

the university office placing the indicator as described in the Undergraduate/Graduate Catalogs.

13. The term "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code.
14. The term "disciplinary good standing" is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion who has fulfilled in a timely manner, if any, sanctions, conditions and/or restrictions imposed.
15. 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.

PART II

Rights and Responsibilities of Students in the Academic Community

A. Citizenship

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 good order in the classroom is vested in the instructor and responsibility for maintaining order elsewhere is set forth in the *Code of Student Conduct*.

B. Academic Integrity

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible academic dean. The final results of a grade appeal shall be reported to the instructor by the appropriate academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved. The processing of formal appeal procedures is the responsibility of the college that administers the course. A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Office of the Provost. A student must file a formal written grade appeal within 45 days of the beginning of the next long semester in accordance with the university's Operating Policy 34.03 regarding student grade appeal.

1. Instructor Responsibilities

The instructor of a course is responsible for initiating action in cases where there is an admitted act or substantial evidence of academic misconduct. Before taking such action, the instructor should attempt to discuss the matter with the student(s). If the suspected misconduct involves a final exam, the instructor should

withhold the course grade until an attempt can be made to contact the student(s) as soon as reasonably possible.

2. Instructor Sanctions

If it is determined by the instructor that academic misconduct has occurred, a failing grade will be assigned for either the assignment in question or for the course grade. When a student is given a failing course grade in a course as a result of academic misconduct, the instructor must report the facts of the case in writing to the instructor's department chair. The chairperson must provide a copy of the instructor's report to the student, to the student's academic dean (and the graduate dean in the case of graduate students) and to the Director of the Student Mediation Center. The disciplinary penalty of a grade of "F" shall not be implemented until the disciplinary procedures or grade appeal process has been exhausted. A student may continue the academic class and course work until a final decision is made.

3. Repeated Academic Misconduct

In cases of repeated violations, either the instructor (through his or her department chair and/or academic dean) or the academic dean may refer the case to the Director of the Student Judicial Programs for further disciplinary proceeding.

4. Referrals to the Student Judicial Programs

A student referred to the Director of the Student Judicial Programs for alleged violation(s) of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Law students are subject to discipline procedures as described in the Honor Code of the School of Law.

5. Disposition by the Director of Student Judicial Programs

A written report of any disciplinary action taken by the Director of the Student Judicial Programs will be sent to the appropriate academic dean and to the student.

C. Disruption, Obstruction and Personal Safety at University Activities or Functions

University officials have the responsibility for maintaining law and order on university-owned or university-controlled property and at university-sponsored events. Examples of actions for which disciplinary action may be taken under the provisions of the *Code of Student Conduct* include, but are not limited to:

1. Disruption or obstruction of teaching, research, administration, meetings or any activity on university premises (reference Part VII and Part IX of the Student Handbook 2004–2005).
2. The obstruction of access to, or egress from, any university-owned or university-controlled facility.
3. Conduct that threatens the safety of any individual or group.

D. Affiliation

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.

E. Student Publications

The Daily Toreador student newspaper, *La Ventana* yearbook and *Amigos!* New Student Directory are free of arbitrary and capricious censorship and advance copy approval. They are expected to be operated and published within the canons of responsible journalism and policies as established by the university Student Publications Committee.

F. Student Identification

1. The student identification card is the property of the university. Furthermore:
 - a. Students shall not allow their student identification to be used by other persons.
 - b. Students shall not alter their student identification in any way.
2. On request, students must present their student identification to any member of the university faculty, staff, administration or police.
3. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

G. Solicitation and Advertisement

Solicitation and sales on university premises or in university-owned or university-controlled buildings including, but not limited to, residence halls, the bookstore or Student Union are prohibited without prior written approval from the Director of the Center for Campus Life. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on university premises is also prohibited without prior written approval from the Director of the Center for Campus Life. The solicitation and sales policy is set forth in Part VIII of the Student Handbook.

H. Financial Responsibility

Students must meet all financial responsibilities due to the university. The writing of checks on accounts with insufficient funds, 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 can subject the student to fines, suspension of check writing and cashing privileges, denial of registration, withholding of grades and transcripts and possible adjudication under the *Code of Student Conduct*. Generally, failure to meet financial obligations to the university may result in:

1. Cancellation of the student's registration if tuition and registration fees are not paid by the date(s) provided by Student Business Services or if a returned check given in payment of tuition and fees is not redeemed by that time.
2. Loss of university check-cashing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check.
3. A hold preventing future registration placed on a student's academic records.
4. A hold on the sending of official university transcripts until the obligation is paid.

Students should understand that consequences may result from not resolving one's financial obligations to the university. The university may report individual student financial problems to a credit agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records on the TechSIS Web site for students at <http://techsis.admin.ttu.edu/student>.

I. Religious Holy Day Absences

In accordance with University Operating Policy 34.19, a student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to take an exam or complete an assignment from which the student is excused within a reasonable time after the absence.

PART III

Housing Requirements

A. Residency Policy

The university feels that students will have the best opportunity for a well-rounded educational experience if they live in a supervised residence hall designated for student living. A student must live in the university residence halls unless granted an exemption by the Department of Housing and Residence Life. The residency requirement applies to all students registered for six or more credit hours. However, those students registered for a full-time academic schedule (12 or more hours) will be given assignment priority.

B. Residency Exemption

Requests for exemptions to the residence hall policy must be submitted to the Department of Housing and Residence Life no later than May 1 for fall or summer enrollment; Nov. 1 for spring enrollment. Registration for classes may be delayed pending verification of housing. Because of unforeseen changes in a student's circumstances because of illness or other personal reasons, some petitions are considered after the above dates. Students are encouraged to discuss such developments with the Department of Housing and Residence Life in Doak Hall at any time. Unless it is clearly established that illness or personal reasons which were not known prior to the above dates have arisen to necessitate a student's living off-campus, students should not expect to be relieved of their academic year residence hall obligations. Subject to verification and authorization by the Department of Housing and Residence Life, students who meet one or more of the following criteria will be given permission to live off-campus:

1. The student resides and will continue to reside in the established primary household of his or her parents.
2. The student presents evidence of financial hardship conditions and is living in the established household of a brother, sister, grandparent(s), uncle or aunt. If the individual with whom the student lives changes residence, the student shall promptly notify the Department of Housing and Residence Life.
3. The student is married or a single parent with dependent children living with the student.
4. The student is 21 on or before the first day of classes of the initial semester of enrollment.
5. The student has successfully completed 30 or more semester hours of academic credit before the beginning of the initial semester of enrollment or has lived in university residence halls for two regular semesters.
6. The student has served in the military service as verified by a discharge certificate.
7. The student has a serious health problem, as verified by a physician, which precludes living in the residence halls.
8. The student presents evidence of an extreme hardship that will be intensified by living in the residence halls.

Evidence of deliberate falsification of information, data or of any materials submitted or providing of false or erroneous information in connection with an application for residency exemption shall be grounds for disciplinary action against the student in accordance with the *Code of Student Conduct*.

C. Residence Hall Contract Releases

Students generally sign a Residence Hall Contract for 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. Authorization for residency exemption does not relieve the student of contractual