

ANGELO STATE UNIVERSITY
STUDENT HANDBOOK 2015-2016

TABLE OF CONTENTS

Forward

Part I: Code of Student Conduct

Section A: Student Conduct Mission and Policies

Section B: Misconduct

Section C: Conduct Procedures for Students

Section D: Conduct Procedures for Student Organizations

Part II: Community Policies

Section A: Alcohol Policy & Information

Section B: Academic Integrity

Section C: Anti-Discrimination Policy

Section D: Class Absences

Section E: Complaint Processes

Section F: Financial Responsibility

Section G: Freedom of Expression

Section H: Housing Requirements

Section I: Sexual Violence

Section J: Solicitations, Advertisements and Printed Materials

Section K: Student Identification

Section L: Student Involvement & Representation

Section M: Student Organizations

Section N: Student Right to Know

Section O: Student Records

Section P: Use of University Space

Section Q: Withdrawals

Appendix

Appendix A: Definitions

Appendix B: Rights and Responsibilities Form

Appendix C: Sanctioning Grids

Appendix D: Campus Resources

FORWARD

General Purpose

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

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

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

Membership in the Angelo State University Community

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

Angelo State University Vision

Growing regionally, nationally and internationally while achieving excellence by fostering a supportive learning environment that allows a diverse student body to achieve success and personal development through curricular and co-curricular experiences.

Angelo State University Mission

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.

PART I

CODE OF STUDENT CONDUCT

SECTION A: STUDENT CONDUCT MISSION AND POLICIES

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

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

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

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

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

1. Disciplinary Authority

The authority to enact and enforce regulations of the University is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the President of the University and any University officials the President designates. The Office of Student Affairs is the principal agency for the administration of student conduct. The Office of Student Affairs shall implement the student discipline procedures. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

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

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

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

- c. **University Discipline Committee**
 The composition of the University Discipline Committee consists of a trained pool of faculty, staff, and students. In cases involving Part I, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.
 1. **Committee Composition**
 The University Discipline Committee will conduct disciplinary Hearings in referred cases after they have completed Office of Student Affairs training. The Committee pool will be composed of full-time faculty members, full-time students and full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Assistant Director of Student Conduct, in consultation with the Executive Director of Student Affairs. Committee members may be re-appointed for consecutive one-year terms, but must complete Office of Student Affairs training each year.
 2. **Committee Appointments**
 University Discipline Committee appointments will be made as follows:
 - a) The President of the Student Government Association is invited to make recommendations for full-time student Committee members. Upon recommendation and review, full-time student members will be appointed by the Executive Director of Student Affairs or designee. Upon completion of the application process, full-time student members will be appointed by the Assistant Director of Student Conduct, in consultation

- with the Executive Director of Student Affairs.
- b) The President of the Faculty Senate is invited to make recommendations for full-time faculty Committee members. Upon recommendation and review, full-time faculty members will be appointed by the Executive Director of Student Affairs or designee.
 - c) The President of the Staff Senate is invited to make recommendations for full-time staff Committee members. Upon recommendation and review, full-time staff members will be appointed by the Executive Director of Student Affairs or designee.
3. Committee Removals
The Executive Director of Student Affairs may remove a member from this Committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this Committee.
 4. Committee Chairperson
The chair of a Committee Hearing will be selected prior to the commencement of a University Discipline Hearing and will be a member of the faculty or staff. The chairperson is responsible for composing the Committee's decision, rationale, and appropriate sanctions.
 5. Committee Meetings
The Office of Student Affairs will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee Hearings will be conducted by a subgroup of the Committee members.
 6. Committee Quorum
A quorum for the Committee consists of five (5) members, provided that at least one (1) member is present from each of the representative categories. In cases involving Part I, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.
 7. Committee Deliberation
When deliberating a case, the Committee will meet in closed session with only voting members and the Resource Person present.
 8. Additional Committee Members
The Executive Director of Student Affairs or designee may appoint additional members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of the conduct process within the University. The additional members of the University Discipline Committee will complete the same training, have the same composition of membership, the same duties, and the same authority as the original University Discipline Committee.
 9. Committee Orientation & Training
Prior to serving in a Committee Hearing, members of the University Discipline Committee will be required to participate in an orientation and training program facilitated by the Office of Student Affairs.
- d. The *Code of Student Conduct* Review Committee
The *Code of Student Conduct* is reviewed every year by the *Code of Student*

Conduct Review Committee in conjunction with the Office of Student Affairs. The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Vice President for Student Affairs and Enrollment Management regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The Vice President for Student Affairs and Enrollment Management will then present the *Code of Student Conduct* to the University President for review and consideration by the Board of Regents.

1. Committee Appointment

The *Code of Student Conduct* Review Committee members are appointed by the Vice President for Student Affairs and Enrollment Management who will invite recommendations by the Faculty Senate, Staff Senate, and the Student Government Association

2. Committee Composition

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

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

3. Committee Removals

The Vice President for Student Affairs and Enrollment Management may remove a member from this committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

4. Committee Meetings

The Office of Student Affairs will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.

5. Committee Quorum

A quorum for the committee is five (5) members.

6. Additional Committee Members

The Vice President for Student Affairs and Enrollment Management may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code.

2. Jurisdiction

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

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

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

The *Code of Student Conduct* applies to behaviors which occur on University premises, at University-sponsored activities and events, and may apply to off-campus behavior when the Executive Director of Student Affairs determines that the off-campus conduct affects a substantial University interest, such as situations where a student's conduct may present a danger or threat to the health or safety of him/herself or others; situations that infringe on the rights of other students; situations causing significant disruption to the educational community or are detrimental to the educational mission of the University. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings.

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

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

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

3. Notice

Notice is deemed to have been properly provided when written notification is sent to the student's official assigned Angelo State University email address, delivered via Certified Mail to the student's last known address, or personally delivered to the student. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email

address. Students will be given a reasonable amount of time to respond to requests to meet with University officials. Prescheduled meetings are scheduled around a student's published academic schedule and include the opportunity to reschedule in the event of unavoidable conflicts. Should a student wish to reschedule an appointment, they should do so in a timely manner. The University will make all reasonable efforts to accommodate student scheduling conflicts, but will not permit unreasonable delays in the Conduct Process. After proper notice has been given to the student, the Student Conduct Officer/Investigator or designee may proceed with the conduct process. Should a student fail to comply with the requests of a Student Conduct Officer/Investigator or designee, the Office of Student Affairs may issue a 'Failure to Comply' *Code of Student Conduct* allegation to the student. Students are advised to keep their most current local address, permanent address, and primary telephone number updated in the student records system at <http://ramport.angelo.edu>.

4. Timelines

It is recommended that reports of alleged violations of the *Code of Student Conduct* should be received by the Office of Student Affairs within ten (10) University business days of the alleged incident to initiate conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents. Incidents should be resolved within 60 days of notice regarding the incident, not including appeal. This timeline may vary depending on the availability of individuals participating in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

5. Standards of Evidence

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

6. Reporting Allegations of Misconduct

To file allegation(s) of misconduct against student(s) or student organization(s), individuals should complete an online [Incident Reporting Form](#). The written allegation should describe the action or behavior in question. Individuals may also file a report in person at the Office of Student Affairs, located in suite 112 of the Houston Harte University Center. Staff are also available in the Office of Student Affairs to take initial reports of allegations and assist with conduct processes. The Office of Student Affairs also regularly reviews reports submitted from Angelo State University faculty and staff, University Student Housing, and the University Police Department.

To submit a concern regarding a student organization or to file an allegation of misconduct against a student organization or its members, individuals (faculty, staff, students, organization members, parents, community members or other parties) may complete an online form at <https://www.angelo.edu/incident-form>. Individuals may also file a report in person with the Center for Student Involvement, room 001 of the Houston Harte University Center. Staff are also available in the Office of Student Affairs to discuss reports of misconduct against student organizations.

Student organization leaders also can self-report organization or member behavior that may be considered violations of Angelo State University policy. When an organization is able to quickly identify a concern, address it, and report it, it is less likely that the organization would be held responsible for behavior that may be a policy violation. The self-report allows the University, in conjunction with the student organization to collect information, begin individual student conduct processes, and ensure that behavior has ceased and does not reoccur. When incidents are unreported by organizations and instead come to the attention of the University via a Complainant or third party, the options for resolution are more limited. Self-reporting allows the University to work collaboratively with the organization to address the situation and can allow for lower-levels of sanctioning for misconduct. Sometimes organization leaders may also become aware that organization or member activities may result in violations of policy but have not occurred yet. In these cases, the organization leadership is encouraged to work directly with Student Life staff to intervene and address the concern. This type of pre-report has the highest likelihood of lowering the risk of potential conduct violations and sanctions for the organization. Organization leaders may self-report misconduct or potential misconduct by utilizing the online form at <https://www.angelo.edu/incident-form> or by contacting the appropriate student organization or fraternity/sorority life staff member in the Center for Student Involvement, room 001 of the Houston Harte University Center.

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

7. Confidentiality

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

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

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

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

involved parties.

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

8. Anonymity

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

9. Family Educational Rights and Privacy Act (FERPA)

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

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

10. Student Organizations

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

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

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

11. Reporting Criminally

Some instances of student misconduct may also constitute a violation of state, federal, or local law. Students have the option to report misconduct to the University, to local law enforcement, or to both. Angelo State University administrators are happy to assist students in making a report to law enforcement, and will even accompany the student if he or she wishes.

12. Amnesty

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

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

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

13. Withdrawal

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

SECTION B: MISCONDUCT

1. Academic Misconduct

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

Additional information about academic misconduct is available in the Angelo State University Community Policies section.

a. Cheating

1. Copying from another student's academic work, test, quiz, or other assignment

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

1. Providing false grades, falsifying information on a resume, or falsifying other academic information.
2. Providing false or misleading information in an effort to injure another student academically or financially.
3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another individual.

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

f. Violation of Professional Standards

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

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

g. Unfair Academic Advantage

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

2. Actions against Members of the University Community and Others

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

a. Disruptive and/or Obstructive Conduct

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

b. Harmful, Threatening, or Endangering Conduct

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

1. Assault

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

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

3. Intimidation

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

4. Intimate partner / relationship violence.

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

5. Bullying/Cyber Bullying

- a. Repeated or severe aggressive behaviors that intimidate or intentionally

- harm or control another person physically.
 - b. Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.
- 6. Stalking

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

Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience or creates a hostile educational environment.
 - 2. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes, but is not limited to:

 - a. Photography or video recording of another person in a sexual, intimate, or private act without that person's full knowledge or consent;
 - b. Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person's full knowledge or consent;
 - c. Sexual voyeurism;
 - d. Inducing another to expose one's genitals or private areas;
 - e. Prostituting another student;
 - f. Engaging in sexual activity while knowingly infected with an STD.
 - 3. Public Indecency

Engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency. Including, but not limited to exposing one's genitals or private area(s), public urination, defecation, and/or public sex acts.
 - 4. Nonconsensual Sexual Contact

Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or other bodily orifice.
 - 5. Nonconsensual Sexual Intercourse

Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal.

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

- d. Hazing

Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected

to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.
5. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student Affairs.
6. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.
7. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

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

e. Discriminatory Harassment

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

f. Retaliatory Discrimination or Harassment

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

g. Complicity

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

obvious violations of the *Code of Student Conduct* by its members, specifically Actions Against Members of the University Community.

NOTE: Actions involving free expression activities are covered in Community Policies, Section Q.

3. Alcoholic Beverages

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

4. Narcotics or Drugs

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

5. Smoking

Smoking in unauthorized areas on University property as designated by the Angelo State University [Smoke/Tobacco-Free Environment policy](#).

6. Firearms, Weapons and Explosives

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

[NOTE: See RESIDENCE HALL HANDBOOK for specific approved devices allowed in the residence halls.](#)

7. Flammable Materials/Arson

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

8. Theft, Damage, Littering or Unauthorized Use

- a. Attempted or actual theft of property or services of the University, other University students, other members of the University community, or campus visitors.

- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property owned or leased by the University, littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the University, by other University students, other members of the University community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.
- g. Failure to meet financial obligations owed to the University, or components owned or operated by the University, including, but not limited to, the writing of checks from accounts with insufficient funds.

9. Gambling, Wagering, Gaming and/or Bookmaking

Gambling, wagering, gaming and bookmaking as defined by federal, state and/or local laws, and/or Angelo State University policy are prohibited on University premises involving the use of University equipment or services.

10. False Alarms or Terroristic Threats

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

11. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of University premises or equipment including another student's room.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, University identification card or access code for use on University premises or equipment.
- c. Unauthorized use of the University name, logo, registered marks or symbols. However, registered student organizations are permitted to use the complete statement "a registered student organization at Angelo State University."
- d. Unauthorized use of the University name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the University.

12. Failure to Comply

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

13. Abuse, Misuse or Theft of University Information Resources

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

mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using Angelo State University information resources.

14. Providing False Information or Misuse of Records

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

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

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

NOTE: Refer to University Parking Services regulations at

http://www.angelo.edu/services/parking_services/

16. Violation of Published University Policies, Rules or Regulations

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

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

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

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

18. Abuse of the Discipline System

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

SECTION C: CONDUCT PROCEDURES FOR STUDENTS

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

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

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

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

1. Remedies and Resources

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

a. Resources

Angelo State University has a variety of resources to assist students involved in conduct processes or experiencing concerns related to other student conduct. Resources include, but are not limited to assistance in reporting criminal behavior to the University Police Department or the San Angelo Police Department, counseling services, medical assistance, academic support referrals, and other support services. The Office of Student Affairs is also available to help students understand the

student conduct process and identify resources.

b. Interim Actions

Under the *Code of Student Conduct*, the Executive Director of Student Affairs or designee may impose restrictions and/or separate a student from the community pending the completion of the conduct process on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community pending the completion of the conduct process on alleged violation(s) of the *Code of Student Conduct*. A student who receives an interim suspension may request a meeting with the Executive Director of Student Affairs or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, a student may be denied access to Housing and Residential Programs/or the University campus/facilities/events. As determined appropriate by the Executive Director of Student Affairs or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Executive Director of Student Affairs or designee and with the approval of, and in collaboration with, the appropriate Instructor(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. Students are informed of interim actions by the official notice procedures outlined in Part I, section A.3 of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and/or other members of the University Community. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim administrative action may result in additional allegations of the *Code of Student Conduct*.

1. No Contact Order

When initial inquiry indicates persistent and potentially escalating conflict between two members of the University community, a No Contact Order may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. A No Contact Order will be issued by the Office of Student Affairs or the Executive Director of Student Affairs via the student's official Angelo State University email. The notice serves as an official directive that the student(s) have no contact with the other listed parties. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with the Office of Student Affairs or designee. This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the no contact order. Failure to comply with the no contact order is considered retaliation and will result in disciplinary action, including possible suspension or expulsion. Violations of no contact orders may also result in

immediate temporary suspension during the completion of the conduct process. The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

2. Immediate Temporary Suspension – Students

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

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

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

3. Other Interim Actions

In the event that the physical or emotional well-being of a student, other students, or members of the University community could be endangered, or if the presence of the student could significantly disrupt the normal operations of the University, other interim actions may be taken to protect the educational environment. These actions include, but are not limited to, temporary removal from University student housing, temporary changes in a student's academic schedule, and temporary restrictions from University activities, services and/or buildings.

4. Non-Student Interim Actions

Any guest to the University who is alleged to have violated the *Code of Student Conduct* and/or is deemed to pose a threat to the physical and/or emotional well-

being of a student or other members of the University community and/or the presence of an individual could significantly disrupt the normal operations of the University, the Office of Student Affairs, in conjunction with the University Police Department, will issue a Criminal Trespass Warning to that individual(s).

5. Withdrawal of Consent

a. Grounds for Removal

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

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

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

b. Registration Flag Following Withdrawal of Consent

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

***NOTE:** [See Texas Education Code, sections 51.233-51.244](#)*

2. **The Conduct Process**

a. Notice of Involvement

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

b. Rights and Responsibilities

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

A student has the right to:

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

allowed due to the scheduling conflicts of an advisor, except at the discretion of a Student Conduct Officer/Investigator upon written request five (5) University business days in advance of the scheduled Hearing date;

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

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

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

It is the student's responsibility to:

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

c. Investigation

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

When initial inquiry indicates a concurrent police investigation is occurring, the Student

Conduct Officer/Investigator will, where possible, collaborate with the University Police Department during the investigation. Elements of this collaborative investigation may include the Student Conduct Officer/Investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing. The Student Conduct Officer/Investigator will never take physical custody of any physical or electronic evidence, but will work closely with the University Police Department to inspect, analyze, and incorporate physical or electronic evidence into the Investigative report.

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

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

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

d. Informal Resolution

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

In cases involving another student (a Complainant) and/or a violation of Part I, section B.2 (Actions against Members of the University Community and Others) of the *Code of Student Conduct*, both the Complainant and the Respondent must agree to

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

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

e. Pre-Hearing Process

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

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

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

the statements and evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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

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

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

3. Hearings

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

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

contact the Office of Student Affairs prior to the scheduled Hearing.

a. Administrative Hearing

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

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

b. University Discipline Committee Hearing

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

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

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

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

- Deliver notification to student parties.

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

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

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

4. Sanctions

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

Implementation of the disciplinary sanction(s) will not begin and are not deemed final until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Sanctions agreed upon through the Informal Resolution process are final upon effectuation of the Informal Resolution. When sanctions are final, appropriate University Administrators may be notified of the student's sanctions. Upon the judgment of the Executive Director of Student Affairs, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal

process.

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

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

a. Disciplinary Reprimand

The disciplinary reprimand is an official written notification using the notice procedures outlined in Part I, Section A.3 to the student that the action in question was misconduct.

b. Disciplinary Probation

Disciplinary Probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with University policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* during this period may result in additional sanctions.

c. Deferred Disciplinary Suspension

Deferred Disciplinary Suspension is a period of time where a Disciplinary Suspension may be deferred for a period of observation and review, but in no case will the Deferred Disciplinary Suspension be less than the remainder of the semester. Further instances of misconduct under the *Code of Student Conduct* during this period may result in additional sanctions.

d. Time-Limited Disciplinary Suspension

Time-Limited Disciplinary Suspension is a specific period of time in which a student is not allowed to participate in class or University related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Time-limited disciplinary suspension is noted on the student's transcript by the phrase "Disciplinary Suspension" and will include the period of time in which the student is/was suspended from the University. The notation of disciplinary suspension will remain on the transcript indefinitely. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer/Investigator may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanction that was imposed prior to application for readmission, the Student Conduct Officer/Investigator may deny readmission to a student. On denial of a student's readmission, the Executive Director of Student Affairs will set a date when another application for readmission may again be made. An administrative hold will be placed on the student record to prevent registration during the

Disciplinary Suspension.

e. Disciplinary Expulsion

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

f. Conditions

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

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

g. Restrictions

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

- Revocation of parking privileges;
- Denial of eligibility for holding office in registered student organizations;
- Denial of participation in extracurricular activities;
- Prohibited access to University facilities and/or prohibited direct or indirect contact with members of the University community;
- Loss of privileges on a temporary or permanent basis.

h. Academic Penalties

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

- Assignment of a grade for the relevant assignment, exam, or course;
- Relevant make-up assignments;

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

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

5. Disciplinary Appeals Procedures

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

The Executive Director of Student Affairs or designee will be the designated appeal officer in each conduct case. The Provost and Vice President for Academic Affairs or designee will be the designated appeal officer for cases involving Academic Misconduct. The Vice President for Student Affairs and Enrollment Management or designee will be the designated appeal officer for cases involving Sexual Misconduct. The designated appeal officer will be a trained University staff or faculty member who did not serve as the Student Conduct Officer/Investigator or the Administrative Hearing Officer in the original Conduct Process and will render a neutral, impartial, and unbiased decision.

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

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

In cases involving alleged misconduct involving Part I, section B.2 (Actions against

Members of the University Community and Others), either the Complainant or Respondent may appeal the decision of the Office of Student Affairs. In such cases, the Office of Student Affairs will provide the request for appeal to the other party and provide opportunity for response.

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

If the designated appeal officer determines that the sanction, appeal is valid, the appeal officer will then determine whether the error or new evidence would have substantially impacted the decision of the Administrative Hearing Officer or University Discipline Committee/Academic Integrity Committee. If the designated appeal officer determines that the error or new evidence would have substantially impacted the decision, they may:

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

The Office of Student Affairs/Academic Dean or designee shall make all reasonable efforts to notify the student(s) of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student(s) of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University business days. If necessary, the designated appeal officer will notify the student should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and cannot be appealed.

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

6. Former Student Conduct & Readmission

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

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

SECTION D. CONDUCT PROCEDURES FOR STUDENT ORGANIZATIONS

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

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

1. Initial Inquiry

An initial inquiry would occur to review information about the alleged misconduct and to evaluate the accuracy, credibility, and sufficiency of the information. When an initial report does not identify victims of misconduct or victims are not available, it can limit the ability to investigate the incident. When the reporting party or complainant is identified but is reluctant to participate in the investigation process or student conduct process, the University will make every attempt to follow the wishes of the Complainant while weighing the interests of the campus community and the possibility of continuing inappropriate behavior and threat to the community. If the Complainant does not want to participate in the investigative process but has no aversion to the University pursuing the conduct process, the University will proceed to the extent of the information available.

2. Decision to Document the Incident without Further Investigation

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

3. Remedies & Resources to Reporting Parties/Complainants

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

- b. Assistance and resources are provided to the Complainant in order to help them understand the options available to them when making a report, to determine what resolution the reporting party is seeking, to identify university and community resources to support the reporting party, and to stop any current inappropriate behavior. Resources include, but are not limited to assistance in reporting criminal behavior to the University Police Department or San Angelo Police Department, counseling services, medical assistance, academic support referrals, and other support services. This is handled by the staff member in the Office of Student Life, Office of Student Affairs, or by the Executive Director of Student Affairs taking the initial report. This staff member may or may not be the person to investigate the complaint.

4. Interim Actions

- a. Under the *Code of Student Conduct*, the Executive Director of Student Affairs or designee may impose restrictions and/or temporarily suspend the registration of a student organization pending the scheduling of a campus Hearing on alleged violation(s) of the *Code of Student Conduct* when the student organization represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Examples of conduct or incidents that may result in interim suspension are hazing; conduct or incidents at organization events and activities resulting in allegations of sexual misconduct; behavior that results in criminal felony charges, severe disruption, and/or retaliatory harassment; alcohol/drug policy violations occurring during recruitment or social events; and cease and desist directives from inter/national or regional organizations. A student organization who receives an interim suspension may request a meeting with the Executive Director of Student Affairs or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of the meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, the student organization is not able to access the benefits of being a registered student organization during this time period, and organization activities should cease in order to prevent additional misconduct. Student organizations are informed of interim actions by the official notice procedures outlined in Part I, section A.3. of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and other members of the University Community, the University, and/or property. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim actions may result in additional allegations of violations of the *Code of Student Conduct*.

5. Notice of Involvement

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

6. Initial Contact to the Student Organization Leadership and Advisor

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

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

In most cases (with the exception of low-level concerns), Fraternity and Sorority Life staff will notify representatives of the inter/national or regional headquarters of the complaint received and process for reviewing the complaint. Angelo State University believes in an active partnership with inter/national and regional organization staff to resolve concerns. These inter/national and regional staff and volunteers are often better able to identify opportunities to address concerns and may be conducting their own investigation and conduct process. Angelo State University staff will specifically contact inter/national and regional organizations when a reoccurring concern indicates a climate issue for the organization, when the response of the organization is not compliant or timely, when there is an immediate threat to member or others safety, or when the organization has already participated in conduct processes for concerns.

8. Rights & Responsibilities

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

- a. A prompt, fair, and equitable process;
- b. Be accompanied by an advisor at any conduct or related proceeding.
 - An “advisor” can be any one of the following: a member of the Angelo State University community (faculty, staff, or student), a victim’s advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney.
 - An advisor’s role is that of support – he or she may not speak on behalf of the organization and does not have an active, participatory role in the conduct process. If an advisor for the organization is an attorney, an attorney from the Texas Tech University System Office of General Counsel may attend on behalf of the University.

- In the case of a student organization conduct proceeding, the President of the student organization is asked to make a response on behalf of the organization. During these processes, the President is also encouraged to include the faculty/staff advisor for the student organization. In many cases, the President may not be able to speak on behalf of the local advisory board to the student organization, so the inclusion of a local alumni advisor is also allowed.
 - In the case of student organizations – the current President of the organization, is responsible for presenting information during the formal hearing. The roles of the advisors during formal hearings should be for support and guidance, not to speak or participate directly in the formal hearing unless authorized.
 - Student organizations should select an advisor whose schedule allows attendance at the meeting, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the investigator and with advanced notice.
- c. Refrain from making any statement relevant to the investigation.
- Student organizations are expected to cooperate with the University conduct process, but may elect not to participate in the investigation process, either in part or entirely. However, a student organization's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. In other words, if a student organization chooses not to provide information during the investigation, they will not be allowed to present new information during the Hearing; similarly, if a student organization provides only limited information during the investigation (i.e., answering some of the Investigator's questions but not others), then during the Hearing, the student organization will only be permitted to speak to the information provided, with no additional commentary. The rationale for this policy is to prevent parties from presenting new evidence at the Hearing that was available during the investigative process for the purpose of disadvantaging the other party.
- d. The opportunity to provide information and evidence in support of the case;
- e. Know if they have been issued any allegations of misconduct;
- f. Know the range of sanctions that may be imposed for a conduct violation, if one is alleged and found to have occurred;
- g. Know the Angelo State University conduct policies and procedures, and where to find them;
- h. Know that any information provided by the student organization may be used in a conduct proceeding;
- Any information provided by a student during an investigation may be used in formal conduct processes related to allegations against the student organization, the student or other students.
 - Student and student organization records are subject to the Federal Education Rights & Privacy Act (FERPA). Information collected during an investigation will be compiled into an investigation report and is considered student or student organization records. The investigation report may be shared with the assigned student conduct hearing board

members or administrative officers assigned to adjudicate concerns as officials with legitimate educational interest and without written consent for release. Student and student organization records can be subpoenaed in accordance with criminal processes which could include the release of the investigation report to law enforcement officials. The investigation report may also be shared with the inter/national or regional organization headquarters staff to assist with collaborative investigations.

- i. Know that if a student makes any false or misleading statements during the student conduct process, that student could be subject to further disciplinary action.

Student organization responsibilities include:

- j. Be responsive to all communications from the university;
- k. Provide information relevant to the incident or situation;
- l. Be honest and provide true and accurate information during the investigation
- m. If a student or student organization needs additional time to gather information, please inform your Student Conduct Officer/Investigator.
- n. Review the *Code of Student Conduct* in order to fully understand all aspects of the student conduct process.

9. Investigation

- a. The Executive Director of Student Affairs or designee will appoint a Student Conduct Officer/Investigator to conduct a thorough, reliable, and impartial investigation of the reported concern.
- b. Reported allegations of misconduct under the *Code of Student Conduct* have varying degrees of complexity and severity. Therefore, the investigation procedures described below may vary. In student organization incidents there is the potential for three or more separate investigations to be occurring in a similar time frame.
 - Angelo State University Student Organization Conduct Investigation
 - Criminal Investigation by the University, San Angelo, or Other Police Departments
 - Inter/National or Regional Headquarter Investigation
 - Local Student Organization Advisory Board Investigation
- c. When initial inquiry indicates that another concurrent investigation is occurring alongside the Angelo State University student conduct investigation, the appointed investigator(s) will, where possible, collaborate with the other entities conducting investigations. Elements of a collaborative investigation may include coordinated or joint interviews, evidence sharing, and investigation report sharing within the limits of student records policies.
- d. Investigations of student organization conduct may include the requirement for student organization members to attend an investigation meeting as a group or as individuals. Students may be asked to complete written questionnaires related to the investigation. Regardless of the nature of the investigation, students and student organizations should be aware of their rights and responsibilities in the conduct process and recognize that any information shared during the course of the student conduct investigation may be used in formal conduct processes

against the student organization or the individual student. Students can always decline to participate in a collaborative investigation meeting and meet only with the student conduct investigator instead of meeting together with other investigators.

- e. During the investigative process, student organization representatives are responsible for providing all information or evidence that they believe should be considered. Once the investigative process is complete, the Student Conduct Officer/Investigator will compile the relevant information and evidence into an Investigation Report, which will include the allegations of the *Code of Student Conduct* and may include a timeline of the event(s), statements from the interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The Investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations.
- f. Student organizations will be asked to provide information about any actions, occurring voluntarily by the organization, to address concerns or actions occurring related to other conduct processes (inter/national or regional actions, local alumni board actions). This information is used to afford the opportunity for an organization to be eligible for informal resolution processes or the sanctioning portion of a formal hearing if an organization is found responsible for a policy violation.
- g. A student organization will have access to a completed Investigation Report and/or investigative materials relevant to the allegation(s) after the investigative process has concluded. In order to protect confidentiality, however, student organizations are not given copies of the Investigation Reports and/or investigative materials.

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

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

11. Informal Resolution

- a. Upon review of the investigation report and the investigation process, the organization may have the opportunity to resolve the issue informally. The investigator would provide an informal resolution in writing to the organization representatives for their consideration. The organization would agree to the outlined findings of responsibility for misconduct and the outlined sanctions. If there is a complaint, the Complainant must also agree to the informal resolution. To participate in the Informal Resolution process, student organizations must accept both the finding and the sanction. There is no appeal of signed informal resolutions.

Once completed, the informal resolution completes the conduct process. The case will only be reopened if new materials, previously unavailable, are presented.

12. Pre-Hearing Process

- a. In cases involving an Administrative or University Discipline Committee Hearing, the Pre-Hearing Process will be followed. Once the investigative process is complete, the student organization will be given notice of a Pre-Hearing Meeting. Should student organizations not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or University Discipline Committee Hearing. During this meeting, student organizations will be given the opportunity to review the Investigation Report, relevant evidence, and other documents to be used in the Administrative or University Discipline Committee Hearing. Other documents include notification of Respondent's allegations, Committee composition, and Hearing script. Following the pre-hearing, student organizations will be notified, via the notification procedures, outlined in Part I, Section A.3 of a date, time, and location of the Hearing.
- b. While students may identify errors in their own statements during the Pre-Hearing, they are not able to add additional information to the Investigation Report unless that information, in the judgment of the Student Conduct Officer/Investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Administrative or University Discipline Committee Hearing, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or University Discipline Committee Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Administrative or University Discipline Committee Hearing.
- c. The conduct process is designed to be non-adversarial. Student organization representatives will be permitted to question the statements and evidence presented by the other involved parties, but may not do so directly. After reviewing the investigation report, during the Pre-Hearing, Complainants and Respondents will have the opportunity to question the statements and evidence presented by the other involved parties, via the Student Conduct

Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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

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

13. Formal Hearings

- a. Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student organization, the University may proceed to conduct either an Administrative or a University Discipline Committee Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative Hearing or University Discipline Committee Hearing may be held and a decision made, regardless of whether the student organization responds, fails to respond, attends the Hearing, or fails to attend the Hearing. Should the student organization fail to attend the Administrative or University Discipline Committee Hearing, the Student Conduct Officer/Investigator or the University Discipline Committee may consider the information contained in the Investigation Report and render a decision. Student organization conduct processes are typically adjudicated by a University Discipline Committee.
- b. Hearings are closed to the public. Complainants and Respondents have the right to be present at the formal hearing; however, they do not have the right to be present during deliberations. Arrangements will be made so that complaining and responding students are not present in the hearing room at the same time.
- c. Student organizations are typically represented by the current President and an advisor.
- d. In situations where the organization no longer has a current student representing the organization, the conduct process will continue with the information available at the time. Organizations with inter/national, regional, or local advisory staff or volunteers with a long-term interest in the organization's recognition at the University may be allowed to participate in the resolution of conduct processes when a current student is no longer able to represent the organization.
- e. Administrative Hearing

An Administrative Hearing is the process of adjudicating allegations of violations of the *Code of Student Conduct* by an Administrative Hearing Officer. The Administrative Hearing Officer in an Administrative Hearing may be the Student Conduct Officer/Investigator that completed the Investigation Report, or Administrative Hearing Officer assigned by the Executive Director of Student Affairs or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns a sanction, as appropriate. Written notification of the outcomes of the Administrative Hearing should be provided to the student within five (5) University business days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part I, section C.5.

f. University Discipline Committee Hearing

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

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

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

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

g. The Student Conduct Officer/Investigator presents the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The

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

- h. The investigator would provide information during sanctioning related to any previous conduct history, self-sanctioning occurring with the organization, and general information about the organization's activities and participation at Angelo State University to help inform sanctioning.

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

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

14. Sanctions

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

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

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

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

a. Disciplinary Reprimand

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

b. Disciplinary Probation

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

c. Deferred Disciplinary Suspension

Deferred Disciplinary Suspension is utilized for misconduct that could have resulted in suspension, but the suspension is deferred for a period of observation and review. Deferred suspensions are assigned for no less than one semester. Further instances of misconduct during this time period may result in immediate temporary suspension of organization activities and often result in suspension or expulsion. Deferred suspension often includes multiple conditions and restrictions for the organization to continue recognition with the University.

d. Time-Limited Disciplinary Suspension

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

of student organization registration, the Student Conduct Officer/Investigator or Executive Director of Student Affairs will set a date when another application for registration may again be made.

e. Disciplinary Expulsion

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

f. Conditions

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

- Hosting educational programs or initiatives for the organization or community related to the misconduct;
- Requirements for additional training or advisement from Angelo State University staff, advisory boards, or other appropriate parties;
- Requirements for membership to complete online education programs or other activities;
- Requirements for community service or other activities beneficial to the membership and associated with remedying the impact of behavior on the community;
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement;
- Requirements for completion of membership reviews and providing updated rosters; or
- Requirements to submit information about updated and improved organizational processes such as new member education plans, or social event plans.

g. Restrictions

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

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

h. Required Notifications

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

off the campus of the institution during the preceding three (3) years.

15. Disciplinary Appeals Procedures

- a. A student organization may appeal the decision of a formal hearing or the sanction(s), condition(s), and restriction(s) imposed following a formal hearing by submitting a written petition for appeal to the designated appeal officers within five (5) University business days of receiving the written decision.
- b. The Executive Director of Student Affairs or designee will select an appeal officer in each case. The designated officer will be a trained University staff or faculty member who was wholly uninvolved in the original Conduct Process and will render a neutral, impartial, and unbiased decision.
- c. Petitions for appeal must clearly identify the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal.
- d. The only proper grounds for appeal are as follows:
 - Procedural or substantive error that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
 - Discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
 - The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.
- e. In cases involving alleged misconduct involving Part I, section B.2 (Actions against Members of the University Community and Others), either the Complainant or Respondent may appeal the decision of the Office of Student Affairs. In such cases, the Office of Student Affairs will provide the request for appeal to the other party and provide opportunity for response.
- f. The designated appeal officer will first review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final.
- g. If the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the appeal identifies a procedural/substantive error or new evidence that was unavailable at the original Hearing, the appeal officer will then determine whether the error or new evidence would have substantially impacted the decision of the Administrative Hearing Officer or University Discipline Committee. If the designated appeal officer determines that the error or new evidence would have substantially impacted the decision, they may:
 - Modify the finding and/or increase, decrease, or otherwise modify the sanctions;
 - Remand the case to the original Hearing Body;
 - Remand the case to a new Hearing Body.
- h. The Office of Student Affairs or designee shall make all reasonable efforts to

notify the student organization of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student organization of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University business days. If necessary, the Designated Appeal Officer will notify the student organization should they need additional time to determine the outcome of the appeal. The decision of the Designated Appeal Officer is final and cannot be appealed.

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

16. Student Organization Records

- a. All records concerning a student organization related to conduct processes will remain on file with the University for a minimum of seven (7) years from the date of the completion of the case via informal resolution, formal hearing, and/or conduct appeal processes.
- b. Student organization records do not impact the content of individual student records for student organization members. Findings of responsibility of misconduct for student organizations does not indicate a finding of responsibility for individual students. Individual students are subject to their own conduct processes separate from the student organization process.
- c. Student organization conduct decisions and finding are shared with the inter/national or regional headquarters of organizations as appropriate.

PART II COMMUNITY POLICIES

SECTION A. ALCOHOL POLICY & INFORMATION

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

SECTION B. ACADEMIC INTEGRITY

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

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

- b. **Academic Dishonesty Definitions**

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

- c. **Instructor Responsibilities**

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Student Affairs to discuss the nature of the violation and the student's record of academic integrity violations.

Instructions for reporting allegations of academic dishonesty are available in the [*Code of Student Conduct*](#). The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. The academic penalty will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student Affairs as a central clearinghouse of violations and for

adjudication as a *Code of Student Conduct* violation where disciplinary sanctions will be assigned.

d. **Withdrawal and Assignment of Grades**

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

e. **Academic and Disciplinary Penalties**

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

f. **Referrals to the Office of Student Affairs**

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student Affairs for the assignment of disciplinary sanctions. Instructions for reporting academic dishonesty violations are available in the *Code of Student Conduct*. A student referred to the Office of Student Affairs for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Instructors of record of the course where the violation occurred and the Academic Dean of the college where the student is enrolled or of the college housing the course where the violation occurred may participate in the adjudication of the violation and assignment of additional sanctions with the Office of Student Affairs as outlined in the *Code of Student Conduct*.

NOTE: Additional Academic Integrity information is available from the [Office of Student Affairs](#).

SECTION C. ANTI-DISCRIMINATION POLICY

Angelo State University does not tolerate discrimination or harassment of students based

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

1. Discriminatory Harassment

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

2. Sexual Harassment

- a. Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with the student's educational experience.
- b. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
 - Sexual teasing, jokes, remarks, questions;
 - Sexual looks and gestures;
 - Sexual innuendoes or stories;
 - Communicating in a demeaning manner with sexual overtones;
 - Inappropriate comments about dress or physical appearance;
 - Gifts, letters, calls, e-mails, or materials of a sexual nature;
 - Sexually explicit visual material (calendars, posters, cards, software,

- internet materials);
- Sexual favoritism;
- Pressure for dates or sexual favors;
- Unwelcome physical contact (touching, patting, stroking, rubbing)
- Non-consensual video or audio-taping of sexual activity;
- Inappropriate discussion of private sexual behavior;
- Exposing one's genitals or inducing another to expose their genitals;
- Unwelcome physical contact (touching, patting, stroking, rubbing);
- Non-consensual video or audio-taping of sexual activity;
- Exposing one's genitals or inducing another to expose their genitals;
- Sexual assault; or
- Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

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

3. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Director of Title IX Compliance, room 112 Houston Harte University Center, (325)942-2047. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Human Resources, East Annex Building, (325)942-2168. An online reporting form is also available.

4. Office of Civil Rights Complaints

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

5. Non-retaliation

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

6. Confidentiality

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

7. Faculty/Staff and Student Relationships

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

8. Grievance or Complaint Processes

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

9. Grievances and Investigations – Complaints Involving Other Students

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

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

- a. This grievance process is applicable to all students who choose to complain about unlawful discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is an employee, whether faculty, staff, or student.
- b. All grievance investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
- c. The filing of a grievance shall not affect the ability of Angelo State University to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.
- d. A student may consult with the Executive Director of Student Affairs to determine if he/she wishes to file a formal grievance. Students wishing to file a grievance should complete the Incident Reporting Form located at <https://www.angelo.edu/incident-form>. However, even if a formal grievance is not filed, the Executive Director of Student Affairs may notify key personnel at his or her discretion about the allegation, and other action may be taken by Angelo State University as deemed appropriate. Other actions include, but are

not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility and informing alleged offenders of Angelo State University's policy and educating departments and supervisors as needed on this and other policies.

- e. If the grievance involves the Executive Director of Student Affairs, the grievance should be presented to the Office of Human Resources.
- f. Student complaints of discrimination or harassment by an employee will be investigated jointly by the Office of Student Affairs and the Office of Human Resources.
- g. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Office of Student Affairs and/or the Office of Human Resources. Other administrators may be consulted to assist with the investigation.
- h. After the investigation is complete, the Office of the Student Affairs and/or the Office of Human Resources or designee will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate administrators.
- i. The finding of the Office of Student Affairs and/or the Office of Human Resources is final and not appealable.
- j. In the event a finding of a violation of this policy is made, appropriate disciplinary action will be taken as determined by the appropriate administrator.
- k. If either party disagrees with the imposed disciplinary action, or lack thereof, he or she may appeal within ten (10) business days through procedures established in OP 06.11 Faculty Grievance Procedures and OP 52.17 Staff Employee Complaint Procedure.
- l. Any disciplinary action taken in connection with a grievance filed pursuant to this policy shall be reported in writing to the Office of Student Affairs and the Office of Human Resources at the time the disciplinary action is implemented. Confirmation of the disciplinary action can be provided via a copy of a counseling or other written disciplinary action, resignation, termination document, etc.
- m. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the Human Resources. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the Executive Director of Student Affairs or the Office of Human Resources and/or file a grievance for retaliation.
- n. In the event of a finding of a violation of this policy, the Office of Human Resources will follow up with the grievant within sixty (60) days to ensure that the complained of behavior has ceased.

SECTION D: CLASS ABSENCES

1. Class Absences

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the University reserves the right to deal at any time with individual cases of non-attendance. In case of an illness requiring an

absence from class for more than one week, the student should notify his/her academic dean and/or the Office of Student Affairs. Angelo State University Operating Policy 10.04, Academic Regulations Concerning Student Performance provides complete information regarding class attendance and reporting student illness and emergencies.

2. Religious Holy Day Absences

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

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

- a. According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).
- b. According to Angelo State University Operating Policy 10.04, [Academic Regulations Concerning Student Performance](#), students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

SECTION E: COMPLAINT PROCESSES

1. **Complaints/Grievances**

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

2. **Academic Status Complaints**

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

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

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

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

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

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

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

Policy 10.22 Anti-Discrimination Policy and Grievance Procedure for Students.

- d. For complaints against student organizations related to incidents of discrimination or harassment, detailed policies and procedures are available in Part I, Section B.2 and Section D in the Angelo State University Student Handbook.

6. Disability-Related Complaints

- a. Complaints related to disabilities are guided by Operating Policy 10.15, Providing Accommodations for Students with Disabilities and Operating Policy 10.22, Anti-Discrimination Policy and Grievance Procedure for Students.
- b. Any students seeking remedy on the basis of a disability must register as a disabled student with Student Disability Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Executive Director of Student Affairs. The ADA Campus Coordinator for Students is the Director of Student Disability Services, room 112, Houston Harte University Center, (325) 942-2047.

7. Student Record Complaints & FERPA

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

8. Disciplinary Action

The University disciplinary appeals process is outlined in the Student Handbook Part I, section C.

9. Employment

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact Human Resources in accordance with the grievance procedures outlined in the University Operating Policy 52.17, Staff Employee Complaint Procedure and Operating Policy 52.40 Anti-Discrimination Policy and Grievance Procedure for Violations of Employment and Other Laws.

10. Grades

The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA guidelines, the faculty member's grade determination is final. The complete student grade appeal policy and procedure is listed in Operating Policy 10.03 Grade Grievance. A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Provost's Office. Also, refer to the Student Handbook Part I, section B.1 (Academic Misconduct).

11. Parking Citations

Students may appeal a campus parking citation online at http://www.angelo.edu/services/parking_services/. Parking Services rules and a description of the three-tiered appeals process is described in the links on the Parking Services home page (web address as above).

12. Graduate School Requirements

- a. Graduate student complaints related to academic standing and performance follow processes outlined in Operating Policy (OP) 42.01 Admission to the College of Graduate Studies, (OP) 42.02 College of Graduate Studies Enrollment Policy, (OP) 42.03 Graduate Students Employed as Teaching Assistants, Graduate Assistants, and Graduate Research Assistants, and (OP) 42.04, Academic Status Graduate Students. Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, theses and dissertations, academic probation and suspension, and graduate assistantships.
- b. Appeals of course grades are made through the dean of the college in which the course is offered and are guided by process in Operating Policy 10.03 Grade Grievances.

13. Housing Complaints

Housing regulations and processes are outlined in the Angelo State University Operating Policy 60.02, Housing Policy. The Director of Housing and Residential Programs, Centennial Village Residence Hall office, (325) 942-2035 oversees the resolution of complaints related to student housing.

14. Online and Distance Student Complaints

Students enrolled in distance learning courses utilize the same complaint procedures as students enrolled in traditional courses. In accordance with the Higher Education Opportunities Act of 2008, Angelo State University provides a web-link related to enrollment in distributed education courses or programs and complaint processes for filing with the accrediting agency and other appropriate state agencies at the Office of Student Affairs website:

http://www.angelo.edu/services/saem/student_affairs.php.

15. Tuition, Fee, and Financial Aid Complaints

Tuition, fee, and financial aid complaints are guided by the Student Accounts and Bursar's Office, and Student Financial Aid processes. Students with complaints related to tuition and fees may contact the Student Accounts and Bursar's Office at (325)942-2008. Students with financial aid complaints may submit concerns through an online system found on the Financial Aid website, http://www.angelo.edu/services/financial_aid/ and clicking on the Consumer Information link.

SECTION F: FINANCIAL RESPONSIBILITY

1. Financial Responsibility of Students

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, fraudulent credit card chargebacks, or the nonpayment or delinquent payment

of outstanding loans and failure to meet any other financial obligations to the University are considered a lack of financial responsibility. Financial irresponsibility may subject the student to additional fees, fines, suspension of check writing, denial of registration, withholding of grades and transcripts and adjudication under the *Code of Student Conduct*. A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. Students should understand that consequences may result from not resolving one's financial obligations to the University.

- b. Generally, failure to meet financial obligations to the University may result in:
 - Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student Accounts/Bursar's Office or if a returned check given in payment of tuition and fees is not redeemed by that time.
 - Possible criminal prosecution for writing insufficient fund checks.
 - A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.
 - A hold preventing future registration placed on a student's academic records.
 - A hold on receiving official University transcripts until the obligation is paid.
 - The University may report individual student financial obligations to a credit reporting agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at:
<https://ramport.angelo.edu/cp/home/displaylogin> (Student Services tab).
- c. For more information, please visit the Student Accounts/Bursar's Office website at <http://www.angelo.edu/services/controller/>.

SECTION G: FREEDOM OF EXPRESSION

1. Freedom of Expression

- a. Information related to freedom of expression policy is available in Part II, Section P: Use of University Space.

SECTION H: HOUSING REQUIREMENTS

1. Housing Information

- a. The Angelo State University residence hall system includes a variety of living options and provides convenient and affordable housing for approximately 2100 students. Living/Learning Communities provide students with the opportunity to live with others of similar interests or major. Our current Living/Learning Communities are housed in Plaza Verde residence hall, with the exception of Honors housing which is in Texan Hall. Centennial Village, which is arranged in two bedroom/one bath units or four-bedroom/two bath

units, offers private bedrooms in a suite-style setting. Likewise, Texan Hall offers private bedrooms with a shared common area in a suite-style setting. Carr Hall offers suite-style accommodations to men and women. Most suites are comprised of two double-occupancy rooms adjoined by shared bathrooms. Carr Hall includes a limited number of private suites with two single-occupancy rooms adjoined by a shared bath. Vanderventer Apartments offer fully furnished apartment style living with full kitchens and an on-site free laundry room. Priority for assignment to the private suites in Carr and apartments in Vanderventer will be given to students of sophomore or higher classification. Plaza Verde, Mary Massie and Robert Massie Residence Halls all house residents in a double occupancy room with its own bath. Concho Hall offers private suites with two single-occupancy room adjoined by a shared bath for graduate students or undergraduates with 90 or more credit hours.

- b. Ethernet computer connections are provided in each room. All halls have WiFi. However, students are encouraged to utilize Ethernet connections for quizzes, homework, etc. Other services include laundry rooms, vending machines, and 24-hour professional staff.
- c. An experienced and trained staff of Area Coordinators, Student Hall Directors and Resident Assistants manages each residence hall. Each residence hall office provides assistance to residents with concerns, including maintenance requests, room and roommate assignments, and resource information.
- d. The interests of students living on campus are promoted through the Residence Hall Association. The Residence Hall Association sponsors social, cultural, educational, and recreational activities and participation in the activities is a wonderful way for students to be engaged in their community.
- e. Complete information regarding campus housing can be found at http://www.angelo.edu/dept/residential_programs/. Information regarding residence hall policies can be found at https://www.angelo.edu/dept/residential_programs/Housing_Requirements/university_housing_requirements.php.

2. Housing Policy

- a. In support of the Strategic Plan of Angelo State University, the University requires students with 59 or fewer hours to live in the University Residence Halls. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the University housing policy is a condition of enrollment, as set forth in the Student Handbook and the Undergraduate and Graduate Catalog and approved by the Board of Regents.

3. Housing Requirements

- a. Subject to verification and authorization by Housing and Residential Programs, students who meet one or more of the following criteria may be given permission to live off campus prior to moving in:

- A student is residing and continues to reside in the established primary residence of her/his parent(s) (or legal guardian), grandparent(s), or sibling(s), if it is within a 100-mile radius of Angelo State University. The parents must have established their primary San Angelo residency at least one year prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to the request.
 - A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for Financial Aid.
 - A student is married or has dependent children living with the student.
 - A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
 - A transfer student has successfully completed 60 or more semester hours of academic credit prior to the student's enrollment or re-enrollment.
 - A student has served six months or more in active military service, as verified by a discharge certificate (DD214).
 - A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
 - A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
 - A student has completed four long semesters (fall and spring terms) of living on campus in the Angelo State University residence halls; or provides sufficient evidence of living on campus at another university prior to off-campus residence eligibility.
 - A student is enrolled in on-line classes only.
 - A student is taking less than 12 hours during the academic year.
- b. In conjunction with the University's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and dining plan fees, or probation, as determined by the Office of Student Affairs and in accordance with the *Code of Student Conduct* of Angelo State University.
- c. Students sign a Residence Hall Contract for the summer session or the academic year (fall and spring semesters). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract.
- d. Signing a lease for off-campus housing does not relieve the student of contractual obligations with the University for housing in the residence halls. The student is responsible for complying with all provisions of the Angelo State University Housing and Residential Programs Contract.
- e. The student is responsible for updating any incorrect information including place

of residence with the Registrar's Office.

- f. No exemptions will be approved once the student has moved in to the residence halls.

4. Room and Dining Plan Fees and Advance Payments

- a. Room and dining plan fees are due and payable by the semester and will be billed by Student Accounts/Bursar's Office. Room and dining plan fees become a part of the student's bill, and as such, payment plans are available. Payments must be made by the scheduled due dates to avoid delays in registration. Additional remedies available to the university for non-payment of room and dining plan fees include withholding the student's transcript of grades, diploma, and other academic records, and cancellation of enrollment.
- b. Students with academic year contracts are charged 60 percent of the academic year room and dining plan rate for the fall semester and 40 percent for spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged 40 percent of the academic year rate.

SECTION I. SEXUAL VIOLENCE

Sexual Violence/Sexual Misconduct/Title IX Information

Information about Angelo State University University's response and prevention of sexual violence and misconduct can be found at <https://www.angelo.edu/services/title-ix/>.

SECTION J: SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

1. General Policy

- a. The primary mission of the University is education. The University is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, solicitations or advertisements and sales, displays or distribution of publications on the campus are not permitted, except as provided below or as provided by law.

2. Definitions

- a. Solicitation includes, but is not limited to requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering other comparable materials and privileges in person or by handbills, posters or similar materials to promote sales.
- b. Advertisements are the displays of any items that have, as an integral part of their design, the identification of a consumer product or service.
- c. Printed materials are publications, handbills, posters, leaflets and other written matter intended for public distribution, sale or display on campus.

3. University Name, Documents and Records

- a. The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the Director of Communications and Marketing, or any unauthorized use of

University documents, records or seal is prohibited. Information is also available in Operating Policy 26.07 University Name Seal and Logo found at <http://www.angelo.edu/opmanual/>.

4. Jurisdiction

- a. All solicitation requests should be directed to the Director of Student Life for review. Requests should be submitted online using the [Solicitation/Sales Request Form](#). Requests must be submitted at least ten (10) University business days before intended use. Solicitation requests regarding food/beverage items on campus are subject to the approval of the Director of Business Services and are submitted via the [Solicitation/Sales Request Form](#).
- b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Executive Director of Student Affairs.
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the Vice President for Student Affairs and Enrollment Management.
- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Vice President for Academic Affairs.
- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Executive Director of Development and Alumni Relations in accordance with OP 32.03.

5. Solicitation Processes

- a. Solicitations by registered student organizations and students are prohibited on Angelo State University grounds and facilities except for:
 - Activities supporting the educational mission of the institution;
 - Promotion of organizational activities consistent with organization mission;
 - Recruitment of members or membership drives;
 - Accepting donations on behalf of altruistic or charitable projects;
 - Scholarship and/or fundraising projects in support of organization mission.
 - The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances.
- b. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by Angelo State University or violates any federal, state and/or local laws and/or University policies.
- c. In order to solicit in University buildings, authorization is required via the [Solicitation/Sales Request Form](#).
- d. Registered student organizations may use the University's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the University's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information

on licensing and use of Angelo State University registered names, logos and trademarks, refer to [Official Logos and Visual Elements](#) on the Communications and Marketing website and also to the Angelo State University Operating Policy 26.07, University Name Seal and Logo.

- e. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a reservation request. Permission to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
- f. Decisions by the Director of Student Life or Director of Business Services rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Executive Director of Student Affairs.
- g. A written appeal describing the objections to the denial to the Executive Director of Student Affairs must be filed no later than five (5) University business days after receipt of notice of denial from the Director of Student Life or the Director of Business Services.
- h. The Executive Director of Student Affairs will convey the appeal decision, in writing, to the student or registered student organization or to the Director of Student Life or the Director of Business Services within five (5) University business days from the receipt of the written appeal.
- i. The student or registered student organization may not appeal beyond the Executive Director of Student Affairs.

6. Advertisements

- a. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
- b. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the University Police and will be subject to appropriate legal action.
- c. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
- d. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Director of Business Services.
- e. The only approved posting location on campus by non-University guests is located within the University Center with the Director of Business Services review and approval for a two (2) week period on approved posting boards.

7. Printed Materials & Digital Signage

The following policies apply to the display and distribution of printed materials and digital signage in all areas of the University campus:

- a. Only individuals affiliated with the University (i.e. students or student

- organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide verification of current student status upon request;
 - c. Solicitation and Advertising materials must conform with the provisions stated above;
 - d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
 - e. Use of the Angelo State University campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of University property, etc., may necessitate repayment to the University by the responsible party;
 - f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
 - g. Printed materials such as handbills and leaflets may not be distributed within University buildings unless approved in advance by the building manager;
 - h. Printed materials and digital signage content shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or “fighting words” as defined by law.
 - i. Registered student organizations and University departments are allowed to hang banners within the Houston Harte University Center at the discretion of the Director of Business Services. A list of requirements regarding the banners is available in the Office of Student Life, room 001, Houston Harte University Center.

8. Use of Bulletin Boards & Digital Signage

- a. Posters, signs, and announcements may be displayed only on University announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The University announcement bulletin boards and approved digital signs may be used only by students, registered student organizations, and University departments. Bulletin boards will be cleared periodically. A list of designated University announcement bulletin boards and digital signs is maintained in the Houston Harte University Center by the Director of Business Services.
- b. Posters, signs and announcements shall not exceed a maximum size of 18” x 24”, digital signage requirements will differ per location and are available via the coordinator of that signage;
- c. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
- d. Posters, signs, and announcements shall not promote unauthorized sponsorship by Angelo State University;
- e. Posters, signs, and announcements shall not violate any local, state or federal law;
- f. Bulletin boards belonging to academic and administrative Departments are for official University use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and

- g. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

9. Violations

A student or registered student organization violating regulations governing solicitations, advertising, and printed materials is subject to the disciplinary sanctions outlined in the *Code of Student Conduct*.

SECTION K: STUDENT IDENTIFICATION

1. Student Identification

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

- a. The ASU OneCard is the property of the University.
- b. Students shall not allow their student identification to be used by other persons.
- c. Students shall not alter their ASU One Cards in any way.
- d. On request, students must present their student identification to any member of the University faculty, staff, administration or police.
- e. A student must pay a replacement charge for lost, stolen, or damaged ASU OneCards.

For more information about the features of the ASU OneCard, students should visit the website at: <http://www.angelo.edu/services/asuone/>.

SECTION L: STUDENT INVOLVEMENT & REPRESENTATION

1. Student Government Association

The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the University.

2. Student Media

The major campus publication at Angelo State University is THE RAM PAGE, a weekly newspaper containing articles of interest to the University community. General supervision for the University's student campus publication rests with the Publications Council, which is responsible for ensuring that the publication maintains high professional standards and fulfills the educational objectives for which it has been established. The ten-member council is made up of students, faculty, and staff. One of the chief responsibilities of the council is to appoint the editor each spring for the campus publication, based upon recommendations submitted by the chair of the Publications Council.

Copies of the University publications policies are available in the offices of the chair of the Department of Communication and Mass Media, who serves as Director of Publications, and the Director of Student Life. See Operating Policy 04.10, Student Media.

3. Veterans Educational and Transitional Services

The Veterans Educational and Transitional Services (VETS) Center is here to assist veterans, active duty service members, and their dependents in their pursuit of higher education. To that end, the University works in cooperation with the U.S. Department of Veterans Affairs (VA) and other off-campus resources including the Texas Veterans Commission. The VETS Center oversees the certification of Veterans

Educational Benefits such as:

- a. The exemption for Texas Veterans under the Hazelwood Act which provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.
- b. The educational programs such as the various educational benefits offered through the Department of Veteran Affairs.

SECTION M: STUDENT ORGANIZATIONS

1. Registered Student Organizations

- a. A registered student organization is a group (president, treasurer and a minimum of eight (8) other members) comprised of at least ten (10) 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, regulations and standards of the University and/or federal, state and/or local statutes.
- b. Generally, student groups broadly fall under one of the following categories:
Academic/Professional, Boards and Councils, Greek Social Organizations, Honor Societies, Multicultural/International, Club Sports, Spiritual Life, Service, and Special Interest.
- c. All student organization registration is administered by Center for Student Involvement.

2. Club Sports

- d. The Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with the Department of University Recreation and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. Club Sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport.
- e. A group seeking Club Sports status must first be a registered student organization, subject to the rules and regulations of the University. Typically, a student organization must be registered with the Center for Student Involvement for at least an academic year before full consideration for Club Sports status.
- f. Following the organization registration process, a group should request a meeting with the Center for Student Involvement to initiate the application process for Club Sports affiliation. After obtaining Club Sports status, groups must also comply with the guidelines of University Recreation.

3. Social Fraternities/Sororities

- g. The Center for Student Involvement is responsible for the oversight of Angelo State University Social Fraternities and Sororities. A group seeking social fraternity or sorority status should first contact the Center for Student Involvement to discuss their interest and the specific (if any) national

organization with which they wish to affiliate. Students should understand that the decision to bring a new sorority or fraternity to the campus is a joint decision made by the students, the University, and the national organization. All parties must work in concert for the relationship to be successful. A group seeking social fraternity or sorority status must be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council.

- h. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501(c) number.

4. Conditions for Registration of New and Reforming Student Organizations

- a. Membership in the organization shall be open only to students enrolled at Angelo State University. A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identify, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.
- b. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
- c. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with the Center for Student Involvement.
- d. All funds allocated to a registered student organization from University-controlled sources must be maintained in a University account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
- e. The student organization shall show initiative in effectively meeting its stated purpose and be lawful and peaceful in its activities. The Center for Student Involvement is available to assist in organizational development.
- f. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Angelo State University.
- g. Only organizations that are an official part of the University and receive direct funding by the University or organizations that are an extension of an academic department may use the name, logo, or symbols of the University as part of its name or in its publications. Registered student organizations may use the complete statement "a registered student organization at Angelo State University." Approval for the use of logos, symbols, and names

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

- h. 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 student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook.
- i. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
- j. Must comply with University rules, standards, and policies.
- k. Student organization registration does not imply University approval of either the organization or its functions or activities.

5. Registration of New and Re-Registering Student Organization

- a. New and/or re-forming student groups that desire to become a registered student organization should contact the Center for Student Involvement to discuss the process of forming or re-forming an organization.
- b. A student group seeking to form a new organization may file the "Student Organization Registration/Renewal form and a Student Organization constitution with the coordinator for student organizations. The initial constitution must follow the template provided by the Center for Student Involvement. Once both forms are filed, a pending student organization is permitted to use University facilities and post notices and flyers in accordance with established University posting regulations. A proposed group may apply for registration only once per semester.
- c. Following the submission and review of all required documents and verification of member eligibility, the materials will be sent to the Angelo State University Student Senate for review and a recommendation on registration. After receiving the recommendation of the Student Senate, the Assistant Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.
- d. A group which has been a registered student organization in the past and which became inactive may apply to reinstate the organization by submitting a Student Organization Registration/Renewal form, a proposed constitution that is in compliance with current requirements, and a letter explaining why the organization should be reinstated.

6. Annual Registration and Renewal Process

- a. A complete Student Organization Registration/Renewal form must be received by the Center for Student Involvement by the deadline each September. The form will include the names and contact information for the organization officers and the president of the organization must certify that the organization still has at least ten (10) full-time students who are in good standing with the University.

- b. The organization must also submit an updated copy of the local constitution and by-laws (if applicable) and the constitution and by-laws of any other local, state, or national affiliate organization (if applicable).
- c. The organization shall also furnish the signature, title, campus address, telephone number, and e-mail address of a full-time Angelo State University faculty or unclassified staff member indicating the person's agreement to serve as the organization's advisor.
- d. The organization must also agree to comply with all University standards, rules, and/or policies as well as all federal, state, and/or local laws.
- e. Executive officers of registered student organizations must have at least a 2.00 cumulative grade point average at the time of election, must earn at least a 2.00 grade point average each semester during their term of office, must maintain full-time student status throughout their term of office, and must remain in good standing (academic and disciplinary) throughout their term of office. Student organizations may establish higher eligibility requirements for their executive officers.

7. Benefits of Registered Student Organizations

- a. Benefits include: Meeting room reservations on campus, organization information published online, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and a free web-link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.
- b. Club Sports
Club sports are entitled to all of the benefits of a registered student organization. In addition, club sports may receive administrative support and guidance from University Recreation.

8. Faculty or Staff Advisor

- a. Each registered student organization shall have a full-time University faculty or unclassified staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making and the advisor should work directly with the student organization regarding the financial best practices located online within the Center for Student Involvement website. The advisor must oversee adherence to University standards, rules and/or policies as well as the organization's constitution and by-laws. With regard to student organization travel, the advisor is the responsible party for submitting travel requests, for obtaining any travel advances, and for reconciling the travel expenses after the trip in accordance with University procedures. The Center for Student Involvement sponsors various advisor training programs throughout the year to assist advisors in working with their organizations. A training program on risk management is mandated by State law and organization advisors must attend this program. Specific information on complying with this training

requirement is available in the Center for Student Involvement.

- b. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their constitution and/or by-laws; however, one advisor must be a full-time Angelo State University faculty or staff member as required and identified in the registration packet.
- c. Any individual who is a secondary advisor or coach who is not affiliated with the University or is not a full-time Angelo State University employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and emails.
- d. Registered student organizations have ten (10) University business days to Formally notify the Center for Student Involvement with the name, address, telephone number, and e-mail address of any new or replacement full-time University faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
- e. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
- f. Established full-time University faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the “Primary” advisor of a student organization with the approval of the Center for Student Involvement.
- g. Student organization advisors should complete advisor risk management training set by the Center for Student Involvement.

9. Prerequisites for Maintaining Registration

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

- a. File a list of its current officers within ten (10) University business days from the day of elections and file notification of the subsequent changes when such occur.
- b. File a list of its current advisor(s) within ten (10) University business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within ten (10) University business days.
- c. Submit all changes in documents on file relating to the organization (i.e., revisions to the constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updates and revisions to their local and affiliate constitutions. These changes must be registered with the Center for Student Involvement within ten (10) University business days of any changes. Should an organizational dispute occur that involves University intervention, registered student organizations are bound by their constitution and by-laws on file with the Center for Student Involvement.
- d. Conduct its affairs in a lawful manner as a collaborative entity in accordance with the constitution and by-laws it has on file, and applicable policies,

- rules, regulations and standards of the University and/or federal, state, and/or local statutes.
- e. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Center for Student Involvement.
 - f. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the University.
 - g. Attend annual risk management training programs provided by the Center for Student Involvement. A minimum of two organization officers, the president and the vice president or chairperson in charge of risk management, is required to attend. The officers are then responsible for conveying the information to their student organization members and completing a Risk Management Compliance Form.
 - h. Ensure off-campus individuals or organizations (whose appearance on campus is sponsored by the organization) observe all applicable policies, rules, regulations and standards of the University.
 - i. The Center for Student Involvement and/or the Director of Student Life may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.

10. Conduct Procedures for Student Organizations

- h. Student organization conduct procedures are outlined in Part 1 *Code of Student Conduct*, Section D, including processes for the temporary suspension and denial of registration for student organizations.

SECTION N: STUDENT RIGHT TO KNOW

The University Police Department compiles and publishes campus crime data to comply with the Clery Campus Security Act. Information about crimes that have occurred on-campus and in the immediately surrounding community is published annually and a link to the information can be found on the Angelo State University Student Affairs web page: http://www.angelo.edu/services/saem/student_affairs.php.

SECTION O: STUDENT RECORDS

1. General Policy

Policies and procedures concerning student records are based on respect for the privacy of the individual. To minimize the risk of improper disclosure, academic records are maintained separately from disciplinary records. (During the time of disciplinary suspension or expulsion, the notice is placed in the student's permanent file.) The conditions for access to each are set forth in the Student Handbook and complies with federal and state statutes and with registered student organization guidelines. The procedures set forth below apply to all persons formerly or currently enrolled at Angelo State University.

2. Address of Record

Students must maintain an accurate permanent address with the Registrar's Office. The address is used for official notifications including billing and notification of official University requirements. Students should maintain a current local address and telephone number that is used by University officials, and/or student organizations and the campus community. Students may update their contact information at <https://ramport.angelo.edu/cp/home/displaylogin> via the Student Services tab, RAMS Logon link, and Personal Information tab.

3. Student Access to Educational Records

- All current and former students of the University have the right to access their educational records as provided by law.
- Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the University.
- The University will respond to all requests for explanations and interpretations of records or information, if the response does not violate the Family Educational Rights and Privacy Act of 1974, as amended.
- A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards.
- Personally identifiable information such as classification, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

4. Records Not Accessible to Students

The following are records not accessible to students:

- a. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute (i.e. grade books, notes of observation and notes for recollection purposes).
- b. Employment records of a University employee who is not a student.
- c. Medical records are maintained for students visiting University Health Clinic and Counseling Services. Information contained in the medical record is privileged and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. Students needing to request a copy of their medical records may contact University Health Clinic and Counseling Services at (325) 942-2171. While not considered "education" records under the Family Educational Rights and Privacy Act of 1974, as amended, the mentioned statute still allows the patient, in most instances, access to his/her records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.
- d. Medical and/or psychological information submitted for the purpose of determining eligibility for services are not releasable. Students may obtain the original information from the sources.

5. Authorized Non-student Access to Student Records

Educational records (or personally identifiable information within a record) may be released without the written consent of the students to:

- a. Officials, faculty and staff employed by the University if they have a legitimate educational interest.
- b. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.
- c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.
- d. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
- e. Federal, state and local officials to whom laws (in effect on or before Nov.19, 1984) require information to be reported.
- f. Organizations such as Educational Testing Service administering predictive tests, student aid programs and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.
- g. Accrediting organizations.

- h. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the Registrar's Office.
- i. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
- j. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the University of all such orders and subpoenas in advance of compliance.
- k. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

6. Students' Rights to Challenge Records

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part II, section E.10. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

- a. Any student wishing to challenge records or information directly relating to him or her must notify the individual responsible for maintaining the records. The notice must be in writing and specifically identify the item challenged and the basis for the custodian of the challenged records.
- b. All initial meetings will be informal and participants will include: the custodian of the challenged records or information, the student and the author (if appropriate) of the material.
- c. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal meeting, a formal Hearing will be conducted. The student may present evidence relevant to the content of the educational records to demonstrate how they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. The Hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records and for insertion into the records a written explanation by the student requesting the content of the challenged records.

7. Release of Student Directory Information

- a. The following student information is considered Angelo State University Directory Information:
 - Student Name
 - Permanent and Local Addresses
 - Hometown
 - Classification
 - Major and Minor Fields of Study
 - Dates of Attendance

- Degrees, Awards, and Honors Received
 - Specific Enrollment Status
 - Photograph
 - Team Photographs
 - Participation in Officially Recognized Sports and Activities
 - Height/weight of members of Athletic Teams
 - Previous Institution(s) Attended
 - Degree Candidate
- b. This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in the Registrar's Office, room 200 of the Dorsey B. Hardeman Building.
- c. The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under Section 552.021, Government Code.

8. Destruction of Records

The University constantly reviews the "educational records" it maintains and periodically destroys certain records. The University will not destroy records if prohibited by state or federal law. The student's basic scholastic record is kept and maintained permanently in the Registrar's Office. Disciplinary records are maintained for at least seven years in the Office of Student Affairs. Student Disability Services records are maintained for three years after the last date of enrollment. In cases resulting in Time-Limited Disciplinary Suspension or Expulsion, records will be kept indefinitely.

9. Letters of Recommendation

- a. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
- b. Under the Family Educational Rights and Privacy Act of 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

SECTION P: USE OF UNIVERSITY SPACE

1. General Policy

With the exception of free expression activities outlined below, the space and facilities of the University are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is encouraged for activities that have as their

purpose, service or benefit to the Angelo State University community, and that are sponsored by registered student organizations.

University buildings, grounds or property may be available for use by outside groups in accordance with and subject to the provisions of the University policy, to the extent that the programs and activities of these groups do not conflict or interfere with normal University functions or the activities of campus organizations. An individual who is not a student, faculty, or staff member may attend functions or activities held on University property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a University department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Outside groups desiring use of University facilities must obtain approval for their program or activity from the Director of Business Services. The Director of Business Services is responsible for making certain that the proposed program and activity is within the *Regent's Rules* and University policies. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. Appropriate rental charges shall be charged to outside groups using University facilities. State law requires that University facilities and property be used only for state purposes and not for private gain.

2. Reservation Requirements

- a. Reservations must be made for the use of buildings and grounds under the control of the University. Requests for reservations will be granted according to the priorities of the designated area. The procedures for requesting use of the University facilities are available online at <http://reservations.angelo.edu>. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.
- b. If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

3. Use of Facilities by Student Organizations

- a. Student organizations must be registered to use University facilities or grounds.
- b. A student organization that has petitioned the Center for Student Involvement for registration status may hold up to three meetings in the Houston Harte University Center pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may be reserved by “petitioning” student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional

reservations will not be approved until the student organization is registered.

4. Procedure and Priorities for Designated Facilities

- a. Houston Harte University Center
- b. The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the University. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the rules and regulations). The fee waiver form is located online at

<http://reservations.angelo.edu>. Academic Buildings

Any registered student organization may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars or workshops and special programs and functions. The space must be reserved through the Office of Special Events. All requests must be submitted by an active member of the student organization using the online request form at: <http://reservations.angelo.edu>.

All requests must include the full name, department, and phone number of the student organization's full-time faculty or staff advisor. All use of academic space is "as is" (group is responsible for own set-up) and a full-time faculty or staff advisor assumes responsibility for accessing space, supervising meeting, and securing space in same condition it was found. For-credit academic use request may supersede not-for-credit reservations. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the University and of available space. Academic use by departments and colleges has priority over other uses and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.

Academic space will be assigned on a limited basis if:

- The intended use is in keeping with the educational purposes of the University.
- The intended use does not conflict with the use by academic programs or academic organizations.
- The intended use does not conflict with normal security and maintenance schedules.

- c. Residence Halls

Currently enrolled students who live in the residence halls and participate in the residence hall governments have first priority for use of all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, Housing and Residential Programs. University departments or registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However,

space availability is limited, and requests for the use of residence hall space must be made to the Director of Housing and Residential Programs.

d. Intercollegiate Athletic Facilities

The Junell Center/Stephens Arena, LeGrand Stadium at 1st Community Credit Union Field and other athletic fields are owned and maintained by the University for the primary use and benefit of the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Director of Business Services. Requests for use of all intercollegiate athletic facilities must be made to the Office of Special Events using an online form located at: <http://reservations.angelo.edu>.

e. Recreational Facilities

The Ben Kelly Center for Human Performance, intramural fields, tennis courts, racquetball courts and basketball courts are intended primarily for student recreational and instructional use on an organized group and individual basis. University Recreation is responsible for scheduling the use of these facilities for University Recreation programs and services. Other University departments, organizations, and off-campus guests may request use of recreational facilities from the Office of Special Events using an online form located at <http://reservations.angelo.edu>.

f. Pavilion

The Pavilion is designed to meet the recreational needs of students, faculty and staff and to provide programming opportunities for the University and its registered student organizations. Reservation requests may be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. The Pavilion may also be rented according to University policy governing this privilege.

g. Lake Facility

The Angelo State University Lake Facility, located at 1925 Beaty Road, is open and operated seasonally by University Recreation for general use by Angelo State University students, faculty, and staff. The Lake Facility is also available for University department and organization events as well as private rental events (based on date availability). Reservation requests for the Lake Facility must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

5. Use of Campus Grounds

a. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop. Reservation requests for the Lake Facility must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

b. Students or registered organizations using a designated area are subject to the following requirements:

- Use of amplification equipment must comply with the guidelines below.

- A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
- If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a University account number before the activity can be approved by the Director of Business Services.
- Violations of these campus grounds use regulations are subject to the disciplinary sanctions and procedures outlined in the *Code of Student Conduct*.
- Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other University departments or others as necessary prior to approval from the Director of Business Services.
- Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
- The sponsor should refer to procedures provided by the Environmental Health and Safety office to make necessary arrangements for any event that includes food handling or food service on Angelo State University property by anyone other than the contracted campus food service provider.
- The sponsor should contact Parking Services to make necessary parking arrangements for the event.
- If the use of University grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

6. Freedom of Expression Activities and Forum Areas

- a. The open exchange of information, opinions, and ideas between students is an essential element of the campus experience. These policies are intended to protect the interests of all students as well as other members of the University community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) without the need of prior approval of the University.
- b. Although the Angelo State University campus is generally an open campus for purposes of student freedom of expression activities, students are encouraged, and persons and groups not affiliated with the University are required, to use the Forum Areas of the campus for freedom of expression activities.
- c.

The Forum Area on the Angelo State University campus is the student gathering area located between the Porter Henderson Library and the Houston Harte

University Center. Additional free speech areas may be designated at any time by the University.

- d. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
- The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
 - The activity substantially interferes with either vehicular or pedestrian traffic;
 - The activity blocks the ingress or egress to buildings;
 - The space is not available due to prior reservation;
 - The activity conflicts with a previously planned University activity;
 - The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University;
 - The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
 - The activity is prohibited by local, state, or federal law; or
 - The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
- e. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
- Activities which are illegal.
 - Activities that deny the rights of other students, faculty and staff of the University.
 - Activities that substantially obstruct or restrict the free movement of persons on any part of the University campus, including the free entry or exit from University facilities.
 - Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the University.
 - Activities that threaten or endanger the health or safety of any person on the University campus.
 - Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law.
 - Activities that result in damage to or destruction of University property or;
 - Activities that attempt to prevent a University event or other lawful assembly by the threat or use of force or violence.
 - Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

7. Appeals of Ground Use Request Denials

Students of registered student organizations, whose requests for the use of Forum Area(s) are denied, may appeal to the Director of Student Life as follows:

- a. A written appeal describing the objections to the denial presented to the Director of Student Life must be filed no later than five (5) University business days after the receipt of notice of the denial from the Director of Student Life.
- b. The Director of Student Life will convey the appeal decision, in writing, to the student or registered student organization or to the Executive Director of Student Affairs within a reasonable time from the receipt of the written appeal.

8. Use of Amplification Equipment

- a. Use of Amplification Equipment for Freedom of Expression Activities.
 - Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
 - Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus after 5:00pm Monday through Friday.
 - Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in section 6 of this policy.
 - Only handheld amplification devices are permitted.
 - No amplification of sound is permitted during the week prior to or the week of final exams.
 - The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University community.
- b. Other Use of Amplification Equipment
 - The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on University grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in section 6, above, is by permission only.
 - Applications from individuals, departments, and organizations for permission to use amplification equipment must be submitted as a reservation request to the Office of Special Events online at <http://reservations.angelo.edu>.
 - Applications must be submitted at least two weeks before the intended use.
 - The Director of Business Services may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with University functions, classes in session, examinations, other nearby activities, and the campus environment.

- The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
 - The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from the Director of Business Services.
 - Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the Director of Business Services.
 - Requests for outdoor dances utilizing sound amplification devices must be submitted as reservation requests to the Office of Special Events online at <http://reservations.angelo.edu>. Bands may use their own equipment on such dates.
- c. Academic Use
- The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost and Vice President of Academic Affairs.
 - Permission for use of the carillon bells in the Sol Mayer Administration Building must be requested through the Office of the President at least three (3) University working days before time of intended use. Use of the bells must not interfere with the normal functions and programs of the University.

SECTION O: WITHDRAWALS

1. Voluntary Withdrawal from the University

- a. According to the Undergraduate and Graduate Catalog, students who find it necessary to withdraw from the University during a semester or summer term must apply to the Registrar's Office prior to the term withdrawal deadline. A student wishing to drop to zero hours must withdraw from the institution. If a student withdraws on the 13th class day or after, a W will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the Center for International Studies as a part of the withdrawal procedure. Student athletes must receive clearance from the Director of Athletic Academic Services.
- b. Students considering withdrawal for medical reasons may contact the Office of Student Affairs to discuss additional University resources and services.
- c. There may be financial implications to withdrawal. If a student receives financial aid or is living in Angelo State University student housing, he/she should first contact those offices before applying for the

- withdrawal.
- d. Refunds
The Undergraduate and Graduate Catalog indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to University action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the Undergraduate and Graduate Catalog and at http://www.angelo.edu/services/registrar_office/withdrawals_refunds.php
- e. Returning to the University after a Voluntary Withdrawal
Application materials and deadlines for former Angelo State University students are available at <https://myfuture.angelo.edu>. Official transcripts from all institutions attended subsequent to Angelo State University reenrollment must be submitted by the application deadline. All returning students must have a minimum of a 2.0 GPA on work taken since leaving Angelo State University.

2. Involuntary Withdrawals

- a. Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.
- b. When a student poses a direct threat to the health or safety of others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.
- c. Notice
Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the Executive Director of Student Affairs or designee.
- d. A “direct threat” means
- There is a high probability (not just a slightly increased, speculative, or remote risk)
 - Of substantial harm; and
 - Based on observation of a student’s conduct, actions, and statements.
- e. The Executive Director of Student Affairs or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student’s voluntary compliance with medical or counseling assistance.
- f. The Executive Director of Student Affairs or designee will notify the student of the concern.
- g. The Executive Director of Student Affairs or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five (5) University business days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:

- Involvement of parents or significant others;
 - Academic progress;
 - Living arrangements;
 - Previously granted accommodations;
 - Confidentiality waivers;
 - Other possible accommodations, care and support resources including medical or counseling assistance; and
 - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
- h. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the Registrar's Office and/or electronically to the student's University email account. Students not responding to requests for meetings or assessments may be referred to the Office of Student Affairs for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.
- i. **Temporary Suspensions**
 During the involuntary withdrawal process, if the Executive Director of Student Affairs, Vice President for Student Affairs and Enrollment Management or designee determines that an immediate direct threat exists or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, had an opportunity to address the concern, and the student was afforded a Hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Executive Director of Student Affairs or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Executive Director of Student Affairs or designee and the University Police Department.
- j. **Involuntary Withdrawal Assessment**
 An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the University.
 The assessment will be based on reasonable medical judgment, using current medical knowledge, or the best available objective information, to assess the student's ability to safely participate in the University's programs. The assessment will be in the form of a written report containing the findings and recommendations of the medical and other professionals performing the assessment.
 Within five (5) University business days from the initial meeting with the student or five (5) University business days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, a licensed counseling or clinical psychologist, and

other professionals as appropriate. If applicable, this assessment would include a licensed professional counselor from University Counseling Services.

The student may provide information from other medical professionals as part of the assessment.

If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available to consider.

The assessment will determine:

- The nature, duration, and severity of the risk;
- The probability that the potentially threatening injury will actually occur; and
- Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

k. Involuntary Withdrawal Committee

The assessment report will be forwarded to the Involuntary Withdrawal Committee for review. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Academic Dean, Director of the Student Counseling Services, the appropriate representative from the Student Health Clinic, Director of Student Development, Assistant Director of Student Conduct, Senior Executive Assistant to the President, and Executive Director of Student Affairs. If the student resides in campus housing, the Director of Housing and Residential Programs will also serve as a voting member of the committee. The Executive Director of Student Affairs will chair the committee. A non-voting resource person may be assigned by the Executive Director of Student Affairs to present information and assist the committee. The Involuntary Withdrawal Committee will meet with the student in an informal, non-adversarial Hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee. The Hearing will be scheduled by the Executive Director of Student Affairs within five (5) University business days of the completion of the individualized assessment. The student will be provided the information to be considered at the Hearing by the Executive Director of Student Affairs in advance of the Hearing. The student may elect to attend the Involuntary Withdrawal Committee Hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. A non-voting resource person will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.

Following the Hearing, the Executive Director of Student Affairs will determine one of the following:

- the student may remain enrolled at the University with no restrictions;
- the student may remain enrolled at the University subject to

specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or

- The student should be involuntarily withdrawn from the University upon a specific date.

l. Review of Committee Recommendation

The Executive Director of Student Affairs will notify the student in writing of the decision within five University business days.

m. Appeals Process

The student may appeal the decision of the Executive Director of Student Affairs by submitting a written appeal to the Vice President for Student Affairs and Enrollment Management within five (5) University business days. The student will be notified in writing of the final decision within five (5) University business days of receipt of the appeal.

n. Final Decision

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

o. Eligibility for Readmission

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

APPENDIX A

DEFINITIONS

Academic Work, Test, Quiz, or Other Assignment

The terms “academic work, test, quiz, or other assignment” includes any required or optional academic work that is assigned. Examples include, but are not limited to, exams, quizzes, tests, homework, case studies, essays, research papers, group work, extra credit assignments, class attendance, experiential learning activities, internship or externship components, resumes, comprehensive exams, and thesis and dissertation drafts and submissions.

Administrative Hold

The term “administrative hold” refers to the indicator placed on a student’s record preventing access to such University procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the University office placing the indicator as described in the Undergraduate/Graduate Catalogs.

Complainant

The term “Complainant” refers to the party reporting the complaint or concern against another party.

Consent

Mutually understandable words or actions, actively communicated both knowingly and voluntarily, that clearly convey permission for sexual activity.

Disciplinary Good Standing

The term “disciplinary good standing” is defined as a student not currently on disciplinary probation, deferred disciplinary suspension, or any level of disciplinary suspension/expulsion and who has fulfilled in a timely manner, if any, sanctions imposed.

Discipline Body

The term “discipline body” means any University official or group of officials authorized by the Executive Director of Student Affairs to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions.

Hearing Body

A “hearing body” is the individual or individuals that make the determination of responsible or not responsible and issue sanctions upon a responsible finding in an Administrative Hearing or University Discipline Committee Hearing.

Investigation Report

An “investigation report” is a formal or informal report of all of the evidence and/or information gathered by the Student Conduct Officer/Investigator.

Member of the University Community

The term “member of the University community” includes any person who is a student, faculty or staff member, University official, any person employed by the University, or campus visitors.

Official Academic Record

The term “official academic record” includes, but is not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Registrar’s Office.

Policy

The term “policy” is defined as the written regulations, standards and/or rules of the University.

Preponderance of Evidence

The term “preponderance of evidence” is the standard of proof used by Student Conduct Hearing Officers, Office of Student Affairs and University Student Housing. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is being sought are more likely than not.

Religious Holy Day

The term “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20.

Respondent

The term “Respondent” refers to the party responding to the complaint or concern reported regarding their behavior or actions.

Sponsorship and/or co-sponsorship

The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.

Student

The term “student” includes all persons admitted to or enrolled in courses at the University, either full time or part time, pursuing undergraduate, graduate or professional studies, and/or those who attend postsecondary educational institutions other than Angelo State University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”

Student Conduct Officer

The term “Student Conduct Officer” means a University designee authorized by the Vice President for Student Affairs and Enrollment Management, Executive Director of Student Affairs, and/or the Director of Housing and Residential Programs pursuant to the *Code of Student Conduct* to adjudicate alleged violations of the *Code of Student Conduct*.

Student Organization

The term “student organization” means any number of students who have complied with the formal requirements for University registration.

University

The term “University” means Angelo State University.

University Official

The term “University official” includes any person employed by Angelo State University while performing assigned administrative or professional responsibilities.

University Premises

The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).

APPENDIX B: RIGHTS AND RESPONSIBILITIES

INVESTIGATION

Angelo State University
Office of Student Affairs

STUDENT'S NAME / CASE:

CAMPUS ID NUMBER:

DATE/TIME OF MEETING:

LOCATION OF MEETING:

Introduction

Prior to any investigation or student conduct proceeding, Angelo State University wants students to know and understand their rights and responsibilities during the university conduct process. These rights and responsibilities apply to all involved parties, whether Complainant, Respondent, or witness. If you have questions as you review this document, please don't hesitate to ask.

A student has the RIGHT to:

1. A prompt, fair, and equitable process;
2. Be accompanied by an advisor to any meeting or hearing (may be an attorney);
3. Refrain from making any statement relevant to the investigation;
4. The opportunity to provide information and evidence in support of their case;
5. Know if they have been issued any allegations of misconduct;
6. Know the range of sanctions that may be imposed for a conduct violation, if one is alleged and found to have occurred;
7. Know the Angelo State University conduct policies and procedures, and where to find them (See <http://www.angelo.edu/student-handbook/>);
8. Know that any information provided by the student may be used in a conduct proceeding;
9. Know that if a student makes any false or misleading statements during the student conduct process, that student could be subject to further disciplinary action.

It is the student's RESPONSIBILITY to:

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

A student should understand that:

Information gathered during the course of an investigation and/or student conduct process may only be shared with faculty, staff, students, and/or advisors who are directly involved in the incident or necessary to the student conduct process. Information gathered may also be disclosed in compliance with a judicial order, a lawfully issued subpoena, or under a specific exception to the Family Education Rights and Privacy Act (FERPA).

FERPA

Angelo State University will respond to all requests for explanations and interpretations of records or information if the response does not violate the Family Educational Rights and Privacy Act of 1974 (as amended). The Office of Student Affairs reserves the right to contact parents or guardians of students who are under 21 years of age and found responsible for an alcohol or drug violation.

Records Retention

Disciplinary records are maintained in the Office of Student Affairs and both electronic and paper records are destroyed after seven years from the last date a student is seen in the office.

Exception: Records are kept indefinitely in cases of suspension or expulsion.

Important Reminders:

- Discussing this investigation may result in policy violations and in some situations, lawsuits for defamation.
- Any and all forms of retaliation will be dealt with seriously.

Non-Retaliation

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

Appendix C: Sanctioning Grid

Violation	Code of Student Conduct Sections	Possible Sanctions Finding
Cheating	Subsection 1	Possible Sanctions
Copying from another student's academic work, test, quiz, or other assignment	B.1.a.1.	Reprimand-Expulsion
Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.	B.1.a.2.	Reprimand-Expulsion
The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.	B.1.a.3.	Reprimand-Expulsion
Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous test materials without the instructor's permission.	B.1.a.4.	Reprimand-Expulsion
Obtaining by any means, or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program/software, or information about an un-administered test, test key, homework solution or computer program.	B.1.a.5.	Reprimand-Expulsion

Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.	B.1.a.6.	Reprimand-Expulsion
Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.	B.1.a.7.	Reprimand-Expulsion
Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.	B.1.a.8.	Reprimand-Expulsion
Falsifying research data, laboratory reports, and/or other academic work offered for credit.	B.1.a.9.	Reprimand-Expulsion
Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.	B.1.a.10.	Reprimand-Expulsion
Plagiarism		
The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.	B.1.b.1.	Reprimand-Expulsion
Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.	B.1.b.2.	Reprimand-Expulsion

Collusion		
The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.	B.1.c.	Reprimand-Expulsion
Falsifying Academic Records		
Altering or assisting in the altering of any official record of the university and/or submitting false information.	B.1.d.1.	Reprimand-Expulsion
Omitting requested information that is required for, or related to, any academic record of the university.	B.1.d.2.	Reprimand-Expulsion
Misrepresentation Facts		
Providing false grades, resumes, or other academic information.	B.1.e.1.	Reprimand-Expulsion
Providing false or misleading information in an effort to injure another student academically or financially.	B.1.e.2.	Reprimand-Expulsion
Providing false or misleading information or documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another individual. Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class and failing to remain the entire time.	B.1.e.3.	Reprimand-Expulsion

University Violation of Professional Standards		
Any act or attempted act that violates specific Professional Standards or a published Code of Ethics. Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.	B.1.f.	Reprimand-Expulsion
Unfair Academic Advantage		
Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f.	B.1.g.	Reprimand-Expulsion
Actions against Members of the University Community and Others	Subsection 2.	Possible Sanctions
Intentional or reckless behavior that disrupts or obstructs the normal operation of the University, its students, faculty and/or staff.	B.2.a.	Reprimand-Expulsion
Intentional or reckless behavior that harms, threatens, or endangers the physical or emotional health or safety of self or others, including but not limited to:	B.2.b.	Reprimand-Expulsion
Harmful, Threatening or Endangering Conduct		
Assault		
Intentionally or recklessly causing physical harm or endangering the health or safety of another person.	B.2.b.1.a.	Reprimand-Expulsion

Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.	B.2.b.1.b.	Reprimand-Expulsion
Threats		
Threats written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a serious expression of a threat or intent to inflict bodily harm upon specific individuals or groups of individuals.	B.2.b.2.	Reprimand-Expulsion
Intimidation		
An implied threat or act that causes a reasonable fear of harm in another.	B.2.b.3.	Reprimand-Expulsion
Intimate partner/relationship violence		
Violence or abuse, verbal or physical, by a person in an intimate relationship with another.	B.2.b.4.	Probation-Expulsion
Bullying/Cyber Bullying		
Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically.	B.2.b.5.a.	Reprimand-Expulsion
Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.	B.2.b.5.b.	Reprimand-Expulsion
Stalking		
Behavior which includes, but is not limited to, knowingly and repeatedly engaging in conduct that the individual knows or reasonably should know the other person will regard as unwelcome and would cause a reasonable person to be fearful or suffer substantial emotional distress.	B.2.b.6.	Probation-Expulsion

Sexual Misconduct		
Sexual Harassment		
Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience or creates a hostile educational environment.	B.2.c.1.	Reprimand-Suspension
Taking non-consensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes, but is not limited to:	B.2.c.2.	Reprimand-Suspension
Sexual Exploitation		
Photography or video recording of another person in a sexual, intimate, or private act without that person's full knowledge or consent;	B.2.c.2.a.	Deferred Suspension-Expulsion
Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person's full knowledge or consent;	B.2.c.2.b.	Deferred Suspension-Expulsion
Sexual voyeurism;	B.2.c.2.c.	Deferred Suspension-Expulsion
Inducing another to expose one's genitals or private areas;	B.2.c.2.d.	Deferred Suspension-Expulsion
Prostituting another student;	B.2.c.2.e.	Deferred Suspension-Expulsion
Engaging in sexual activity while knowingly infected with an STD.	B.2.c.2.f.	Deferred Suspension-Expulsion
Public Indecency		
Engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency. Including, but not limited to exposing one's genitals or private area(s), public urination, defecation, and/or public sex acts.	B.2.c.3.	Probation-Expulsion

Nonconsensual Sexual Contact		
Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or other bodily orifice.	B.2.c.4.	Deferred Suspension-Expulsion
Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal. Refer to Appendix A: Definitions for a comprehensive definition of consent.	B.2.c.5.	Suspension-Expulsion
Hazing		
Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:	B.2.d.	Reprimand-Expulsion
Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.	B.2.d.1.	Reprimand-Expulsion
Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.	B.2.d.2.	Reprimand-Expulsion

<p>Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.</p>	<p>B.2.d.3.</p>	<p>Reprimand-Expulsion</p>
<p>Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.</p>	<p>B.2.d.4.</p>	<p>Reprimand-Expulsion</p>
<p>Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student Affairs.</p>	<p>B.2.d.5.</p>	<p>Reprimand-Expulsion</p>
<p>Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.</p>	<p>B.2.d.6.</p>	<p>Reprimand-Expulsion</p>

Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances. See Texas Education Code, Sections 37.151-37.155 and Section 51.936	B.2.d.7.	Reprimand-Expulsion
Discriminatory Harassment		
Discriminatory Harassment Conduct based on a student’s sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics that is sufficiently severe, persistent, or pervasive that it adversely affects the victim’s education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student’s ability to realize the intended benefits of the University’s resources and opportunities.	B.2.e.	Reprimand-Expulsion
Retaliatory Discrimination or Harassment		
Retaliatory Discrimination or Harassment Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a conduct process, civil rights grievance proceeding, or other protected activity.	B.2.f.	Reprimand-Expulsion
Complicity		
Failure of a student, through an act, to assist another student, individual, or group in committing or attempting to commit a violation of the Code of Student Conduct, specifically Actions Against Members of the University Community.	B.2.g.1.	Reprimand-Expulsion
Complicity with or failure of any organized group to address known or obvious violations of the <i>Code of Student Conduct</i> by its members, specifically Actions Against Members of the University Community. Actions involving free expression activities are covered in Community Policies, Section Q.	B.2.g.2.	Reprimand-Expulsion

Alcoholic Beverages	Subsection 3	Possible Sanctions
Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages that would constitute a violation of any federal, state, local law, and/or Angelo State University policy.	B.3.a.	Reprimand-Expulsion
Being under the influence of alcohol and/or intoxication that would constitute a violation of any federal, state, local law and/or Angelo State University policy.	B.3.b.	Reprimand-Expulsion
Narcotics or Drugs	Subsection 4	Possible Sanctions
Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, and/or local law, and/or Angelo State University policy.	B.4.a.	Reprimand-Expulsion
Possession of drug-related paraphernalia that would constitute a violation of any federal, state, and/or local law and/or Angelo State University policy.	B.4.b.	Reprimand-Expulsion
Being under the influence of narcotics, drugs, prescription drugs, chemical compound or other controlled substance that would constitute a violation of any federal, state, and/or local law and/or Angelo State University policy.	B.4.c.	Reprimand-Expulsion
Smoking	Subsection 5	Possible Sanctions
Smoking in unauthorized areas on University property as designated by the Angelo State University Smoke/Tobacco-Free Environment policy.	B.5.	Reprimand-Expulsion

Firearms, Weapons and Explosives	Subsection 6	Possible Sanctions
Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, tasers, or explosive or noxious materials on University premises except in accordance with federal, state, and/or local law and/or Angelo State University policy See RESIDENCE HALL HANDBOOK for specific approved devices allowed in the residence halls.	B.6.	Reprimand-Expulsion
Flammable Materials/Arson	Subsection 7	
Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by University officials. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of University premises.	B.7.a.	Reprimand-Expulsion
Theft, Damage, Littering or Unauthorized Use	Subsection 8	Possible Sanctions
Attempted or actual theft of property or services of the University, other University students, other members of the University community, or campus visitors.	B.8.a.	Reprimand-Expulsion
Possession of property known to be stolen or belonging to another person without the owner's permission.	B.8.b.	Reprimand-Expulsion
Attempted or actual damage to property owned or leased by the University, littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the University, by other University students, other members of the University community, or campus visitors.	B.8.c.	Reprimand-Expulsion
Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, OneCard account information and/or personal check, or other unauthorized use of personal property or information of another.	B.8.d.	Reprimand-Expulsion
Alteration, forgery or misrepresentation of any form of identification.	B.8.e.	Reprimand-Expulsion

Possession or use of any form of false identification.	B.8.f.	Reprimand-Expulsion
Failure to meet financial obligations owed to the University, or components owned or operated by the University, including, but not limited to, the writing of checks from accounts with insufficient funds.	B.8.g.	Reprimand-Expulsion
Gambling, Wagering, Gaming and/or Bookmaking	Subsection 9	Possible Sanctions
Gambling, wagering, gaming and bookmaking as defined by federal, state and/or local laws, and/or Angelo State University policy are prohibited on University premises involving the use of University equipment or services.	B.9.	Reprimand-Expulsion
False Alarms or Terroristic Threats	Subsection 10	Possible Sanctions
Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, or improperly possessing, tampering with or destroying fire equipment or emergency signs on University premises.	B.10.	Reprimand-Expulsion
Unauthorized Entry, Possession or Use	Subsection 11	Possible Sanctions
Unauthorized entry into or use of University premises or equipment including another student's room.	B.11.a.	Reprimand-Expulsion
Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, University identification card or access code for use on University premises or equipment.	B.11.b.	Reprimand-Expulsion
Unauthorized use of the University name, logo, registered marks or symbols. However, registered student organizations are permitted to use the complete statement "a registered student organization at Angelo State University."	B.11.c.	Reprimand-Expulsion
Unauthorized use of the University name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the University.	B.11.d.	Reprimand-Expulsion
Failure to Comply	Subsection 12	Possible Sanctions
Failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.	B.12.a.	Reprimand-Expulsion

<p>Failure to present student identification on request or identify oneself to any University official acting in the performance of his other duties.</p>	<p>B.12.b.</p>	<p>Reprimand-Expulsion</p>
<p>Failure to comply with the sanctions imposed by a Student Conduct Officer/Investigator under the <i>Code of Student Conduct</i> or the Student Handbook.</p>	<p>B.12.c.</p>	<p>Reprimand-Expulsion</p>
<p>Abuse, Misuse or Theft of University Information Resources</p>	<p>Subsection 13</p>	<p>Possible Sanctions</p>
<p>Unauthorized use of University information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions pursuant to the <i>Code of Student Conduct</i>. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of Angelo State University information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Operating and Security Policy (OP 44.00), University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:</p>	<p>B.13.a.</p>	<p>Reprimand-Expulsion</p>

Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access University information resources.	B.13.b.	Reprimand-Expulsion
Use of University information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).	B.13.c.	Reprimand-Expulsion
Using University information resources to violate Part I, section B.2 (Actions against Members of the University Community and Others).	B.13.d.	Reprimand-Expulsion
Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to Angelo State University information resources, compromising the privacy of another user or disrupting the intended use of Angelo State University information resources.	B.13.e.	Reprimand-Expulsion
Attempted or actual use of the Angelo State University information resources for unauthorized political or commercial purposes, or for personal gain.	B.13.f.	Reprimand-Expulsion
Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department Chair. Discovery of obscene material, including child pornography, on any Angelo State University information resource must be reported to the Chief Information Officer immediately.	B.13.g.	Reprimand-Expulsion
Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the integrity of computer-based information using Angelo State University information resources.	B.13.h.	Reprimand-Expulsion
Attempted or actual use of Angelo State University information resources to interfere with the normal operation of the University.	B.13.i.	Reprimand-Expulsion

Intentional “spamming” of students, faculty or staff (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using Angelo State University information resources.	B.13.j.	Reprimand-Expulsion
Providing False Information or Misuse of Records	Subsection 14	Possible Sanctions
Knowingly furnishing false information to the University, to a University official in the performance of his or her duties, or to an affiliate of the University, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.	B.14.	Reprimand-Expulsion
Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation	Subsection 15	Possible Sanctions
Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation in University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property. Refer to University Parking Services regulations at http://www.angelo.edu/services/parking_services/	B.15.	Reprimand-Expulsion
Violation of Published University Policies, Rules or Regulations	Subsection 16	Possible Sanctions
University Parking Services	B.16.a.	Reprimand-Expulsion
Housing and Residential Programs	B.16.b.	Reprimand-Expulsion
University Recreation	B.16.c.	Reprimand-Expulsion
Texas Tech University System Board of Regents’ Rules	B.16.d.	Reprimand-Expulsion
Angelo State University Operating Policies and Procedures	B.16.e.	Reprimand-Expulsion
Community Policies of the Student Handbook (Part II)	B.16.f.	Reprimand-Expulsion

Violation of Federal, State, Local Law and/or University Policy	Subsection 17	Possible Sanctions
Misconduct which may constitute a violation of federal and/or state local laws, and/or Angelo State University policy will be considered a violation of this policy, and will be investigated and adjudicated through the University conduct system and standard of proof. A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in a University conduct proceeding.	B.17.	Reprimand-Expulsion
Abuse of the Discipline System	Subsection 18	Possible Sanctions
Failure of a student to respond to a notification to appear before a Student Conduct Officer/Investigator during any stage of the conduct process.	B.18.a.	Reprimand-Expulsion
Falsification, distortion, or misrepresentation of information in disciplinary proceedings.	B.18.b.	Reprimand-Expulsion
Disruption or interference with the orderly conduct of a disciplinary proceeding.	B.18.c.	Reprimand-Expulsion
Filing an allegation known to be without merit or cause.	B.18.d.	Reprimand-Expulsion
Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.	B.18.e.	Reprimand-Expulsion
Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.	B.18.f.	Reprimand-Expulsion
Influencing or attempting to influence another person to commit an abuse of the discipline system.	B.18.g.	Reprimand-Expulsion

Appendix D: Campus Resources

Office of Academic Affairs	
Provost and Vice President for Academic Affairs	AD 204
College of Arts and Sciences	
Dean of the College of Arts and Sciences	CARR 146
Department of Agriculture	VIN 212
Department of Biology	CAV 101
Department of Chemistry and Biochemistry	CAV 102B
Department of Communication and Mass Media	LIB B309
Department of Computer Science	MCS 205
Department of Civil Engineering	West Annex 106
Department of English and Modern Languages	A 010
Department of History	A 210
Department of Mathematics	MCS 220
Department of Physics and Geosciences	VIN 114
Department of Political Science and Philosophy.....	RAS 213
Department of Security Studies and Criminal Justice	HAR 202
Department of Visual and Performing Arts	CARR 138
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 Education	
Dean of the College of Education	CARR 104
Department of Curriculum and Instruction	CARR 151
Department of Teacher Education	CARR 145
College of Graduate Studies	
AD 109	
College of Health and Human Services	
Dean of the College of Health and Human Services	VIN 175
Department of Kinesiology	CHP 107
Department of Nursing and Rehabilitation Sciences	VIN 268
Department of Physical Therapy	VIN 266
Department of Psychology, Sociology and Social Work	A 204
Administrative Staff	
Athletic Director	Junell Center 226
(Academic, Athletic, and Health Records of Student Athletes)	
Chief of University Police (Incident Reports and Police Investigations)	Reidy Bldg.
Clinic Director (Medical Records)	University Clinic
Director of Admissions (Admissions Files).....	HAR 101
Director of Career Development (Career Files)	Houston Harte University Center 107
Director of Counseling Services (Counseling Records)	University Clinic
Director of Financial Aid (Financial Aid and Scholarship Records)	HAR 100
Director of Housing and Residential Programs (Housing Records).....	Centennial Village
Director of Registrar Services	HAR 200
(Permanent Academic Record Files)	
Director of Student Life (Student Organization Records)	UC 001