

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

2012-13
STUDENT HANDBOOK

Angelo Univer



2012-13 ANGELO STATE UNIVERSITY STUDENT HANDBOOK

This Student Handbook is a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning student activities, academic issues, and expected standards of student behavior. The policies, rules and regulations contained in this Student Handbook are subject to change at any time without notice. Students are expected to be familiar with the behavioral expectations contained herein and to conduct themselves in a manner consistent with them.

INTRODUCTION

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

Angelo State University has a responsibility to maintain order within the university community and to discipline those who violate its standards, rules, and/or policies. By enrolling in Angelo State University, each student becomes part of that university community and is expected to share in that responsibility. Students agree to abide by the standards, rules, and/or policies set forth in this Student Handbook, the Undergraduate Catalog, the Graduate Catalog, and other official university publications, as well as the *Texas Education Code*.

Mission of the University

Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

Disciplinary Authority

The authority to enact and enforce regulations of Angelo State University is vested in the Board of Regents of the Texas Tech University System. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor of the Texas Tech University System and/or the President of Angelo State University and any university officials the President may designate. The Office of the Vice President for Student Affairs and Enrollment Management is the principal office for the administration of student discipline, and the Office of Student Life shall implement the student discipline procedures. All references herein to the Chancellor and/or President of Angelo State University, the Vice President for Student Affairs and Enrollment Management, the Executive Director of Student Life, and the Director of Housing and Residential Programs shall be interpreted to include persons designated to act on behalf of these individuals.

Definitions

In this Student Handbook, the following definitions will apply:

1. The term “university” means Angelo State University.
2. The term “student” includes all persons taking courses at the university, either full or part time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered “students.”
3. The term “university official” includes any person employed by Angelo State University while performing assigned administrative or professional responsibilities.
4. The term “member of the university community” includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.
5. The term “university premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks.)
6. The term “student organization” means any number of students who have complied with the formal requirements for university registration.
7. The term “representative” means a university official authorized on a case-by-case basis by the Executive Director of Student Life and/or the Director of Housing and Residential Programs to investigate and resolve alleged violations of the *Code of Student Conduct* and/or residential living policies.
8. The term “discipline body” means any university official or group of officials authorized by the Executive Director of Student Life to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
9. The terms “shall” and “will” are used in the imperative sense and the term “may” is used in the permissive sense.
10. The term “policy” is defined as the written regulations, standards and/or rules of the university as found in, but not limited to, the Student Handbook, Residence Hall Handbook, the Undergraduate Catalog, and the Graduate Catalog.
11. The term “hold” refers to the indicator placed on a student’s official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the university office placing the indicator.
12. The term “in good standing” is defined as a student not currently on academic or disciplinary probation or any level of disciplinary suspension, dismissal, or expulsion from the university.
13. The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organization(s).

GENERAL ACADEMIC POLICIES OF THE UNIVERSITY

A complete listing of university academic policies is available on the Angelo State University Web site at www.angelo.edu/opmanual. These policies are subject to change without notice, and students should refer to these items periodically in order to stay familiar with the most current policies.

Class Attendance

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the university reserves the right to deal at any time with individual cases of non-attendance. An accurate record of attendance for each student must be maintained by the instructor.

In those classes where grades are affected by attendance, information to this effect must be provided in writing at the beginning of each semester. Students have a responsibility of being aware of special attendance regulations where written policies have been distributed to the class by the instructor at the beginning of the semester.

There may be a valid reason for a student's absence from class, such as illness, family emergency, or participation in an authorized university activity, and the instructor should exercise good judgment in determining if there is justification for allowing a student to make up work missed. In classes where students are absent for good cause and the instructor administers a pop test or a daily class assignment, the instructor may choose to allow the student to drop that grade(s) rather than make up the pop test or daily class assignment.

However, by written notice, instructors may place reasonable limitations upon the number and types of assignments and examinations that may be made up or dropped by students for any cause. Also, the manner in which make-up work is administered is to be determined by the instructor.

If a dispute arises between an instructor and a student over absences which cannot be resolved, the student should discuss the problem with the instructor. If the issue cannot be satisfactorily resolved, the student may appeal to the instructor's department chair, academic dean, Provost and Vice President for Academic Affairs, and ultimately, to the President of the university.

Student Absence for Observance of Religious Holy Day

"Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under this policy may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Class Absences and Emergency Notification

The Office of Student Life (University Center Garden Level, (325) 942-2191) can assist in notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occurs when the student is absent or will be absent for three (3) or more consecutive days. It is always the student's responsibility for missed class assignments and/or course work during his/her absence. The student is encouraged to contact the faculty member immediately regarding absences and to provide verification afterwards. In regard to absences during the week of final exams, the Office of Student Life will assist with notification. However, due to the nature of schedules during final exams, the student should be aware that communication with the faculty members regarding absences may be limited.

All notification is provided as a courtesy. The notification from the Office of Student Life does not excuse a student from class, assignments, and/or any other course requirements. The faculty member has the final authority on excusing absences and/or allowing make-up work.

Schedule Changes

The process of adding and dropping a course is initiated in the Registrar's Office.

1. Adding Courses

Courses may be added during registration periods as specified in the university calendar.

2. Dropping Courses

- a. Courses may be dropped during the registration period and no grade will be given. Such courses will not be listed on the student's permanent record.
- b. A student withdrawing from a course after the registration period, but prior to the deadline published in the university's calendar, will receive a "W" or "QW" grade in the course.
- c. A student dropping a course after the specified deadline will receive a grade of "F." Ceasing to attend class does not constitute a formal course drop, and failure to drop a course properly will result in a failing grade in the course.

Withdrawal from the University

An application for withdrawal from the university must be initiated in the Office of the Registrar, Room 200 Hardeman Building.

1. A student is not officially withdrawn until:

- a. The withdrawal form has been completed,
- b. The approval of each of the appropriate university offices has been received,
- c. All drop slips have been received, and
- d. The form has been returned for approval to the Registrar's Office.

2. The student who fails to withdraw officially will receive a grade of “F” in all courses in progress.

Grade Grievances

The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA) guidelines, the faculty member’s grade determination is final.

1. Initiating a Grievance with the Faculty Member
Students having a grievance concerning a grade in a course of study should make every attempt to resolve the issue with the faculty member who has assigned the grade. Faculty members should listen to the concerns of the student, discuss and, if appropriate, negotiate resolution of the grade assigned to the student.
2. Appeal to the Department Chair
 - a. Should a student be unable to resolve the grievance with the faculty member (either because no resolution was reached with the faculty member, or because the faculty member is on leave or not returning to the university), the student may appeal to the department chair.
 - b. If the faculty member in question is the department chair, the student should request that the dean of the college appoint a faculty committee to review the grievance.
 - c. If the faculty member in question is the dean of the college, the department chair will still be the second level of appeal. If the dean is also the department chair, the student may request the Provost and Vice President for Academic Affairs to appoint a faculty committee to review the grievance.
 - d. The student must present a written statement and provide compelling evidence (examinations, papers, etc.) that demonstrate why the grade should be changed. If evidence is not available, the student should explain that in the written statement.
 - e. This written grievance must be presented no later than 30 days from the beginning of the next semester following the semester or term when the grade was assigned as long as the faculty member assigning the grade is on campus that semester or summer term.
 - f. If the faculty member assigning the grade is not on campus that following semester or term, but will be teaching on campus within the next three months, the complaint may wait until 30 days into the first semester the faculty member returns to campus.
 - g. The department chair (or a committee appointed by the department chair or dean) will review the grievance and present a written decision to the student and the faculty member within 45 days of the beginning of the semester.
 - h. Either the faculty member or the student may appeal the decision rendered at this level.

3. Appeal to the College
 - a. If the student or the faculty member wishes to pursue the grievance further, the student (or faculty member) must present the written request to the dean of the college in which the course is taught within 30 days of the departmental decision. This procedure is to be followed even if the dean of the college is the faculty member in question.
 - b. The dean will appoint an ad hoc grievance committee from the college to review the case. If the dean of the college is the faculty member in question, one of the deans from the other colleges of the university will appoint a faculty committee (consisting of tenured faculty) from the college in which the course is taught to serve as the ad hoc committee. One member of the ad hoc committee will be from the department where the disputed grade originated.
 - c. The committee will be provided the student's written statement and evidence as well as the written report of the department chair and faculty member.
 - d. The committee may conduct a hearing where the student and the faculty member may present information about the grievance.
 - e. The committee will issue a written decision on the grievance to the dean of the college with copies to the student and faculty member.
 - f. The decision of the committee is final, and there is no further appeal through university channels.

STUDENT RECORDS

Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. Section 1232g) protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act grants students:

1. The right to inspect and review their education records within 45 days of the day Angelo State University receives a request for access. Students should submit to the registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Angelo State University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Angelo State University decides not to amend the record as requested by the student, Angelo State University will notify the student of the decision and advise the student of his or her right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Angelo State University to comply with the requirements of FERPA.

Prior to the disclosure of any personally identifiable information other than directory information, except as allowed by the regulations, the university must obtain the written consent of the student and then must maintain a record of the disclosure. The categories included as directory information at Angelo State University which routinely will be made public upon request or published in appropriate university publications are:

The student's name, local and permanent mailing address, photograph, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, and previous educational agency or institutions attended.

Students who desire that their directory information not be released must submit a written request to the Registrar's Office during the first twelve class days of the fall or spring semester or the first four class days of the summer terms. Forms for submitting the written request to withhold directory information are available in the Registrar's Office.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 provides that students be apprised of the location of their educational records and the administrator responsible for their maintenance. Angelo State University forwards educational records to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

Educational Records

The university will protect the confidentiality of student records by building in faculty and administrative offices the necessary safeguards against improper disclosure. The university shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes. The educational records of a student will be made available upon the request of authorized university personnel or the student involved.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of information contained in these records. Letters of inquiry regarding educational records should be addressed to the appropriate administrative officer, ASU Station, San Angelo, Texas 76909.

Angelo State University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

Location of Student Records

Office of Academic Affairs

Provost and Vice President for Academic AffairsAD 204
Vice Provost for Academic AffairsAD 204

College of Business

Dean of the College of Business RAS 262
Department of Accounting, Economics, and Finance RAS 258
Department of Aerospace Studies RAS 227
Department of Management and Marketing RAS 212
Department of Security Studies and Criminal Justice HAR 202

College of Education

Dean of the College of Education CARR 104
Department of Curriculum and Instruction CARR 154
Department of Teacher Education CARR 145

College of Graduate StudiesAD 109

College of Arts and Sciences

Dean of the College of Arts and Sciences CARR 146
Department of Agriculture VIN 212
Department of Art and Music CARR 139
Department of Biology CAV 101
Department of Chemistry and Biochemistry CAV 102B
Department of Communication, Mass Media and Theatre LIB B308
Department of English and Modern Languages A 010
Department of History A 210
Department of Mathematics and Computer Science MCS 220A
Department of Physics and Geosciences VIN 115

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

College of Health and Human Services

Dean of the College of Health and Human Services VIN 175
Department of Kinesiology..... CHP 109
Department of Nursing and Rehabilitation SciencesVIN 164
Department of Psychology, Sociology and Social Work..... A 204B

Administrative Staff

Athletic Director Junell Center 226
(Academic, Athletic, and Health Records of Student Athletes)
Chief of University PoliceReidy Bldg.
(Incident reports, police investigations)
Clinic Director (Medical Records).....University Clinic
Director of Recruitment Services and Admissions.....HAR 201
(Admissions Files)
Director of Career Development (Career Files)..... Houston Harte University Center
Director of Counseling Services (Counseling Records).....University Clinic
Director of Financial Aid (Financial Aid and Scholarship Records)..... HAR 100
Director of Registrar Services HAR 200
(Permanent Academic Record Files and Veterans Administration Files)
Director of Housing and Residential Programs (Housing Records).....West Annex
Coordinator for Student Organizations (Student Organization Records)UC 001
Executive Director of Student Life.....UC 001
(Discipline, Academic Integrity, and Disability Records)

UNIVERSITY POLICIES AND REGULATIONS

University policies, rules, and regulations relating to Angelo State University students are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the university.

Specific university policies, rules, and regulations governing student conduct adopted by the Board of Regents and the administration of Angelo State University are provided below. It is the responsibility of each student to become informed regarding these policies, rules, and regulations, and to abide by them at all times.

Alcoholic Beverage Regulation

This regulation applies to all individuals, including students, faculty, staff and visitors present on property owned, leased or otherwise under the control of Angelo State University. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property under the control of Angelo State University is prohibited except as expressly permitted by this regulation.

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, the Houston Harte University Center, the University Lake Facility and all residence halls and apartments except as specifically authorized in this regulation.

The possession or use of alcoholic beverages is permitted in the individual apartments of Vanderventer Apartments provided all of the student residents of the individual apartment are 21 years of age or older. The possession or use of alcoholic beverages is also permitted by individuals 21 years of age or older on university property leased or otherwise made available on a long-term basis to a firm or association. However, alcoholic beverages shall not be purchased for, provided or given to, or knowingly be made available to any person under 21 years of age in the facilities covered by this paragraph except as expressly authorized by the Texas Alcoholic Beverage Code. University-funded student organizations may not sponsor events and/or activities open to the general public where alcoholic beverages are consumed.

Students, faculty, and staff who violate the provisions of this regulation are subject to discipline under applicable university procedures. University officials also have the authority to remove from property under university control any individual who violates this regulation. Individuals violating this regulation may also be subject to prosecution for violation of a university regulation.

Anti-Discrimination Policy

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

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion from the University.

A. Definitions

1. Discriminatory Harassment

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

2. Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, or creates an intimidating, hostile, or demeaning environment of such a severe and pervasive nature as to interfere with an

individual's (i) academic pursuits, (ii) university employment, (iii) participation in activities sponsored by the university or organizations related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Title IX Investigator, the Executive Director of Student Life, University Center Garden Level, (325) 942-2191. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Angelo State University Office of Human Resources, East Office Annex, (325) 942-2168.

C. Office of Civil Rights Complaints

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

D. Non-Retaliation

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

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Angelo State University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual amorous or sexual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Executive Director of Student Life.

G. Dissemination of Discriminatory and Sexual Harassment Information

Angelo State University provides educational programs on discriminatory and sexual harassment via the Student Life Office, the Student Counseling Center, and the Office of Housing and Residential Programs. Victim resources and services are available in the Student Life Office, the Student Counseling Center, the University Police, the Student Health Clinic, the Office of Housing and Residential Programs, and other campus offices and distribution locations.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in this Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While potentially inappropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. All grievance investigations and procedures will be non-adversarial in nature. The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student is also the subject of a pending criminal investigation, indictment, or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. These procedures are entirely administrative in nature and are not considered legal proceedings.

5. The filing of a grievance shall not affect the ability of Angelo State University to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

I. General Grievance Policy

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below.

a. Discriminatory Harassment

Students with grievances related to discrimination in the educational environment on the basis of race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook sections on the Anti-Discrimination Policy and the Grievance Procedures. Students complaining of discrimination in their employment capacity should proceed directly to the ASU Office of Human Resources, West Office Annex, (325) 942-2168.

b. Sexual Harassment

Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Title IX Investigator for Students is the Executive Director of Student Life, University Center Garden Level, (325) 942-2191. Students with concerns about sexual harassment in the educational environment should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. Students complaining of sexual harassment in their employment capacity should proceed directly to the Human Resources Office, West Office Annex, (325) 942-2168.

c. Students with Disabilities

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. The grievance process would include the Executive Director of Student Life. Any students seeking remedy on the basis of a disability must register as a disabled student with Office of Student Life and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by the Office of Student Life may appeal the decision to the Vice President for Student Affairs and Enrollment Management, Room 112 University Center.

d. Employment

A student wishing to pursue a grievance concerning employment with the university and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Human Resources.

J. Procedures for Reporting a Grievance

1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect with the assistance of the Office of Student Life. A student is not required to contact the person involved if doing so is impracticable, if the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

A student may also consult with the Executive Director of Student Life to determine if he/she wishes to file a formal grievance. Although the Executive Director of Student Life Students will undertake no official action on behalf of the student without a signed complaint filed with the office, the Executive Director of Student Life may notify key personnel with a need to know about the allegation. However, other action may be taken by Angelo State University as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of Angelo State University's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Student Life website to the Executive Director of Student Life Office within 30 business days from the date of the action giving rise to the grievance or within 30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the Executive Director of Student Life, the grievance should be presented to the Vice President for Student Affairs and Enrollment Management.

A written grievance shall contain:

- a) A clear and concise statement of the grievance;
 - b) The date the incident(s) took place;
 - c) The name and contact information (if possible) of any witnesses or participants;
 - d) The specific resolution sought by the student; and
 - e) Additional relevant information to be considered in support of the grievance.
 - f) Any changes to the grievance must be in writing.
3. Only one subject matter shall be covered in any one grievance.
 4. Upon receipt of a signed grievance, an investigation will be initiated by the Executive Director of Student Life or designee and the appropriate vice president will be notified that a grievance has been filed.

5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Executive Director of Student Life. The Office of Human Resources or other administrators may be consulted to assist with the investigation.
6. After the investigation is complete, the Executive Director of Student Life will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate vice president.
7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with the Code of Student Conduct and may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Office of Human Resources.
8. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive error) occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the written request for reconsideration; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Vice President for Student Affairs and Enrollment Management within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Vice President for Student Affairs and Enrollment Management.
9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Executive Director of Student Life at the time the disciplinary action is implemented.
10. At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the Executive Director of Student Life. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student should contact the Executive Director of Student Life and/or file a grievance for retaliation.

Billboards

No billboards or signs supported by posts may be erected on the campus except on occasions and in locations approved in writing by the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities).

Distributing and Posting Printed Material

1. Only individuals affiliated with the university (i.e., students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law.
2. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide student identification upon request.
3. The distribution and posting of printed material in on-campus residential facilities is governed by policies adopted by the Department of Housing and Residential Programs.
4. Solicitation and advertising materials must conform with policies established by the university.
5. Student election campaign literature must conform with the procedures outlined by the Student Election Committee of the Student Government Association.
6. Distribution activities that result in the need to utilize university personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party.
7. Printed materials, such as handbills, leaflets, coupons, etc., may not be placed on vehicles parked in university parking lots or on vehicles in motion without permission of the vehicle owners.
8. Printed materials shall not violate any local, state, or federal law.
9. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
10. Registered student organizations and university departments are allowed to hang banners within the Houston Harte University Center as permitted by the Executive Director of Business Services.
11. Posters, signs, and announcements may be displayed only on university announcement bulletin boards specifically designated for use by students and registered student organizations. The university announcement bulletin boards may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically to remove outdated postings. A list of designated university announcement boards is maintained in the Center for Student Involvement.
 - a. Posters, signs, and announcements shall not exceed a maximum size of 18" x 24".
 - b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs.
 - c. Posters, signs, and announcements shall not violate any local, state, or federal law.
 - d. Bulletin boards belonging to academic and administrative departments are for official university use only. Posters, signs, and announcements may not be displayed on these bulletin boards without the consent of the appropriate department.
 - e. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

Distribution Policy

The distribution of literature, publications, books, flyers, handouts, and other forms of advertising media on the campus of Angelo State University by individuals and organizations, other than students, faculty, staff and organizations consisting solely of members of one or more of these classes of individuals, is subject to the Freedom of Expression policy adopted by Angelo State University.

No materials that include “fighting words” expressions, obscenities, vulgarities, libel, slander, expressions that are an incitement to imminent lawlessness, or impermissible solicitation can be distributed.

Electronic Communication Policy

Because of the ever-increasing need for faster and more effective communication to conduct official business more efficiently with students and other members of the ASU community, certain electronic communication standards must be set by the university.

As a result, the university designates RamPort, the ASU Portal, as the primary vehicle for disseminating information internally to the campus in general and collectively to persons with common roles or groups. The primary electronic vehicle for individual communication for both official and general business will be electronic mail (e-mail), which may be accessed through RamPort or other means using a standardized e-mail address determined by the university.

RamPort

RamPort is jointly managed by various departments contributing to their specific channels within the portal under the overall supervision of the Office of Communications and Marketing and the Office of Information Technology. Those offices have authority to supervise and modify all channels to ensure that they follow all applicable university policies and procedures and that they put forward a positive image of and for the university to various constituents including but not limited to students, faculty, staff, prospects, alumni and others.

Guidelines for the use, implementation and look of RamPort are maintained under the direction of the supervising departments, which can make policy recommendations for ultimate approval by the university administration.

Electronic Mail (e-mail)

E-mail, like postal mail, is not a public forum but a mechanism for official university communication to students and selected ASU constituencies. An ASU e-mail address is assigned to current students as well as faculty and staff. That e-mail address is their required address for official electronic communication from the university. No other e-mail addresses may be substituted for the university’s assigned e-mail address. As ASU e-mail is maintained on a state-owned network, all e-mail communications are subject to the provisions of the Texas

Public Information Act. Consequently, users should not assume a right of privacy.

Emergency Notification System (**ASUAlert**)

ASUAlert allows the university to contact students, faculty, staff and emergency staff in the community in the event of an emergency by sending messages via:

- Voice message
- E-mail
- Text message

The system will only be used for emergencies such as:

- Campus closings or delays
- Building emergencies
- Potential life-threatening situations
- Extreme weather conditions

Individuals desiring to receive **ASUAlert** messages must register for this service. There is no university-assessed fee for **ASUAlert**. Students register by submitting ASUAlert contact information in RamPort by going to the Self-Service channel in the Student Services tab and clicking "Edit ASUAlert Contacts."

Summary

The electronic communications policy is adopted to ensure that all students and ASU constituencies have access to university-related information in a timely manner, utilizing a standardized methodology that serves the needs of both the university and its various constituencies.

Erection of Structures

Structures may be erected on the campus only in areas designated for that purpose. Permission for the erection of structures in approved areas must be obtained in writing from the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities).

Freedom of Expression Activities

The open exchange of information, opinions, and ideas between students is an essential element of the campus educational experience. These regulations are intended to protect the interests of all students as well as other members of the Angelo State University community. These regulations presume that students are generally free to engage in freedom of expression activities in those outdoor areas of the campus that are common and accessible to all students, such as park-like areas and sidewalks, without the need of prior approval of the university.

For the purposes of these regulations, the phrase "freedom of expression activities" means those activities that involve public orations, rallies, demonstrations, etc.,

where the speaker is seeking a public forum for the expression of opinions and ideas. These regulations are not intended to limit or govern private speech that occurs in a social setting among students in campus areas such as residence halls, food service facilities, student lounges and gathering areas, classrooms, etc. In addition, these regulations do not cover activities that are part of a university-sponsored event, such as persons brought to the campus by a university department or program for the expressed purpose of presenting their opinions and ideas.

The Angelo State University campus is an open campus for the purposes of student freedom of expression activities. Students are encouraged, and persons and groups not affiliated with the university are required, to use the free speech area(s) of the campus for such activities. Requests to use the free speech area must be submitted to the Executive Director of Student Life. Reservations are assigned on a first-come first-served basis.

The free speech area on the Angelo State University campus is the student gathering area located between the Porter Henderson Library and the Houston Harte University Center. Additional free speech areas may be designated at any time by the university.

In order to maintain an orderly flow of activity on the campus, the Executive Director of Student Life, or his/her designee, is charged with the responsibility of overseeing freedom of expression activities on the campus and for monitoring compliance with university regulations. A decision by the Executive Director of Student Life to require a student or group of students to relocate, curtail, or cease their activities may be appealed to the Vice President for Student Affairs and Enrollment Management.

Non-university persons or groups who violate university regulations are subject to removal from university property, as determined by the Executive Director of Student Life or his/her designee. A decision to remove a non-university person or group from university property may be appealed to the Vice President for Student Affairs and Enrollment Management.

Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:

1. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
2. The activity substantially interferes with either vehicular or pedestrian traffic;
3. The activity blocks the ingress to or the egress from buildings;
4. The space is not available due to a prior reservation;
5. The activity conflicts with a previously planned university activity;
6. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
7. The activity presents an unreasonable danger to the health or safety of the participant(s) or other individuals;
8. The activity is prohibited by local, state, or federal law; or
9. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on the campus.

Students engaged in freedom of expression activities may be subject to disciplinary action under the *Code of Student Conduct* for the following actions:

1. Activities that are illegal;
2. Activities that deny the rights of other students, faculty and staff of Angelo State University;
3. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities;
4. Activities that deny the use of offices or other facilities by students, faculty, staff, or guests of Angelo State University;
5. Activities that threaten or endanger the health or safety of any person on the university campus;
6. Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law;
7. Activities that result in damage to or destruction of university property; and
8. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.

Identification Cards

The official Angelo State University ID card, the ASU OneCard, is the key to accessing services throughout the campus and also serves as the campus meal card for students who have purchased a meal plan. The first card is issued at no charge and there is a \$20.00 fee to replace lost or stolen cards. Students should carry the ASU OneCard with them at all times in order to provide evidence of their student status.

The ASU OneCard is for the individual use of the cardholder and may not be loaned to anyone else. Persons found to have violated this policy are subject to university disciplinary action. For more information about the features of the ASU OneCard, students should visit the website at www.angelo.edu/services/asuone.

Involuntary Withdrawals

Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

Statement of Principle

When it is determined that a student poses a direct threat to the health or safety of the student or others and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, the student may be involuntarily withdrawn from the university.

General Procedure

- a. Notice regarding students who may be direct threats (both self-report and third-party reports) should be made to the Executive Director of Student Life or designee.

“Direct threat” means there is a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm to the student and/or others based on observation of a student’s conduct, actions, and statements.

- b. The Executive Director of Student Life will review the information available including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student’s voluntary compliance with medical or counseling assistance.
- c. If it is determined that there is credible evidence to believe that a direct threat may exist, the Executive Director of Student Life will immediately schedule a meeting with the student to inform the student of the university’s concern and to inform the student that an individualized, objective assessment will be conducted within two university business days in order to determine whether the student poses a direct threat to him/herself or others and that the results of the assessment will be used as a basis for a decision concerning the student’s eligibility to continue as a student at Angelo State University. Notice of the initial meeting will be sent via appropriate communication channels including U.S. mail, telephone messages, and to the student’s university e-mail account.

The meeting with the Executive Director of Student Life may include, but is not limited to, the discussion of:

- Involvement of parents or significant others;
 - Academic progress;
 - Living arrangements;
 - Previously granted accommodations;
 - Confidentiality waivers;
 - Other possible accommodations, care and support resources including medical or counseling assistance;
 - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines; and
 - The option to withdraw voluntarily from the university.
- d. Angelo State University recognizes the rights of any student engaged in this process to due process protections and to present information helpful to his/her case. However, should a student choose not to participate in the required assessment process by refusing to answer questions during the assessment interview or by failing to appear for scheduled meetings, the university has the right to continue with the process based on the information available.

Interim Suspensions

During the involuntary withdrawal process, if the Executive Director of Student Life determines that there is substantial credible evidence that, even in advance of the formal psychological assessment, an immediate direct threat exists to the student or others and that the continued presence of the student poses an unreasonable risk to the safety of others on the campus, the student may be temporarily suspended from the university in accordance with established university procedures pending a final decision on the involuntary withdrawal or other disciplinary action. During an interim suspension, the student may not attend classes, use university facilities and/or resources (except those expressly permitted by the Executive Director of Student Life), and may not be on campus until the proceedings have been concluded. If the student needs to return to campus, the visit must be coordinated through the Executive Director of Student Life and the Angelo State University Police Department.

Involuntary Withdrawal Assessment

- a. An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the university.
- b. The assessment will be based on reasonable medical and psychological judgment using the best available objective information to assess the student's ability to safely participate in the university's programs and function in a university setting. The assessment will be in the form of a written report containing the findings and recommendations of the professionals performing the assessment.
- c. Within two university business days from the initial meeting, the student will be scheduled for an assessment with a medical doctor from the University Clinic and a counselor from the Student Counseling Center.
- d. The student may provide information from other medical professionals as part of the assessment.
- e. The assessment will determine:
 - (1) The nature, duration, and severity of the risk;
 - (2) The probability that the potentially threatening injury will actually occur; and
 - (3) Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

Processing the Assessment Report

- a. The assessment report will be forwarded to the Executive Director of Student Life who will convene a hearing with the student and the evaluators to review the report and its findings.
- b. The hearing will be scheduled by the Executive Director of Student Life Office within two university business days of the receipt of the individualized

assessment. The student will be provided the information to be considered at the hearing by the Executive Director of Student Life Office in advance of the hearing. The student may elect to attend and present information on his or her behalf. The student may be accompanied by one or more advisors.

- c. Following the hearing, the Executive Director of Student Life will determine one of the following:
- The student may remain enrolled at the university with no restrictions;
 - The student may remain enrolled at the university subject to specific conditions and/or restrictions; or
 - The student should be involuntarily withdrawn from the university upon a specific date.

Appeals Process

The student may appeal the decision of the Executive Director of Student Life by submitting a written appeal to the Vice President for Student Affairs and Enrollment Management within two university business days. The student will be notified in writing of the final decision within two university working days of receipt of the appeal.

Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use university facilities, must vacate university housing within 24 hours and may not return to campus unless approved by the Executive Director of Student Life. Referrals will be made for the student upon request to appropriate community resources; i.e., medical care and housing. The student may be entitled to refunds of tuition, fees, and room and board charges as a result of the involuntary withdrawal based on established university schedules and procedures. A registration hold will be placed on the student's record, limiting any subsequent registration until approval is given by the Executive Director of Student Life.

Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Executive Director of Student Life for review. Documentation may include, but it is not limited to, a current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. Documentation and a request for reenrollment must be submitted at least 30 days prior to the beginning of the desired enrollment period. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting established university admission deadlines and requirements.

Placing of Banners or Signs on Buildings

No banners or signs are to be placed on vehicles or buildings or suspended between structures on the campus without the written approval of the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities). Nothing may be painted on the sidewalks or on the walls of university buildings.

Privacy of Student-Occupied Units

The privacy of student residential units in university housing shall be respected, and a unit will not be entered without knocking. In the absence of occupants, units may be entered by authorized university personnel for routine inventory, maintenance or repair, and health or safety inspections. Authorized university personnel may conduct a search of a student residential unit to determine compliance with university policies, or federal, state, and local law where there is reasonable probable cause to believe that a violation has occurred or is taking place.

As routine procedure, personal belongings of students will not be searched. However, in situations where there is reasonable cause to believe that a violation of university policies, or federal, state, or local law has occurred or is taking place, the student may be asked to open all drawers, luggage, or other personal possessions during a search. In situations involving a violation of state or federal law, if the student chooses not to assist in this manner, the University Police Department may be requested to obtain a search warrant for this purpose.

In an emergency, it may be neither safe nor possible to follow the above procedures regarding search of personal belongings. These exceptions will be rare and will include only situations where, in the judgment of the Director of Housing and Residential Programs or his/her designated representative, an immediate danger to the safety of the building and/or its occupants exists.

Solicitation

Solicitation of students or groups for the purpose of selling merchandise or services or obtaining contributions on campus or off campus by registered university organizations is subject to written authorization by the Executive Director of Student Life.

All proceeds from sales must be used toward fulfilling the purposes of the soliciting organization. Requests for authorization to solicit must be made through the Executive Director of Student Life at least three days prior to the event.

Student Dress on Campus

The university assumes that the ASU student is a professional person, cognizant of common standards of decency in the determination of acceptable wearing apparel. The student's mode of dress is considered to be a matter of personal taste as long as common standards of decency are followed.

Common standards of decency imply a recognition of the social obligation to the university community and the responsibility to dress in a manner that will not distract from the academic atmosphere of the library, classrooms, and other facilities. Dress standards require that students wear shoes and be appropriately clothed at all times in academic buildings, library, cafeterias, and all other public buildings.

Any additional ad hoc requirements for ASU functions are reserved for determination by the sponsoring organization.

Use of Advertising Media

Only official university academic and administrative departments and registered student organizations may represent themselves as associated with Angelo State University in any advertising, publicity or promotional purpose.

UNIVERSITY HONOR CODE

Student Academic Honor Code Statement

Angelo State University students shall maintain complete honesty and integrity in their academic pursuits.

Academic Honor Code

The Academic Honor Code describes expected academic behavior of both faculty and students. It consists of an agreement between the student and the academic community to foster academic integrity, to value student educational goals, and to maintain the positive academic reputation of Angelo State University. The specific goals of the code are to understand clearly regulations involving academic integrity and the disciplinary consequences of failing to adhere to the Academic Honor Code and to maintain an environment in which students and faculty are free to express concerns related to the academic integrity of their work.

Student Responsibility

It is the responsibility of every student at Angelo State University to ensure that this code of conduct is adhered to, and it is the student's responsibility to report violations of academic dishonesty to the appropriate faculty member. Therefore, students are expected to familiarize themselves with the Academic Honor Code as well as the individual academic requirements and stipulations for each course. This includes carefully reading the *Angelo State University Student Handbook*, reading the syllabus of each course and asking for clarification of any ambiguous aspect of the syllabus. In the event that a student has any question concerning academic integrity or the actions of another student, it is the student's obligation to bring the matter to the attention of the appropriate faculty member. If the student cannot resolve the issue at the level of the course instructor, then the student should bring the matter to the attention of the faculty member's department chair.

Faculty Responsibility

The Academic Honor Code is a code of conduct for both students and faculty. Each faculty member should strive to create an environment in which academic honesty and personal ethics are held in the highest regard. In a case of suspected academic dishonesty, the faculty member must protect the student's privacy. Faculty should work to:

1. Develop a course syllabus that clearly outlines course expectations. At minimum, the syllabus should direct students to review the Academic Honor Code.
2. Clearly document any penalized violation of Academic Integrity, with the records kept at the Student Life Office separate from any other student records.

The faculty member may take any or all of the following actions in a case of academic dishonesty:

1. F on the work;
2. F in the course;
3. Report the student to the department chair;
4. Refer the case to the Academic Integrity Committee.

Revisions to the Academic Honor Code

Suggested changes to the Academic Honor Code shall be forwarded to the Academic Integrity Committee for review. If the committee approves these changes, they will be made according to the approved procedure for revision of university academic policy.

Procedures

Academic Integrity

Angelo State University "expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom." Academic integrity means the student does his or her own academic work, unless the instructor explicitly permits collaboration. Academic work that was developed through collaboration or academic references must clearly indicate the location and author of the original source, and students may not fabricate or represent academic work involving data collection and analysis as original work if obtained from a secondary source. "The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to," the information listed below.

1. Plagiarism

Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

2. Cheating

There are many different forms of cheating, but they all involve achieving an unfair advantage in academic work. Examples of cheating may include, but are not limited to, the following:

- a. Use, during an examination or quiz, of any electronic device programmed with formulas or course information the student is supposed to know;
- b. Copying answers from another individual's test, homework assignment or laboratory manual;
- c. Using notes or any other prohibited source of information not allowed to be used during an examination or quiz;
- d. Collaborating with others on an assignment that is not specified to be worked on either by collaboration or in a class group;
- e. Incorporating the ideas or criticisms of another individual into the body of a work that substantially changes the nature of the work without properly acknowledging the contributor. This may include asking somebody to help rewrite a paper that the student originally wrote;
- f. Having another individual take an examination for you;
- g. Changing an answer on a test that has already been graded and requesting a correction from the instructor;
- h. Participation in any activity or action that affords an unfair academic advantage to a student;
- i. Deliberate acts which limit the ability of a student to perform to the best of the student's ability in a course (destroying lecture notes, removing batteries from a calculator, removing an assignment that has been turned in to the instructor);
- j. Using all or part of any work developed or produced for credit in one course for credit in a different course without the instructor's approval;
- k. Assisting another student to be academically dishonest.

3. Fabrication

Fabrication involves, but is not limited to, the presentation of data that was never collected. This may also involve the manipulation of another individual's data to hide its original source.

4. Misrepresentation

Misrepresentation involves the deliberate act of presenting an idea with the intention of deceiving or being unfair. Examples of misrepresentation may include, but are not limited to, the following:

- a. Manipulating figures or statistics to support an idea or hypothesis with the foreknowledge that what they are representing is incorrect;
- b. Lying to an instructor in order to achieve a higher grade or special consideration. This may include lying about an illness in the family or the time that an assignment was turned in for corrections;
- c. Lying about or distorting facts when confronted with or reporting allegations of academic dishonesty or when appealing a grade in a course.

5. Conspiracy

In the context of academic honesty, conspiracy involves a deliberate collaborative effort to change the evaluation process in a course. Examples of academic conspiracy may include, but are not limited to, the following:

- a. Getting students to agree to not show up to a course on a particular day;
- b. Agreeing to do poorly on a test or test question in order to influence the curve distribution in a course;
- c. Limiting student access to electronic files placed in the library or on selected computers on campus through a coordinated effort;
- d. Manipulating the evaluation of an instructor or student in a course;
- e. Mutual cooperation that provides an unfair advantage or disadvantage to an individual or group;
- f. Offering bribes in exchange for a better grade in a course.

6. Misuse of Library Materials (in any format)

This primarily involves, but is not limited to, limiting other students' access to library material, such as deliberately misplacing library materials to prevent other students from locating them or removing materials from the library without authorization. This may also involve, but is not limited to, the destruction of library resource materials in order to make them unavailable for use by other students in a class. Students should adhere to the "Library Code of Conduct." (<http://www.angelo.edu/services/library/policies/ppm11.html>)

7. Misuse of Technology

Deliberate misuse of technology to gain an academic advantage. Students should adhere to OP 44.00 **Information Technology Operating and Security Policy/Procedures** found at: <http://www.angelo.edu/opmanual/index.html#44>.

8. Disciplinary Procedures for Academic Dishonesty

- a. All academic dishonesty cases must be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair or the department chair's designee; however, it is the student's ultimate responsibility to know his/her rights to appeal. The student must appeal the faculty member's decision within five business days. The department chair or designee will review the appeal and make his/her ruling in writing. The department chair will notify his or her

academic dean and the department chair will file a copy of the ruling with the Executive Director of Student Life. The student or faculty member then has the right to appeal to the Academic Integrity Committee. The appeal must be within five business days, and the appeal must be written. The parties involved will be given at least five business days' notice as to the date, time, and location of the hearing. The hearing shall be conducted in accordance with the procedures adopted by the university that assure both parties the following minimal rights:

- (1) Although all involved parties should be present for the hearing to proceed, the hearing may proceed notwithstanding any party's failure to appear, provided he or she has been given proper notice of the hearing.
- (2) Each party shall have the right to present evidence and each party shall have the right to be assisted by counsel of choice; however, the parties directly involved must present the evidence and ask questions.
- (3) The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

b. Disciplinary Process

The Academic Integrity Committee shall review any allegations of academic dishonesty that cannot be resolved at the level of the appropriate department chair, and the committee can make recommendations to the student, faculty, and administrators. The committee will have a standing meeting day and time. The Academic Integrity Committee shall render a decision within five business days of the hearing and shall, if necessary, make a recommendation to the Vice President for Student Affairs and Enrollment Management. After reviewing the available information and recommendations, the Vice President for Student Affairs and Enrollment Management will notify both parties of his/her decision. The decision of the Vice President for Student Affairs and Enrollment Management will be final. The recommendation from the Academic Integrity Committee can include, but is not limited to, the following:

- (1) Determine no violation occurred.
- (2) Upholding the department chair's ruling.
- (3) Ineligibility for election to student office for a specified period of time.
- (4) Removal from student organization office for a specified period of time.
- (5) Loss of or ineligibility for a student grant, loan, or scholarship.
- (6) Denial or non-recognition of a degree.
- (7) Suspension from the university for a specified period of time. During suspension, a student shall not attend classes or participate in any university campus activities.
- (8) Dismissal for an indefinite period of time.
- (9) Expulsion without possibility of readmission.
- (10) Additional penalties are listed in the *Code of Student Conduct*.

c. Academic Integrity Committee

The Academic Integrity Committee shall be comprised of nine members, including four members appointed by the Faculty Senate and five members appointed by the Student Senate. All appointments will be for one-year terms and each body should strive to represent each college. Each year the committee will elect a chair from the student appointees and a vice chair from the faculty appointees. During an appeal to the Academic Integrity Committee, the hearing committee will consist of five members of the Academic Integrity Committee. This committee will consist of two faculty and three student members. This hearing committee should strive for equal representation of colleges and schools. The committee will vote by anonymous, written ballot, and the chair of the committee will only vote in order to break a tie. In addition, the Executive Director of Student Life or an appointed representative will serve as an advisory, non-voting, member of the Academic Integrity Committee, providing necessary advice and ensuring that the proper procedures are followed at all times. This representative will serve as a resource for any party involved in the appeal. The Executive Director of Student Life will be charged with proper training of committee members. Responsibilities of the Academic Integrity Committee include, but are not limited to, the following:

- (1) Helping students and faculty resolve disputes or questions concerning academic integrity;
- (2) Maintaining confidentiality regarding issues discussed by the committee;
- (3) Providing information to the ASU community of the Honor Code and proper academic conduct;
- (4) Reviewing suggested changes to the Honor Code to reflect recent developments in technology or academic honesty.

CODE OF STUDENT CONDUCT

Acquaintance with Policies, Rules, and Regulations

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the university, copies of which shall be available to each student for review online and/or at various locations on the campus. Students are also expected to comply with all federal and state laws.

Student Misconduct

Each student is expected to act in a manner consistent with the university's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the university or on the educational process. No person or group of persons acting in concert may willfully violate the following rules. Specific examples of misconduct or attempted misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

1. Alcoholic Beverages

Possessing and/or using, without authorization according to the university policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.

2. Narcotics or Drugs

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
- b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state and/or local law.
- c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.

3. Academic Dishonesty

See "University Honor Code" in this Student Handbook.

4. Firearms, Weapons, and Explosives

- a. Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property.

- b. Unauthorized possession, ignition, or detonation, on university property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.
5. Theft, Damage, or Unauthorized Use
- a. Attempted or actual theft of property or services of the university, other university students, other members of the university community, or campus visitors.
 - b. Possession of property known to be stolen or belonging to another person without the owner's permission.
 - c. Attempted or actual damage to property owned or leased by the university, by other university students, other members of the university community, or campus visitors.
 - d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, ASU OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.
 - e. Alteration, forgery or misrepresentation of any form of identification.
 - f. Possession or use of any form of false identification.
6. Actions Against Members of the University Community and Others
- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical assault, physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
 - b. Intentional or reckless conduct which endangers the health or safety of self or others.
 - c. Behavior that disrupts the normal operation of the university, including its students, faculty and/or staff.
7. Sexual Misconduct
- a. Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment interfering with the victim's ability to realize the intended benefits of the university's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature and includes, but is not limited to:
 - (1) Deliberate touching of another's sexual parts without consent.
 - (2) Deliberate sexual invasion of another without consent.
 - (3) Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
 - (4) Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits (II) university employment, (III) participation in activities

sponsored by the university or organizations, groups related to the university or (IV) opportunities to benefit from other aspects of university life.

8. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the university shall adhere to the following rules and regulations: No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the university campus. Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the university;
- (2) Seizing control of an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
- (3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the university administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.

Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

8. Gambling

Gambling in any form on university property.

9. Hazing

Hazing is any intentional, knowing or reckless act, directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the

student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.

- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at this educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- e. Any activity in which a person engages in hazing, solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Office of Student Life.
- f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936 at <http://www.statutes.legis.state.tx.us/?link=ED>.

10. False Alarms for Terroristic Threats

- a. Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, aircraft, automobile, or other mode of conveyance.
- b. Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

11. Financial Irresponsibility

Failure to meet financial obligations to the university.

12. Unauthorized Entry, Possession or Use

Unauthorized entry into or use of university buildings, facilities, equipment, or resources, or possession or use of university keys or electronic unlocking devices for unauthorized purposes.

13. Failure to Comply

Failure to comply with the direction of a university official acting in the performance of his or her duties; or failure to heed an official summons to the office of a university official within the designated time.

14. University Parking Services

- a. Violation of university traffic and parking regulations.
- b. Obstruction of the free flow of vehicular and/or pedestrian traffic on university premises.

15. Misuse, Abuse, or Theft of University Information Resources

ASU Information Resources are provided to support the instructional, research, public service, and administrative objectives of the university. "Information Resources" is defined as the hardware and software used to collect, record, process, display, and transmit information. Angelo State University policies, Texas Tech University System regulations, and state and federal law govern the use of ASU Information Resources. The ASU Information Resources infrastructure is provided for the entire campus. This infrastructure is finite and is expected to be used responsibly, and with courtesy, respect, and integrity.

Unauthorized use of ASU information resources is prohibited and persons who misuse those systems may be subject to criminal prosecution in addition to disciplinary actions. Use of information resources is subject to disciplinary actions. Use of information resources is subject to IT Operating and Security Policy (<http://www.angelo.edu/opmanual/#s44>) and the following acceptable use criteria:

- a. Users shall not share their university account(s), passwords, PINs, or similar devices used for authentication and authorization process.
- b. Users are responsible for all actions that take place with their university account(s), passwords, PINs, or similar devices used for authentication and authorization purposes. Users who share their access with another individual will be held responsible for all usage of their access.
- c. Users shall not attempt to access, change or delete any data or programs contained on university information resources for which they do not have authorization or explicit consent to do so.
- d. Users shall not engage in unauthorized reproduction or distribution of intellectual property protected under copyright, trademark or patent law.
- e. Users shall not purposely engage in activity that may: harass, threaten intimidate, endanger, or abuse others; degrade the performance of information resources; deprive an authorized user access to a university resource; obtain resources beyond those allocated; or circumvent university technology security measures.

- f. Users shall report any weaknesses in security controls, incidents of misuse, and violations of university Information Technology Operating and Security policies to the Information Security Office.
- g. Users shall not download, install, or run security programs or utilities that reveal or exploit weaknesses in security controls of university systems without explicit approval from the Information Security Office.
- h. Users shall not use university information resources for political lobbying or campaigning.
- i. The university may log, review, capture, and otherwise use information stored on or passing through its information resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, to conduct the business of the university, for resolution of information security incidents and to perform audits. No notification is required to view this information; however, users with privileged access are expected to maintain the privacy of the individual where permissible by law.

16. Providing False Information

Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding or investigation.

CAMPUS DISCIPLINARY PROCEDURES

Statement of Student Rights

In any disciplinary proceeding, the student has the right to:

1. Notification of the alleged misconduct.
2. Know the source of the allegation(s).
3. Know the specific alleged violation(s).
4. Know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged misconduct.
5. Be accompanied by an advisor at any student conduct proceeding (for advisory purposes only, not for representation).
6. Refrain from making any statement relevant to the allegation(s).
7. Know that any statements made by the student can be used during the proceeding.

Initial Investigation

The Executive Director of Student Life, hereinafter referred to as the conduct officer, shall have primary authority and responsibility for the administration of student discipline at Angelo State University and for investigating allegations that a student

has violated university policies. In all cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). The Executive Director of Student Life may designate other university personnel to conduct investigations and to assess sanctions in compliance with established university procedures. During the investigation of such allegations, the conduct officer or the designated representative will give the student an opportunity to explain the incident, if the student is available and chooses to participate in the investigation. If the conduct officer (or representative) concludes that the student has violated a university policy, the conduct officer (or representative) will then determine (but not yet assess) an appropriate disciplinary sanction.

1. The conduct officer will discuss his/her findings with the student and whether or not the student is found to be responsible for the violation, if the student is available, and will give the student an opportunity to either accept or reject the decision. If the student accepts the decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the decision to the University Judicial Committee.
2. If the student accepts the conduct officer's decision under (1) above, the conduct officer will then inform the student of the disciplinary sanction that will be assessed. If the student accepts the conduct officer's decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the sanction decision to the University Judicial Committee.
3. If the student does not accept the conduct officer's decision concerning either the violation or the sanction assessed, the conduct officer will convene the University Judicial Committee to adjudicate the case. Any proposed sanctions are set aside pending the resolution of the case through the University Judicial Committee.

Student Disciplinary Hearings

In those cases in which the student disputes the facts upon which the charges are based, the conclusion of the conduct officer concerning the responsibility of the student for the violation, or the disciplinary sanction to be assessed, such cases shall be heard and determined by a fair and impartial person or committee, hereinafter referred to as the hearing officer or hearing committee, selected in accordance with procedures adopted by the university. Except in those cases where immediate interim suspension has been taken, the student shall be given at least five (5) class days written notice by the conduct officer of the date, time, and place for the hearing and the name or names of the hearing officer or hearing committee.

Hearings held subsequent to immediate interim suspension will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

If the hearing officer or hearing committee determines that the accused student is responsible for the violation of university policies, the hearing officer or hearing committee will then consider what disciplinary sanction to recommend. The hearing

officer or hearing committee may uphold, modify, or reject the original disciplinary sanction proposed by the conduct officer. Both parties will be permitted to make statements and introduce additional evidence in support of or opposing the sanctions.

The conduct officer or university representative has the burden of going forward with the evidence and the burden of proving the charges by the predponderance of the evidence and/or for presenting information in support of a recommended sanction. The hearing will be conducted in accordance with procedures adopted by the university that assure both parties (the conduct officer and the student) the following minimal rights:

1. At least five (5) days prior to the hearing, both parties will exchange lists of witnesses to be called to testify, brief summary of the expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel.
2. In cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent may request to remove student representatives from the committee.
3. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the student's failure to appear.
4. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding and both parties will be furnished a copy for appeals purposes only.

The chair of the University Judicial Committee initiates the hearing proceedings by introducing the allegation(s) to the University Judicial Committee as well as the complainant and respondent. The conduct officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The conduct officer as well as the University Judicial Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the conduct officer. However, the complainant and respondent do not have the right to question each other nor witnesses directly, but may do so through the conduct officer.

During the presentation of the information by the conduct officer, the conduct officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations by the University Judicial Committee, will be recorded by the university.

Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge, and/or perception of the alleged incident. The chair may deny admission into or remove from the hearing any anyone due to space limitations or disruptive behavior. In the event, the chair of the hearing removes a student due to misconduct, the alleged misconduct will be forwarded to the Office of the Executive Director of Student Life. In regard to the removal of the student, the Office of the Executive Director of Student Life will investigate the alleged misconduct and will follow the student disciplinary process in regard to adjudication of the alleged misconduct.

Student's Right to Challenge Impartiality

The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the hearing committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve for a particular case, a substitute will be chosen in accordance with procedures adopted by the university.

Determination of Hearing

The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the responsibility of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to, the following:

1. Verbal or written warning or reprimand.
2. Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
3. Cancellation of residence hall or apartment contract.
4. Disciplinary probation imposed for a definite period of time which stipulates future violations may result in disciplinary suspension, dismissal, or expulsion.
5. Ineligibility for election to student office for a specified period of time.
6. Removal from student or organization office for a specified period of time.
7. Prohibition from representing the university in any special honorary role.
8. Withholding of official transcript or degree.
9. Bar against readmission.

10. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of university, student, or employee property.
11. Denial or non-recognition of a degree.
12. Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities.
13. Withdrawing from a course with a grade of *W* or *F*.
14. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
15. Loss of or ineligibility for student grant or loan.
16. Suspension from the university for a specified period of time. During suspension, a student shall not attend classes nor participate in any university campus activities.
17. Dismissal from the university. A student who is dismissed from the university is not eligible for readmission to the university for an indefinite period of time.
18. Expulsion from the university. A student who is expelled from the university is not eligible for readmission to the university.

Disciplinary Appeals Procedures

Any student who has received any form of disciplinary sanction above the level of a written reprimand or warning may appeal the disciplinary decision made by the conduct officer or hearing committee. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. In cases involving Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant may also utilize the disciplinary appeal procedure. Failure to file a written request for an appeal within five (5) class days from the date of the decision will render the original decision final and conclusive.

An appeal is not simply a rehearing of the original case. An appeal must be based on:

1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process;
2. Newly discovered relevant information that was not available previously during the disciplinary process, and/or
3. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

The specific questions to be addressed on appeal are:

1. Were the procedures of the *Code of Student Conduct* followed?
2. If a procedural error were committed, were the rights of the student or student organization materially violated so as to effectively deny the student or student organization a fair hearing?
3. Was the hearing conducted in a way that permitted the student or student organization's representative adequate notice and the opportunity to present information?
4. Would the newly discovered information presented at the hearing be sufficient to change the decision?

The Vice President for Student Affairs and Enrollment Management serves as the campus Disciplinary Appeals Officer. The appeal must be made in writing in sufficient detail to inform the Disciplinary Appeals Officer of the grounds for the appeal. The appeal is not intended to afford a rehearing of the case, but serves as a format to review the written content and validity of the appeal submitted by the student, the record of the case, and the decision-making procedures.

The party desiring to appeal an administrative or committee hearing decision has five (5) class days from the date of the decision letter to prepare and submit a written appeal to the Disciplinary Appeals Officer. The Disciplinary Appeals Officer will review materials relevant to the case in the written appeal and may solicit additional information as may be deemed necessary to make a decision. The Disciplinary Appeals Officer may:

1. Find that the written appeal submitted was not sufficient to establish grounds for appeal and, thereby, affirm the previous decision.
2. Find that no substantive and/or procedural error has occurred and, thereby, affirm the decision.
3. Find that the new relevant materials and written appeal submitted were sufficient to establish that, based on the greater weight of the credible evidence, the alleged misconduct has not occurred. The decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
4. Find that substantive and/or procedural errors effectively denied the student or student organization due process. In this event, the decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
5. In cases where a student is seeking re-admittance or a student organization is seeking re-registration, the Disciplinary Appeals Officer may affirm the decision or recommend that the student be readmitted or the organization re-registered.

The decision of the Disciplinary Appeals Officer will be final.

Interim Disciplinary Action

The Executive Director of Student Life, the Vice President for Student Affairs and Enrollment Management, and/or the President of the university may take immediate

interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and/or regulation of the Texas Tech University System or of Angelo State University when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Civil Proceedings

Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

STUDENT ORGANIZATIONS

As part of the educational mission of the university, students are encouraged to participate in the student organization program at Angelo State University. By participating in these organizations, students will have the opportunity to learn and practice skills that will last throughout their lifetime. Moreover, lifelong bonds of friendship may be formed and students will have the opportunity to have a more meaningful, productive, and enjoyable college experience.

Categories and Definitions

1. Registered Student Organizations

A registered student organization is a group (president, treasurer and a minimum of eight other members) comprised of at least ten students enrolled at Angelo State University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, and regulations and standards of the university and/or federal, state, and/or local statutes. Generally, student groups fall under one of the following categories: Academic/Professional, Boards and Councils, Greek Social Organizations (IFC, NPC, NPHC, NALFO), Honor Societies, Multicultural/International, Club Sports, Spiritual Life, Service, and Special Interest.

2. Club Sports

The Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with the Department of University Recreation and Intramurals and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. Club sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking club sports status must first be a registered student organization, subject to the rules and regulations of Angelo State University. Following the organization registration process, a group should meet with the Director of the Department of University Recreation and Intramurals (or designee) for assistance in learning other aspects of being a club sport organization. Any student

organization designated as a club sport must also comply with any guidelines of the Club Sports program.

3. *Greek Social Organizations (IFC, NPC, NPHC, NALFO)*

The Angelo State University Greek Life program is administered by the Center for Student Involvement. A group seeking fraternity or sorority status should first contact the Center for Student Involvement to discuss their interest and the specific (if any) national organization with which they wish to affiliate. Students should understand that the decision to bring a new sorority or fraternity to the campus is a joint decision made by the students, the university, and the national organization. All sides must work in concert in order for the relationship to be a successful one.

Conditions for Registration and Renewal

1. Membership in the organization shall be open only to students enrolled at Angelo State University without regard to race, religion, sex, disability or national origin, except in cases of designated fraternal organizations that are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. All organizations registering as a fraternity or sorority must show proof of the Title IX exemption by attaching to their registration application a letter from their national affiliate with the IRS 501(c) number.
2. Faculty and staff may hold associate membership in student organizations to the extent allowed by the organization's constitution.
3. The organization shall not duplicate the purposes and functions of a currently registered organization unless the need for duplication is substantiated with the Center for Student Involvement.
4. Monies raised by the organization through the payment of dues or through fundraising activities should be deposited in an organizational account at a financial institution.
5. The organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Student Involvement is available to assist in organizational guidance and leadership development.
6. The organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Angelo State University.
7. Only organizations that are an official part of the university and receive direct funding by the university or organizations that are an extension of an academic department may use the name, logo or symbols of the university as part of its name or in its publications. Registered student organizations may use the complete statement "a registered student organization at Angelo State

University.” Approval for the use of logos, symbols, and names protected by Angelo State University is handled through the oversight of the Office of Communications and Marketing. In addition, the organization shall not advertise or promote events or activities in a manner that suggests sponsorship by the university, unless specifically authorized to do so.

8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Center for Student Involvement. Any organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook.
9. All registered student organizations must keep a current copy of their constitution on file in the Center for Student Involvement.
10. All registered student organization resources must be used to advance and support the organization’s purpose, identified goals, and/or mission.
11. All registered student organizations must comply with university policies and procedures and adhere to the standards expected of all students.
12. Organization registration does not imply university endorsement of either the organization or its activities.

Registration of New and Reforming Groups

1. New and/or reforming student groups that desire to become a registered student organization should contact the Center for Student Involvement to discuss the process of forming or reforming an organization.
2. A student group seeking to form a new organization may file the “Student Organization Registration/Renewal Form” and a student organization constitution with the coordinator for student organizations. The initial constitution must follow the template provided by the Center for Student Involvement. Once both forms are filed, a pending student organization is permitted to use university facilities and post notices and flyers in accordance with established university posting regulations. A proposed group may apply for registration only once per semester.
3. Following the submission and review of all required documents and verification of member eligibility, the materials will be sent to the ASU Student Senate for review and a recommendation on registration. After receiving the recommendation of the Student Senate, the Executive Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.
4. A group which has been a registered student organization in the past and which became inactive may apply to reinstate the organization by submitting a Student Organization Registration/Renewal form, a proposed constitution that is in

compliance with current requirements, and a letter explaining why the organization should be reinstated.

Annual Registration and Renewal Process

1. A complete Student Organization Registration/Renewal form must be received by the Center for Student Involvement by the deadline each April. The form will include the names and contact information for the organization officers and the president of the organization must certify that the organization still has at least ten full-time students who are in good standing with the university.
2. The organization must also submit an updated copy of the local constitution and by-laws (if applicable) and the constitution and by-laws of any other local, state or national affiliate organization, if applicable.
3. The organization shall also furnish the signature, title, campus address, telephone number, and e-mail address of a full-time Angelo State University faculty or unclassified staff member indicating the person's agreement to serve as the organization's advisor.
4. The organization must also agree to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
5. Executive officers of registered student organizations must have at least a 2.00 cumulative grade point average at the time of election, must earn at least a 2.00 grade point average each semester during their term of office, must maintain full-time student status throughout their term of office, and must remain in good standing (academic and disciplinary) through their term of office. Student organizations may establish higher eligibility requirements for their executive officers.

Benefits of Registration

1. Registered Student Organizations

Benefits include: Meeting room reservations on campus, free mailbox in the Center for Student Involvement, organization information published on-line, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and free web link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.

2. Club Sports

Club sports are entitled to all of the benefits of a registered student organization. In addition, club sports may receive administrative support and guidance from the Department of University Recreation and Intramurals.

Faculty or Staff Advisor

1. Each registered student organization shall have a full-time faculty or unclassified staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making and the advisor should verify the organization's expenditures by co-signing all checks and vouchers. The advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws. With regard to student organization travel, the advisor is the responsible party for submitting travel requests, for obtaining any travel advances, and for reconciling the travel expenses after the trip in accordance with University procedures. The Center for Student Involvement sponsors various advisor training programs throughout the year to assist advisors in working with their organizations. A training program on risk management is mandated by State law and organization advisors must attend this program. Specific information on complying with this training requirement is available in the Center for Student Involvement.
2. Registered student organizations have ten (10) university business days to notify formally the Center for Student Involvement with the name, address, telephone number, and e-mail of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspension of privileges.
3. Established full-time university faculty or staff members who reduce employment hours below full-time status and maintain an office on campus may continue to serve as the advisor of a student organization with the approval of the Center for Student Involvement.

Prerequisites for Maintaining Registration

To maintain its active status throughout the academic year, a registered student organization must meet or submit the following criteria to the Center for Student Involvement:

1. File a list of its current officers within ten (10) university business days from the day of elections and file notification of the subsequent changes when such occur.
2. File a list of its current advisor(s) within ten (10) university business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within ten (10) university business days.
3. Submit all changes in documents on file relating to the organization (i.e., revisions to the constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updates and revisions to their local and affiliate constitutions. These changes must be registered with the Center for Student Involvement within (10) business days of any changes. Should an organizational dispute occur that involves university intervention, registered

student organizations are bound by their constitution and by-laws on file with the Center for Student Involvement.

4. Conduct its affairs in a lawful manner as a collaborative entity in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
5. Meet all financial obligations incurred by the organization.
6. Attend annual risk management training programs provided by the Center for Student Involvement. A minimum of two organization officers, the president and the vice president or chairperson in charge of risk management, is required to attend. The officers are then responsible for conveying the information to their student organization members and completing a Risk Management Compliance Form.
7. Ensure off-campus individuals or organizations (whose appearance on campus is sponsored by the organization) observe all applicable policies, rules, regulations and standards of the university.
8. The Center for Student Involvement and/or the Executive Director of Student Life may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.

Denial of Registration, Temporary Suspension, Revocation

1. A student organization will not be officially registered with the university if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance with university policies. The president and advisor of the proposed student organization shall be notified of a decision to deny registration in writing by the Executive Director of Student Life. The president of the applying organization may schedule a meeting with the Executive Director of Student Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president of the proposed organization must do so in writing to the Vice President for Student Affairs and Enrollment Management within ten (10) university business days from the date of the "denial" notification letter or meeting with the Executive Director of Student Life. The decision of the Vice President for Student Affairs and Enrollment Management will be final.
2. The registration of a student organization may be temporarily suspended by the Director of Student Involvement while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the current Student Handbook. The registered student organization will be afforded all due process guidelines as described in the current Student Handbook. The president of the organization may file an appeal in writing to the Executive Director of Student Life within five university business days from the date of the "temporary suspension" notification letter. If the Executive Director of Student Life upholds the decision, the president of the organization may appeal,

in writing, within five (5) university business days to the Vice President for Student Affairs and Enrollment Management. The decision of the Vice President for Student Affairs and Enrollment Management will be final.

3. A student organization may be subject to disciplinary action by the university if it is determined that the organization engaged in activity in violation of the policies of the university and/or local, state, and federal laws. Such disciplinary action could include a probationary status for a period of time during which the organization would be restricted from certain activities and/or privileges afforded other student organizations. The action could also result in the revocation of the organization's registration status and the dissolution of the group. The officers of the organization may also be individually subject to university disciplinary action for any role they may have played in the alleged violation. All parties to such action, whether the individual officers or the organization itself, will be afforded all of the due process rights specified in the current Student Handbook.

Protocols Applying to Events Sponsored by Student Organizations

1. Any event open to the general University community or general public will be alcohol-free. Alcohol will not be permitted in the facility or on the premises of the event and any person who appears to be intoxicated will be denied entry to the event.
2. The sponsoring student organization(s) will hire licensed law enforcement personnel to provide security at any open event held off campus. Any exception to this requirement must be approved by the Executive Director of Student Life at least 7 days prior to the event.
3. If the student organization(s) hosts a closed event, an event which is limited to organization members and their guests, the following provisions will apply:
 - a. A guest list will be submitted to event planners in advance of the event and strictly observed.
 - b. If alcohol is present at the event, it will be handled by a licensed bartender hired by the sponsoring organization(s) and who is not a member of the organization. The bartender will be authorized to withhold alcohol from any person who appears to be intoxicated.
 - c. The sponsoring organization(s) will utilize a system to identify which persons at the event are of legal drinking age.
4. For all social events, the sponsoring organization(s) will assure that adequate non-alcoholic beverages and food items are provided.
5. The sponsoring organization(s) will comply with established venue capacity limits. If no such limits exist for a specific venue, the sponsoring organization(s) will work with local authorities to establish capacity limits for any venue used for their activities and will take steps to assure that these capacities are not exceeded.
6. The student organization will develop and implement a risk management plan for all social activities and will provide risk management training for all members of the organization each semester. This information is included in the annual risk management training program sponsored by the Coordinator for Student Organizations.
7. Failure to comply with this policy may result in university disciplinary action which could include action against the individual members of the student organization

as well as action against the organization itself. Student members could also be subject to civil and/or criminal penalties for any violations of local, State, or federal law.

8. In order to continue to provide a safe environment for social activities and in order to minimize potential liability of student organization members, this policy will be evaluated annually by the Executive Director of Student Life, the Coordinator for Greek Life and Community Service, the Coordinator for Student Organizations, and representatives from student organizations. Modifications may be made as deemed reasonable and prudent based on experience with the policy and in response to possible changes in local, State, or federal mandates and/or judicial rulings or legal guidance.

STUDENT GRIEVANCE AND APPEAL PROCEDURES

1. Policy

- 1.1 It is the policy of Angelo State University to receive, process, and resolve student grievances, including allegations of discrimination, in a fair and prompt manner.
- 1.2 In all interpretations, constructions, and applications of the provisions of this grievance procedure, the cardinal principles shall be equity and justice for students in their association with the university.

2. Applicability

This policy and these procedures are established for students in cases not otherwise covered by the published policies, rules, and regulations of the university. Applicants for admission are also covered by this grievance process.

3. General Provisions

- 3.1 Grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the student believes that there has been discrimination or an infraction, breach, or misinterpretation of applicable university policies, rules, and regulations. Only one subject matter shall be covered in any one grievance.
- 3.2 All grievances not resolved at the appropriate grass roots level (admission, classroom, housing, extracurricular, etc.) shall be presented in writing and shall contain a clear and concise statement of the grievance by indicating reference to the applicable policy, rule, or regulation that is alleged to have been violated, the date the incident took place, the issue involved, and the relief sought.
- 3.3 The grievant may present his or her grievance individually or through a representative. However, representation by legal counsel shall be limited to appeals made under Section 4.5 of this document. If the student desires, he or she may be assisted by the Executive Director of Student Life where the grievance procedure will be explained.

- 3.4 No student shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced for exercising the rights provided for in this grievance procedure.
- 3.5 Where discrimination is alleged, the grievant may contact the Office of the Assistant Secretary for Civil Rights, U. S. Department of Education, for advice and consultation if the matter is not satisfactorily resolved under these grievance procedures.

4. The Grievance Procedure

- 4.1 **Step One:** The student shall first discuss the grievance with the university employee involved within five days from the date of the action or condition giving rise to the grievance. Within three days thereafter, the university employee shall verbally inform the student of the decision.
- 4.2 **Step Two:** Grievances not satisfactorily resolved in Step One will entitle the student to appeal by requesting a discussion with the Executive Director of Student Life or appropriate academic department chair. This request must be made within three days following the date of the decision in Step One. The Executive Director of Student Life or academic department chair will arrange for a discussion with the student at the earliest mutually agreeable time. If the grievance is not satisfactorily resolved at this level, the student will be verbally notified of the decision. A written report will then be submitted by the Executive Director of Student Life or academic department chair to the appropriate dean within five days on the Grievance Presentation Form, and a copy of the report will be sent to the appropriate vice president.
- 4.3 **Step Three:** Grievances not satisfactorily resolved in Step Two may be appealed by requesting, in writing, review and action by the appropriate dean. This request must be made within ten days following the written report resulting from Step Two. The dean will meet promptly with the student and the student's representative, if any, and other parties to the grievance. The purpose of this meeting will be to review the grievance with all parties in an effort to obtain all of the relevant facts on the case and arrive at a decision consistent with Section 1 of this document. A written decision will be made by the dean within five days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student and the appropriate vice president.
- 4.4 **Step Four:** Grievances not satisfactorily resolved in Step Three may be appealed by requesting, in writing, review and action by the appropriate vice president. This request must be made within ten days following the decision in Step Three. The vice president will meet promptly with the student and the student's representative, if any, and the dean. The vice president may request assistance and additional information from any appropriate parties in the review of the case. A written decision will be made by the vice president within five days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student.

- 4.5 **Step Five:** Grievances not satisfactorily resolved in Step Four may be appealed by requesting, in writing, final review and action by the President of the university. This request must be made within ten days following the decision in Step Four. The grievant must include a statement in the request if he or she intends to be represented by legal counsel or a representative. If the grievant is to be represented by legal counsel or a representative, the department may be represented by the General Counsel for the Texas Tech University System, a member of the Attorney General's staff, and/or other legal counsel or representative.

The final determination by the President, in writing, will be furnished to the grievant with a copy to the appropriate vice president. The decision of the President will be provided within five days of the hearing conducted by the President except in case of extraordinary or compelling reasons.

5. Decision on Grievances

- 5.1 The decision of the President on a grievance shall be final and binding on all parties.
- 5.2 Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.

6. Special Provisions

- 6.1 Time limits shall not include Saturdays, Sundays, or holidays.
- 6.2 There can be an extension of time in any step, if mutually agreeable.
- 6.3 Failure of a student to process his or her grievance to the next step within the specified time limit shall constitute abandonment of the grievance.
- 6.4 Failure of university personnel to give an answer within the prescribed time limit authorizes the student to process his or her grievance to the next step.
- 6.5 A copy of the Grievance Presentation Form for the processing of grievances shall be initiated and used by the Executive Director of Student Life or academic department chair identified in Section 4.2 of this document in cases when the grievance is not satisfactorily resolved at the grass roots level. The form shall be completed to show the nature of the grievance and the response of the individual hearing the grievance. This form will be processed through the succeeding steps with the specified information being provided at each level until the grievance is satisfactorily resolved or until a final decision is made on the appeal by the President.

7. Student Communication

The existence of the "Grievance and Appeal Procedures for Students at Angelo

State University” will be made known through publication to establish a mutual understanding of encouragement to resolve problems with objectivity, freedom from fear or retaliatory consequences or reprisals, and within a reasonable amount of time.

PREVENTION OF ALCOHOL ABUSE AND ILLICIT DRUG USE AT ANGELO STATE UNIVERSITY

Angelo State University has adopted and implemented a program to prevent unlawful 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. Angelo State University recognizes the importance of information about drug and alcohol abuse; therefore, this information is designed to provide you with basic information about University policies, applicable legal sanctions and health risks associated with alcohol abuse and illicit drug use.

STANDARDS OF CONDUCT

Policies adopted by Angelo State University relating to the standards of conduct expected of its students and employees in the area of illicit drugs and alcohol are provided in the Angelo State University Student Handbook and in operating policies adopted by the university for its employees. Additional information is distributed as needed.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for non-users of alcohol. Excessive alcohol intake by binge drinking may cause death due to alcohol poisoning, and such deaths are on the increase among college students. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

Drugs. The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Such drugs tend to be either physically or psychologically addictive and often require treatment to safely and successfully discontinue their usage. Death or coma resulting from overdose of these drugs is possible.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (freebase) is smoked. Users progress from infrequent use to dependence within

a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment.

Amphetamines (speed, love drug, ecstasy). Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to suicide. Large doses may result in convulsions and death from cardiac or respiratory arrest.

Heroin and Other Opiates. These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics. These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashback" consisting of distortions of virtually any sensation. Use of these substances may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent inhalants, e.g., glue, lacquers, plastic cement. Fumes from these substances cause intoxication, impairment or coordination and reaction time, and in some cases disorientation, hallucinations and even coma resulting in death. Long term users become psychologically addicted and may suffer brain damage or liver failure.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Prolonged use can lead to psychological dependence, disconnected ideas, extreme loss of motivation and difficulty concentrating alteration of depth perception and sense of time and impaired judgement. Carcinogens in marijuana smoke may cause throat or lung cancer in long-term or heavy users.

Club Drugs. Different types of Club Drugs include:

- a. **Depressants such as Rohypnol (Rufies) and GHB** slow down the central nervous system and are used as intoxicants and also as "date rape drugs". These drugs can be slipped into a person's drink, causing them to go into a deep sleep which leaves them vulnerable to sexual assault. It is a crime to use the drugs in this manner and an overdose can cause coma or death.

- b. **Ecstasy.** Ecstasy is both a hallucinogen (causing the senses to perceive things that are not real, such as hallucinations and delusions) and a stimulant (substance that speeds up the central nervous system). Ecstasy and Herbal Ecstasy have been shown in some cases to cause seizures, coma, heart attack, stroke and death in even young, healthy people.
- c. **Ketamine.** This is an anesthetic used for treating animals that also acts as a hallucinogen and has been known to cause delirium, seizures and violent behavior. Large doses may cause a coma or death.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and potentially fatal infections in the heart. Permanent brain damage may also be a result.

DRUG AND ALCOHOL ABUSE COUNSELING SERVICES

Personnel in the Counseling Center, the Student Life Offices, and the University Clinic are available to counsel with students, faculty and staff who voluntarily seek assistance and have not been charged with a violation of University policy or the Board of Regents' Rules and Regulations.

Additional information on drug and alcohol counseling resources in San Angelo and the surrounding area is available in the Counseling Center, the University Clinic, and the Student Life Offices, Garden Level - University Center.

DISCIPLINARY SANCTIONS

Where a violation of the ASU Drug-Free Policy is found, the University will, in accordance with established procedures of Angelo State University, take appropriate disciplinary action against such students, faculty or staff, up to termination from the University, or require such students, faculty or staff to participate satisfactorily in an off-campus drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The cost of such programs, not covered by applicable insurance, shall be borne by the individual.

In addition to legal sanctions and penalties, including those contained herein, University employees and students are subject to disciplinary action for violation of all applicable local, state and federal laws.

LEGAL SANCTIONS AND PENALTIES UNDER TEXAS LAW

PENALTIES FOR POSSESSION Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates					
	Less than 1 gram	1 gram or more, but less than 4 grams	4 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty Group 1	State Jail Felony	Third Degree Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to \$100,000 fine

PENALTIES FOR GROUP 1A LSD Only					
	Less than 20 units	20 units or more, but less than 80 units	80 units or more, but less than 4,000 units	4,000 units or more, but less than 8,000 units	8,000 units or more
Possession	State Jail Felony	Third Degree Felony	Second Degree Felony	First Degree Felony	15-99 years or life and up to \$250,000 fine
Manufacture	State Jail Felony	Second Degree Felony	First Degree Felony	15-99 years or life and up to \$250,000 fine	15-99 years or life and up to \$250,000 fine

PENALTIES FOR POSSESSION Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin					
	Less than 1 gram	1 gram or more, but less than 4 grams	4 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty	State Jail Felony	Third Degree Felony	Second Degree Felony	Second Degree Felony	5-99 years or life and up to \$50,000 fine

PENALTIES FOR POSSESSION Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups				
	Less than 28 grams	28 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty Group 3	Class A Misdemeanor	Third Degree Felony	Second Degree Felony	5-99 years or life and up to \$50,000 fine
Penalty Group 4	Class B Misdemeanor	Third Degree Felony	Second Degree Felony	5-99 years or life and up to \$50,000 fine

PENALTIES FOR MANUFACTURE OR DELIVERY Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates					
	Less than 1 gram	1 gram or more, but less than 4 grams	4 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty Group 1	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to \$100,000 fine	15-99 years or life and up to \$250,000 fine

PENALTIES FOR MANUFACTURE OF DELIVERY					
Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin (Mushrooms)					
	Less than 1 gram	1 gram or more, but less than 4 grams	4 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty Group 2	State Jail Felony	Second Degree Felony	First Degree Felony	First Degree Felony	10-99 years or life and up to \$100,000 fine

PENALTIES FOR MANUFACTURE OR DELIVERY				
Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups				
	Less than 28 grams	28 grams or more, but less than 200 grams	200 grams or more, but less than 400 grams	400 grams or more
Penalty Groups 3 and 4	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to \$100,000 fine

PENALTIES FOR DELIVERY						
Marijuana						
	1/4 ounce without remuneration	1/4 ounce with remuneration	5 lbs. or less, but more than 1/4 ounce	50 lbs. or less, but more than 5 lbs.	2000 lbs. or less, but more than 50 lbs.	More than 2000 lbs.
Penalty	Class B Misdemeanor	Class A Misdemeanor	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to \$100,000 fine

PENALTIES FOR POSSESSION						
Marijuana						
	2 ounces or less	4 ounces or less, but more than 2 ounces	5 lbs. or less, but more than 4 ounces	50 lbs. or less, but more than 5 lbs.	2000 lbs. or less, but more than 50 lbs.	More than 2000 lbs.
Penalty	Class B Misdemeanor	Class A Misdemeanor	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to \$50,000 fine

LEGAL SANCTIONS AND PENALTIES UNDER FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution, or dispensing drugs (includes marijuana).	A term of imprisonment not more than one year, and a minimum fine of \$1,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana).	Civil penalty in amount not exceed \$10,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs.		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

A biennial review of this program will be conducted by Angelo State University to determine its effectiveness, to implement changes in the program, if necessary, and to ensure that the disciplinary sanctions are consistently enforced.

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