of the hearing body's reasoning and if a violation is found; and
5. sanction(s). This decision is confidential and should only be provided to the Dean of Student Affairs.

All decisions of the University Conduct Council or Conduct Officer shall be reviewed for completeness by the Dean of Student Affairs. If the Dean of Student Affairs was the investigating Conduct Officer for a case, the Council's decision will be reviewed for completeness by the Provost and Vice President for Academic and Student Affairs. The respective Dean of the College or School in which the student was enrolled will be advised of any decision resulting in a sanction of suspension or expulsion.

The accused shall receive written notice of the outcome of the hearing as described above and will also receive information on the option of an appeal. (For additional information, please refer to paragraph 7.5.2.9 regarding appeals.) To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

7.5.2.15 Sanctions – Conduct Officer and University Judicial Council

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization. Sanctions may include suspension or expulsion, depending on the gravity of the violation. Sanctions are expected to be comparable for similar violations.

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code:

1. Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action;
2. Probation: A written reprimand for violation of specified regulations. Probation may be either University probation and/or residence hall probation. For student organizations, probation may include social probation. Probation is for a designated period of time and includes the

probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period.

University probation signifies if there are additional violations, a student may place his/her status at the University in jeopardy. Residence hall probation signifies if there are additional violations, a student may place his/her housing status in jeopardy. Such decisions may have a severe financial impact;

3. Loss of Privileges: Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the University in any way, use of campus facilities, denial of University recognition, or denial of parking privileges;
4. Restitution: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement;
5. Educational Sanctions: Work assignments or service to the University or community;
6. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. This Code provides that temporary, permanent, or immediate suspension may be imposed by the Dean of Student Affairs at a time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of him/herself, other persons or property;
7. Suspension: Separation of the student or organization from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified;
8. Expulsion: Permanent separation of the student or organization from the University; and
9. Other: Other sanctions as deemed appropriate by a hearing body or Judicial Officer.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student/organization.

Conduct sanctions (6) Residence Hall Suspension, (7) Suspension, and (8) Expulsion shall be entered permanently on a student's record. Sanction (2) University Probation shall be entered on a student's record for the term of the probation.

7.5.2.16 Appeal Procedures

The accused student, group, or student organization may appeal decisions rendered by a Conduct Officer, Dean of Student Affairs, or the University Conduct Council to the University Appeal Board.

To initiate an appeal, the accused student or student organization must submit a signed, written notice of appeal to the Dean of Student Affairs within seven (7) days of receipt of the hearing decision. The Office of the Dean of Student Affairs will convene the Board for the appeal meeting. Failure to meet the seven day deadline may result in loss of the option of an appeal.

The Appeal Board will review the notice of appeal to determine whether one of the following grounds for an appeal exists:

1. There is new evidence that could have affected the outcome; or
2. The investigation or decision exhibited prejudice or other unfair treatment; or
3. The stated procedures were not followed.

After reviewing the documents pertaining to the case, the University Appeal Board will issue a written review of the hearing decision within a reasonable period of time from receipt of the

request for review. The University Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision; or
2. Affirm the findings of the hearing decision, but recommend a different sanction; or
3. Remand the case to the Dean of Student Affairs to assign a hearing body to conduct a new hearing.

The recommendation of the University Appeal Board shall be referred to the Provost and Vice President for Academic and Student Affairs. After considering the recommendation of the Appeal Board, the Provost and Vice President for Academic and Student Affairs shall make a decision on the appeal. This decision shall be final.

7.5.2.17 Notification

Formal notification of conduct action resulting in University probation, residence hall suspension or removal, suspension, and expulsion shall be forwarded to the Provost and Vice President for Academic and Student Affairs and respective School or College Dean by the Dean of Student Affairs. The respective School or College Dean shall determine how this documentation will be stored and referenced within the school.

7.5.2.18 Retention of Conduct Records

The Dean of Student Affairs shall maintain official files on all student conduct reports, records, and hearing outcomes according to procedures established by the Office of the Dean of Student Affairs and records retention policies of Huston-Tillotson University.

7.5.3 Academic Code of Conduct

7.5.3.1 Importance and Purpose of Code

Integrity in intellectual activity is an indispensable prerequisite for membership in any academic community. To accomplish its academic purpose, the University seeks to educate students who have outstanding intellectual ambitions, high ethical standards, and dedication to the common good of society. Academic excellence requires, then, not only talent and commitment but also moral integrity and a sense of honor on the part of faculty, administrator, staff and students.

While moral integrity is an end in itself, it is also a necessary requirement for the pursuit of knowledge and truth. Cheating on examinations and plagiarizing papers are examples of gross violations of academic integrity. Academic dishonesty poses serious obstacles to the students' quest for knowledge and self-knowledge, and hinders professors from accurately assessing the individual talents and accomplishments of their students.

The primary purpose of the Academic Code of Conduct is to uphold the place of honor in the lives of faculty, students, administrators and staff. A sense of honor requires members of the University community to not break negative precepts and to fulfill positive duties. For example, students must not only avoid plagiarism, but also develop their talents, both for their own well-being and the common good.

A code of conduct cannot enforce every aspect of academic excellence and integrity; it can only persuade students and faculty to cultivate a sense of honor in their lives. An effective code, however, must indicate unacceptable behavior and appropriate sanctions. Members of the University community who understand and appreciate the purpose of an institution of higher learning will rarely, if ever, be guilty of sanctionable offenses listed in the following sections.

At the University, disciplinary proceedings have a role that is subordinate to positive guidance and rational admonition. The University recognizes that a code of conduct frequently invoked to levy sanctions necessarily indicates serious problems in academic life.

7.5.3.2 Student Behavior in Violation of Academic Honesty

The University has two codes of behavior; one for academic behavior (Academic Code of Conduct) and one for social behavior (Code of Conduct and Community Standards). This code addresses behavioral integrity in the academic work of the University. The following constitutes a violation of Huston-Tillotson University Academic Code of Conduct:

7.5.3.2.1 Plagiarism

The handbook of the Modern Language Association describes plagiarism as “giving the impression that you have written or thought something that you have in fact borrowed from someone else.”

Examples of plagiarism in paper writing include: direct quoting of any source material, whether published or unpublished without giving proper credit through the use of quotation marks, footnotes and/or other customary means of identifying sources; submitting papers written by another person or persons; offering false, fabricated or fictitious sources for papers, reports, or other assignments.

Examples of plagiarism in taking examinations include any attempt to do the following:

1. Look at another’s examination;
2. Communicate by any means with another student during the course of an examination regarding its content;
3. Use any unauthorized materials such as notebooks, notes, textbooks, or other sources not specifically allowed by the course professor for use during the examination period; or
4. Engage in any other activity for the purpose of seeking or offering aid during an examination. (The term “examination” in the Code includes quizzes, hourly tests, midterms, finals, laboratory practica, etc.)

Another kind of plagiarism consists of fabricating, falsifying or copying data to represent the results of laboratory work, field assignments or computer projects.

7.5.3.2.2 Duplicate Submission of the Same Work

Submitting the same work for more than one course is a violation unless all concerned professors give their consent in advance.

7.5.3.2.3 Collusion

Ordinary consultation of faculty, library staff, tutors or others is legitimate unless the instructor has imposed stricter limits for a particular assignment. Any cooperative effort is forbidden which results in the work or ideas of others being represented as one’s own.

7.5.3.2.4 False Information

Furnishing false information to the University—when professors, advisors, officials or offices have a right to accuracy—violates academic honesty. Instances would include, but are not limited to, misrepresenting activity outside of the classroom (reports on field work, etc.) or improperly seeking special consideration or privilege (postponement of an examination or assignment deadline, etc.).

7.5.3.2.5 Unauthorized Use of Computers

In the context of the completion of a course and/or assignments (contained within a course) the unauthorized use of computers of the University Computing System and related networks (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail and files) constitutes a violation of this Code.

7.5.3.2.6 *Theft and Destruction of Property*

Unauthorized removal, retention, mutilation or destruction of common property of the University is a code violation as such behavior relates to specific academic responsibility. Such property includes, but is not limited to, library books, the collections of the Library and the Media Resources Center, laboratory materials, computers and computer software, etc. Also prohibited is the theft, mutilation or destruction of a student's academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc.

7.5.3.2.7 *Unauthorized Possession*

Possession, without authorization, of copies of tests, answer sheets, or other materials, however obtained, that could interfere with fair, accurate testing violates this Code.

7.5.3.2.8 *Misrepresentation or Falsification of Data*

Misrepresentation or falsification of data presented for surveys, experiments, etc., is a violation of this Code.

7.5.3.2.9 *Theft of an Examination*

Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered is a violation of this Code.

7.5.3.2.10 *Unauthorized Communication During Examinations*

Any unauthorized communications may be considered prima facie evidence of cheating.

7.5.3.2.11 *Knowingly Allowing Another Student to Represent Your Work as the Other Student's Work*

This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s) is a violation of this Code.

7.5.3.2.12 *Forgery, Alteration, or Knowing Misuse of Graded Examinations*

Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records or documents, including but not limited to transcripts, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission. Such acts are violations of this code.

7.5.3.2.13 *Theft or Destruction of Examinations or Papers*

Theft or destruction of examinations or papers after submission is a violation of this Code.

7.5.3.2.14 *Altering or Destroying Another's Work*

Altering or destroying another student's work or records, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance is a violation of this Code.

7.5.3.2.15 *Failure to Comply with Sanctions*

Failure to comply with the sanctions imposed under the authority of this Code is a further violation.

7.5.3.3 *Faculty Responsibility To and For Academic Honesty*

It is expected of the faculty of Huston-Tillotson University that they will set a proper and effective tone for academic and intellectual inquiry. As role models, faculty should demonstrate characteristics which promote a sense of community within and among peers and the student body. At the heart of the University is a belief that academic honesty is derived from an

appreciation for and adherence to moral integrity. Failures in the area of academic honesty strike at the heart of what is essential to the University community – the pursuit of truth.

Members of this University community, especially the faculty, should strive to guide the behavior of students through positive actions which clearly demonstrate that honesty and integrity are essential to the life of the University.

In light of these expectations, the faculty should accurately and effectively assess the ability and achievements of their students. To do so, each faculty member should adhere to the spirit as well as the letter of this policy. Such adherence includes assessing and prosecuting all violations of this Code to the fullest extent.

In order to carry out this policy properly, faculty are expected to:

1. Familiarize themselves with this policy and its procedures;
2. Familiarize themselves with statements on plagiarism and methods of insuring compliance;
3. Remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation;
4. Reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessments of students;
5. Secure tests and course materials so as to insure equal access for all; and
6. Pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the information of an academic community.

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which inquiries into and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity and careless identification of parties involved are not consonant with such aims.

7.5.3.4 Acceptance of Responsibility

In accepting admission to Huston-Tillotson University, students also accept responsibility for governing their own conduct in compliance with the Academic Code of Conduct.

7.5.3.5 Faculty Action

Faculty members who have reason to believe that a student has violated this Code shall meet with the student, inform the student of the suspected violation and document the student's response. *The faculty member shall then notify the Dean of the College/School of a suspected violation and the student's response to the alleged violation on the form entitled "Report of Academic Misconduct."*

A. Cases of Undisputed Academic Misconduct by First-Time Offenders

If a student has admitted to the academic misconduct and *has not* previously been found guilty of an academic conduct violation at Huston-Tillotson University, the faculty member may request the appropriate Dean's authorization to sanction the student by means of a grading penalty. The Dean, at his or her discretion and taking into account the nature of the infraction, may grant written permission to the faculty member to enter into an agreement with the student for a grading penalty, up to and including a failing

grade in the course, in lieu of proceedings before the Academic Conduct Committee. The faculty member will inform the Dean of the proposed grading penalty.

If a student admits to the academic misconduct and *has* previously been found guilty of an academic conduct violation at Huston-Tillotson University as ascertained by the Dean, then at the Dean's discretion and taking into account the nature of the infraction, the Dean will refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

B. Cases of Disputed Academic Misconduct or Cases of Repeat Offenders.

If a student disputes the charge of Academic Misconduct or if the Dean denies permission for a grading penalty because the student is a repeat offender or because of the nature of the offense, the Dean shall then refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

7.5.3.6 Penalties

A. Students Who Sign Approved Admission of Academic Misconduct Forms

Students who sign the Admission of Academic Misconduct Form shall receive the grading penalty noted on the form. Students will also receive a letter of reprimand from the Dean. The form and the letter of reprimand will be retained in the student's file, but shall not be recorded on the student's permanent academic record. The reprimand will not be made public when records or transcripts are sent out. It may, however, be considered when imposing sanctions for future offenses.

B. Students Whose Cases are Referred to the Committee

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the Academic Conduct Committee may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion only through action of the Academic Conduct Committee. For cases referred to the Academic Conduct Committee, students may be penalized for academic conduct violations only through action of the committee. However, faculty members always retain the right to assign grades reflecting their principled and equitable assessment of students' work. In a case in which the Academic Conduct Committee has found a violation of the Code, the grades assigned by the faculty member may also reflect the faculty member's determination of how seriously overall course goals and expectations of the academic discipline are compromised by work involved in an incident of academic misconduct and how that work should, in consequence, contribute to the final course grade.

7.5.3.7 Dissemination of Information

- A. Notice of probation, suspension, or expulsion is sent to the parent or guardian of dependent students.
- B. Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974. Copies of this act are available in the University Registrar's Office.
- C. Efforts will be made to ensure that students receive a copy of the Academic Conduct Code at their first registration in the University. Copies of the Code will also be available in the Student Affairs Office, the School of Business and Technology, the College of Arts and Sciences, and on the HT webpage.
- D. Students' conduct records are confidential and will not be released except in accordance with FERPA and other applicable laws.

7.5.3.8 Student Academic Conduct Committee

7.5.3.8.1 Procedure

- A. The Dean of the College/School shall appoint a committee consisting of faculty members and undergraduate students of not lower than junior-year standing. The committee shall elect its chair from among the faculty members appointed to the committee. Proceedings before the committee are instituted when the Dean forwards the complainant's report to the chair of the committee. This committee has jurisdiction over every alleged act of academic misconduct on the part of (a) any student enrolled in the University, and (b) any student enrolled in a course taught at the University, whether that student is enrolled in the University or any other college or university. The committee will also have jurisdiction over every alleged act of misconduct pertaining to documents of or course credits earned at the University by any person. This shall include any person who has received a baccalaureate degree from this University.
- B. Faculty in the College of Arts and Sciences and the School of Business and Technology shall, after discussing the matter with the student in question, notify the Dean of any documented violation of the code. The notification shall include the student's name, the course in which the alleged violation occurred, and a statement indicating any and all supporting evidence upon which the professor has relied. (See Paragraph 7.5.3.5, Faculty Action, above).
- C. If the Dean refers the case to the Academic Conduct Committee, the Dean's official shall inform the student by hand-delivered or certified letter with return receipt, to be sent at least seven (7) calendar days prior to the hearing, of the following matters:
 1. The charges;
 2. The date, time, and location of the hearing;
 3. The student may request to reschedule the hearing for a valid reason;
 4. The student may be accompanied by an advisor of the student's choice. The advisor may not be an attorney. At the discretion of the committee chair, the advisor may be allowed to make a brief statement on behalf of the student. The advisor may not participate directly in the hearing; and
 5. The student shall have the right to examine the person bringing the charges, to have access to all documents that have been introduced as evidence, to have copies prepared, and at the discretion of the chair and in a manner to be prescribed by the chair, to examine all witnesses.
- D. Hearings
 1. Members of the committee shall be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.);
 2. The Dean may appoint *pro tempore* members to replace regular faculty members who are unable to attend or who have been excused;
 3. No student shall be found guilty except on the vote of a majority of the voting members present at a hearing;
 4. The quorum for hearings shall be five voting members of the committee, at least three of whom should be faculty members;
 5. The chair shall be counted as a voting member but shall cast a vote only in order to break a tie vote;

6. A hearing shall proceed in the absence of the accused student only if:
 - a. The student waives the right to be present; or
 - b. The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence;
7. The hearing shall be recorded either by a stenographer or by sound recording. The records are to be preserved for one year. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing at actual cost;
8. The order of the hearing shall be as follows:
 - a. Presentation of charges by the committee chair;
 - b. Presentation and examination of material evidence and witnesses by the committee and by the accused student(s) but excluding material relevant to sanctions to be imposed. In appropriate circumstances, the chair may take steps to protect a witness through actions such as sequestering, withholding a witness's identity, or taking testimony prior to a hearing;
 - c. Statement by the accused student;
 - d. After excusing the accused student, and advisor, and witnesses, deliberation of the committee; and
 - e. Formulation of the judgment and assessment of any appropriate penalty by a majority vote of the members present;
9. The chair shall make a necessary determination of the scope of the inquiry with a view to according full and fair exploration of relevant material;
10. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible;
11. The hearing shall not be public, and information gained at the hearing shall be treated as privileged information by all participants. This does not bar the disclosure of the findings and recommendations of the committee to those authorized to receive such information. Inasmuch as the provision is for the protection of the accused, it does not bar the accused from disclosing the proceedings, if the accused wishes to do so;
12. At the request of the accused student, the chair of the Academic Conduct Committee may, at the chair's discretion, elect to admit parents or legal guardians and may, at the chair's discretion, allow a brief statement on behalf of the student by a parent or legal guardian;
13. The hearing shall be conducted with proper decorum. The hearing may be recessed by the chair if:
 - a. Additional evidence or witnesses are needed; or
 - b. It is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes; and
14. The University may, from time to time, make public the facts and decisions of cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.

- E. The complete recommendations, including a statement of the charges, evidence, and judgment, shall be transmitted to the Dean of the College/School as soon as possible after the hearing at which the judgment was made. The Dean shall review the report and appropriateness of the recommended sanctions. The Dean may refer the matter to the committee for further consideration and/or elaboration, or may request the transcript or recording of the hearing and/or the evidence. However, the factual finding of the committee shall not be replaced by findings more damaging to the student unless the Dean has submitted new evidence for a rehearing. Similarly, the Dean shall not impose more severe sanctions than those recommended by the committee.
- F. The Dean of the College/School shall notify the student by certified letter of the judgment and penalty imposed and that such findings and sanctions are subject to final review by the Provost and Vice President for Academic and Student Affairs after all appeals within the College/School have been exhausted. The letter shall also inform the student that there is a procedure for appeal.

7.5.3.9 Appeals

- A. Within two weeks of the receipt of the Dean's final response to appeals within the College, a student may appeal the judgment or the penalty to the Provost and Vice President for Academic and Student Affairs. Appeals are to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.
- B. The Provost and Vice President for Academic and Student Affairs shall review the documentation or refer the appeal to the committee for clarification and comments.
- C. Normally, a rehearing will be ordered only if new evidence is presented. The procedure at a rehearing is the same as described above in Paragraph 7.5.3.8.1.
- D. After the hearing, a recommendation is made to the Provost and Vice President for Academic and Student Affairs who will act on the recommendations made by the committee, as described in Paragraph 7.5.3.8.1, subparagraph E. ("Recommendation"), above.
- E. Before making a decision, the Provost and Vice President for Academic and Student Affairs may conduct a separate investigation if it is felt to be warranted.

7.5.3.10 Request for Reinstatement

Requests for reinstatement after suspension shall be made no sooner than eight weeks and no later than ten weeks before the proposed date of readmission. In the case of readmission, a student is normally placed on disciplinary probation during the first semester of the student's return and removed from probation at the end of the term. The student seeking reinstatement shall inform the dean of the student's activities during the time of suspension, indicate what steps have been taken to satisfy any conditions imposed during the time of suspension, and state the student's future academic plans.

7.5.3.11 Reporting and Documenting Procedures

All evidence must be carefully documented in accordance with the guidelines set forth below:

- A. The person originating the charges shall present them in writing, accompanied by suitable exhibits, to the Dean of the College/School. That person shall be available to the Dean for pre-hearing conferences if necessary, and shall appear at or be available for, the Student Academic Conduct hearing whenever possible.

- B. Witnesses to the alleged infraction of the Student Academic Conduct Code may be requested to file a report on the incident and shall make themselves available for pre-hearing conferences and Student Academic Conduct hearings.
- C. The following are the guidelines for obtaining evidence of violations of the Student Academic Conduct Code in connection with:
 - 1. Examinations. If an irregularity occurs during an examination, the person who originally notes the irregularity should attempt to have such observations corroborated by others who are also in the room (e.g., proctors). The person(s) making the report shall provide specific information such as the time of the observation, type of irregularity observed, number of times it took place, exactly which sections of the examination were affected by the infraction, the name of each individual participating in the irregularity, and the extent of participation by each individual; and
 - 2. Papers and Reports. If the misconduct is inferred from the appearance and/or content of a paper or other assignment where the professor or proctor has had no chance to observe the actual process, specific reference should be made to each section that gives evidence of misconduct.

7.5.4 Decorum Policies

7.5.4.1 Attire

Students are expected to dress appropriately for the occasion. As per University policy, unacceptable dress for the University community includes the following: undershirts worn as outer clothing; sagging pants; visible undergarments; revealing clothing; bare midriffs; too tight or too short tops and/or bottoms; sleepwear; house shoes; active wear/workout clothing in classrooms (except for Kinesiology majors and PE activity); holes, tears, cuts in clothing; advertising for alcohol or tobacco; clothing with offensive language, pictures, or emblems; and/or hats, caps, do-rags, or combs in buildings. Students are expected to adhere to these guidelines and may not enter the cafeteria or classes dressed in an inappropriate manner.

Events such as the President's Opening Convocation, Matriculation Ceremony, and Charter Day are mandatory events for students. For such occasions, students should be dressed modestly, preferably in either business casual or business attire. While certain ceremonies may require specific attire (white shirt/blouse and black dress pants or skirt), students will be advised in advance of specific requirements. Students are strongly encouraged to invest in purchasing such items as they will be needed for some HT gatherings, business and internship interviews, etc. Students with questions regarding attire should consult the Decorum Guidelines located in this Handbook.

7.5.4.2 Civility

The University is an academic community where students have the privilege to study and learn from a variety of people with different experiences. The University demands respect for others and civility in your encounters both inside and outside the classroom.

In general, treat others as you would like to be treated – with respect. This respect applies to all members of our community including: students, faculty, staff, administrators, Resident Assistants, and library, food services, Campus Safety, and facilities staff as well as all other members of the University community. If you have concerns or a grievance, there is an appropriate procedure for filing a grievance once you have attempted to resolve the issue with the specific person or department first. The student grievance procedure is outlined in this Student Handbook.

Students are expected to pay particular attention to time, place, and manner when expressing a concern or speaking to any member of the community. In particular, students should demonstrate care in selecting the appropriate time to discuss a matter in the appropriate setting/surroundings and demonstrate respectful communication at all times.

Civility is not only an expectation, it is a requirement. Misconduct toward members of the University community is referenced in the *Code of Conduct and Community Standards (Code)* in this Student Handbook.

7.5.4.3 Unacceptable Public Practices

Although the campus is small and feels like home, it is important to remember that it is still an academic community and a place of business. Therefore, some behaviors are less than acceptable. Unacceptable public practices include, but are not limited to:

- The use of profanity;
- Combing and braiding hair in public places;
- Wearing hair rollers to class and administrative offices;
- Wearing provocative clothing; and
- Exposing one's underwear when pants sag too low.

Students working on-campus are expected to conduct themselves in a professional manner. Work contacts provide valuable networking opportunities and you never know when you will encounter those contacts.

7.5.4.4 Conduct in the Classroom

At no time is it ever appropriate to use cell phones, pagers, two-way pagers, I-Pods, or any other similar device in class, meetings with faculty, staff, or administration, or some other teaching/learning session (including the President's Opening Convocation, Chapel, Charter Day, and other assemblies). All devices are to be turned off prior to class/meeting/session/workshop and only turned on AFTER those occasions. Failure to follow this policy is a violation of the Code and students may be subject to disciplinary action. For additional information regarding classroom expectations, please consult with your instructor and the course syllabus. Classroom conduct, including disruptive behavior, is described in this Handbook, Volume VII. Disruptive behavior in the classroom may be subject to the conduct process outlined in the Code.

7.5.4.5 Class Attendance

HT students should be prompt or early for class, having all cell phones off or silent, and having all supplies and work in hand. Students should be prepared to benefit from every minute of class without needing to borrow supplies or share texts. Students with difficulties seeing or hearing should sit in seats that will allow the best possible vantage point. Students with special needs should inform the faculty member so that he/she can assist. Students with disabilities should contact the Coordinator of Disability Services in the Counseling and Consultation Center in Agard-Lovinggood, Suite 216 (505.3149).

7.5.4.6 Instructor/Staff Offices and Office Hours

Students should become familiar with the office hours of each professor. These office hours are given to students in class or may be posted on the office door and/or syllabus. Students who cannot meet with the professor during the designated office hours should request an appointment by either email or leaving a voice mail message. Most faculty members will accommodate students by providing extra appointments. Students should bring any work to be discussed. Do not rely on waiting outside a faculty member's door hoping to catch him or her.

The faculty member may not be on-campus at that time of the day or may have other scheduled activities.

Wherever possible, it is expected that students schedule advance appointments with staff and administration so the individual may prepare in order to assist the student. Under no circumstances is it appropriate to go to a staff or faculty member's home without an invitation.

7.5.4.7 *Attending Chapel, Special Lectures and Events, and the President's Opening Convocation*

Events such as the President's Opening Convocation, Matriculation Ceremony, and Charter Day are mandatory events for students. For such occasions, students should be dressed *modestly*, preferably in either business casual or business attire. While certain ceremonies may require specific attire (white shirt/blouse and black dress pants or skirt), students will be advised in advance of specific requirements. Students with questions regarding attire should inquire with faculty, staff, or the Dean of Student Affairs.

HT students should arrive on time for all special events, including Chapel. Students should be prepared to remain for the duration of the event. Unavoidable late arrivals should be discreet, quiet, and as unobtrusive as possible. Prompt attendees should sit in the middle of rows, leaving end seats for later arrivals. In no event should a person walk in front of the lectern or stage; instead, please use outer aisles. In no event should a student leave during a guest speaker's lecture. If necessary, a student should leave during the applause following the lecture if there is an emergency.

7.5.4.8 *Profanity Free Campaign*

Huston-Tillotson University has a responsibility to not only provide a safe campus, but a community that is conducive to learning while respecting the rights of students, faculty, and staff. In public, students are expected to choose words that uplift and uphold the mission and values of the institution. It is the responsibility of everyone to monitor his or her own language in order to present a campus environment that is enjoyable for everyone. University officials reserve the right to remove individuals who use inappropriate language from public events and prohibit future programs by the individual or group. This profanity free expectation includes playing music that contains profanity and/or sexually explicit lyrics in public spaces.

7.5.4.9 *Off-Campus Decorum*

During an HT student's career, the student is likely to represent the University many times through community service, internships, student teaching, tournaments, and conference attendance. HT students represent the University at formal dinners such as the MASKED Ball, church services, and other occasions. Although you may be selected as the individual to attend a particular event, remember you represent the University at all times. Consequently, two things are important – how you look and what you say.

- *For community services events and other casual settings:* HT students should dress in appropriate casual clothing that is not revealing. See-through, clingy, or provocative clothing is not acceptable for work or in class;
- *For more formal events:* In general, formal dinners and award ceremonies at hotels call for after-five or business attire. Formal events, including the M.A.S.K.E.D. Ball, require a tuxedo for men and full length gowns for women. For after-five events, ask your host whether a long or short dress is most suitable; and
- *For church and other religious services:* Although each faith community differs, dresses "near the knee" length or a modest suit or shirt and dress slacks are the safest options

least likely to offend people. In the event you are not familiar with the particular place of worship, please call ahead of time to gather additional information.

7.6 Student Activities and Organizations

7.6.1 General Rules for Student Organizations

Huston-Tillotson University encourages activities outside the classroom that enrich the academic program and help students develop full civic and social involvement. All student organizations and activities are under the auspices of the Division of Student Affairs. Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy and goals that have been developed for the creation and existence of Huston-Tillotson University. The Dean of Student Affairs grants the Director of Campus Life approval for recognition of all student organizations. In order to be recognized and to retain official recognition, student organizations must meet certain requirements. Student groups failing to comply with stated conditions shall not enjoy the privileges associated with the status of being officially recognized by the University, including using the University facilities for meetings and publicizing activities. *The policies below are not meant to be an exhaustive list of policies regarding student organizations and programming guidelines. Additional policies are available in the Office of Campus Life, FYE and on-line.*

7.6.1.1 Membership Requirements

All student organizations are subject to administrative approval. To participate in the activities of any organization, students must:

1. Be in good standing with the University;
2. Submit in writing any special membership criteria/requirements to the Office of Campus Life;
3. Adhere to any additional administrative requests of the University (i.e., community service hours); and
4. In some cases, student grade point average requirements may also be required for membership eligibility and leadership positions (e.g., SGA leadership, NPHC).

7.6.1.2 Excused Absences While Representing the University

Within a reasonable time span, the University will permit students officially representing the University to make up examinations, quizzes, and missed assignments without grade penalty. However, students are to submit all other special assignments on or before the due dates. It is the full responsibility of students to contact the instructor about missed coursework in advance. The University does not issue excuses for students' absences from class.

7.6.1.3 Umbrella Organizations

7.6.1.3.1 Student Government Association (SGA)

The representative body for all full-time and part-time students is the Student Government Association (SGA). Information on the Student Government Association is available in the Student Government Office. SGA can be reached at 505.3038. Students serving as chair or co-chair on association committees shall be appointed by the Student Government Association President and must maintain a minimum 2.50 grade point average (no rounding) throughout their term. Each year, members of all classes organize and elect officers who coordinate special activities and participate in the SGA.

7.6.1.3.2 National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council serves as the governing body of the nine national, African American Greek-lettered organizations. A Greek-lettered organization must be part of this

national body. Each fraternity and sorority shall be represented on the NPHC as a part of its University recognition.

7.6.1.3.3 *Non-Greek Association*

This Association is the governing body for all social clubs. It enables members of these organizations to discuss issues and programs that will enhance student involvement and campus activities.

7.6.1.4 *Academic Organizations*

Campus academic organizations are: Alpha Kappa Mu National Honor Society; Beta Kappa Chi Scholastic Honor Society; Phi Beta Lambda Honor Society for business majors; and Sigma Tau Delta, the National English Honor Society. Included in this category are scholastic and departmental clubs, as well as honor societies. Organizations related to or associated with academic or professional interests are open to all students. Specific policies and criteria should be obtained through the chairperson of the Department or the organizational advisor.

7.6.1.5 *Student Publications*

Through student publications, the University seeks to encourage development of students toward productive citizenship and to stimulate creative thoughts and innovative involvement in the life of the University. Student publications serve as an example to the University community of the importance of freedom and responsibility of the press in an educational environment servicing a free society. They shall be free of censorship. The editors are free to develop editorial policies in accordance with established canons of responsible journalism.

7.7 Student Complaint and Grievance Procedures

Student Complaint and Grievance procedures at Huston-Tillotson University are intended to provide a formal and consistent process for students to seek redress concerning actions of the University and/or by University faculty, administrators, and staff. Students considering filing a formal grievance should read the complete text of the Student Complaint and Grievance Procedure as outlined below.

Situations may arise in which a student believes that he/she has not received fair treatment by a representative of the University or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the University shall first use the following Complaint Procedure and then utilize the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance from the Provost and Vice President of Academic and Student Affairs Office, Department Chair, College or School Dean, their advisor, or another member of the faculty or staff. If the complaint concerns unlawful discrimination, the Director of Human Resources will investigate claims of harassment and serve as the University's Affirmative Action Officer. In the event that a student wishes to dispute a grade, the student should consult the Appeals of Grades policy in Volume VI, Academic Policies.

7.7.1 *What is a Grievance?*

A grievance is a formal complaint by a student arising out of an alleged action of the University, including faculty, administrators, and/or staff of the University. Such action is alleged by the student to be unauthorized and/or unjustified and adversely affecting the status, rights or privileges of the student, including actions based on race, color, religion, sex, sexual orientation, national origin, age, handicap, or veteran status.

Students are reminded that the grievance procedure is not designed to replace the open communication and understanding that are vital to the academic process. If the student wishes

to proceed with a grievance, the student may withdraw the grievance at any stage and the process will immediately terminate.

7.7.2 Complaint Procedure

A *written* complaint should be directed to the person or persons whose actions or inactions have given rise to the complaint as soon as possible. Every effort should be made to resolve the problem fairly and promptly at this level. This complaint should be initiated within thirty (30) calendar days of the date of the incident.

If the student is not able to resolve the complaint satisfactorily at this level, the student should meet with the employee's supervisor. This may be a department chair, program coordinator, or director. After ten (10) working days and if a satisfactory solution is not found, the complaint will be reviewed by the department or unit head which may be a Dean or Vice President. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

7.7.3 Complaints Regarding Performance of a Faculty Member

If the complaint concerns a grade or the performance of a faculty member, the student should first confer with the course instructor. If the student does not gain resolution, he/she should direct the complaint to the Department Chair. If the matter is not resolved, it shall be referred to the College or School Dean. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

7.7.4 Grievance Procedures

7.7.4.1 Step 1

A student who believes that he/she has not received fair treatment, or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that he/she has not received appropriate redress through the complaint procedure within a reasonable period of time, must file a written statement of grievance (see: Statement of Grievance in *Subsection 7.7.5*) with the Chair or the Coordinator of the Program in which the employee served at the time of the alleged action. Each grievance must be submitted in writing, and only one subject matter should be covered in any one grievance. Formal grievance statements received by the Chair, Coordinator, or a designee *may be referred* to a department or program level committee that recommends action to the Chair or Coordinator. The Chair, Coordinator, the designee, or committee will investigate the allegations and reach a conclusion regarding the student's contentions. The Chair or Coordinator has fifteen (15) working days to respond to the student after the conclusion of the investigation. If either the student or the person against whom the grievance was filed disagrees with the Chair's or Coordinator's findings and recommendations, that person may appeal under the procedures outlined in step two.

7.7.4.2 Step 2

If the student or person against whom the grievance was filed is not satisfied with the results of step one, or if the grievance is against the Chair of a Department or Coordinator of a Program, the student must next transmit the written statement of grievance to the appropriate senior administrator. The senior administrator will refer the grievance to a committee established at the University or senior administration level. Such a committee should consist of a cross-section of the University community and include faculty, staff, and student representatives.

7.7.4.3 Step 3

If the student is not satisfied with the results of step two, or if the grievance is against a senior administrator, the student may file a written statement of grievance with the University Student

Grievance Committee. The University Student Grievance Committee consists of student, faculty, and staff representatives appointed at the beginning of the academic year. Student representatives are appointed by the Student Government Association President while faculty and staff representatives are appointed by either the Dean of Student Affairs or the President of the University. If the grievance involves the teaching responsibility of such an administrator, steps one and two cannot be bypassed.

7.7.4.4 Step 4

If an individual (student, faculty, staff, or other interested party) or individuals wish to claim wrongdoing or deficiency on the part of the University, a complaint may be filed directly with the Commission on Colleges of the Southern Association of Colleges and Schools. The Commission's address is 1866 Southern Lane, Decatur, Georgia 30033-4097, and their telephone number is 404.679.4501.

In addition, students who feel they have been discriminated against due to race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled or Vietnam-era veteran have the right to contact the Department of Education, Office of Civil Rights (OCR) at 800.421.3481. The statute of limitations for filing a complaint with OCR is 180 days from the time the incident occurred.

7.7.5 Statement of Grievance

The statement of grievance is a clear, simple statement of fact, according to the student's understanding of what happened. It shall provide enough information to give the committee a complete understanding of the situation from the student's perspective. Forms for the Statement of Grievance may be found in the office of the Provost and Vice President for Academic and Student Affairs. The Provost and Vice President for Academic and Student Affairs has staff to help students understand the details of the Student Complaint and Grievance Policy and should be called on for assistance. The Provost and Vice President for Student Affairs Office is located in Anthony and Louise Viaer – Alumni Hall, 2nd floor. The telephone number is 512.505.6433.

7.8 Intercollegiate Athletics

The University provides intercollegiate competition in a number of varsity sports: men's and women's basketball, baseball, women's volleyball, men's soccer, and men's and women's track and field/cross country. It also provides a full-time Athletic Trainer and student-trainers to care for student-athletes' athletic-related injuries and rehabilitation.

The Intercollegiate Athletic Program (IA) is under the guidance of the National Association for Intercollegiate Athletics (NAIA), Region 6. The University participates as a member of the Red River Athletic Conference. Student-athletes are governed by the same recruitment, admission, financial aid, and continuing eligibility standards as all other students as noted in the Bulletin. In addition, student-athletes are also required to adhere to all NAIA policies regarding minimum GPA and completed credit hours each semester in order to participate in varsity athletics. For additional information regarding IA policies, please refer to the Intercollegiate Athletics Handbook.

7.8.1 Intramural Sports

The University encourages sound physical fitness for every student. A variety of intramural sports is offered each year to promote good sportsmanship, healthy competition, and the enjoyment of recreational activities. Additional fees may apply for students wishing to participate in Intramural activities.