

# *Tarleton State University*



*Student Handbook 2011 - 2012*

This document is available online at [www.tarleton.edu/studentlife/handbook.html](http://www.tarleton.edu/studentlife/handbook.html). Tarleton State University, an Equal Employment Opportunity and Affirmative Action Employer and Educator, is committed to excellence through diversity. A member of The Texas A&M University System since 1917.

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Students are responsible for knowing and abiding by the rules, procedures and information contained in this handbook. Every effort has been made to make this publication as complete and accurate as possible, but changes may occur at any time in requirements, deadlines and fees listed. The 2011-2012 Student Handbook was prepared by Kristin Clark, Editor of The J-TAC at Tarleton State University. Questions should be directed to Student Publications at 254.968.9056. This handbook is available through the Office of Student Publications and the Office of Student Life.

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# Administration

## **President**

### **Provost and Vice President of Academic Affairs**

Assistant Vice President

Associate Vice President, Academic Affairs

Associate Vice President, Academic Research and Grants

### **Vice President for Student Life and Dean of Students**

Associate Vice President for Student Life

Assistant Vice President for Student Life

Assistant Vice President, Student Life Studies

### **Vice President for Finance & Administration**

Assistant Vice President, Finance & Administration

Assistant Vice President & Controller

Associate Vice President, Physical Facilities

Director of University Compliance

Director, Budgets & Payroll

### **Vice President for Institutional Advancement**

Assistant Vice President for Marketing and Communications

Director of External Relations

Assistant Vice President of Development

Director of Advancement Services

### **Vice President for Enrollment and Information Management**

Executive Director, Information Technology Services

Dean of Enrollment Management

Dean, Division of General Studies

Director, Institutional Research

## **Deans (By College)**

Dean, College of Agriculture and Human Sciences

Dean, College of Business Administration

Dean, College of Education

Dean, College of Graduate Studies

Dean, College of Liberal & Fine Arts

Dean, College of Science & Technology

## **Directors (By Department)**

Assistant Dean of Students

Director of Academic Support Programs

Director of Athletics

Director of Career Services

Director of the Counseling Center

Director of Office of Diversity & Inclusion

Director of the Health Center

Director of Recreational Sports

Director of Residential Living & Learning

Director of Student Activities & Barry B. Thompson Student Center

Director of Student Assessment Services

Director of Student Disability Services

Director of Student Financial Aid

Director of Student Leadership Programs

Director of Student Success Programs

Director of Student Publications

Director of Study Abroad

Director of Upward Bound

University Librarian

University Police Chief

F. Dominic Dottavio

Karen Murray

Lisa Howe

Dwayne Snider

Bert Little

Rusty Jergins

Gilbert Hinga

Darla Doty

R. Michael Haynes

Jerry Graham

Cynthia Carter

Mike Tate

Joe Standridge

Vickie Swam

Joyce Goodman

Rick Richardson

Janice Horak

Sabra Guerra

Lori Jefferies

Brad Chilton

Rebecca Gray

Denise Groves

Dennis Jones

Wayne Atchley

Don Cawthon

Adolfo Benevides

Jill Burk

Linda Jones

Kelli Styron (Interim)

James Pierce

Dana Moore

Kayla Wood

Lonn Reisman

Alana Hefner

Moumin Quazi (Interim)

Bridgette Bednarz

Robert Nimmo

Elizabeth Wallace

Donna Strohmeier

Dennis Jones

Trina Geye

Betty Murray

Johnny Robinson

Brenda Faulkner

Caleb Chapman

Marilyn Robitaille

Jenny Watts

Donna Savage

Justin Williams

**Absence/Academic Appeals**

First appeal	Individual Faculty/Staff Member
Second appeal	Department Head
Third appeal	Dean of College
Fourth appeal	In writing to the Provost and Vice President for Academic Affairs within 30 days of notification of the decision of the college.

**Academic Resources**

International Academic Programs	TSC, Room 21C	968.9632
Presidential Honors Program	O.A. Grant Bldg., Room	968.1926
Student Disability Services	Math Bldg., Room 201	968.9400
Student Success Program	TSC, Room 15	968.9707
Student Assessment Services (Testing)	Math Bldg., Room 201	968.9423

**Activities**

Office of Student Activities	TSC, Room 103	968.9256
Rodeo Activities	TSC, Room 207A	968.9187
Theater Box Office	Clyde Wells FAC, Room 100B	968.9634
Tarleton Bands	Clyde Wells FAC, Room 117	968.9242
Tarleton Choir	Clyde Wells FAC, Room 111	968.9240

**Admissions**

Admissions Office	Administration Bldg., Room 132	968.9125
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**Athletics**

Athletic Tickets	Wisdom Gym, Room 100D	968.9178
Press Box - Football	Memorial Stadium	968.9173
Press Box - Baseball	Baseball Field	968.9930
Sports Information	Wisdom Gym, 121	968.9077

**Business Services**

Business Office	Administration Bldg., 122	968.9107
Cashier's Office	Administration Bldg., 103A	968.9607

**Campus Store**

Sales Clerk/Textbook Department	TSC, Tarleton Campus Store	968.9017
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**Career Services**

Business Etiquette Dinner	TSC, Room 218	968.9078
Career Counseling	TSC, Room 218	968.9078
Internship Information	TSC, Room 218	968.9078
Job listings/Résumé help	TSC, Room 218	968.9078
Mock Interview/Texan Shadow	TSC, Room 218	968.9078

**Counseling**

Counseling Center	TSC, Room 212	968.9044
Student Wellness Peer Education	TSC, Room 212	968.9044

**Financial Aid**

Financial Aid Office	Tarleton Center, Room 118	968.9070
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**Food Services**

Dining Hall	Dining Hall	968.9445
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Texan Star Food Court	TSC, main floor	968.9443
Sauvé Café	Library lobby	
<b>Health</b>		
Student Health Center/Insurance	TSC, Room 212	968.9272
<b>Housing (Residential Living &amp; Learning)</b>		
	Tarleton Center, Room 205	968.9083
Residential Coordinator (Hunewell, Annex, Moody Gough)		968.9268
Residential Coordinator (Bender, Ferguson, Traditions)		968.9495
Residential Coordinator (Texan Village, Venture, Lone Star)		968.0749
Residential Coordinator (Centennial, Legends)		968.0705
Residential Coordinator (Legacy, Bosque Crossing)		968.0581
<b>Military Programs</b>		
Army ROTC/ Wainrights Drill Team	Wisdom Gym, Room 108	968.9188
Rangers (Athletics)	Wisdom Gym, Room 108	968.9188
<b>Student Engagement/Leadership</b>		
Student Government Association	TSC, Room 32	968.9082
Student Wide Activities Team (SWAT)	TSC, Room 26	968.9844
Student Leadership Programs	TSC, Room 201	968.9490
Transition and Family Relations	TSC, Room 201	968.9490
<b>Other Services and Resources</b>		
External Relations	Alumni House	968.9074
Campus Tours	Tarleton Center	968.9845
Child Development Center	Wisdom Gym, Room 172	968.9788
<b>Information Resources</b>		
Help Desk	Admin Annex II, Room 105	968.9885
Legal Advisor	157 S. Graham, Stephenville, TX	965.5023
Office of Diversity & Inclusion	TSC, Room 21	968.9488
Post Office	TSC, Room 101A	968.9008
Veteran's Affairs	Admin Bldg, 135D	968.9126
<b>Police / ASSISTANCE 311</b>		
Campus Police	Wisdom Gym	968.9002
Campus Escort	Wisdom Gym	968.9265
Lost and Found	Wisdom Gym	968.9002
Parking	Wisdom Gym	968.9001
<b>Scholarship Office</b>	Tarleton Center, 123	968.9922
<b>Student Publications</b>		
The J-TAC, Editor	TSC, Room 20	968.9058
The Grassburr, Editor	TSC, Room 20	968.0504
<b>Testing</b>		
Student Assessment Services	Math Bldg., Room 201	968.9423
Career Testing Career Services	TSC Room 218	968.9078
<b>Tutoring</b>		
Math Lab	Math Bldg., Room 203	968.9168
Spanish Lab	O.A. Grant Bldg., Room 209	968.9039
Student Support Services	Admin, 142A	968.9308
Teaching and Learning Center	TSC, Room 15	968.9480
Writing Center	O.A. Grant Bldg., Room 210	968.9039

## **Mission**

Tarleton State University exists to provide an academically challenging educational experience through effective teaching, scholarship, research, and service enabling students to pursue truth and acquire understanding, knowledge, and skills necessary for establishing successful careers and becoming responsible citizens and leaders.

## **Strategic Goals**

### *Excel in Scholarship, Teaching, and Learning*

Foster an environment that encourages innovation, develops programs of national prominence, engages students in research and learning.

### *Expand Our Horizons*

Continue enrollment growth, expand the faculty and staff, and enrich the student experience by increasing access, expanding cultural competence and global awareness through the curriculum, and fostering a learning environment that values diversity.

### *Encourage Leadership, Service and Student Success*

Create Opportunities beyond the classroom that foster a continuous learning environment, assure student success and prepare students for leadership and service as alumni in their communities, careers and the world.

### *Extend Our Reach*

Develop and maintain relationships and partnerships that will extend the reach, services, reputation, and impact of the university on its alumni, families, and the people of Texas and beyond.

## **Vision**

"Developing Global Citizens"

## **Mission**

Through innovative activities and services, students have the opportunities to explore, learn and develop both socially and academically. Opportunities exist within a campus climate that fosters leadership development, values diversity, promotes citizenship, and individual growth for all students.

## **Guiding Principles**

Members of the university community pledge to act with integrity in academic pursuits and in interactions with others; to treat other community members with civility, both on and off the campus; and to respect the diversity of ideas, cultures, lifestyles, and opinions of community members.

## **Program Themes**

### *Academic Learning and Student Success*

Programs that augment, enrich, and expand the learning that takes place in the classroom.

### *Student Engagement and Transformative Learning*

Programs that facilitate students to develop authentic relationships with others and with the community.

### *Diversity and Cultural Competence*

Programs that help students develop skills to work with and live with people from various backgrounds.

### *Wellness*

Programs that promote development in one or more of the seven (7) components of wellness.

### *Leadership Development and Civic Responsibility*

Programs that help students to develop their civic duty and responsibility.

# Campus Contacts

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## **Academic Advising Services**

Jane Dennis, Director of Academic Advising Services  
Thompson Student Center, Lower Level, Room 13  
Phone: 254-968-9746  
Web site: [www.tarleton.edu/advising](http://www.tarleton.edu/advising)  
Email: [advising@tarleton.edu](mailto:advising@tarleton.edu)

Academic Advising Services provides complete academic advising services to students for degree planning, class scheduling, registration, transfer issues and graduation processing. First-time freshmen and transfer students with fewer than 45 hours are required to come to Academic Advising Services for advising and class scheduling, but all students are encouraged to use our services throughout their college career. A well-qualified staff of faculty advisors is ready to assist students.

## **Business Services**

Mike Tate, Assistant Vice President for Business Services and Controller  
Administration Building, Room 122  
Phone: 254.968.9107 Fax: 254.968.9438  
Web site: [www.tarleton.edu/business](http://www.tarleton.edu/business)

Business Services provides information regarding the cost of tuition and fees and is responsible for billing and collecting those fees—including room and board. Students are encouraged to view account activity and pay tuition and fees online through Texan Bill Pay. Services include 24-7 access to account activity, online view of student e-bills, online payments by Visa, Mastercard and Discover, debit cards or electronic check, enroll in a payment plan, electronic refunding and authorized user access to billing information. The EBILL is the official student billing method through Texan Bill Pay. In addition, Business Services handles the distribution of refunds generated from Financial Aid that is in excess of the student's bill for tuition and fees, room and board. Payments may also be made in person at the Cashiers Office by cash, check, Visa, Mastercard or Discover Card.

## **Campus Store**

Thompson Student Center, Main Level  
Phone: 254.968.9007  
Web site: [www.tarleton.bkstr.com](http://www.tarleton.bkstr.com)

The Campus Store is the official bookstore of Tarleton State University. The Campus Store stocks all required textbooks and course supplies, as well as trade books, reference materials and school and art supplies. Also offered is a wide variety of Tarleton clothing and gifts, non-logo gifts, greeting cards, snacks, drinks and other convenience items, residence hall items, official Tarleton rings, graduation announcements and commencement regalia. The Campus Store buys used textbooks daily and offers special book buybacks during final exams. Full online services include textbook reservations and ordering of official Tarleton merchandise. The Campus Store accepts major credit cards, Texan Bucks, cash and checks.

## **Career Services Center**

Alana Hefner, Director  
Thompson Student Center, Room 218  
Phone: 254.968.9078  
Web site: [www.tarleton.edu/careers](http://www.tarleton.edu/careers)

The Career Services Center provides a comprehensive career development program to assist students in developing and implementing a strategic career plan. Students are encouraged to use the center's services at any time during their academic experience for: career counseling and assessment, career resource library, job search resources, internship opportunities, job shadowing program, résumé assistance, mock interviews, career-related workshops, business etiquette dinners, job

fairs, and on-campus interviews with companies and school districts. To assist students with career decisions, the Center provides MyPlan.com, a robust, comprehensive web-based career-planning program. For free access to the MyPlan career assessments, students will need to call (254) 968-9078.

Students and alumni may post resumes and access full-time, part-time and internship listings free of charge through the Hire-A-Texan employment. It is recommended that students post résumés in the Hire-A-Texan by the second semester of the junior year. Appointments are needed for career counseling and résumé assistance, but many of the services can be accessed on a walk-in basis.

### **Center for Global & Multicultural Initiatives**

Thompson Student Center, Lower Level Room 21

Center for Global & Multicultural Initiatives includes the Office of Diversity and Inclusion, International Programs and Study Abroad.

#### **Office of Diversity and Inclusion**

Moumin Quazi, Interim Director

Thompson Student Center, Lower Level Room 21

Phone: 254.968.9488

Web site: [www.tarleton.edu/diversity](http://www.tarleton.edu/diversity)

Email: [odi@tarleton.edu](mailto:odi@tarleton.edu)

The Office of Diversity and Inclusion affirms the distinctive worth of all members of the Tarleton community, as it strives to enhance an environment of mutual respect, acceptance and understanding.

Affirming the Mission of Tarleton State, the ODI aims to encourage diversity awareness as it cultivates a strong tradition of a welcoming and inclusive campus; informed understanding of diverse groups' ways of life, points of view, and positive contributions to society and culture; civil discourse characterized by mutual respect; and an active global and multicultural awareness. The ODI seeks to accomplish these goals through advocacy, program ming, curriculum transformation, training and research.

#### **Office of International Programs**

Marilyn Robitaille, Director

Thompson Student Center, Lower Level, Room 21

Phone: 254.968.9632

Web site: [www.tarleton.edu/studyabroad](http://www.tarleton.edu/studyabroad)

Web site: [www.tarleton.edu/international](http://www.tarleton.edu/international)

The Office of International Programs takes care of all facets of immigration, international students' services, coordinating of admissions and student enrollment and international students relations. The Office of International Programs strives to create an environment that allows for successful educational, cultural and personal experiences of international students.

The Study Abroad division of the Office of International Programs facilitates opportunities for students to earn academic credit by participating in learning beyond the classroom environment through study abroad programs around the world. Opportunities exist to explore other cultures and become globally literate citizens with international knowledge and foreign language skills.

## **Center for Student Engagement**

Thompson Student Center, Room 201

Phone: 254.968.9490

Web site: [www.tarleton.edu/engagement](http://www.tarleton.edu/engagement)

The Center for Student Engagement provides opportunities for students to become connected both socially and academically with the university. Through involvement in transition programs, student organizations, leadership programs, civic opportunities and service learning, students will develop an understanding for social responsibility and the significance of “learning beyond the classroom.” The Offices of Student Leadership Programs and Transition and Family Relations are housed within the Center for Student Engagement.

### **Student Leadership Programs**

Johnny Robinson, Director

Phone: 254.968.9490

Web site: [www.tarleton.edu/leadership](http://www.tarleton.edu/leadership)

The Office of Student Leadership Programs seeks to provide opportunities for students to engage in the development of self-efficacy as leaders of the local community while exploring their leadership abilities through interpersonal relationships that support peer-to-peer mentoring.

#### *Tarleton L.E.A.D.S.*

Leadership, Engagement, Action, Development and Service (L.E.A.D.S.) are the key values that Tarleton believes are essential in the development of a well-rounded leader in society. L.E.A.D.S. is a two-semester leadership development program in which students develop their own leadership philosophy and establish fundamental practices of leadership. Through interactions and experiences with peers, each student has the opportunity to engage in leadership development that will benefit them during their college career and beyond. Upon completion of the program, students will be defined as “leadership certified” with university documentation included on their diploma and transcript.

#### *Tarleton Serves*

Tarleton Serves is an initiative to assist members of Tarleton State University in finding meaningful volunteer experiences that enrich student learning, civic responsibility and help strengthen our community. Through these volunteer and service learning efforts, students are engaged in an effort to create positive social change in the Stephenville community and surrounding areas. Find out how you can make a difference today by searching the multiple volunteer opportunities at [www.tarleton.edu/leadership](http://www.tarleton.edu/leadership).

#### *Greek Life*

Greek Life at Tarleton provides opportunities for brotherhood/sisterhood, scholarship, leadership and service. Groups range from social to social/professional and offer numerous activities that include philanthropies, team building events and social gatherings. The variety of fraternities and sororities on campus allow students the opportunity to select one that will best fit their needs. Recruitment is held during the first few weeks of the fall and spring semesters. For more information go to: [www.tarleton.edu/greeklife](http://www.tarleton.edu/greeklife) or call (254) 968-9490.

### **Transition and Family Relations**

Lathes Towns, Director

Phone: 254.968.9490

Web site: [www.tarleton.edu/transition](http://www.tarleton.edu/transition)

Transition and Family Relations is comprised of a number of programs designed to help new students make a smooth transition to the university. The mission is to provide a seamless integration of curricular and co-curricular activities to promote academic engagement and success. Transition and Family Relations is also a support and service program established to build lasting, quality relationships between students, their family and the university by assisting parents and families during their student’s transition to university life.

## **Child Development Center**

Nikole Bradshaw, Supervisor  
Human Sciences Department, Wisdom Gym, Room 172  
Phone: 254.968.9788  
Web site: [www.tarleton.edu/humansciences/cdc.html](http://www.tarleton.edu/humansciences/cdc.html)

The Child Development Center has a two-fold purpose: offering quality child care for children ages three to five and serving as an early childhood laboratory experience for college students. The Center is open to the children of faculty, staff, students and children of the Stephenville community. Activities include assisted discovery learning, field trips, demonstrations and play-based centers.

## **Counseling Center**

Thompson Student Center, Room 212  
Phone: 254.968.9044  
Web site: [www.tarleton.edu/counseling](http://www.tarleton.edu/counseling)

The Student Counseling Center provides counseling services to students enrolled on the Stephenville campus at Tarleton. Services include individual, couples, pre-marital, family counseling and group counseling. Assertiveness, body image and grief/loss counseling are also provided. Counselors also provide preventative educational outreach programs to student groups, residence halls, fraternities and sororities on various topics such as stress management, test anxiety, relationship issues, eating disorders and alcohol use. Services are funded through the health service fee assessed to all Stephenville students. The Counseling Center is committed to multiculturalism, diversity and meeting the needs of a changing university community. Appointments may be scheduled by calling 968.9044. All counseling services are confidential to the limits provided by Texas Law and professional ethics.

## **Dining Services**

Greg Nestle, General Manager  
Phone: 254.968.9445  
Web site: [www.tarleondiningservices.com](http://www.tarleondiningservices.com)

Dining Services is committed to serving tasty, nutritious food at reasonable prices. The University Dining Hall offers a variety of menu items, many of which are prepared on the spot as the student requests it. Food is prepared, presented and enjoyed in a relaxing atmosphere where the students can eat, visit with fellow students, faculty and staff and experience one of Tarleton's hallmarks: the friendliness and warmth of its campus culture. The Texan Star Food Court in the Thompson Student Center offers additional fast food options. Students, faculty, staff and the general public can also purchase coffee, hot chocolate, other specialty drinks and snacks at Suave Cafe', a coffee and espresso bar in the foyer of the Dick Smith Library.

## **Dora Lee Langdon Cultural and Educational Center**

Joel Back, Program Specialist  
308 E. Pearl St., Granbury, Texas  
Phone: 817.279.1164  
Web site: [www.tarleton.edu/langdoncenter](http://www.tarleton.edu/langdoncenter)

Also located on site:  
Tarleton Small Business Development Center  
105 Stockton Street, Granbury, TX 76048;  
Phone: 817.573.7681  
Web site: <http://www.tsusbdc.org/>

Tarleton's Langdon Center serves to showcase the talents of area professional musicians, visual artists and writers as well as those of Tarleton faculty, students and alumni. It is the home of Tarleton's literary publication, The Langdon Review, focusing on the fine arts in Texas. The Center's community education program offers courses in personal computers, artisan crafts, personal development and creative writing. The Small Business Development Center's (SBDC) main office is located at Tarleton's Langdon Center offering a variety of business counseling and workshop opportunities.

### **Financial Aid Office**

Betty Murray, Director  
Tarleton Center, Room 118  
Phone: 254.968.9070  
Web site: [www.tarleton.edu/finaid](http://www.tarleton.edu/finaid)

Tarleton State University offers students financial assistance in the form of loans, grants, work opportunities and scholarships. For more information about opportunities for financial assistance, contact the Office of Financial Aid or visit the Financial Aid Web site.

### **Information Technology Services and Helpdesk**

Rebecca Gray, Executive Director and CIO  
Computer Help Desk Phone: 254.968.9885 or (866) 744-8900  
Web site: [www.tarleton.edu/technology](http://www.tarleton.edu/technology)  
Email: [helpdesk@tarleton.edu](mailto:helpdesk@tarleton.edu)

Tarleton State University provides various forms of information technology for use by its students, faculty and staff to support its educational mission. Students may contact the Computer Help Desk to claim their free Tarleton email account. Please see the Information Resources Acceptable Use in this handbook for students' responsibilities concerning the use of campus computers.

### **Library (Dick Smith Library)**

Donna Savage, University Librarian  
Phone: 254.968.9249  
Web site: [www.tarleton.edu/library](http://www.tarleton.edu/library)

The library provides resources to enhance classroom learning and foster research activities, both academic and personal. Library materials include print and electronic books and periodicals, state and federal government documents, audiovisual materials and microforms. The library's Web site provides access to an online catalog and over 200 databases offering full-text articles, citations, reference books and other resources. The Web site also offers information about library services and links to online research assistance. Materials not available in the library may be requested through the online system, ILLiad. Other library services include personal research assistance, library instruction, and online renewals, as well as laptop checkout, lamination, photocopying, faxing and scanning.

The library offers 200 computer workstations, a student lounge with email workstations and cable TV, 10 group study/meeting rooms, a library instruction room and a multi-purpose meeting center suitable for large groups from 30-100. Furnishing and decor provide a comfortable environment for library users to research, study, meet or relax. The Sauvé Café coffee bar is located at the library entrance.

### **Mail Services**

Johnnie Huffman, Mail Services Manager  
Thompson Student Center, Room 101  
Phone: 254.968.9008  
Web site: [www.tarleton.edu/postoffice](http://www.tarleton.edu/postoffice)

Students may receive mail on campus at boxes in the University Post Office in the Thompson Student Center. UPS and FedEx are also delivered to the post office. Mail is not delivered to the residence halls. Mail will not be dispatched from window to box hold-

ers without a key. Only married couples may share a post office box. Residence Hall students are issued a box as part of their room rent. Off-campus students may rent a box for a regular semester or for all or any part of the summer session. Box assignments are arranged at the beginning of each semester at the post office. All keys must be returned to the university post office or a charge will be assessed. Failure to pay will result in a block on a student's records.

## **Recreational Sports**

Robert Nimmo, Director

Phone: 254.968.9912

Web site: [www.tarleton.edu/recsports](http://www.tarleton.edu/recsports)

The Recreational Sports Department provides a variety of recreational activities and events to meet the physical fitness and/or personal enjoyment needs of students, retirees, graduates, faculty/staff and spouses.

Extracurricular choices for students are coordinated and implemented to provide intramural team and individual sports, self-directed activities and special events. Intramural team sports programs include basketball, flag football, soccer, volleyball, sand volleyball and softball. Whether you are a seasoned athlete, or if you just want to play for fun, Intramurals offers leagues for everyone.

### *Fitness/Wellness programming*

Fitness/Wellness programming in the Recreation Sports Center offers an exceptional assortment of choices to meet the fitness needs of our clients. We have group exercise classes each semester with options to target every aspect of your fitness including cardiovascular, strength, endurance, flexibility and body fat. Wellness workshop series are scheduled in interest areas such as diet, nutrition, exercise and motivation. Our center has over 100 exercise machines that offer endless opportunities to work out. The personal training program was introduced in the fall of 2011. A fitness assessment is the first step and includes a discussion on your personal training goals. There are several session options to meet individual needs.

### *Outdoor Pursuits*

Outdoor Pursuits schedules adventure trips and clinics throughout the year designed to prepare, educate and lead participants in outdoor adventures. The Outdoor Pursuits Center, located in the rec center, specializes in providing the resources necessary for planning trips. Assistance with trip planning and equipment selection is available from a knowledgeable and friendly staff. Come climb with us at the rec center for FREE. This service is provided to all RSC members and TSU students. The indoor climbing wall is a two faced wall offering bouldering and top-rope climbing at heights up to 35 feet. Rental of the wall is available for campus classes, organizations and groups. The Tarleton Challenge Course experience utilizes high and low elements for group team building. Course activities and elements are chosen to achieve the customer's desired goals and outcomes.

## **Registrar's Office**

Dana Power, Director of Enrollment Technology & Operations

Jana Boatright, Director of Registration & Records

Administration Building, Room 135

Phone: 254.968.9121

Web site: [www.tarleton.edu/registrar](http://www.tarleton.edu/registrar)

Email: [registrar@tarleton.edu](mailto:registrar@tarleton.edu)

The Registrar's Office services to students include registration, changing biographical information (name, address, etc.), changing majors, applying for graduation and certification of degree plans, grades, class schedules production, printing transcripts, athletic and rodeo certifications, verifications of enrollment, dropping courses, withdrawing from school, veterans affairs and privacy restrictions.

## **Residential Living & Learning**

Elizabeth Wallace, Director of Residential Living & Learning  
Tarleton Center, Room 205  
Web site: [www.tarleton.edu/housing](http://www.tarleton.edu/housing)  
Phone: 254.968.9083, Main Housing Office

Residential Living & Learning seeks to foster authentic communities that engage and empower residents to value learning, citizenship and diversity through faculty and peer engagement; integration of the university's academic environment in the residential community; encouragement of student discussion of diverse perspectives and valuation of the enrichment that comes from different interactions.

### *Learning Communities*

A learning community is a set of courses in which students having a common major or interest may enroll. Participation in this program allows students to be part of a group enrolled in primarily the same courses. Each community is limited to no more than 24 students. Students benefit from the linked courses through connections with peers, faculty and a higher level of engagement in their scholarly work. Students interested in our Learning Community programs can also choose if they would like to live in a residence hall together with other participants in the Learning Community. Although not required, students who choose the residential option typically experience an increased level of academic success. For more information, view our live-learn links on our Web site: [www.tarleton.edu/housing](http://www.tarleton.edu/housing) or call (254) 968-9763.

## **Rodeo Activities Office**

Mark Eakin, Rodeo Coach  
Thompson Student Center, Room 104E  
Phone: 254.968.9187  
Web site: [www.tarleton.edu/rodeo](http://www.tarleton.edu/rodeo)

The Office of Rodeo Activities provides students the opportunity to be active in rodeo activities on campus and at the inter-collegiate level. Tarleton State University is a member of the National Intercollegiate Rodeo Association (NIRA) and competes in the Southwest Region. The Tarleton Rodeo Association provides students with the opportunity to plan and/or participate in events such as the Intramural Rodeo, the NIRA Rodeo, youth rodeos and various other jackpot events. The Office of Rodeo Activities provides some stock for practice and skill development at the Rodeo Practice Arena adjacent to the Agriculture Center. Scholarships and travel allowances are available for outstanding rodeo athletes.

## **Scholarships Office**

Shawndi Wilson, Director  
Tarleton Center, Room 123  
Phone: 254.968.9922  
Web site: [www.tarleton.edu/scholarships](http://www.tarleton.edu/scholarships)

Scholarships are awarded for academic ability and achievement, demonstrated leadership, ability to perform (music, band, etc.), extracurricular activities, financial need and other criteria as defined by specific scholarship programs. More than 400 endowments, local and departmental scholarships are available to students attending the university. Any student receiving institutional scholarships valued at \$4,000 or more for the academic year is generally not eligible for other institutional scholarships. For priority consideration, scholarship applications must be filed on or before Feb. 15 for the following academic year and Dec. 1 for the spring semester. Please contact this office or visit the scholarship Web site for more information.

## **Student Activities and Thompson Student Center**

Donna Strohmeyer, Director  
Thompson Student Center, Room 103  
Phone: 254.968.9256  
Web site: [www.tarleton.edu/studentactivities](http://www.tarleton.edu/studentactivities)

The Office of Student Activities/Thompson Student Center handles the needs of over 120 recognized student organizations. The office supervises the School-Wide Activities Team who sponsors a variety of activities and programs for the campus. The Thompson Student Center features an ATM machine, four conference rooms, three ballroom spaces, lounge areas, a student organizational area and a multitude of departments to assist students with their collegiate experience. The Campus Bookstore and Texan Star Food Court are also housed in the Thompson Student Center.

#### *Thompson Student Center*

The Thompson Student Center provides programs, services and facilities that are responsive to student development needs. As the center of university community life, it serves as an arena for students to apply their educational experiences outside the classroom. Through student organizations, co-curricular activities and service learning opportunities, the center is a facility for students to exercise citizenship, social responsibility and ethical leadership.

#### *Student Organizations*

While academic success is the highest priority, participation in a student organization(s) can add an important dimension to the college experience. Student organizations provide opportunities for development in areas of leadership, personal management, collaboration, supervision, organization, communication, networking, event planning and relationship development.

#### *School-Wide Activities Team*

The School-Wide Activities Team (SWAT) provides a variety of programs and activities for the university campus and surrounding communities. Students learn leadership and interpersonal skills by planning and implementing educational, cultural, recreational and entertainment programs.

### **Student Assessment Services**

Dennis Jones, Director; Dean, Division of Student Success  
Math Building, Room 201  
Phone: 254.968.9423  
Web site: [www.tarleton.edu/testing](http://www.tarleton.edu/testing)

Student Assessment Services administers the Writing Proficiency Exam and placement exams such as: Accuplacer, THEA, ACT, SAT, TEXES (ExCET) and CLEP. The Testing Center also acts as a proctoring site for online and correspondence courses. Student Assessment Services coordinates with Student Disability Services to administer academically-related tests for students with documented disabilities. The testing center administers departmental exams for students that prefer to test with their accommodations, and/or assists faculty who prefer an alternate solution for administering an exam with accommodations at a site through their department.

### **Student Disability Services**

Trina Geye, Director  
Math Building, Room 201  
Phone: 254.968.9400  
Web site: [www.tarleton.edu/sds/](http://www.tarleton.edu/sds/)

Students requesting academic or housing accommodations are required to register with Student Disability Services. Students wishing to register with Student Disability Services should provide timely supporting documentation based upon an evaluation by a credentialed professional, and meet with the Director in order to discuss specific accommodation requests. Although the staff is available to answer questions and provide information, an official consideration of any request for accommodations will not be available until the student has been admitted to the University.

## **Student Health Center**

Bridgette Bednarz, Director  
Thompson Student Center, Room 212  
Phone: 254.968.9271  
Web site: [www.tarleton.edu/healthservices](http://www.tarleton.edu/healthservices)

The Student Health Center provides health care services to all enrolled Tarleton State University students. Appointments are required, except in the case of an emergency. The Health Service Fee covers basic office visits. Services provided include selected immunizations, medications and other supplies for treatment of minor/acute illnesses and injuries, suturing of simple lacerations, services of a medical doctor, nurse practitioner, at specified times, administration of allergy injections as directed by the student's allergist, consultations regarding any health problems, blood pressure checks and loan of crutches. Physical exams and women's health exams are also available on a fee basis. There are minimal charges for laboratory tests and treatments. Also available are a limited number of prescription medications and birth control through the Tarleton Student Health Center pharmacy for small charge. Follow-up health care after surgery or any illness, as directed by the student's physician, is offered, as is assistance with referral to physician or hospital when deemed necessary. The university also offers students a comprehensive injury and sickness insurance plan to cover students beyond the services of the Student Health Center.

## **Student Legal Advisor**

Garry Lewellen, Attorney-at-Law  
Phone: 254.965.5023

The legal advisor is an independent, licensed attorney with more than 27 years experience who is available to provide answers to legal problems for students, faculty and staff. Free legal assistance, consultations and referrals are provided on issues such as landlord/tenant relations, consumer protection, criminal accusations, traffic tickets, domestic matters, auto accidents and other personal concerns. The service is available 24 hours a day, seven days a week throughout the academic year.

## **Student Life Studies**

R. Michael Haynes, Assistant Vice President for Student Life Studies  
Thompson Student Center, Room 105  
Phone: 254.968.9080  
Web site: [www.tarleton.edu/studentlifestudies](http://www.tarleton.edu/studentlifestudies)

Student Life Studies serves as the primary planning, assessment and evaluation area for the Division of Student Life. The staff works to facilitate assessment and evaluation of services and programs within the Division of Student Life, assess organizational effectiveness and assure continuous quality improvement throughout each department.

## **Student Judicial Affairs Office**

Dana L. Moore, Assistant Dean of Students  
Thompson Student Center, Room 105  
Phone: 254.968.9080  
Web site: [www.tarleton.edu/judicial](http://www.tarleton.edu/judicial)

The Office of Student Judicial Affairs staff is dedicated to promoting a campus environment of responsibility, respect, integrity and community through the enforcement of the Code of Student Conduct. The staff provides resolutions for alleged misconduct by students. The established standard of behavior is set forth in the Student Handbook under the Code of Student Conduct and addresses social and campus community conduct, as well as academic integrity. The staff also serves as the contact for student related grievances, absences of more than five (5) days (related to medical or family), provides information for resources for students who are temporarily disabled (i.e. broken leg, broken arm, etc.), and as a consultant to faculty/staff on student-related problems and concerns.

## **Student Publications Office**

Caleb Chapman, Director  
Thompson Student Center, Lower Level, Room 20  
Phone: 254.968.9056  
Web site: [www.tarleton.edu/studentpublications](http://www.tarleton.edu/studentpublications)

The Student Publications office primarily provides the online campus newspaper, the yearbook and the student handbook.

### ***The J-TAC***

The J-TAC online student newspaper offers news and features of interest to the university community and provides a forum for expression and opinion. Updated during the fall and spring semesters at [www.thejtac.com](http://www.thejtac.com).

### ***The Grassburr***

The Grassburr, first published in 1916, is the official student yearbook and is a permanent record of class, club, campus, athletics and other events. The cost of the book is included in Stephenville undergraduate fees assessed during the spring semester. Yearbooks are mailed to graduated seniors each year at no additional charge.

### ***The Student Handbook***

The Student Publications office publishes this student handbook, which includes information on many campus departments and organizations of Tarleton State University.

## **Student Success Programs**

Brenda Faulkner, Director  
Thompson Student Center, Room 15  
Phone: 254-968-9707  
Web site: [www.tarleton.edu/ssp](http://www.tarleton.edu/ssp)

Student Success Programs (SSP) supports student success and overall effectiveness regarding academic and cognitive skills and connections with peers, faculty and staff. Through the administration of Early Alert, Learning Communities, Special Admissions program and the Program to Acclimate Students to Scholastics (PASS), SSP aids in the students' persistence toward their degree. This office is also responsible for academic components of new-student orientation programs, coordinating DGS 100, 101, & 102 courses, Gateway and Texan Transition Programs and Study Skills Enhancement and presentations.

## **Texan Card**

Sally Lloyd, Director  
Tarleton Center, Room 101  
Phone: 254.968.1880  
Web site: [www.tarleton.edu/texancard](http://www.tarleton.edu/texancard)

A permanent ID card is issued to incoming students to be used during their entire enrollment at Tarleton State University. A \$10 replacement fee will be charged for lost or damaged cards. This card gives students access to their residence halls, meal plan, athletic and fine arts events, as well as other activities on campus.

### ***Texan Bucks***

Texan Bucks may be purchased from the Texan Card office, Tarleton Center Room 101 and online. Texan Bucks may be used in the dining hall, food court, campus store, health center, police office, laundry machines in residence halls, copy machines and soda machines. Many off-campus businesses also accept Texan Bucks. Please see the Web site for up-to-date listings of locations that accept Texan Bucks as payment.

## **University Police**

Justin Williams, Chief of Police  
Offices located in Wisdom Gym  
Phone: 254.968.9002, 911 for emergencies  
254.968.9001 for Parking, 254.968.9265 for escort service  
Web site: [www.tarleton.edu/police](http://www.tarleton.edu/police)

The Tarleton State University Police Department is comprised of 13 full-time officers. All officers are licensed under the authority of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) with full police powers and authority in any county in which the Texas A&M University System owns property. The duties of the Tarleton State University Police Officer include responding to calls for service, making arrests, resolving disputes, taking crime reports, conducting traffic enforcement and other crime prevention measures. Additionally, there is a Crime Victims Liaison Officer, a Crime Prevention Officer and two women's self defense instructors.

### *Campus Escort*

The University Police Department provides escort service through the S.T.O.P Program to and from any university location daily from 6 p.m. until midnight. The University Police Officers also provide escort service 24-hours a day, 7 days a week, as needed, subject to availability of University Police Officers.

### *311/Assistance Telephones*

A blue light located on top of the box can identify assistance phones. Connection to "311" operator is made by pressing the red button. These telephones can also be used for escort service or for information on campus. Phones are located in the residence halls. Telephones are also located in the following parking lots: P-14 maintenance, P-3 Nursing, P-28 TSC, P-22 Wisdom Gym north. At elevators at the following locations: Davis Hall, Agriculture Building, Dining Hall, Library freight, Thompson Student Center, Wisdom Gym, Business Building, Library, Humanities main entrance, Tarleton Center, Education Building, Hydrology and Science Building. Other locations: Intramural Field, corner of Lillian and Tarleton Streets and P-17 Tennis Courts.

### *Lost and Found*

Located at the University Police Department, non-valuable property will be immediately transferred to Central Receiving.

## **Parking Department**

Phone: 254.968.9001  
Offices located in Wisdom Gym in the University Police Department  
Web site: [www.tarleton.edu/parking](http://www.tarleton.edu/parking)

All vehicles owned, operated or parked on campus at any time by anyone must be registered with the University Parking Office any time they are brought on campus. All persons applying for vehicle registration must furnish a driver's license number, vehicle license number and proof of ownership. Permits must be properly displayed at all times. If you have a visitor coming on campus, please come by or ask them to stop by to pick up a visitor pass at no cost. A complete list of the Parking Rules & Regulations and a parking map are available at: [www.tarleton.edu/parking](http://www.tarleton.edu/parking)

## **University Web Services**

Daphne Hunt, Web Administrator  
Dick Smith Library, Room 248  
Phone: 254.968.9885  
Web site: [www.tarleton.edu/webservices](http://www.tarleton.edu/webservices)

As caretakers of Tarleton's online presence, the mission of University Web Services is to support the goals of the university by creating an inclusive Web site environment that is inviting and informative to prospective students as well as supportive to current students, faculty and staff; offer instructional training to the Tarleton community; and provide services that develop and enhance the University's Web presence.

Web Services manages Web accounts for all facets of the University Web site, including departments, student organizations and Web pages for faculty, staff and students. Web Services staff will provide assistance and training with publishing Web sites. In addition, there are a variety of tutorials and resources regarding publishing questions, as well as links to useful graphics and online software at [www.tarleton.edu/webservices](http://www.tarleton.edu/webservices).

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## *Academic Rights and Responsibilities*

By enrolling at Tarleton State University, you have accepted the responsibility to fulfill the requirements for obtaining a college education. In this section you will find the basic requirements and rules for all students.

### **Absences**

Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether make-up work can be done because of absences. Students may request make-up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings or participation in University-sponsored activities. Students who participate in University-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member who is responsible for the activity.

### **Dropping Class**

A student desiring to drop a course after Add/Drop Late Registration ends should follow this procedure:

1. Secure a drop card and instructions from the Registrar's Office or [www.tarleton.edu/registrar/DropInfo.html](http://www.tarleton.edu/registrar/DropInfo.html);
2. Proceed to academic advisor and obtain his/her signature;
3. Return the card to the Registrar's Office.

The effective date of dropping a course is the date the card is returned to the Registrar's Office.

**Note: The student should attend the class until this procedure is completed to avoid penalty for absences. Students will not be allowed to drop developmental courses, except for extraordinary situations. Students will not be allowed to drop a freshman DGS, ENGL, or MATH course until after mid-semester except with the approval of their Dean. The last day for dropping courses is identified in the University Calendar.**

### **Withdrawal from the University**

An application for withdrawal from the University must be initiated through the Office of the Registrar.

1. Refer to the census chart below to determine the last day for dropping courses and the last day to withdraw from the University.
2. A student who withdraws on or before the last day to drop courses will receive a grade of W in all courses.
3. A student who withdraws after the last day to drop courses will receive a grade of WF in all courses. The student may appeal to the instructor of each class for a change of grade from WF to W if he/she was passing at the time of withdrawal.
4. A student who fails to withdraw officially will receive a grade of F in all courses in progress.
5. The refund policy established by the State of Texas is listed under "Refunds" in this catalog. All refunds are subject to this policy.

## Census Chart

<u>Length of Class in Weeks</u>	<u>Official Census Date</u>	<u>Last Date to Drop with a "Q" or withdrawal with a "W"</u>
3 weeks	Second class day	Monday of second week
4 weeks	Fourth class day	Monday of fourth week
5 or 6 weeks	Sixth class day	Monday of sixth week
8 weeks	Third class day	Monday of third week
9 or 10 weeks	Seventh class day	Monday of seventh week
16 weeks	Twelfth class day	Monday of eleventh week

## Limit on Dropped Courses and Withdrawals

Under the requirements of Senate Bill 1231, 80th Legislature, an undergraduate student at Tarleton who enrolled in higher education for the first time in Fall 2007 and thereafter is permitted a total of 6 dropped courses, including any courses dropped at another public institution of higher education. Specifics of the law are available in the Texas Higher Education Coordinating Board Regulations, Chapter 4, Section 4.10 (a). Requests for a drop to be considered an acceptable exception will be reviewed under the guidelines given in the regulations and coordinated through the Dean of Enrollment Management. Note, if a student withdraws from the University, the courses enrolled in that semester do not count in the 6-drop limit.

A student who wishes to drop a course in excess of 6 may make a request in writing, addressed to the Dean of Enrollment Management. The student may wish to read the circumstances justifying an exception listed in the Texas Higher Education Coordinating Board Regulations before filing the request. Requests are not restricted to these categories but the student is asked to refer to a listed category if it is believed to apply. A student who is not satisfied with the decision of the Dean of Enrollment Management may file a written request for an administrative review by the Vice President for Academic Affairs. This administrative review will be limited to verification that the student has had the opportunity to present appropriate documentation and that the provided materials and statements were considered in making the decision.

An undergraduate student at Tarleton who first enrolled in higher education prior to Fall 2007 and who initially entered Tarleton for the first time in Fall 1998 or after is covered by a similar University rule which counts only drops at Tarleton toward the maximum of 6 and which includes withdrawals from the University in the count. Specific information is available in the catalog in force at the time of the student's initial enrollment at Tarleton.

## Fee Increases from Legislative Mandates

There are legislative mandates related to increased fees for repeating courses and excessive hours to achieve an undergraduate degree for students paying in-state tuition rates. The increase to in-state tuition rates for each of the three categories is \$100 per credit hour. The first category applies to students repeating the same course for the third time or more since Fall 2002. The second category applies to students who accumulate excess hours beyond that required for an undergraduate degree students first enrolling in Fall 1999 and thereafter who are paying in-state tuition rates. The fee increase starts at 45 hours beyond the undergraduate degree for students beginning in Fall 1999 or after but before Fall 2006 and starts at 30 hours beyond the undergraduate degree for students beginning in Fall 2006 and after. Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours. Details about each of these situations are available by visiting [www.tarleton.edu/registrar/timelygraduation](http://www.tarleton.edu/registrar/timelygraduation).

Any student who is being charged additional tuition rates under either category may file an appeal. The appeal is per semester so a student who wishes to appeal must file an appeal for every semester affected by the repeated course rule and/or the excess hours beyond a degree rule. The appeal form and procedures may be obtained by contacting the Registrar's Office or by visiting [www.tarleton.edu/registrar/timelygraduation](http://www.tarleton.edu/registrar/timelygraduation).

New undergraduate students enrolling in an institution of higher education in Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative session. The law states that a resident undergraduate student whose

attempted hours exceeds, by at least 45 semester credit hours, the number of hours required for completion of the degree program may be charged tuition at a higher rate. The higher rate will not exceed the rate charged to non-resident undergraduate students. A resident student is one who pays the in-state rate for tuition purposes.

As of Fall 2006, new undergraduate students whose attempted hours exceeds, by at least 30 hours of the hours required for the completion of the degree program, may be charged tuition at a higher rate. Texas Education Code § 54.014 provides a limit on the number of hours an undergraduate Texas resident may attempt while paying in-state tuition rates. This Legislation impacts new undergraduate students enrolling in an institution of higher education in Fall 1999 or thereafter. Students who exceed the limit of attempted hours could be charged tuition not to exceed that of out-of-state tuition rates. Tarleton State University adopted a fee of \$100 per credit hour for students who exceed attempted hours under the Undergraduate Funding Limit Rule.

New Undergraduate students who started Fall 1999 through Summer 2006 and attempt 45 or more semester credit hours beyond the hours required to complete their degree will be charged an additional \$100 per credit hour for these excess hours. New Undergraduate students who started Fall 2006 and thereafter and attempt 30 hours or more semester credit hours beyond the hours required to complete their degree will be charged an additional \$100 per credit hours for these excess hours.

Students who have not selected a major are considered, by state law, to have a degree requirement of 120 hours.

## LIMITS ON IN-STATE TUITION RATES FOR SOME UNDERGRADUATE STUDENTS (3-PEAT AND UNDERGRADUATE FUNDING LIMIT) AND APPEALS

### 3-PEATS – Repeated courses for the third or subsequent time

This Legislation was passed by the State of Texas to discourage students from repeating courses unnecessarily. This has a financial impact on the students who repeat courses excessively.

Legislation also impacts funding rates for students based on the number of times they attempt\* particular courses. Texas residents attempting\* the same course for a third time since Fall 2002 will be charged an additional \$100 per credit hour for that course. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, §13.25).

Semester credit hours or contact hours attempted\* by students for the following types of coursework are exempt from the provision of this section:

- Thesis and dissertation courses.
- Courses that may be repeated for credit because they involve different or more advanced course content each time they are taken, including but not limited to: individual music lessons, Workforce Education Course Manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses and studio art.
- Independent study courses.
- Special topics and seminar courses.
- Continuing Education courses that must be repeated to retain professional certification.
- Developmental Education coursework taken three or more times will be allowed; however, developmental coursework in excess of 18 hours is subject to additional charges.

\*Attempted hours are calculated for courses in which a student is enrolled on official reporting day, which is approximately two weeks after the beginning of fall and spring semesters and one week after the beginning of summer semesters. In other words, if you enroll in a course and subsequently drop it, the hours that you attempted but did not complete will count toward the limit imposed by this policy. If you intend to drop a course, you must do so before the end of the official reporting day of the semester to avoid having that course count in your total number of attempted hours. That is, only when you drop before the end of the official reporting day will the hours not count toward the 3-Peat imposed by this policy.  
Undergraduate Funding Limit

The Texas Education Code § 54.014 passed legislation on June 18, 2005 that allows an institution of higher education to

charge a resident undergraduate student tuition at a higher rate than the rate charged to other resident undergraduate students, not to exceed the rate charged to nonresident undergraduate students, for students that have exceeded a certain number of semester credit hours of funded college work and who have not earned an undergraduate degree.

- Students who are a Texas resident and were enrolled in any Texas public institution BEFORE Fall 1999 are EXEMPT from this rule.
- Students who were enrolled in any Texas public institution between Fall 1999 and Summer 2006 can not attempt 45 credit hours beyond the hours required to complete their degree.
- Students who were enrolled in any Texas public institution Fall 2006 and thereafter can not attempt 30 credit hours beyond the hours required to complete their degree.

### APPEALS FOR 3-PEAT AND UNDERGRADUATE FUNDING LIMIT

All students who wish to file an appeal must fill out the Appeal Form and have a letter from their advisor. The letter from the advisor must state that the courses you are registered for are required for your degree. If this is your last semester the letter must also state that these are the only courses needed to complete your degree requirements. The appeal form can be obtained from the Office of the Registrar or at [www.tarleton.edu/registrar/timelygraduation](http://www.tarleton.edu/registrar/timelygraduation).

Students must fill out the entire Appeal Form and return the form to the Registrar's Office located in the Administration Building, Room 135 or fax to the Registrar's Office at 254-968-9389.

Students may attach as much supporting documentation as they feel would aid the Appeal Board in making an educated decision. The Appeal Form and the advisor's letter must be returned to the Registrar's Office no later than 5 business days prior to the next Appeal Board meeting in order to be heard at the next meeting. Failure to file an appeal at least 5 days prior to the last Appeal Board meeting will forfeit your opportunity to file an appeal for the current semester.

Students must submit all tuition payments on time **INCLUDING THE ADDITIONAL FEES** or they will be dropped for non-payment. If the Appeal Board waives the additional charges this portion of your tuition would then be refunded to you. **ALL TUITION PAYMENTS ARE DUE ON TIME, REGARDLESS IF YOU HAVE AN APPOINTMENT WITH THE APPEAL COMMITTEE, OR YOU WILL BE DROPPED FROM YOUR COURSE FOR NON-PAYMENT.** For any questions regarding how the additional charges affect your financial aid you must contact the Financial Aid Office at 254-968-9070.

### **Academic Deficiency (Warning, Probation, Suspension)**

The following applies to all students unless more restrictive rules are included as part of special admission conditions or unless a more restrictive rules have been approved for a program, department or college.

The purpose of academic warning, probation and suspension is to make the student aware of the University's concern that satisfactory progress is not being made in his or her course of study. Early notification of this concern maximizes the student's opportunity to make appropriate adjustments that will result in remaining in good standing. A 2.0 total institution GPA is the lowest acceptable academic standard because this level mirrors the minimum GPA requirement for graduation. The total institution GPA used in this policy is defined as the best attempt on all courses taken at Tarleton State University; grades on transfer work are excluded. A student with a 2.0 or better total institution GPA is considered to be in good academic standing.

**Warning: Each student is responsible for knowing his or her academic status and the regulations that apply. Students who do not abide by the regulations governing their particular status may be required to reduce their academic loads or withdraw from the University without special consideration.**

#### Warning, Probation and Suspension Rules

1. If a student's total institution GPA drops below 1.00 at the end of any long semester (fall or spring), the student will be suspended.
2. If a student who has been in good standing has a total institution GPA between 1.00 and 1.99 at the end of any long semester, the student will be placed on academic warning.

3. A student who has been on academic warning during a long semester is subject to the following:
  - a. At the end of the semester, if the total institution GPA is 2.00 or above, the student is returned to good standing.
  - b. At the end of the semester, if the total institution GPA is between 1.00 and 1.99, the GPA for the semester will be used to determine the student's status.
    - i. If the GPA for the semester is less than 2.00, the student will be suspended.
    - ii. If the GPA for the semester is 2.00 or higher, the student will be placed on probation.
  - c. At the end of the semester, if the total institution GPA is below 1.00, the student will be suspended.
4. A student on probation who has less than a 2.00 total institution GPA at the end of the next long semester will be suspended. A student on probation who has a 2.00 or better total institution GPA at the end of the next long semester will be removed from probation and returned to good standing.
5. A student who transfers from Tarleton while on academic warning or probation and then returns (having met transfer requirements) has the same academic standing the first long semester back at Tarleton as though there had been no transfer.
6. A student who is suspended from Tarleton and takes no transferable college level courses during the term of the suspension may return to Tarleton after the term of the suspension and will be on academic warning the first long semester back at Tarleton.
7. A student who is suspended from Tarleton is advised not to take transferable college level courses during the term of suspension. Such a student who does take transferable college level courses during the term of suspension must meet Tarleton's transfer requirements (as well as not having been enrolled in any transferable college level courses for an appropriate time) in order to be readmitted and will be on academic warning the first long semester back at Tarleton.
8. Any student, whether in good standing, on academic warning, or on probation, will be suspended at the end of any long semester if his or her total institution GPA is below 1.00

### Length of Suspension

The first suspension is for one long semester. The second is for one calendar year, and the third is indefinite. Three calendar years after imposition of third suspension, the student may apply for readmission; this application will be evaluated by the appropriate Dean, but readmission is not guaranteed.

### Summer School

A student on academic warning or probation may attend summer school at Tarleton (transfer requirements having been met, if applicable).

Students placed on first suspension at the end of a spring semester may request their dean's approval to attend summer school. A student attending summer school while on first suspension, who has a cumulative GPA of 2.00 at the end of the last summer session attended, will be returned to good standing.

### Forgiveness Options

An undergraduate student enrolled at Tarleton may choose to exercise one, but not both, of the following forgiveness options:

#### **Option I**

Grades for any one semester of Tarleton work taken more than 5 years before a student's current enrollment at Tarleton may be deleted for computation of total institution GPA if the student files a request with the Provost and Vice President for Academic Affairs. This option may be exercised one time only.

#### **Option II**

After a student has attempted 90 or more hours at Tarleton, grades for one semester of Tarleton work may be deleted for computation of total institution GPA if the student files a request with the Provost and Vice President for Academic Affairs. This option may be exercised one time only.

When a student has exercised one of these forgiveness options, grades for the semester selected by the student will be deleted in computing the total institution grade point average. Under either option, all courses and grades will continue to appear on the student's transcript and to be counted toward restrictions in total number of withdrawals, fees for repeated courses, fees resulting from excess hours beyond the degree, etc. In applying the option, all grades from the chosen semester are deleted from the GPA, not just low or failing grades. Also, no classes taken in the semester being forgiven may be counted on the student's degree plan. A student seeking to exercise either option must be enrolled at Tarleton at the time he/she requests the forgiveness option.

## Academic Appeals

Student academic appeals are handled according to the following guidelines:

1. Each department shall develop its own formula for dealing with student grievances of an academic nature. Such policy should be in writing in the departmental office and available to students.
2. A student who wishes to appeal a decision of a faculty member or staff member of a department should ask for a review by that person within 60 days of the originating event unless the departmental procedures specifically give more time than this. The person is expected to give the student a response within 30 days. If the person is unavailable, if a response is not made within 30 days, or if the student is unsatisfied with the response then the student should inform the department head of the appeal. For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.
3. A student wishing to appeal a decision to the department head must do so within 120 days of the originating event unless the departmental procedures specifically give more time. The department head will review as specified by the departmental grievance procedures.
4. A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the dean of the college. This must be within 30 days of the notification of the departmental decision. The dean will review the appeal and render a decision. The dean may require that the appeal be in writing.
5. A student unsatisfied with the decision of the dean may appeal in writing to the Provost and Vice President for Academic Affairs within 30 days of notification of the decision of the college. The Vice President for Academic Affairs may decide that no further review is justified, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic Affairs, who shall render the final judgment.

## Academic Conduct

Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class.

### Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, unauthorized use of technology and the abuse of resource materials.

1. Academic work means the preparation of an essay, thesis, problem, assignment or other projects submitted or completed for course credit and to meet other requirements for non-course credit.
2. What constitutes an act of academic dishonesty may, in part, depend on the particular course and expectations of academic integrity in the context of the course objectives.

This includes, but is not limited to, the following:

- a. Copying, without instructor authorization, from another student's test paper, laboratory report, other report, computer files, data listing and/or programs.
- b. Using, during a test, materials not authorized by the person giving the test.
- c. Collaborating with another person without instructor authorization during an examination or in preparing academic work.

- d. Knowingly and without instructor authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an unadministered test or other required assignment.
- e. Substituting for another student or permitting another person to substitute for oneself in taking an examination, preparing academic work or attending class.
- f. Bribing another person to obtain an unadministered test or information about an unadministered test.
- g. Using technological equipment such as calculators, computers or other electronic aids in taking of tests or preparing academic work in ways not authorized by the instructor or the university.

- 3. Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work in any academic setting.
- 4. Collusion means the unauthorized collaboration with another person in preparing written work in any academic setting.
- 5. Abuse of resource materials means the mutilation, destruction, concealment, theft or alteration of materials provided.

**Sanctions**

1. Academic

Each faculty member is responsible for initiation action for each case of suspected academic dishonesty that occurs in his/her class and for determining appropriate academic sanctions. The faculty member will use the following procedure:

a. The faculty member will make a good faith effort to inform the student of the particular charge against hi/her, either verbally or in writing and give the student an opportunity to respond. The faculty member will explain any academic penalties that will be imposed. If the faculty member is unable to inform te student, the faculty member may impose the panalty or penalties that he/she judges to be appropriate. Academic sancions are listed in Section c below.

b. Faculty members will report cases of academic dishonesty to their department head who will notify the appropriate academic with copies to the Provost and the Dean of Students. Reporting a violation will enable the Dean of Studnets to detect multiple violations of university policy. All reports should be in writing.

c. Specific Academic Sanctions

The faculty member may impose one or more of the following academic sanctions, or other reasonable sanctions that are appropriate to the particular case. A student may not drop a class in which there is an unresolved questions of academic dishonesty.

- 1. A requirement to perform additional academic work not required of other students in the course.
- 2. A grade of “F” in the course.
- 3. A requirement to be administratively withdrawn from the course with the instructor being allowed to determine the grade of W or WF (a student may be withdrawn from a course mandated for THEA remediation).
- 4. A reduction of the grade in the course or on the examination or for other academic work affected by the academic dishonesty.

2. University

Instances of academic dishonesty that are not classroom related would be reported to the student services officer. The Office of Judicial Affairs is responsible for keeping records of all formally reported violations of academic intergrity and for determining any and fall sanctions beyond the academic sanctions imposed by the faculty member. The Dean of Students and other Student Life officers appointed by the vice President for Student Life may impose one or more of the following sanctions:

- a. Reprimand
- b. Loss of privelages
- c. Imposition of certain tasks
- d. Conduct probation or disciplinary probation
- e. Suspension
- f. Expulsion
- g. Recommendation to the Provost and Vice President for Academic Affairs for revocation of a degree.

**Appeals Procedure**

- 1. Appeal of academic sanction imposed by the faculty member: Students may appeal action taken by a faculty mem-

ber as a result of suspected academic dishonesty according to the procedure for academic appeals as described in the Faculty Handbook and the Student Handbook.

2. Appeal of university sanction imposed by the Student Life officer: The student may appeal the university sanction imposed by the Student Life officer according to the procedure for disciplinary appeals as described in the Student Handbook.

### Communication and Coordination

The department head

## **Honors**

### Honor Roll and Distinguished Student Recognition

An "A" HONOR ROLL is published at the end of each semester listing students who have completed 12 credit hours or more during the period and have made A's in all courses taken for credit.

Also at the end of each semester, students in good standing who have no grade below C, have completed during the semester at least 12 credit hours of college work, and have a grade point average of at least 3.25 for freshmen and sophomores and 3.50 for juniors and seniors shall be designated as Distinguished Students.

### Honors Classes and Honors Degrees

Tarleton offers honors classes in most general education subjects, including English, History, Political Science, Chemistry, Biology, Ecology, Mathematics and Speech. Honors classes offered in a particular semester are announced in the published course schedule and publicized in flyers and other campus publications.

Honors courses offer intellectually challenging material, innovative approaches to the subject, increased opportunities for honing critical thinking and writing skills, and the opportunity to interact closely with similarly motivated students and with outstanding faculty. Honors courses are limited to a class size of 25 students. To register for an honors class a student must have either a 3.0 GPA or the instructor's permission.

Official designation for honors classes will appear on the student's permanent transcript. Any student who completes 18 or more hours of such classes with a minimum 3.0 GPA in honors classes and overall will receive recognition as an Honors Degree Program graduate.

## **Tuition Rebate**

A \$1,000 tuition rebate from the state of Texas is offered to qualifying students who graduate from Tarleton State University with a bachelor's degree and no more than 3 hours over the minimum number of hours required for the degree. Beginning with students admitted the first time in Fall 2005, a student must also graduate in a timely manner to earn the tuition rebate. Detailed information regarding graduating in a timely manner and other requirements to qualify for tuition rebate can be found at [www.collegefortexans.com](http://www.collegefortexans.com). Students must apply for the tuition rebate prior to receiving their degree. This rebate program is effective for students who entered a bachelor's degree program as freshmen during or after Fall 1997. Additional information is available from the Registrar's Office.

## **University Tuition Refund Policy**

Students who have paid fees in full and withdrawal from the university will receive refunds for tuition and certain fees based on the university's refund schedule. Students paying on an installment basis and who withdrawal from the university will be required to pay the balance of fees due. The refund schedule can be found at [www.tarleton.edu/business/refund\\_schedule.html](http://www.tarleton.edu/business/refund_schedule.html).

## General Statement on Campus Rules and Procedures

Attendance at a tax-assisted educational institution of higher learning is optional and voluntary. By such voluntary entrance into the academic community of Tarleton State University, students assume the obligations of performance and behavior imposed by the university relevant to its lawful missions, processes and functions. These obligations are generally greater than those imposed on citizens by civil and criminal law.

When students enter Tarleton, it is assumed they have a sincere interest in their own intellectual and social development. They are expected to learn to cope with problems using intelligence, reason and consideration for the rights of others; to obey laws and ordinances of the nation, the State of Texas and the community of which they are a part; and to conduct themselves peaceably in espousing changes they may consider necessary.

Students are expected to respect the rights and freedoms of others at all times. Students are subject to federal, state and local laws as well as university rules and regulations. A student is not entitled to greater immunities or privileges before the law than those generally enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the university may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws or university rules and regulations. This principle extends to conduct off campus which is likely to have an adverse effect on the university or the educational process, or which deems the offender as an unfit associate for the other students.

## Alcohol and Controlled Substances

Tarleton is committed to providing comprehensive alcohol and drug education, as well as prevention, early assessment, intervention and referral services. The university has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees on the campus or as a part of any of its activities. The following rules and procedures are in effect.

### Alcoholic Beverages

This rule applies to all individuals, including students, faculty, staff and visitors present on property owned, leased or otherwise under the control of Tarleton. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property and/or activities under the control of Tarleton is prohibited.

Areas in which the possession or use of alcoholic beverages is prohibited include but are not limited to classrooms, laboratories, offices, lounges, stadiums and other athletic facilities, dining areas, meeting and party facilities and residence halls. Students, faculty and staff who violate the provisions of this rule are subject to disciplinary sanctions under applicable university procedures.

### Drug-Free Campus Policy

The unlawful manufacture, distribution, sale and/or possession of a controlled substance or drug paraphernalia on property owned, leased or controlled by Tarleton or property on which university activities are held is strictly prohibited and will not be tolerated. Also, Tarleton may enforce this rule when violations occur that directly, seriously or adversely interfere with or disrupt the educational mission, program or other functions of the university, regardless of the location.

A violation of these rules may result after a due process hearing in appropriate disciplinary sanctions. Counseling may be required in the event of probation and/or suspension. The university reserves the right to employ an outside agency to assist in the detection of illegal drugs, controlled substances and/or drug paraphernalia.

## Athletic Contests

Tarleton is a member of the Lone Star Conference and NCAA Division II. The Lone Star Conference includes teams from Texas, Oklahoma and New Mexico. Tarleton offers the following women's sports: volleyball, basketball, tennis, track and field, softball, golf and cross-country. Men's sports include football, basketball, baseball, cross-country and track and field.

### Student Group Guidelines for Athletic Contests

In order to promote better sportsmanship at athletic contests, the Tarleton State University Athletic Council has established the following guidelines:

1. Derogatory signs are banned.
2. During football games, other fans' vision should not be obstructed.
3. At basketball games:
  - a. Groups operate from the north stands at Tarleton, never behind visitors' bench area.
  - b. Boundary lines extend to walls. Do not enter behind lines.
  - c. At Tarleton, visiting fans will have a reserved area.
  - d. No cleated shoes are allowed on the gym floor.
  - e. Person or persons should comply immediately when requested to cease activity.
  - f. Groups or members of groups should refrain from any activity that endangers their health or safety.

## General Events & Activities

- Each student organization shall furnish the Office of Student Activities a complete list of its officers, their addresses and phone numbers. This list shall be revised promptly at the beginning of each long semester or when changes occur.
- All events that utilize university resources are considered university events and require a sponsoring department/student organization.
- An activity permit is required for any event, meeting or activity that any recognized student organization is sponsoring. This applies to events held on and off campus.
- The time and place of meetings for clubs or organizations must be approved a minimum of 10 days prior to the event by the Office of Student Activities through the approval of an activity permit. Activity permits are available online at <http://www.tarleton.edu/studentactivities/stuact/stuactForms.html>. The permit requires the signatures of the organization's faculty or staff adviser, the individual responsible for the room reservation (Thompson Student Center, Registrar or Student Activities) and the Director of Student Activities.
- Any organization sponsoring an on-campus or off-campus fund-raising event must obtain prior approval from the organization's advisor and the Director of Student Activities through the approval of an activity permit.
- Meetings, activities, events, social affairs, programs or athletic contests may not be held during the final examination period or restricted activity period. The restricted activity period is approximately one week prior to final exams. The dates of the restricted activity period are printed annually in the university catalog. The appropriate Vice President may grant exceptions.
- Intoxicants will not be tolerated at university functions held on the campus of Tarleton. Violation of this policy will be sufficient reason for immediately stopping the social activity in question and suspension of the students participating. Each club or organization is responsible for enforcing this regulation at its own events.
- Individual organizations will be held responsible for property damage in any university facility they use.
- Activities will end no later than midnight Sunday through Thursday unless special approval has been obtained

from the Director of Student Activities.

- Due to the increased concern regarding the liability and safety of students and student organizations at Tarleton, the Office of Student Activities requires a written activity proposal accompanying the activity permit for any event classified as “open” or including alcoholic beverages. An outline for this proposal can be obtained from the Office of Student Activities.
- Attendance at all university or organizational activities is limited to enrolled students and their guests unless an activity proposal has been filed and approved. Failure to comply with any and all university rules may result in disciplinary action. Approval of activity permits or building use requests will be given only to recognized student organizations maintaining an active status. The criteria for maintaining active status are as follows:
  - Organizations shall file an organizational update within one month of the first day of class at the beginning of each long semester. It is the responsibility of the organization’s president to submit the necessary documents. Failure to do so will result in the organization being placed on inactive status.
  - Organizations shall demonstrate by their actions that they are working to achieve their purposes as outlined by their statement of purpose, constitution and bylaws.
  - Organizations shall remain in good standing with the university and shall conduct affairs in a lawful manner in accordance with university rules and procedures, state, local and federal laws.
  - Recognition of an organization may be withdrawn by the Director of Student Activities for noncompliance with rules set forth in the student handbook, organizational handbook and the code of student conduct. Appeals of the revocation of recognition will be made through the Dean of Students. Appeals must be made in writing and must be submitted within (5) days of the date on the revocation letter.

## Hazing

The Texas Legislature enacted laws prohibiting hazing by a person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional or reckless failure to report hazing to university authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. A copy of the law in its entirety is available from the Office of Student Life or from the Office of Student Activities.

### Definition

“Hazing” means any intentional 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 that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

“Hazing” includes, but is not limited to, any type of physical brutality or physical 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 (i.e. sleep deprivation, exposure to the elements, calisthenics); 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; activity that intimidates or threatens the student with ostracism; activity that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student.

The aforementioned activities are examples of specific hazing offenses only. Any type of activity that falls within the general definition of hazing is prohibited under the hazing law. Consent of the individual subjected to the hazing is not a defense to prosecution of an offense under the hazing law. Organizations that are covered under this law include a fraternity, sorority, association, corporation, order, society, chorus, cooperative, corps, club or service, social or similar group, whose members are primarily students at an educational institution. A student includes an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution or an individual who is on vacation

from an educational institution and intends to attend that institution during any of its regular sessions after that period of scheduled vacation.

Specific penalties that may be imposed against an individual or organization guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000-\$10,000 and/or confinement in the county jail for a period of time ranging from 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury or death to an individual resulted from the hazing incident.

If an individual reports an offense of hazing to the Dean of Students, the individual is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. However, a person reporting in bad faith or with malice is not so protected.

### Brief Summary

A person commits an offense under the hazing law if that person:

- a. engages in hazing;
- b. solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
- c. intentionally, knowingly or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

## **HIV/AIDS**

Tarleton provides and maintains educational strategies and/or information to prevent students from being infected with the Human Immunodeficiency Virus (HIV), to limit the consequences of established infection and to provide comprehensive HIV/AIDS information for all concerned individuals. The university will respond to each AIDS case on an individual basis subject to prevailing medical research and current legal opinion, using as a guide the American College Health Association's General Statements on Institutional Response to AIDS. Tarleton is committed to providing comprehensive HIV/ AIDS education as well as early intervention, counseling and referral services.

The Student Health Center, assisted by the Student Counseling Center, will provide these services to the university community. Each student is responsible for obtaining educational information and materials from the designated offices. The patient's rights of nondiscrimination, confidentiality and privacy shall be honored as provided for under state and federal law.

## **Inclement Weather**

When weather or other conditions are such that normal campus operations could be impeded, university personnel will be responsible for determining whether classes will be canceled and university offices will be closed. Should this occur at night, such information will be provided to the local broadcast media by the university, normally no later than 6:45 a.m. Inclement weather announcements will be broadcasted on radio KCUB-FM (98.3), radio KCLE-FM (92.1), radio KSTV-FM (93.1), radio WBAP (820 AM), television station KWTX-TV (Channel 10) and television station KXAS-TV (Channel 5). The news media will be requested to announce the following: "Tarleton State University is closed. Classes have been canceled. Standing policies regarding personnel reporting to work are in effect." Should this occur during normal working hours, the decision will be announced through regular administrative channels in addition to announcements on KCUB-FM, KCLE-FM, KSTV-FM, WBAP-AM, KWTX-TV and KXAS-TV. Each employee and student should use common sense and good judgment about driving to and from campus when traveling conditions are hazardous.

### Code Purple

Code Purple is an emergency notification service that gives the university the ability to communicate health and safety emergency information quickly—by email and text message. By enrolling in Code Purple, university officials can quickly pass on safety-related information, regardless of the receiver's location.

While Code Purple is a free service to the university faculty, students and staff, it does require enrollment. To enroll,

log in to Code Purple ([www.tarleton.edu/codepurple](http://www.tarleton.edu/codepurple)) with an email username and password and fill out the subsequent form. One can provide up to 2 cell phone numbers and 2 email addresses.

Code Purple is powered by e2Campus - a national mass notification solutions provider. Contact information you provide to the Code Purple service will only be used for delivering health and safety emergency information through e2Campus. E2Campus also has strict "Zero Spam" and usage policies for the information used by and for the Code Purple service. Besides cell phone, pager and email, Code Purple notifications can also be received and published to a number of personalized home pages such as Google, AOL and Yahoo or any RSS reader.

## Procedure

The authorized news outlets will announce approved campus closing. Faculty, staff and students should assume the normal operation of the university or university system center if media outlets make no announcements of campus closing.

## **Network Acceptable Use**

Tarleton State University provides students, faculty and staff with one or more computer accounts (user-IDs) that permit use of the university's technology resources. Use of these is a privilege, not a right. When using these resources, individuals agree to abide by the applicable rules, regulations and policies, as well as federal, state and local laws. The university reserves the rights to limit, restrict, or deny access to its technology resources, as well as to take disciplinary and/or legal action against anyone in violation of these regulations or applicable laws. Users of the university's technology resources must comply with the rules and regulations outlined in the Information Resources Acceptable Use, but must also comply with other university rules and regulations and with The Texas A&M University System policies against harassment, plagiarism and unethical conduct and any procedures that govern computer usage at a particular facility on campus.

## **Principle of Equal Education**

In compliance with Title VI of the Civil Rights Act of 1964, Tarleton has an abiding institutional commitment to the principle of diversity in all areas. In that spirit, admission to Tarleton State University and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype. These benefits include such matters as housing, financial assistance, recruitment and any type of personnel service.

## **Privacy of Information**

Tarleton State University complies with the Family Educational Rights and Privacy Act (FERPA) and state statutes with respect to security of student records. Under the Family Educational Rights and Privacy Act of 1974, the following data are designated as directory information and may be made public unless the student desires to withhold it: student's name, local address, home address, telephone listing, date and place of birth, major field of study, military service status, religious preference, participation in officially recognized activities and sports, dates of University attendance, degrees and awards received and the most recent previous education agency or institution attended. Any undergraduate or graduate student wishing to withhold this information should, within 10 days after the first class day, complete the appropriate form, available at the Registrar's Office. A privacy of information statement is provided in the Catalog prior to the table of contents and the registrar website can be accessed at the following URL address: [www.tarleton.edu/registrar/privacyInformation.html](http://www.tarleton.edu/registrar/privacyInformation.html)

The 2010-2011 Student Handbook contains information to help students educate themselves on issues that govern access to student academic records at Tarleton State University as well and this information is located at the following URL address: [www.tarleton.edu/studentlife/handbook.html](http://www.tarleton.edu/studentlife/handbook.html) Student academic records are maintained in electronic form in the Office of the Registrar. Student records are password protected with access restricted to individuals, such

as academic advisors and individuals who have an educational role in maintaining student records. The level of access is also controlled, with the highest level of restriction for those who have the ability to change a record (i.e., data entry personnel and their supervisors), and lower levels of access for academic advisors, faculty and administrators.

## Security of Health and Counseling Records

Confidentiality and security of student health and counseling information and records (electronic or otherwise) are governed by Texas Law. Texas Law governs the disclosure of this confidential information. Except under certain circumstances specified in Texas Law, information and records cannot be released without consent from the student. All health care and counseling professionals adhere to Texas Law and to ethical standards of practice set forth by recognized state and national health and mental health professional associations.

Paper charts and records are stored in secure files that are locked in file rooms within the respective department with which the student makes contact, Counseling or Health. The Health Center and Counseling Center departments have physically distinct file rooms; charts and records are not shared between departments.

Electronic records and databases in both the Health Center and the Counseling Center are maintained and stored through the university Information Technology Services department. The Information Technology Services department maintains all security sensitive data for the university and has additional, specific, confidential agreements with both the Health Center and the Counseling Center. The Health Center and the Counseling Center departments have processes that incorporate password logon protections/authentications and restricted user level securities to assure that only authorized professionals have access to restricted confidential information on computers used in the respective department. Data storage, backup and recovery processes have been developed and are managed through the Information Technology Services department.

## **Publications**

All publications (including advertisements) generated from within the university will adhere to the following standards:

1. When a statement of accreditation is used, proper wording will be obtained from the Provost and Vice President of Academic Affairs.
2. Content and design will accurately reflect the educational programs, services and goals of the institution. Rigorous attention will be given to the principles of good taste.
3. The quality of writing and design will be appropriate to a quality institution of higher education. All publications and advertisements to be distributed to the public in limited numbers (i.e., letters and brief brochures intended for a specific purpose and audience) will be approved by the appropriate department head or director. The Office of the Vice President will approve all mass-produced publications such as catalogs, handbooks and brochures prior to publication for Institutional Advancement or the Assistant Vice President for Marketing & Communications or the Creative Services Manager

## **Sexual Offenses**

### Sexual Assault

Tarleton is committed to providing assistance to people harmed by sexual assault and/or relational violence and does so through a variety of services. Sexual assault is non-consensual sexual acts involving force, manipulation or coercion. It is an act of aggression, violence and power.

If a student is a victim of sexual assault, he or she may contact the local police department directly or seek the assistance of the University Police at 968.9002 or the Office of Judicial Affairs at 968.9080. Victims of sexual assault or rape may be eligible for reimbursement for any medical or psychological/counseling expenses incurred as a result of the sexual act from the Crime Victims Compensation Act. Victims of sexual assault may file a student conduct complaint with the Office of Judicial Affairs.

Possible sanctions are listed under the Code of Student Conduct. Both the accuser and the accused are entitled to have others present during campus disciplinary hearings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings.

Counseling for students who are victims of sexual assault is available through the Student Counseling Center and/or referral to a community agency such as the Cross Timbers Family Services. Educational programs and information concerning prevention of sexual assault is also available through the Student Counseling Center and the University Police Department. Taking sexual advantage of a person who is mentally or physically incapable of giving consent (for example, intoxication) is rape. Although rape is usually a crime committed against women, it can also happen to men. Procedures have been developed to guide the actions of those providing assistance and support to individuals harmed by sexual assault and relationship violence. They may be obtained through the Office of Student Life.

Consult Tarleton's Student Right-To-Know and Campus Security Act of 1990 Information booklet (pages 8-10) or [www.tarleton.edu/site/documents/cleryact.pdf](http://www.tarleton.edu/site/documents/cleryact.pdf) for additional information regarding sexual assault.

## Sexual Harassment

Tarleton State University tolerates no sexual harassment behaviors. Sexual harassment is unwanted, unwelcome sexual advances; requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature. Sexual harassment occurs when submission to or rejection of this type of conduct explicitly or implicitly affects an individual's job or academic performance. According to Title VII, 1964 Civil Rights Act and Title IX, 1972 Education Amendments, sexual harassment is a form of sex discrimination and is illegal. To view Tarleton's sexual harassment policy on the Internet (Rules and Procedures 34.01.99.T1) go to [www.tarleton.edu/policy/documents/34\\_01\\_99\\_T1.pdf](http://www.tarleton.edu/policy/documents/34_01_99_T1.pdf)

## **Student Grievance Procedures**

### General Grievances

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individuals involved. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or department should direct their questions to the persons responsible for the individual or department. Students are provided opportunities to address complaints and grievances through established university procedures for the following; sexual harassment, employment, admissions to the university, disciplinary action, parking citations, academic matters (including grade disputes) and disability accommodations, etc. Procedures for handling specific concerns should be followed.

1. Any student wishing to file a grievance shall notify the Dean of Students of that complaint in writing.
  - a. The written notice should state specifically what the grievance is, giving the name, address and telephone number of the student, specific date(s) and, if possible, of any other persons allegedly involved either as witnesses or participants. The student should also state specifically what remedy the student seeks.
  - b. The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within 30 university working days of the alleged incident. Determination as to whether complaints filed after this deadline will be considered is done on a case-by-case basis.
2. An investigation, as may be appropriate, shall follow the filing of the grievance. In most instances, the Dean of Students shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within 30 university working days from when the written allegation is filed.
3. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the investigator and a copy forwarded to the complainant.
4. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.
5. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student's pursuit of other remedies, such as filing of a complaint with the responsible federal department or agency.

## Publicity Rules and Procedures

### General Information

The Director of Student Activities will make interpretation of any publicity rule. Publicity that does not meet publicity regulations will not be approved for distribution. The Office of Student Activities reserves the right to remove any publicity that doesn't adhere to rules.

- All publicity displayed on campus, other than those of academic or administrative departments, is to be approved by the Office of Student Activities before being placed on campus. The Office of Student Activities prior to posting must individually stamp each sign/flyer. Exceptions include signs made by the TTS/TTP, cheerleaders and students running for elective office. These groups must adhere to all other publicity rules.
- Publicity may not be posted more than two weeks prior to the scheduled event.
- Publicity content should be in good taste. No sign may be posted that contains any material that is obscene, vulgar, offensive, libelous, or suggests a misrepresentation of the institution. The Director of Student Activities makes interpretation. Publicity should not advocate the deliberate violation of any federal, state, local or university law; or advertise a function involving illegal alcoholic beverages or drugs.
- Publicity advertising alcoholic beverages, including the use of logos, slogans, promotional concepts, etc., are strictly prohibited.
- Publicity should not promote the use of alcoholic beverages or drugs. The phrase B.Y.O.B. may NOT be used on publicity. All publicity material must be removed within 72 hours after the scheduled event. Failure to do so will result in a probationary period for posting publicity. The use of paints, whitewash, ink, chalk or similar materials on any University property is prohibited.
- No posting on vehicles on university property.
- No holes may be dug on campus.

Students, faculty and staff may post publicity advertising the one time sale of items, soliciting roommates, etc. However, if the individual is promoting a business, the off-campus business/organization policy applies.

### Flyers & Posters

Upon approval by the Office of Student Activities, the flyer/poster may be hung on any designated bulletin board or kiosk on campus. No nails, glues or staple guns may be used. The maximum size flyer/poster allowed on bulletin boards is 11" X 17 1/2". The maximum size flyer/poster allowed on kiosk(s) is 28" X 22" (poster size).

The following areas will not be approved for displaying any type of publicity: trash cans anywhere on campus, trees, doors of any building, windows or glass walls, telephone poles, inside walls of all buildings, light poles, vehicles on university property, flag poles, bathrooms and elevators.

### Outside Banners

Banners posted on outside walls must be 3'X4' minimum and 3'X8' maximum. The Office of Student Activities must approve banners prior to hanging. Banners may be hung with duct or masking tape, no glues, nails or staple guns allowed. The organization is responsible for removing the banner following the activity. The Administration Building and the Trogdon House are off limits. Contact the Thompson Student Center office at 968-9256 for outside banner information.

## Inside Banners

### **Thompson Student Center:**

Banners are not to exceed 3'x8'. The Office of Student Activities must approve banners. Upon approval, banners must be delivered to the TSC Information Desk to be hung by TSC personnel. TSC personnel will be responsible for taking banners down.

### **Residence Hall Lobbies:**

Banners are not to exceed 3'x8'. The Office of Student Activities prior to hanging must approve banners. Once approval has been granted, the Director of Residential Living & Learning must be contacted regarding distribution of banners in residence halls. The organization is responsible for removing the banner following the activity.

### **All Other University Buildings:**

Banners will be approved on an individual basis for other university buildings. The Director of Student Activities must be contacted to make special arrangements in other facilities. Posting in Residence Halls: All requests to distribute publicity in the residence halls should be directed to the Office of Student Activities for approval. Once approval has been granted, the Director of Residential Living & Learning must be contacted regarding distribution of publicity in residence halls. Publicity may be distributed as designated by the Director ONLY. Typically, publicity is not placed under doors.

### **Sandwich Boards:**

The Office of Student Activities should be notified before sandwich boards are placed on campus. Sandwich boards must be placed in designated areas only. Consult with the Office of Student Activities for proper placing. Sandwich boards that contain more than generic information about an organization should have the content of the sign approved prior to being placed on campus. Sandwich boards must be removed when requested by the Office of Student Activities for special occasions or circumstances. Extended times that sandwich boards may be out on campus will be considered on an individual basis. All sandwich boards must be removed at the end of each semester prior to restricted activities. It is the responsibility of the organization to keep sandwich boards standing upright and in good condition while on campus. Board size may not exceed 2 1/2' x 4'.

### **Off-Campus Business/Organization:**

Permission must be obtained from the Director of Student Activities to solicit or distribute advertising or handbills on University property. Specially designated bulletin boards are available for off-campus businesses and organizations.

The Director of Student Activities will determine the number of flyers that may be posted in these areas. No publicity may be placed on vehicles located on university property. Off-campus businesses and organizations may set up a table for solicitation purposes. Tables are available in the Thompson Student Center by reservation only. The cost is \$150.00 for the first day and \$100.00 every day thereafter.

The J-TAC student newspaper offers several publicity options. Contact The J-TAC office at 254-968-9058 for more information.

### **Additional Publicity Options:**

Several facilities offer special publicity options. Table tents can be used in the Thompson Student Center (968-9256) and Dining Hall (968-9445). Contact these areas for further information about the use of table tents. An electronic message system is available in the Thompson Student Center. Contact the Operations Office at 968-9256 for further information. An electronic message system is available in the Thompson Student Center. Contact the Operations Office at 968-9256 for further information.

An electronic sign located in the parking lot of Memorial Stadium is available for messages. Student Organizations may display a message 3 days prior to an event at no charge. Additional days cost \$5.00/ day. Contact Susan Burton at 968-9185 for further information.

**Any other types of publicity not covered in this section should be cleared with the Office of Student Activities prior to publicizing.**

### **Soliciting:**

Permission must be obtained from Director of Student Activities to solicit and distribute advertising, handbills, or other

material on Tarleton State University property. Tarleton State University reserves the right to limit time, place and manner of solicitation. Therefore, an activity permit must be filed 10 days prior to an event with the Office of Student Activities.

## **Student Media**

Student media and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. They promote intellectual exploration of university activities, issues and events and current topics of debate in local, national and world news. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating opinions on various issues on the campus and in the world at large.

In response to the editorial responsibility of students, the university must provide sufficient editorial freedom and sufficient financial autonomy for the student media/publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student media/publications, the standards to be used in their evaluation and the limitations on external control of their operation. At the same time, the editorial freedom of student editors entail corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

As safeguards for the editorial freedom of student media/publications, the following provisions are necessary:

1. The student press should be free to express ideas clearly and without fear of censorship within the parameters of responsible, ethical journalism.
2. Editors and managers should be free to develop their own editorial rules and procedures and news coverage within the parameters of responsible, ethical journalism.
3. All university published and financed student media/publications will explicitly state on the editorial page that opinions expressed are not necessarily those of Tarleton State University or the student body.

## **Students' Role and Participation in Institutional Decision Making**

Students provide input into the decision-making process through the Student Government Association. Student representatives serve on most standing university committees. Various advisory groups and committees, who include students, are formed to address specific issues. In addition, the university encourages students not serving on formal bodies to express their ideas and suggestions so that they may be considered in the decision-making.

## **Student/Group Travel Regulations**

University-sanctioned travel occurs when student travel forms are submitted to the appropriate university department for approval prior to travel and when travel meets one or all of the following conditions: departmental or organizational resources are used, a faculty or staff member serving in his or her official capacity leads the travel, a university department plans the travel and/or recognizes it for professional and educational purposes. Consult the Student Organization Handbook or [www.tarleton.edu/studentactivities](http://www.tarleton.edu/studentactivities) for additional information.

## **Miscellaneous Rules**

### Official Summons

Students who fail to heed a summons to report to an administrative official or office subject themselves to immediate suspension from the university or other disciplinary action.

### Use of Tobacco

All buildings on the Tarleton State University campus are tobacco-free. No tobacco products (cigars, cigarettes and chewing tobacco) may be used in any university building, enclosed facility or vehicle.

### Appropriate Dress

Students should dress suitably for all occasions. Students are required to meet the dress standards set by individual instructors.

### Animals/Pets

Animals are not permitted in university buildings except for those assisting the visually or physically impaired.

### Official Notices

The University assigned account is the University's official means of email communication with students, faculty and staff at Tarleton State University. Individuals are responsible for all information sent to them via their University assigned email account. Please refer to Standard Administrative Procedure 24.99.99.T1.05 for additional guidelines regarding the use of Tarleton email.

## **Information Regarding Bacterial Meningitis Vaccination**

Texas Senate Bill 1107 requires that all entering students of an institution of higher education are required to provide evidence of the vaccination against Bacterial Meningitis no later than 10 days prior to the first day of the semester. The bill exempts from the immunization requirements a student who is enrolled only in online or other long-distance education courses or who is 30 years of age or older.

Bacterial meningitis is a serious, potentially deadly, rapidly progressive disease that must be treated immediately by medical experts. The disease is transmitted through the exchange of saliva (sharing cigarettes, toothbrushes or kissing) and living in close quarters (e.g. sharing a room/suite in a residence hall or group home).

For more information on the symptoms, consequences or treatments regarding this disease, you may contact the following: contact your own health care provider, contact your Student Health Center at (254) 968-9272 or visit the Web site: [www.tarleton.edu/healthcenter](http://www.tarleton.edu/healthcenter), contact your local or regional Texas Department of Health office at (254) 965-3138, contact Web sites: [www.cdc.gov/ncidod.dbmd/diseaseinfo.org](http://www.cdc.gov/ncidod.dbmd/diseaseinfo.org) or [www.acha.org](http://www.acha.org).

## **Students' Rights and Responsibilities**

Students have rights that are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules and procedures of Tarleton State University or the policies of The Texas A&M University System and conditions allowing them to make the best use of their time and talents toward the objectives that brought them to the institution. No officer or student, regardless of position or rank, shall violate those rights; any custom, tradition or regulation in conflict will be allowed to prevail. Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property and to make the best of their time toward an education.



## 1.1 General Rules and Procedures

Tarleton State University's primary concern is the student. The University attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. Tarleton State University expects all students to obey the law and to show respect for and obedience to properly constituted authority. The University also expects its students to fulfill contractual obligations, to maintain absolute integrity and to have a high standard of individual honor in academic work.

The disciplinary sanctions outlined in Section 5.1 may be applied to any student or student organization that commits or attempts to commit, either singly or in concert with others, any of the following acts of misconduct. Generally, University jurisdiction and disciplinary action shall be limited to conduct which occurs on university premises or which adversely affects the University community and/or the pursuit of its objectives. However, criminal activity by a student, whether it takes place on or off campus, may be the cause for disciplinary action by the University. The University may take action as a result of an alleged violation regardless of any action taken by civil authorities.

Students are responsible for obtaining all published materials and updates from the Office of Student Judicial Affairs relating to this code. In addition, the University may modify the procedures contained herein at any time in order to effectuate justice. Students may also be held responsible for the actions of their invited guest.

## 2.1 Categories of Misconduct

Misconduct for which students or organizations are subject to disciplinary action falls into the following categories:

### 2.2 Acts of dishonesty, including but not limited to the following:

2.2.1 Any act of academic dishonesty (see Academic Conduct).

2.2.2 Stealing, destroying, defacing, damaging or misuse of University property or property belonging to another. Knowingly in possession of stolen property constitutes being an accessory to theft and is; therefore, a violation of this provision.

2.2.3 Unauthorized possession of, or making use of University keys for unauthorized purposes.

2.2.4 Misuse or abuse of computer equipment, programs or data.

a. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.

b. Accessing or copying programs, records or data belonging to the University or another user without permission.

c. Attempting to breach the security of another user's account or deprive another user of access to the University's computing resources.

d. Using the University's computing resources for personal or financial gain.

e. Transporting copies of University programs, records or data to another person or computer site without written authorization.

f. Attempting to destroy or modify programs, records or data belonging to the University or another user.

2.2.5 Forgery, unauthorized alteration or misuse of any University documents, forms, records or instruments of identification.

2.2.6 Withholding material information from the University, misrepresenting the truth before a hearing of the University and making false statements to any University official. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.

### 2.3 Conduct, which adversely affects the university community, including but not limited to the following:

- 2.3.1 Commission of any criminal offense under federal, state or municipal law. This includes theft, burglary, arson, rape, acquaintance rape or other forms of assault.
- 2.3.2 Violations of any University rules or procedures. Such rules include residence hall contracts and procedures, rules relating to entry and use of University facilities, University motor vehicle rules, and rules governing student organizations, and dining hall conduct.
- 2.3.3 Failure to identify oneself to, or comply with directions of, a University official (including resident advisors) or other public official acting in the performance of their duties while on University property or at official University functions, or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
- 2.3.4 Failure to heed an official summons to the office of an administrative officer within the designated time.
- 2.3.5 Failure to meet financial obligations to the University or writing checks on accounts with insufficient funds.
- 2.3.6 Unauthorized entry into or unauthorized use of University buildings, facilities equipment or resources.
- 2.3.7 Engaging in conduct that interferes with or disrupts any university teaching, research, administrative, disciplinary, public service or other authorized activity or the peace and welfare of any person, whether on or off campus.
- 2.3.8 Obstructing or restraining the passage of any person at an exit or entrance to the University campus or property, or preventing or attempting to prevent by force or violence or by threats thereof, the entrance or exit or any person to or from university property/campus without the authorization of the administration of the University.
- 2.3.9 The intentional making of a false report of a bomb, fire or other emergency in any building, structure or facility on University premises or University related premises by means of activating a fire alarm or in any other manner.
- 2.3.10 Possession and/or use of ammunition, firearms or other explosives or propellant devices or weapons (including air powered guns, blowguns, sling shots, nun chucks, etc.) on University premises or at any University sponsored activity.
- 2.3.11 Possession, ignition or detonation of any explosive device, fireworks, liquid or object which is flammable or which would cause damage by fire or explosion to persons or property.
- 2.3.12 Engage in disruptive activity such as, but not limited to, disorderly conduct, which includes physical or verbal abuse and/or injury of another person; abusive, indecent, profane or vulgar language in a public place; threats, obscene actions; non-consensual sexual act or contact, and/or disrespect for the rights and privileges of others.
- 2.3.13 Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assaults; threats of violence; or conduct that threatens the health and safety of any person. Sexual assault or rape is the use of physical force or emotional coercion to force sex. Sex without conscious and total consent is rape. Taking sexual advantage of a person who is mentally or physically incapable of giving consent (for example, intoxication) is rape.
- 2.3.14 Verbal or physical harassment of any University student or employee.
- 2.3.15 Engaging in hazing or voluntarily submitting to hazing. Any acts directed against a student by another student or by a group of students will be considered hazing if the intent or effect of such acts would intimidate the student or submit him/her to indignity or humiliation. (See Hazing)
- 2.3.16 Any act of sexual harassment as defined in University Rule [34.01.99T1]: unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of sexual nature constitute sexual harassment when:
- a) Submission to such conduct is made either explicitly or implicitly as term or condition of instruction, employment, or participation in other university activity;
  - b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;
  - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive university environment.
- 2.3.17 Manufacture, distribution, dispensing, possession, use, or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with, University or campus rules or procedures.
- 2.3.18 Unlawful manufacture, distribution, dispensing, possession, use, sale of controlled substances, identified in Federal and State law or regulations. Any paraphernalia associated with the use and/or possession of a drug narcotic or controlled substance is prohibited. (See Alcohol and Controlled Substances)
- 2.3.19 Failure to present student identification to any member of the University faculty, staff, administration or police on request when acting in the performance of his/her duty.
- 2.3.20 Knowingly violating the terms of any disciplinary sanction imposed in accordance with University rules or procedures.
- 2.3.21 Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
- 2.3.22 Stalking behavior in which an individual willfully, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments and/or terrorizes the person.

### 3.1 Authority for Initiation of Disciplinary Action

Under the direction of the President and the Vice President for Student Life through Associate Vice President and Dean of Students has primary authority and responsibility for the administration of student discipline. The Office of Student Judicial Affairs may make further delegation of this authority to residence life staff, the Panhellenic Council, Interfraternity Council or others.

### 4.1 Disciplinary Procedures

#### General Procedural Provisions

The Student Life Officer shall investigate and gather evidence about reported student or organizational misconduct and shall evaluate the accuracy, credibility and sufficiency of this evidence. The University uses the “preponderance of the evidence” standard for disciplinary decision making. The Office of Student Judicial Affairs shall ensure that the requirements of due process are fulfilled. The Vice President for Student Life may take immediate interim disciplinary action when he or she believes that the presence of a student on campus poses a continuing danger to persons or property or presents a threat of disrupting the academic process.

An administrative hearing will be scheduled as soon thereafter as practical.

4.1.1 When a complaint is filed, the student or organization named in the complaint will be asked to appear before a designated Student Life Officer, who will conduct an investigative meeting to discuss the alleged violation(s) and possible sanction(s).

4.1.2 In any disciplinary proceeding, the student or organization has the right to:

- a) Be apprised of the rule(s) allegedly violated and the alleged act(s) committed;
- b) Know the source of complaints;
- c) Know the specific violation;
- d) Know of the sanctions that may be imposed if a violation is substantiated;
- e) Be provided a list of witnesses, testimonies, and any other documents relevant to the case upon request prior to the formal hearing;
- f) Be accompanied by an advisor at any discipline hearing (for advisory purposes only, not for representation);
- g) Refrain from making any statement relevant to the violation(s);
- h) Know that any statement(s) made by the accused students or organizations can be used against the accused.

4.1.3 If, as a result of the investigation, the Student Life Officer determines that University disciplinary procedures are warranted, the student or organization will be notified, in writing, of the specific complaint(s) being made against the student or organization and the disciplinary procedures available for conducting a hearing on the complaint(s). If the Student Life Officer is unable to contact the student or organization’s representative, in person, within five (5) university working days of the specific complaint(s), the notice of disciplinary action and procedures will be mailed to the address of record maintained with the University.

4.1.4 After the student or organization has been advised of the alleged violation or complaint(s), the student or organization may choose to have the case heard by the Student Life Officer or may request permission to appear before the Judicial Advisory Council. The University may refer a case to the Judicial Advisory Council if deemed appropriate. This council, after hearing a case, has the authority to make appropriate recommendations on the case to the Student Life Officer. The Judicial Advisory Council is composed of four (4) senior, junior, and sophomore students appointed by the Student Body President, two (2) faculty members and one (1) staff member appointed by the Vice President for Student Life. The Student Life Officer, after fair and objective assessment, may impose any disciplinary sanction defined in Section 5.1. It shall be the responsibility of the Student Life Officer to inform the student or organization of the right to appeal any sanction in Section 5.1 (5.1.4) (2) through (5.1.7) and the procedures for doing so. The student or organization will be provided a written statement of complaint or alleged violation against them; the procedures for appealing, and they will acknowledge receipt of such by signing a duplicate copy. Following disposition of the hearing, a written summary will be retained. 4.1.5 Cases in which the Student Life Officer is satisfied that a reasonable effort was made to notify the accused student or organization of the complaint or alleged violation and of the time and place of the hearing, the University may conduct a disciplinary hearing at which the

accused student or organization is not present. The Student Life Officer will hear the evidence, weigh the facts, and render an appropriate judgment.

## 5.1 Disciplinary Sanctions

One or more of the following disciplinary sanctions may be imposed by the University upon individuals, groups or organizations. Sanctions for violation of institutional rules and procedures may be administered regardless of whether actions of the student are also civil or criminal violations. Whenever disciplinary action leads to the student leaving the university, grades will be assigned in accordance with the University grade policy and the academic calendar.

5.1.1 Reprimand: A reprimand is an oral or written notice to the student or organization that the conduct in question violates University regulations. A reprimand becomes part of a student's or organizations disciplinary record in the Office of Student Judicial Affairs. For organizations, a reprimand may include notification to the organization's president or advisor, and to the chapter's national headquarters.

5.1.2 Loss of Privileges: Under some circumstances of misconduct, the University may deem it appropriate to take away certain privileges. Sanctions such as prohibiting pledging, membership or holding leadership roles; participation in events on the social calendar; denial of participation in any official athletic or non-athletic extracurricular activity, including practices; withholding of official transcripts or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction or changing a grade on a test, course assignment, course or other academic work; cancellation of the housing contract or removal from the residence hall system; or loss of money-related privileges may be imposed.

5.1.3 Imposition of Certain Tasks: The student may be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; performing community service hours; attending counseling sessions; performing additional academic work not required of other students in a specific course; moving to another residence hall or within the same hall; complying with a behavioral contract; educational requirements may include, but not limited to completion of an alcohol education seminar, a diversity awareness seminar, essays, reports, etc.; paying of special fees, fines or service charges.

5.1.4 Probation: Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation are:

1. Conduct Probation - a sanction that will be removed from the student's confidential record in the Office of Student Judicial Affairs at the end of the period of probation.
2. Disciplinary Probation - a sanction that remains a permanent part of the student's confidential record.

5.1.5 Suspension: Suspension is the separation of the student from the university for a definite period of time or until written specified conditions are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. When a student or organization is suspended, the suspension shall be for a stated period or until specified conditions are met. In no case shall suspension be for less than the remainder of the semester in which the offense is committed.

A student or organization that has had a registration hold placed on their readmission must request readmission clearance from the Office of Student Judicial Affairs at least three (3) weeks prior to the first day of classes of the semester or summer session in which they wish to reregister. The student or organization may be required to submit evidence supporting their ability to function properly in a university environment. If approval is granted by the Student Life Officer for the removal of the registration hold, the student or organization must complete the regular readmission procedures by the appropriate office.

The Student Life Officer may deny a student's or organization's request for readmission if, in the officer's judgment, there is sufficient evidence to indicate that the student's or organization's conduct during suspension would have warranted disciplinary action, or if the student or organization has failed to satisfy any special conditions that may have been imposed prior to readmission. Upon denial of a student's or organization's application for readmission, the Student Life Officer shall set a new date at which another application for readmission may be made.

5.1.6 Expulsion: Expulsion is the separation of the student from the University whereby the student is not eligible for readmission to this University.

5.1.7 Revocation of Degrees: If it is discovered that misconduct occurred while the individual was enrolled as a student a revocation of degree(s) may result.

## 6.1. Recording of Sanctions

The sanctions provided in Section 5.1 (5.1.5), (5.1.6) and (5.1.7) shall be noted on the student's transcript. In cases of disciplinary suspension, notification will remain during the period of suspension.

Upon the satisfactory completion of the suspension period or conditions, and at the request of the student, the notation of suspension shall be removed from the transcript. Notification of the student's suspension shall indicate the date on which the suspension begins and the earliest date at which application may be made for readmission or re-registration. Any record of sanctions not noted on the transcript shall be expunged no later than five years after the sanction is assessed.

## 7.1 Disciplinary Appeals Procedures

Any student or organization has the right to appeal the final decision of the Student Life Officer after the adjudication of the same case. In all cases where the Student Life Officer has conducted an administrative hearing and rendered a decision, the burden of proof in an appeal should be with the student.

A student or organization that wishes to appeal their case through the due process procedure should request an appeal hearing in writing through the Vice President for Student Life. The appeal hearing is not intended to afford a full rehearing of the case, but merely to review the record of the case and the procedures followed in its adjudication. The appeal hearing may be denied, granted in whole or part, or other relief may be directed where appropriate. In the event that new evidence not available at the time of the administrative hearing, the case will be referred back to the original hearing officer/body. The request for an appeal hearing shall be submitted in writing to the Vice President for Student Life within forty-eight (48) hours after a disciplinary decision has been rendered. The written request for an appeal hearing shall state the following:

- 1) Name of student or organization, address of student or organization, telephone number, and student's ID number.
- 2) Date of disciplinary action against the student or organization, and by who disciplined.
- 3) Nature of disciplinary action.
- 4) Circumstances which merit review.
- 5) Signature of student.

7.1.1 Grounds for Appeal: A written brief stating ground(s) for appealing concerning the case should be presented by the student appellant within the designated time frame. The scope of the review shall be limited to the following:

7.1.2 Timely written notice of the appeal suspends the imposition of sanction(s) until the appeal is finally decided.

7.1.3 The Vice President for Student Life, within five (5) University working days, will forward the written appeal, and any documents or written evidence submitted at the hearing to the University Discipline Appeals Committee Chair. On written request made to the Office of Student Judicial Affairs, a student or organization may request copies of evidence used to adjudicate the case. Two (2) University working days must be allowed to provide these copies.

7.1.4 The chair of the University Discipline Appeals Committee, upon receipt of the request for review from the student or organization, shall set the date, time and place for the committee review and shall notify the student or organization of the same in writing. This shall be done within five (5) University working days after the receipt of the student or organization's request. The University Discipline Appeals Committee shall meet within five (5) University working days after the student or organization is notified. The student or organization who fails to appear for their appeal, forfeits their right of appeal. Extenuating circumstances may cause the University to deviate from the defined time frames.

7.1.4.1 Procedural error(s).

7.1.4.2 Insufficient evidence to support the finding(s).

7.1.4.3 Sanction(s) inconsistent with the findings.

7.1.4.4 Misinterpretation of university rules and procedures by the hearing officer/body.

## 8.1 The University Discipline Appeals Committee

An administrative committee appointed by the President of the University. It is composed of three (3) faculty members, two (2) staff members and two (2) students. The Vice President for Student Life shall serve as an ex-officio member to the committee.

#### 8.1.1 Responsibility of the University Discipline Appeals Committee

8.1.1.1 The University Discipline Appeals Committee shall review the case, the written appeal of the student or organization, or the circumstances surrounding denial of the readmission under Section 5.1.5 of this code.

8.1.1.2 The University Discipline Appeals Committee may take one of the following actions:

- a) It may find no substantive procedural and affirm the decision or assess a lesser sanction.
- b) It may find that the evidence submitted was not substantial enough to establish that an offense, as charged, was committed and may dismiss the case.
- c) It may find errors sufficient to require another hearing. In this case, the matter will again be referred to the Office of the Vice President for Student Life for a new hearing, following the disciplinary procedures outlined in this Code.
- d) In cases involving denial of readmission under Section (5.1) (5.1.5) of this Code, the University Discipline Appeals Committee may affirm the decision to deny admission of a student or organization or recommend that the student or organization be readmitted to the University.

#### 8.1.1.3 General Rules

- a) The aggrieved student or organization shall have the right to present witnesses and documentary evidence that may be pertinent, and to question witnesses offered by other parties. An advisor, who may be an attorney, may accompany the student or organization but the advisor is not allowed to make statements or question witnesses. The University reserves the right to counsel in the event it is deemed necessary by the administration. The five (5) working days hearing date may be extended if the University has to retain counsel.
- b) At least 48 hours before the hearing, the student or organization shall provide the Vice President for Student Life a list of witnesses known by the student or organization who are expected to testify in their behalf. The name of the student or organization's advisor should be also submitted if the advisor is to be present at the hearing.
- c) Upon the request of the party or parties, the University Discipline Appeals Committee shall record the testimony presented at the hearing. A copy of the recording may be obtained from the chair at the expense of the requesting party.
- d) During the hearing, only members of the University Discipline Appeals Committee, the Student Life Officer, the student or organization advisors, and the testifying witness may be present in the hearing room. No witnesses, after testifying, may remain in the hearing room. All persons present at the hearing shall treat the matters discussed therein with confidence.
- e) The hearing shall proceed in the following order unless the University Discipline Appeals Committee should otherwise direct (for good cause).

- 1) The University shall be permitted to make an opening statement.
- 2) The aggrieved student or organization may make an opening statement.
- 3) The University shall introduce its evidence and witnesses, if any. The student or organization, well as members of the committee, shall have the right to question witnesses.
- 4) The aggrieved student or organization shall introduce their evidence and witnesses, if any. The student or organization, the University, as well as members of the committee, shall have the right to question witnesses.
- 5) The University or aggrieved student or organization shall then be confined to rebutting testimony on each side.
- 6) The University shall be permitted to make a closing statement.
- 7) The aggrieved student or organization shall be permitted to make a closing statement.
- f) The University Discipline Appeals Committee, by secret ballot and with the majority vote ruling, shall promptly render a decision. The committee will communicate its decision, in writing, to the Vice President for Student Life. The Vice President for Student Life will communicate the decision of the committee, in writing, to the student or organization within one (1) week of the hearing. When circumstances warrant, a ruling will be announced verbally the day of the hearing. The decision of the University Discipline Appeals Committee is binding.