

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM



ANGELO STATE UN

Member, Texas Tech University

2009-2010

STUDENT HANDBOOK

2009 - 2010 ANGELO STATE UNIVERSITY STUDENT HANDBOOK

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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 service 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.

Adopted by the Texas Tech University System Board of Regents (March 6, 2009)
Adopted by the Texas Higher Education Coordinating Board (April 30, 2009)

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 provost and vice president for academic and student affairs 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 provost and vice president for academic and student affairs, the executive director of student life, and the director of residential programs shall be interpreted to include persons designated to act on behalf of these individuals.

Nondiscrimination

The university brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The university is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, disability and the equal opportunity and access to facilities shall be available to all. Nondiscrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life, and activities.

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 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

Minimum Academic Requirements (Undergraduate Students)

An overall 2.00 grade point average (C average) on all college-level work and a 2.00 grade point average (C average) for studies at this institution are required for graduation from Angelo State University. All degree programs require an overall 2.00 grade point average in the student's major field and a 2.00 grade point average in the major field in residence. All degree programs leading to teacher certification require a 2.50 overall grade point average. A 2.50 grade point average, with no grade lower than a C, is required in each of the following areas: teaching field (major), interdisciplinary major, and professional education. To meet certification requirements, students must also have a 2.50 grade point average in their major in residence. Official grade point averages are not rounded up.

Class Attendance

Students are expected to be present for all class meetings of the courses for which they are registered. 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 makeup 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 head, academic dean, the academic vice president, and ultimately, to the president of the university.

Class Absences and Emergency Notification

The Office of Student Life (Room 112 University Center, 325-942-2192) 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.

Academic Standing

Grade point averages are compiled at the end of the fall and spring semesters and the summer session. The undergraduate student whose cumulative grade point average in college-level course work is less than the standard listed in Column I of the GPA Requirement Table will be suspended from the university. The student whose cumulative grade point average falls in the range defined in Column II is placed on academic probation. First semester freshmen are normally allowed two semesters (one academic year) to meet the above GPA requirement provided their GPA on all college-level work attempted does not fall below 1.00.

Academic Probation

An undergraduate student is placed on academic probation at the end of either semester of the academic year or at the end of the summer session when the student's cumulative grade point average falls within the range defined in Column II in the GPA Requirement Table, and academic probation will continue as long as the student's grade point average continues within the probationary range. However, when classified as a junior or higher (sixty or more semester hours earned), the student is permitted only two consecutive registrations on probation and will be suspended if probationary status is not removed prior to the student's third registration. Registration for one or both terms of the summer session is regarded as a single registration. Academic probation will continue until the student's cumulative grade point average reaches 2.0.

A student on academic probation who withdraws from the university within the calendar deadline for dropping courses with a W is eligible for re-enrollment on academic probation. The student who withdraws after the specified deadline is subject to academic suspension.

Academic Suspension

At the end of either semester of the academic year or at the end of the summer session, an undergraduate student whose cumulative grade point average falls below the standard defined in Column I of the GPA Requirement Table will be suspended and during the period of suspension will be ineligible to register for any course work at Angelo State University.

An undergraduate student's first academic suspension is for one semester of the academic year and any intervening summer session. The duration of a second academic suspension is one calendar year and a third academic suspension is generally considered to be permanent, but is subject to review by the appropriate academic dean.

A student who re-enters the university after a period of academic suspension will re-enter the university on academic probation. In this category, a student who has been readmitted to the university and who is classified as a junior or higher (sixty or more semester hours earned), must remove probationary status prior to a second registration or be suspended.

Exceptions to the suspension policy may be made in situations involving documented cases of serious illness or personal misfortune, when students are making discernible progress toward completion of a degree program, or in other cases at the discretion of the appropriate academic dean. Petitions for review of such cases must be made to the dean of the appropriate college prior to the first day of late registration for the fall and spring semesters and the summer session or as otherwise specified in writing by the provost and vice president for academic and student affairs.

Grade Point Average Requirement Table

	I	II
<i>Total Semester Hours Earned College-Level Course Work Course Work</i>	<i>Academic Suspension</i>	<i>Academic Probation</i>
	<u>GPA Less Than</u>	<u>GPA Less Than</u>
0-29	1.35	2.00
30-59	1.60	2.00
60-89	1.80	2.00
90 or more	1.90	2.00

Bachelor's Degree Requirements

All bachelor degrees must meet general degree requirements including completion of a minimum of 120 semester credit hours, a minimum of 39 advanced (junior and senior level) semester credit hours, a minimum of 33 semester credit hours in residence (24 of which must be at the advanced level), core curriculum requirements, TSI requirements, and applicable GPA requirements.

Master's Degree Requirements

In partial fulfillment of the requirements for all master's degrees, the graduate student must complete the following general requirements:

1. The student must complete a minimum of 30 to 48 semester credit hours of graduate work (103 semester credit hours for the Master of Physical Therapy degree) depending upon the degree being sought. In each degree program, the student must earn a 3.00, or better, grade point average overall and in the major field and in all course work taken at ASU. In programs requiring course work outside the major field, the student must earn a 3.00, or better, grade point average in each of these areas. Grades lower than C will not apply toward any degree. The student may apply toward the degree:
 - a. A maximum of six – eight semester credit hours or two courses 5000-level work (except Physical Therapy),
 - b. A maximum of six semester credit hours of transfer work in a 30-hour program with no grade lower than a B, and a maximum of nine semester credit hours of transfer work in a program of more than 30 hours with no grade lower than a B;
 - c. No courses taken by correspondence or extension;
 - d. No more than nine semester credit hours taken while in non-degree status.

In addition to the general degree requirements, the graduate student must complete additional requirements for the designated degree program.

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" grade in the course.
 - c. A student dropping a course after the specified deadline will receive a 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 Registrar's Office.

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 Head
 - 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 head.
 - b. If the faculty member in question is the department head, 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 head will still be the second level of appeal. If the dean is also the department head, the student may request the provost and vice president for academic and student 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 head (or a committee appointed by the department head 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 head 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, head 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, campus e-mail address, telephone listing, date and place of birth, photograph, marital status, 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, most recent previous educational agency or institutions attended, hometown, and parents' names and mailing addresses.

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 and Student Affairs

Provost and Vice President for Academic and Student Affairs AD 107
Vice Provost for Academic and Student Affairs AD 107

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

College of Liberal and Fine Arts

Dean of the College of Liberal and Fine Arts CARR 146
Department of Art and Music CARR 139
Department of Communication, Drama, and Journalism LIB B308
Department of English A 010
Department of Government RAS 213A
Department of History A 210
Department of Modern Languages A 110
Department of Psychology, Sociology and Social Work A 204B

College of Nursing and Allied Health

Dean of the College of Nursing and Allied Health VIN 164
Department of Nursing VIN 266
Department of Physical Therapy VIN 224

College of Sciences

Dean of the College of Sciences VIN 175
Department of Agriculture VIN 212
Department of Biology CAV 102R
Department of Chemistry and Biochemistry CAV 102B
Department of Computer Science MCS 205
Department of Mathematics MCS 220 A
Department of Physics VIN 115

College of Education

Dean of the College of Education CARR 104
Department of Curriculum and Instruction CARR 145
Department of Kinesiology CHP 106
Department of Teacher Education CARR 145

College of Graduate Studies HAR 100

Admissions Office (Admissions Files and International Student Personnel Records) . HAR 101

Registrar (Permanent Academic Record Files and Veterans Administration Files) HAR 101

Center for Academic Excellence (Academic and Advising Records) Library A312

Extended Studies

Director, GAFB "On-Base" Academic Program Herrington House
GAFB Student Academic Records and Faculty and Student Files for
Non-Credit Continuing Education Courses

Administrative Staff

Athletic Director	Junell Center 266
(Academic, Athletic, and Health Records of Student Athletes)	
Chief of University Police	Reidy Bldg.
(Incident reports, police investigations)	
Clinic Director (Medical Records)	University Clinic
Counseling Center (Counseling Records)	University Clinic
Director of Career Development (Career Files)	UC 114
Director of Financial Aid (Financial Aid and Scholarship Records)	AD 204
Director of Residential Programs (Housing Records)	HAR 200
Director of Student Involvement (Student Organization Records)	UC 001
Executive Director of Center for Academic Excellence	Library A307
Executive Director of Student Life	UC 112
(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 twenty-one 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.

Hazing

Hazing is prohibited by state law and university policy. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Students and the organizations to which they may belong commit a criminal offense if they are involved in any form of hazing. This includes engaging in, soliciting, encouraging, directing, aiding, or attempting to aid another in engaging in hazing; intentionally, knowingly or recklessly permitting hazing to occur; and having firsthand knowledge that hazing is going to occur or has occurred and knowingly failing to report this information in writing to the executive director of student life or other appropriate university official. Hazing is punishable by fines ranging from \$1,000 to \$10,000 and confinement in jail ranging from 90 days to two years, or both a fine and confinement in jail may be assessed. Organizations involved in hazing are subject to fines of not less than \$5,000 nor more than \$10,000 except when the offense causes personal injury, property damage or other loss, and then the organization may be punished by a fine of not less than \$5,000 nor more than double the amount lost or the expenses incurred because of such injury, damage or loss. In addition, individuals and organizations involved in any form of hazing subject themselves to University discipline.

The above statement is a brief, factual summary of the Hazing Act and is not intended as a substitute for or a legal interpretation of the Act. For a complete copy of this legislation, please see the Texas Education Code, Section 37.151– 37.155 and Section 51.936

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 which 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.

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 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.

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 which 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 which 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 which 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 area located between the Porter Henderson Library and the Academic Building, bounded on the west by the sidewalk and on the south by the Library parking lot. 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 provost and vice president for academic and student affairs.

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 provost and vice president for academic and student affairs.

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.

Distribution Policy

The distribution of literature, publications, books, flyers, handouts, and other written materials on the campus of Angelo State University by a group or person, whether or not a student or an employee, is subject to reasonable time, place, and manner restrictions, and is limited to the designated Free Expression Area between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, and 8:00 a.m. - 12:00 noon, Saturday.

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

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 residential programs for on-campus residential facilities). Nothing may be painted on the sidewalks or on the walls of university buildings.

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 residential programs for on-campus residential facilities).

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 residential programs for on-campus residential facilities).

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.

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.

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.

Regulations Regarding the Distribution and Posting of 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 Residential Programs.
4. Solicitation and advertising materials must conform with policies established by the university.
5. Student election campaign literature must confirm 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.

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 clearly understand 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 head.

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 head;
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:

- a. Failing to properly acknowledge 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:

- 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:

- 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.htm>)

7. Misuse of Technology

Deliberate misuse of technology to gain an academic advantage. Students should adhere to the Appropriate Use of Information Technology policy found at: <http://www.angelo.edu/services/technology/Appropriate%20Use%20Policy.pdf>.

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 head or the department head'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 head or designee will review the appeal and make his/her ruling in writing. The department head will notify his or her academic dean and the department head 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 Academic Integrity Committee will then have five business days to notify the student and faculty member of a hearing date. 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 head, 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 provost and vice president for academic and student affairs. After reviewing the available information and recommendations, the provost and vice president for student services will notify both parties of his/her decision. The decision of the provost and vice president for academic and student affairs will be final. The recommendation from the Academic Integrity Committee can include, but is not limited to:

- (1) Determine no violation occurred.
- (2) Upholding the department head'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:

- (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 Regulation

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
 - a. 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

Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.

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

Stealing, destroying, defacing, damaging, or misusing university property (including misuse of fire or life-safety equipment or property belonging to another).

6. Actions Against Members of the University Community

- a. Conduct that significantly endangers the health or safety of other persons, including members of the university community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from university facilities.
- b. Campus disruptive activities or disorderly conduct on university-owned or controlled property or at a university-sponsored or supervised function that inhibit or interfere with the educational responsibility of the university community or the university's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.
- c. 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.

7. Gambling

Gambling in any form on University property.

8. Hazing

Engaging in hazing or voluntarily submitting to hazing including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.

9. 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.

10. Financial Irresponsibility

Failure to meet financial obligations to the university.

11. 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.

12. 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.

13. 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.

14. Computer Network

Violation of any policies, procedures, or regulations pertaining to the use of the electronic communication network of the university.

15. 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 judicial 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 judicial 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. 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 Judicial 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 judicial officer (or representative) concludes that the student has violated a university policy, the judicial officer (or representative) will then determine (but not yet assess) an appropriate disciplinary sanction.

1. The judicial 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 judicial officer's decision under (1) above, the judicial officer will then inform the student of the disciplinary sanction that will be assessed. If the student accepts the judicial 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 judicial officer's decision concerning either the violation or the sanction assessed, the judicial 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 judicial 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 judicial 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 Judicial officer. Both parties will be permitted to make statements and introduce additional evidence in support of or opposing the sanctions.

The judicial officer or University representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible 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 judicial 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. 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.
3. Both parties shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. Such representatives or counsel are not permitted to speak or to participate directly in the hearing unless authorized by the chair of the hearing committee. All questions shall be limited to relevant evidence.
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.

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:

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 that 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 judicial officer or Hearing Committee. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. 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, and/or
2. Newly discovered relevant information that was not available previously during the disciplinary process.

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 provost and vice president for academic and student affairs 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 provost and vice president for academic and student affairs, 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 which 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 members, excluding officers) 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 (IFC, NPC, NPHC, NALFO), Honor Societies, Multicultural/International, Recreation, Religious, Service, and Special Interest.

2. Sports Clubs

The Angelo State University Sports Club program is administered by 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. Sports club members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking sports club 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 to initiate the application for sports club affiliation. After obtaining sports club status, groups must also comply with any guidelines of the Club Sports program.

3. Greek 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

1. Members 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 which 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 fund-raising 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 which are an official part of the university and receive direct funding by the University or organizations which 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 approval 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. Once 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 receipt of the required information, the materials will be sent to the ASU Student Senate for their review and recommendation. After receiving the recommendation of the Student Senate, the director of student involvement will make the final decision on registering the new organization.
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 along with a memo explaining why the organization should be reinstated. A group seeking to reinstate should carefully review the prior constitution and make any updates necessary to comply with current university policies and regulations or changes brought by the organization itself.

Annual Registration 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 (or certify that the constitution and by-laws on file in the Center for Student involvement is still current) 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 their willingness 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.

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 administered through the Center for Student Involvement.

2. Sports Clubs

Sports clubs are entitled to all of the benefits of a registered student organization. In addition, each club 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. The advisor should certify the organization's expenditures by co-signing all checks and vouchers. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws.
2. Registered student organizations have ten (10) university business days to formally notify 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. Registered student organizations are required to meet all financial obligations incurred by the organization.
6. 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.
7. 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 provost and vice president for academic and student affairs 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 provost and vice president for academic and student affairs 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 provost and vice president for academic and student affairs. The decision of the provost and vice president for academic and student affairs 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.

PROCEDURES REGARDING SEXUAL OR RACIAL HARASSMENT

Definitions:

“Racial Harassment” is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff, or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. No student, faculty, or staff employee shall engage in racial harassment of any person on the campuses of the University or in connection with a university-sponsored activity.

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment.

In determining whether alleged conduct constitutes racial or sexual harassment, the university shall construe any act or omission with the totality of the circumstances, such as the nature of the act(s) and the context in which the incidents occurred. Each determination shall be made from the facts on a case-by-case basis. To the fullest extent practicable, the university shall keep complaints of racial or sexual harassment and the terms of their resolution confidential.

If the alleged victim is:	Then the initial contact should be to:
A member of the ASU student body at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191
A member of the ASU faculty or staff at the time of the incident	Mr. Jesse Gomez, Director of Human Resources Room 102 Mayer Administration Bldg. (325) 942-2168
A visitor to the campus at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191

PROCEDURES FOR CONDUCTING AN INVESTIGATION

To initiate an investigation based on alleged racial or sexual harassment, the complainant must submit a written detailed account of the alleged incident(s) to the appropriate university official. In conducting the investigation, the official may involve other university personnel as needed to assist in gathering all pertinent information in a timely manner. The official will organize and record the information in a manner so that a conclusion can be drawn and appropriate action taken. The investigation may include, but will not be limited to, the following steps:

1. Reduction of the complainant's allegations to specific and relevant issues.
2. Formation of a strategy for conducting the investigation,
3. Informing the alleged offender of the complaint and allowing him or her any

- applicable due process or other rights, including an opportunity for a written response to the allegations.
4. Gathering and examining relevant evidence and information, including interviews with other witnesses, if any.
 5. Preparation of a report containing the findings and the resolution

If it is determined by the university that harassment occurred, then appropriate action will be taken. The range of possible sanctions that could be imposed include such actions as an apology, a promise to refrain from the offending behavior, a reassignment of either or both parties, a formal reprimand, termination from the university, or other appropriate sanctions as determined by the investigating official within the particular facts of the individual case. The findings of the investigation may also fully exonerate the alleged offender. If it is determined that the complainant intentionally filed a dishonest or malicious report, appropriate university disciplinary action may be taken against the complainant.

PROTECTION AGAINST RETALIATION

Angelo State University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. Persons who retaliate against anyone because of their involvement in a harassment investigation may be subject to disciplinary action in accordance with established university procedures.

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 head. 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 head 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 executive director of student life or academic department head 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 head 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.