



TEXAS LUTHERAN UNIVERSITY

*Learn Boldly. Live to Inspire.*

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**2020-2021**

**STUDENT HANDBOOK**



# WELCOME TO THE TLU COMMUNITY

Welcome to Texas Lutheran University! We are glad you are here.

The start of the fall academic term is an exciting time on a college campus. August brings a fresh start, complete with “New Year’s” resolutions: to study harder, use time more wisely, live healthier, take on new challenges and stretch to meet your goals.

Whether you are a new or returning student at TLU, I hope you will resolve to make the most of the coming year. At TLU our motto is “Learn Boldly. Live to Inspire.” I encourage you to put these words into action. Move outside your comfort zone and discover and develop your talents. Surprise others—and yourself—with what you accomplish. Know that the faculty and staff of TLU are here to support and encourage you with each step of your journey as a Bulldog.

Let’s make this the best year ever – for you and for TLU.

Debbie Cottrell  
President

August, 2020

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# STATEMENT ON UNIVERSITY GOVERNANCE

Texas Lutheran University is owned and operated by the Texas Lutheran University Corporation. The corporation consists of representatives from each of the three Evangelical Lutheran Church in America synods in closest proximity to the university: Northern Texas-Northern Louisiana Synod, Texas-Louisiana Gulf Coast Synod and Southwestern Texas Synod. Nine additional members are appointed by the university Board of Regents.

The corporation entrusts the actual governing of the university to the Board of Regents, which is, in actual practice, the final authority in all matters relating to the university.

The president of the university represents the board in the day-by-day operation of the university. It is his/her responsibility to recommend policies to the board, to interpret policies on behalf of the board, and to provide for implementation of the board policies. In these responsibilities, the president is assisted by the various members of the administrative staff, whom he/she appoints. In addition, the faculty and students play an important role in developing various policies.

The faculty meets regularly to transact business. The faculty has delegated some of its responsibilities to committees or councils, most of which have administrative staff and student membership.

The Student Government Association is the primary agency of student involvement in institutional governance.

Decisions of the faculty, the student association, and university committees, councils, or organizations are subject to review by the Board of Regents (or the president, as representing the board) before becoming effective. In unusual circumstances, the president representing the board may make exceptions to established policies and procedures.

This statement is intended to reflect the current situation at TLU and is in harmony with the university's articles of incorporation and the relevant sections in the *Faculty Handbook*.

Administrative staff, faculty, and students who choose to attend or to work at TLU indicate thereby that they accept and support the policies of the university. They should be aware that policies may change during their tenure at Texas Lutheran. Indeed, they or their representatives will normally participate in continual evaluation of policies and in the making of policy changes.

## CORE VALUES

### COMMUNITY

In service to our students, we are committed to providing a **supportive** and **inclusive** environment that emphasizes the **respect** of all of its members. Through our **leadership and service**, we seek to support justice and promote the common good.

### EDUCATION

In service to our students, we are committed to offering **access** and **opportunity** to pursue **intellectual growth** in an environment that fosters open **dialogue** and the **freedom** to share and **discover** diverse thoughts and ideas.

### FAITH

In service to our students, we are committed to operating at the intersection of faith and learning, which invites **exploration** and **discovery** through **spiritual and educational growth**, creating bold leaders who pursue lives of purpose and meaning.

## VISION STATEMENT

*Through innovative liberal arts and professional programs, Texas Lutheran University will engage the aspirations of our students in an inclusive, challenging, faith-based community. The impact of a TLU education will create bold and adaptable leaders who transform society.*

## MISSION STATEMENT

*As a community of faith and learning, Texas Lutheran University empowers a diverse student body through an education centered on the liberal arts and professional programs. In pursuit of a more just world, TLU is committed to academic excellence, servant leadership, and career development.*

## NON-DISCRIMINATION STATEMENT

Texas Lutheran University does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hunt, Director of Title IX Services, 830-372-6327. TLU's Title IX policies are outlined at [www.tlu.edu/titleix](http://www.tlu.edu/titleix). For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



# STUDENT OBLIGATIONS

## **Expectations**

This handbook is a compilation of information regarding student life at the university. Students are expected to be familiar with the contents of this handbook. The university assumes that students have read it thoroughly and become acquainted with all the policies and regulations it covers. Whether resident or non-resident, student or guest, the rules listed herein are applicable under the designated circumstances.

All policies, procedures, and information within this handbook are reviewed on an annual basis and are up-to-date as of the time of publication. Changes may have occurred without notice following its publication, however. If so, campus wide notification will be made through university email and a hard copy can be downloaded and printed at the user's convenience.

While this handbook covers most of the university's guidelines and policies, students should be familiar with other publications of the university as well, among them the university catalog, and various brochures. If any item in this handbook seems vague or ambiguous, please bring questions to the Dean of Students in the Alumni Student Center for clarification.

Please note that throughout this handbook residence halls refer to the traditional halls of Clifton, Trinity, Baldus, Hahn, Knutson, Kraushaar, Centennial Hall, and Seguin Hall. Other residential buildings are referred to as apartments.

## **Responsibilities**

By applying for admission, all students assume full responsibility for their conduct and actions while at Texas Lutheran University. Texas Lutheran University assumes a non-custodial relationship with students. Each student is considered an adult and is accordingly susceptible to legal responsibility for his or her acts or omissions. In the event any assertion or claim for damages is made against Texas Lutheran University due to the negligent or intentional act or omission of any student, the university reserves the right to seek contribution from or indemnity by the student as to all such claims, damages, costs, or expenses incurred by the university in connection with such claim.

## TLU HONOR CODE

### *Stay True to TLU*

*Bulldogs demonstrate respect, pride and leadership through integrity and accountability in our academics and community.*



**Academics** – *We are part of a team that is determined and dedicated to our education. For our success, the faculty will challenge our understanding in a competitive learning environment. We will fulfill coursework with our own ideas, give recognition to others when we borrow, and hold our peers to the same.*

**Beliefs** – *TLU has a diverse and meaningful faith based atmosphere that fosters spiritual growth and humility. Our beliefs promote honesty and integrity in all that we do.*

**Community** – *Our school spirit and tight knit community are a result of our friendly, supportive, compassionate and open environment. As long as we strive to be exemplary, TLU's prestigious traditions will provide lifelong opportunity through networking and personal empowerment.*

# **STUDENT CODE OF CONDUCT**



## **STUDENT CODE OF CONDUCT**

A student who enrolls at Texas Lutheran University voluntarily becomes a part of a community where respect for others is the norm, and rational, mature behavior is expected. The voluntary entrance into the community implies acceptance by the student of university regulations, and the failure to comply with these standards subjects the student to disciplinary action.

Many university regulations are simply a formal statement of those principles of conduct commonly accepted in our society. Others are statements of additional items necessary for the successful functioning of a residential academic community. As a result, some university standards may go beyond those of society in general.

Students lose neither their rights nor their responsibilities of citizenship when they enroll and are therefore expected to exercise mature conduct both on and off campus. They are responsible to civil authorities for any violation of civil law, which includes local, state and federal laws. When civil law has been violated, the university may also take disciplinary action when it is deemed that the university's principles or interests have been compromised as well. If a student commits a felony on the campus, the university reserves the right to take disciplinary action if its own interests are affected. This may be in addition to whatever actions are taken by civil authorities. The university does not attempt to protect the student from the law by substituting its own disciplinary action for that of the State's. Law enforcement officials are notified whenever evidence of a possible violation of civil law has been found.

### **Philosophy Statement**

Texas Lutheran University is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's complete education and development. The academic freedoms to teach and learn are integral to this environment. The university seeks to develop policies and procedures that encourage these freedoms, which depend on appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. TLU will strive to develop policies and procedures that provide and safeguard this freedom.

In order for TLU to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish a code of student conduct. These regulations have been developed to reflect the nature of a student community and the situations inherent in it. The code is enforceable both on campus and off campus.

It is the intention of this code to clarify the standards of behavior essential to TLU's educational mission and its community life. While the code is comprehensive and applicable to all students, it is not written with the specificity of a criminal statute, it is not an exhaustive attempt to codify every possible type of problematic behavior, it is not intended to punish students, and it is not a contract between the university and its students. Rather, the conduct code 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. When a student is unable to conform their behavior to community expectations, the student disciplinary process may determine that the student should no longer share in the privilege of participating within that community.

Students should be aware that the student disciplinary process is quite different from criminal and civil court proceedings. Procedures and rights in student disciplinary procedures are conducted with fairness

## STUDENT CODE OF CONDUCT

to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision maker. No student will be found in violation of university policy without information 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.

Each student will be treated as an individual within the disciplinary process, with the goal of enhancing his/her growth in various areas, including those of developing responsibility for discipline and behavior. Because of the individual nature of students, their behaviors, and the particular circumstances involved, the university may not in every situation be able to follow this code precisely. The following are seen as the desired outcomes for the student disciplinary process:

- To encourage and teach responsibility for one's own actions.
- To inform and thus redirect problematic behavior.
- To protect the rights of others in the community.

Every student member of the university community is provided benefits in accordance with the expectation that each student has maturity, intelligence, and concern for the rights of others. Only when a person demonstrates a lack of cooperation and considerations does the university, acting through its officials and conduct policies, take some disciplinary action. Behavior, whether attempted or committed, judged to be disruptive to the community atmosphere cannot be tolerated.

Students are asked to assume positions of responsibility in the enforcement of the code of conduct at TLU in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the President of the university and his/her designees. The Vice President and Dean of Student Life & Learning shall have authority from the President of TLU to assign adjudication of cases to the administrative hearing officers, disciplinary hearing panel, appellate hearing panel, or administration.

It is important to note that several other important policies also govern specific aspects of campus life. All students need to be familiar with the following:

- Residence Life policies (see [Student Life on Campus](#) section of this handbook)
- Food Service policies (<https://tlu.sodexomyway.com/>)
- Campus Computing policies ([https://my.tlu.edu/ICS/IT/Campus\\_Computing\\_Policies\\_And\\_Computer\\_Standards.jnz](https://my.tlu.edu/ICS/IT/Campus_Computing_Policies_And_Computer_Standards.jnz))
- Academic policies (<https://www.tlu.edu/academics/registrar>)

### **Section 1: Definitions**

- **Accused Student** - any student accused of violating the standards of conduct for students (this chapter).
- **Administrative Hearing Officer** - a university official authorized on a case-by-case basis by the Vice President and Dean of Student Life & Learning to impose sanctions upon students found to have violated the student code. The Vice President and Dean of Student Life & Learning may authorize the same administrative hearing officer to impose sanctions in all cases.
- **Appellate Body** - any person or persons authorized by the Vice President and Dean of Student Life & Learning to consider an appeal from a disciplinary body's determination as to whether a student has violated the student code or from the sanctions imposed by the administrative hearing officer.

## STUDENT CODE OF CONDUCT

- **Cheating** - includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, test, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- **Complainant** - any person who submits a charge alleging that a student violated this student code. When a student believes that s/he has been a target of another student's misconduct, the student who believes s/he has been a target will have the same rights under this student code as are provided to the complainant, even if another member of the university community submitted the charge itself.
- **Disciplinary Body** - any person or persons authorized by the Vice President and Dean of Student Life & Learning to determine whether a student has violated the student code of conduct and recommend imposition of sanctions.
- **Due Process** - students are assured written notice and a hearing before an objective decision maker for any alleged violation of the student code of conduct.
- **Faculty Member** - any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of the faculty.
- **Hearing Panels** – made up of faculty, staff and students. The panel will be trained by the Associate Dean of Students. Criteria for students serving on the hearing panel are:
  1. Be in academic good standing and have completed 15+ hours of TLU academic credit with a cumulative GPA of at least 2.5.
  2. Be in good standing with respect to the disciplinary process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.
  3. Participate in an interview process.
- The term “**may**” is used in the permissive sense.
- **Member of the University Community** - includes any person who is a student, faculty member, university official or any other person employed by the university. The Vice President and Dean of Student Life & Learning shall determine a person's status in a particular situation.
- **Organization** - any number of persons who have complied with the formal requirements for university recognition.
- **Plagiarism** - includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- **Policy** - the written regulations of the university as found in, but not limited to, the student code, the TLU Student Handbook, the university web pages and computer use policy, and the Texas Lutheran University Catalog.

## STUDENT CODE OF CONDUCT

- **Preponderance of the Evidence** – term, meaning more likely than not, is the standard of proof that must be met to determine whether the accused student has violated the standards of conduct for students.
- **Responding Student** - any student accused of violating the student code.
- The term “**shall**” is used in the imperative sense.
- **Student** - includes all persons taking courses at the university, both full-time and part-time, and pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with TLU or who have been notified of their acceptance for admission are considered “students” as are persons who are living in the university’s residence halls or apartments although not enrolled in this institution. TLU 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. This student code does apply at all locations of the university.
- **Substantial University Interest** - is defined to include:
  - Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
  - Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or any situation that is detrimental to the educational mission and/or interests of the university.
- **University** - means Texas Lutheran University.
- **University Official** - includes any person employed by the university, performing assigned administrative or professional responsibilities.
- **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).
- **Vice President and Dean of Student Life & Learning** - that person designated by the university President to be responsible for the overall administration of the student code.

### **Section 2: Standards and Process in Conduct Code Violation Cases**

The purpose of a disciplinary proceeding is to provide an evaluation of a responding student’s responsibility for violating the Student Code of Conduct. Formal courtroom rules need not and will not be applied. Deviations from the outlined procedures may occur on occasion and will not invalidate a decision or proceeding unless, at the sole discretion of the Vice President and Dean of Student Life & Learning (or designee), a significant prejudice to a student or the university may result or has resulted. The university disciplinary hearing system should not become excessively legalistic or adversarial. The hearing bodies may find it necessary frequently and firmly to remind parties and/or advisors that the proceedings are not criminal or civil trials, that criminal or civil standards of due process and rules of evidence are not controlling and that the disciplinary bodies shall enjoy considerable discretion to interpret, vary, and waive procedural requirements.

The university reserves the right to modify these processes when it determines necessary in particular circumstances.



### **Section 3: Jurisdiction**

The Vice President and Dean of Student Life & Learning is designated by the Texas Lutheran University President to be responsible for the development of policies and the administration of the Student Code of Conduct.

TLU students are provided a copy of the Student Code of Conduct in the form of a link on the TLU website ([www.tlu.edu](http://www.tlu.edu)) and portal ([my.tlu.edu](http://my.tlu.edu)). Hard copies are available upon request from the Dean of Students Office. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

The Student Code of Conduct and the student disciplinary process apply to the conduct of individual students, both undergraduate and graduate, including all university-affiliated student organizations. For the purposes of student conduct, the university considers a student to include all persons taking courses at the university, both full-time and part-time, and pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with TLU or who have been notified of their acceptance for admission are considered “students” as are persons who are living in the university’s residence halls or apartments although not enrolled in this institution. This student code does apply at all locations of the university.

TLU 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.

The Student Code of Conduct applies to behaviors that take place on the campus, at university-sponsored events and may also apply off campus when the Vice President and Dean of Student Life & Learning (or designee) determines that the off-campus conduct affects a substantial university interest. A substantial university interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the university.

The Student Code of 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 disciplinary violations. TLU does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for misconduct of their guests. The code may also be applied to resident non-students, campers and high school dual participants, and continuing education programs by contractual agreements. Visitors to and guests of TLU may be informed of the resolution of violations of the Student Code of Conduct committed against them by members of the university community.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the university’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students Office and/or the TLU Police Department.

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A responding student facing an alleged violation of the Student Code of Conduct is not permitted to withdraw from TLU until all allegations are resolved. University email is the primary means of communication with students. Students are responsible for all communication delivered to their university email address.

### **Section 4: Violations of the Law**

Alleged violations of federal, state, and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which the university has jurisdiction, the university disciplinary process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. Disciplinary action at the university will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and if the university may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the university will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay should be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complainant to allow the criminal investigation to proceed before the university process begins.

Students accused of crimes may request to take a leave from the university until the criminal charges are resolved. In such situations, the university procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim sanctions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus disciplinary process and must comply with all sanctions that are imposed.

TLU also reserves the right to self-initiate disciplinary proceedings against students who have been formally charged by legal authorities with criminal violations that occurred off campus or who may have otherwise committed an action off campus which may be related to the security or safety of the university community or the integrity of the educational process or otherwise constitute a violation of the Student Code of Conduct.

### **Section 5: Conduct – Rules and Regulations**

TLU considers the behavior described in the following sub-sections as inappropriate for the university community and in opposition to the standards and expectations set forth in this document. These rules apply to all students, whether undergraduate, graduate, or professional. TLU encourages community members to report to university officials all incidents that involve behavior which violates the following policies. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined within the Student Code of Conduct. **(See Appendix for complete text of each policy listed below)**

- 1. Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, TLU processes including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information;
  - b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  - d. Attempting to discourage an individual's proper participation in, or use of, the campus disciplinary system;
  - e. Harassment (verbal or physical) and/or intimidation of a member of a campus disciplinary body prior to, during, and/or following a campus disciplinary proceeding;
  - f. Failure to comply with the sanction(s) imposed by the campus disciplinary system;
  - g. Influencing, or attempting to influence, another person to commit an abuse of the campus disciplinary system.
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in the *Academic Honesty Policy* located in the Appendix.
  3. **Alcohol.** Use, possession, distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and TLU's alcohol policy as outlined in the *Alcohol Policy* located in the Appendix.
  4. **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the *Animal Policy* located in the Appendix, are not permitted in buildings on campus.
  5. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Dean of Students Office within 72 hours of release.
  6. **Assault.** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
  7. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that are intended to intimidate, harm or control another person physically or emotionally, or that result in such intimidation, harm or control. Bullying and cyberbullying are not protected by freedom of expression.
  8. **Bystander.** Complicity with or failure of any student, and/or organized group, to appropriately address known or obvious violations of the Student Code of Conduct or law.
  9. **Careless Conduct.** Careless conduct which, by its nature, creates an unnecessary risk of physical harm including but not limited to:
    - a. Riding on the top of any elevator;
    - b. Climbing or rappelling from walls or other physical structures;
    - c. Unauthorized entry into the campus steam tunnels, air handling ducts, plumbing, electrical, or other utilities conduit or systems;
    - d. Unauthorized access to rooftops, closed sections of buildings, or other restricted access areas;
    - e. Failure to obey posted traffic control signs when operating a motor vehicle on campus or during official university functions away from campus;
    - f. Class and/or lab behavior which endangers self or others.
    - g. Repeated abuse of alcohol and other drugs resulting in need of medical care;
    - h. Providing alcohol to underage students.
  10. **Collusion.** Action or inaction with another or others to violate the Student Code of Conduct.
  11. **Computing and Telecommunications.** Misuse or abuse of the university's telephone system or computing systems is prohibited and includes, but is not limited to:

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- a. Unauthorized entry into a file to use, read or change the contents or for any other purpose;
  - b. Unauthorized transfer or copy of any file or software;
  - c. Unauthorized use of another individual's identification and password;
  - d. Use of computing facilities to interfere with the work of another student, faculty member or university official;
  - e. Use of computing facilities to send obscene, abusive, or harassing messages;
  - f. Use of university-owned or supported equipment to access, download, store or distribute pornographic materials;
  - g. Use of computing facilities to interfere with normal operation of the university computing system.
- 12. Damage and Destruction.** Intentional, reckless, and/or unauthorized damage to or destruction of TLU property or the personal property of another.
- 13. Dishonesty.** Including cheating, lying, plagiarism, forgery, supplying false information, unauthorized possession of university property, unauthorized possession and/or publication of university lists, records, or information protected through confidentiality agreements and/or laws; misuse of student identification cards; and falsely identifying or failing to identify one's self to or when requested to do so by a member of the university community.
- 14. Disruptive Behavior.** Substantial disruption of TLU operations including obstruction of teaching, research, administration, other TLU activities, and/or other authorized non-university activities which occur on campus.
- 15. Disruptive Classroom Conduct.** Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.
- 16. Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the TLU *Drug Policy* (located in the Appendix). Abuse, misuse, sale or distribution of prescription or over-the-counter medications.
- 17. Failure to Comply.** Failure to comply with the reasonable directives of TLU officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 18. False Reports.** Initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that a person knows is false or baseless and that would ordinarily:
- a. Cause action by an official or volunteer agency organized to deal with emergencies
  - b. Place a person in fear of imminent serious bodily injury
  - c. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- 19. Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- 20. Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including but not limited to, knowingly passing a worthless check, money order or other monetary transaction in payment to the institution or to an official of the institution acting in an official capacity.
- 21. Fire Safety.** Violation of federal, state, local, or campus fire policies including, but not limited to:
- a. Intentionally or recklessly causing a fire which damages TLU or personal property or which causes injury;
  - b. Failure to evacuate a TLU-controlled building during a fire alarm;
  - c. Improper use of TLU fire safety equipment; or

- d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on TLU property. Such action may result in a local fine in addition to university sanctions.
- 22. Fireworks & Hazardous Substances.** Possession and/or use of fireworks (including sparklers), or explosives of any kind is prohibited on campus. Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) and other hazardous chemicals are prohibited on campus (except by authorized personnel such as Facility Services).
- 23. Gambling.** Gambling as prohibited by federal and Texas law, including online gambling. Gambling for money or other things of value on campus or at university-sponsored events is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any university athletic event; possessing on one's person or premises (e.g. room, residence, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.
- 24. Harassment.** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. The term harassment includes, but is not limited to, slurs, jokes, or unwelcome verbal, written, graphic, electronic or physical conduct. Any conduct a reasonable person would consider unwelcome or that the actor knows is unwelcome should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the alleged victim and community.
- 25. Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
- 26. Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate the policy. (See complete *Hazing Policy* located in the Appendix)
- 27. Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
- 28. Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when (unwelcome) harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from the university's educational or employment program or activities.
- 29. Hoverboards.** Hoverboards, self-balancing scooters, and hands-free segways are not permitted on campus or in any TLU building.
- 30. Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the university.
- 31. Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another.
- 32. Non-Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation or other protected status)

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that is sufficiently severe that it limits or denies the ability to participate in or benefit from the university's educational program or activities.

- 33. Obstruction.** Action that impedes or interferes with the freedom of movement of a person or thing within a building, office, room, suite, or pedestrian or vehicle on campus. Disruptive or coercive actions and interference with the normal activities of the university are treated as serious violations of this policy.
- 34. Parking & Streets.** Students are to follow all parking and street regulations. For parking locations and information, go to: <https://map.concept3d.com/?id=1192#!ct/0>. Tickets will be issued and fines assessed as appropriate, especially for parking in restricted areas or specially designated parking spaces (i.e. handicap, university-owned, or area coordinator spaces). **Resident and commuter students are all required to have a current academic year (August 1 through July 31) parking permit displayed.** Individuals should park only in parking lots designated by their permits. Individuals who accrue three or more tickets are subject to get their vehicle booted. The boot will not be removed until the student takes care of any outstanding parking violation fines. The university reserves the right to revoke parking privileges and to enforce towing policies for violations of the parking policy. (For questions regarding Students with Disabilities parking, see [Accommodations for Students with Disabilities section](#).)
- 35. Personal Behavior.** Disciplinary action is taken for personal conduct which is (a) indecent, lewd, or obscene, (b) dangerous to the physical or mental well-being of oneself or others, (c) destructive to property, (d) malicious, mischievous, or disruptive in nature, (e) lacking in respect for the rights and dignity of others, and/or (f) in violation of civil law.
- 36. Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
- 37. Recognized Student Organization Conduct.** Sororities, fraternities, athletic teams, and recognized student organizations shall comply with the standards of conduct for students and with university policies. When a member or members is found responsible through the disciplinary process, the organization and/or individual members may be subject to appropriate sanctions.
- 38. Residence Life Policies.** Violating published Residence Life policies or rules.
- 39. 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 disciplinary proceeding, civil rights grievance proceeding, or other protected activity under this code.
- 40. Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages and/or causes destruction of property.
- 41. Sales and Solicitation.** Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in university buildings, and outside, and for-profit groups are not allowed to sell items or solicit members of the university community unless written permission has been granted by the Dean of Students (or designee). The sale of merchandise, or publications or service on University property, other than by contracted vendors, authorized stores, restaurants, departments or divisions of the university, is likewise prohibited except upon written permission of the Dean of Students (or designee).
- 42. Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.

- 43. Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- 44. Student Elections.** TLU Student Government Association outlines campaigning guidelines and handles minor violations including appeals within the election of any university-recognized student organization in addition to referendum placed on ballots for student vote.
- 45. Student Organization Non-Compliant.** Failure of a student organization to complete sanctions by the date specified in the Determination of Hearing letter.
- 46. Theft.** The unlawful taking or maintaining possession, carrying, leading, or riding away of property from the possession or constructive possession of another.
- 47. Threatening Behaviors.**
- a. Threat. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
  - b. Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
- 48. Tobacco.** Smoking tobacco or the use of any tobacco products is prohibited, except as expressly permitted by law and the TLU Tobacco Policy (***Full policy located in the Appendix.***)
- 49. Trademark.** Unauthorized or inappropriate use of the university name or logo, or the names or likenesses of identifiable organizations or features of Texas Lutheran University. These include, but are not limited to, the names or logos of university athletic teams or organizations; recognized student organizations, residence halls and other campus buildings; and images and descriptions from university publications. Inappropriate use includes, but is not limited to:
- a. Use of university names and images for commercial purposes without permission.
  - b. Use of university names and images not recognized by TLU.
  - c. Use of university names and images in conjunction with activities not in accordance with TLU policies.
- 50. Unauthorized Access; Failure to Report Lost TLU Identification Card, or Key.** Unauthorized access to any university building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any TLU building or failing to timely report a lost TLU ID card, or key.
- 51. Unauthorized Entry.** Misuse of access privileges to TLU premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into and exit from a university building.
- 52. University Resources.** Possessing or making copies of university keys for an unauthorized purpose, unauthorized use of TLU buildings, facilities, equipment or resources is prohibited.
- 53. Vandalism.** Any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent in that a reasonable person would know that engaging in that behavior could cause damage.
- 54. Violation of Law.** Evidence of violation of federal, state or local law on (a) any university premises or at any university-sponsored or supervised activity that occurs off campus; and/or (b) is substantiated through the university's disciplinary process.
- 55. Weapons and Firearms.** Possession, or distribution of explosives (including fireworks and ammunition), guns (including firearms, rifles, air, BB, paintball, facsimile weapons, gun replicas and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, slingshots, razors, swords, medieval weapons, or knives (except a common pocket knife with a blade less than 3.5 inches in length) are prohibited. Any object which could potentially

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inflict injury or cause harm when used in a threatening, careless, or aggressive manner and/or shoots a projectile will be considered a weapon.

**56. Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside TLU buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities.

### **Section 6: Student Conduct Authority**

#### **A. Authority**

The Vice President and Dean of Student Life & Learning is vested with the authority over student conduct by the President. The Vice President and Dean of Student Life & Learning appoints an Associate Dean of Students to oversee and manage the student disciplinary process. The Vice President and Dean of Student Life & Learning and Associate Dean of Students may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student disciplinary process. The Associate Dean of Students (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

#### **B. Gatekeeping**

No complaint will be forwarded for a hearing unless 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 an alleged victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

#### **C. Conflict Resolution Options**

The Associate Dean of Students has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of sexual misconduct be mediated. The Associate Dean of Students may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation or other appropriate conflict resolution.

#### **D. Determination of Hearings**

The administrative hearing officer or disciplinary panel determinations are made on the basis of a "preponderance of the evidence," that is, whether it is more likely than not that the accused student violated the standards of conduct for students.

#### **E. Administrative Hearing Officers**

Administrative hearing officers (AHO) are chosen from a pool of annually trained administrative staff members selected by the Associate Dean of Students.

#### **F. Disciplinary Panels**

The Associate Dean of Students will be responsible for assembling the disciplinary hearing panel according to the following guidelines:

1. The membership of the panel is selected from a pool of at least six students, six faculty, and six administrative staff members appointed and trained annually by the Associate Dean of Students.
2. For each complaint, a panel of four members will be chosen from the available pool, and is usually comprised of one student, one faculty member, one administrative staff member, and one chair (filled by a faculty or administrative staff member). Availability may determine a different composition for the



panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Associate Dean of Students will usually use three administrative staff or faculty members for the panel and one chair (filled by a faculty or administrative staff member), who assures that the university procedures are followed throughout the hearing.

### **G. Interpretation and Revision**

The Associate Dean of Students will develop procedural rules for the administration of hearings that are consistent with provisions of the Student Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Associate Dean of Students may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this code. The Associate Dean of Students may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Code of Conduct will be referred to the Vice President and Dean of Student Life & Learning whose interpretation is final. The Student Code of Conduct will be updated annually under the direction of the Associate Dean of Students with a comprehensive revision process being conducted every three years.

## **Section 7: Formal Conduct Procedures**

### **A. University as Convener**

TLU is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the university has obtained regarding the allegations.

### **B. Group Violations**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student disciplinary procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

### **C. Amnesty Provisions:**

The amnesty policy represents TLU's commitment to informed decision-making and promotion of responsible behaviors when faced with alcohol and/or drug related emergencies.

#### **PERSON IN NEED OF EMERGENCY MEDICAL ATTENTION**

This policy may apply when a student receives emergency assistance that is (a) related to the consumption of alcohol and/or drugs, and (b) sought by a person not serving in an official university capacity, or (c) are victims hesitant to report to university officials because they fear that they themselves will be accused of minor policy violations (such as underage drinking) at the time of the incident.

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In order to qualify for amnesty, the student must obtain emergency medical, police, or university staff attention at the time of the incident; must meet with a representative from the Dean of Students office within 5 days of the incident; and agree to comply with the conditions set forth by the representative. If these conditions are met, there will be no disciplinary case and the incident will not become part of the student's record.

If the student does not follow these stipulations, she or he does not qualify for amnesty and is subject to the disciplinary process as provided by the Student Code of Conduct.

### OTHER INDIVIDUALS PRESENT

To encourage students to offer help and assistance to others, the amnesty policy may be applied to any student(s) or student organization(s) that help the student in need to receive medical attention. This will allow students who may also have been drinking or taking drugs to care for their friends without worry of facing a potential disciplinary process for themselves. Students and organizations that assist those in need must meet with a representative from the Dean of Students office within 5 days of the incident and may have to meet certain conditions for amnesty, which if met will result in no charges under the Student Code of Conduct. If the student(s) or student organization(s) do not follow these stipulations, they do not qualify for amnesty and are subject to the disciplinary process as provided by the Student Code of Conduct.

It is the expectation that a student or student organization uses the amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, after the first incident, the availability of medical amnesty to the student is at the discretion of the Vice President and Dean of Student Life & Learning.

### SAFE HARBOR

TLU believes that students who have a drug and/or alcohol problem deserve help. If any student brings their own use, addiction, or dependency to the attention of university officials outside the threat of drug tests or disciplinary sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus disciplinary processes will be initiated.

## **D. Interim Action**

Under the Student Code of Conduct, the Vice President and Dean of Student Life & Learning (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of 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 for no more than ten class days pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct. A student who receives an interim suspension may request a meeting with the Vice President and Dean of Student Life & Learning (or designee) to demonstrate why an interim suspension is not merited. In cases alleging sexual misconduct and other behavior falling within the coverage of Title IX, both parties involved are extended the same opportunity to come and speak with the Vice President and Dean of Student Life & Learning (or designee). 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 university housing and/or the university campus/facilities/events. As determined appropriate by the Vice President and Dean of Student Life & Learning (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 Vice President and Dean of Student Life & Learning (or designee) and with the approval of, and in collaboration with, the Vice President for Academic Affairs (or designee), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

## **E. Conduct Process Procedures**

### **STEP 1: Notice of Alleged Violation**

Any member of the TLU community, visitor or guest may allege a policy violation(s) by any student for misconduct under this code.

Notice may also be given to the Associate Dean of Students (or designee) and/or to the Director of Title IX Services, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by an alleged victim or a third party and should be submitted as soon as possible after the offending event occurs. The university has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus disciplinary process.

The Associate Dean of Students (or designee) will assume responsibility for the investigation of the alleged violation as described below.

### **STEP 2: Preliminary Inquiry**

The university conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The Associate Dean of Students (or designee) may decide among the following options:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Student Code of Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered;
3. A formal complaint of violation and/or a preliminary meeting with the responding student.

When a preliminary inquiry meeting is held with the responding student, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative conference” resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision is that further investigation is needed, the Associate Dean of Students (or designee) will investigate the allegations under this code and will take the following steps as appropriate:

1. Initiate any necessary remedial actions on behalf of the alleged victim;
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the complainant, the alleged victim, or a university proxy or representative;
3. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
  - a) If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the alleged victim;
  - b) Notify the complaining party of whether the university intends to pursue the complaint regardless of their involvement, and inform the complainant of their rights in the process and option to become involved, if they so choose;
4. If indicated by the preliminary investigation, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated university policy, and to determine what specific policy violations should serve as the basis for the complaint;
  - a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;

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5. Meet with the party bringing the complaint to finalize their statement, which will be drawn up by the Associate Dean of Students (or designee) as a result of this meeting;
6. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
  - a) Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the Associate Dean of Students (or designee);
7. Interview all relevant witnesses and summarize the information they are able to share;
8. Obtain all documentary evidence and information that is available;
9. Obtain all physical evidence that is available;
10. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
11. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
12. Present the investigation report and findings to the responding student, except in cases alleging sexual misconduct and other behavior falling within the coverage of Title IX. Then we would share the information with the complainant, who may:
  - a) accept the findings
  - b) accept the findings in part and reject them in part
  - c) or may reject all findings
13. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

### **STEP 3: Notice of Hearing**

Once a determination is made that reasonable cause exists for the Associate Dean of Students (or designee) to refer a complaint for a hearing, notice will be given to the responding student, and in cases involving harm to persons, the complainant. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Associate Dean of Students (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation and notification of where to locate the Student Code of Conduct and university procedures for resolution of the complaint; and
2. Direct the responding student(s) to contact the Associate Dean of Students (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two class days from the date of delivery of the summons letter.

A meeting with the Associate Dean of Students (or designee) may be arranged to explain the nature of the complaint and the disciplinary process. At this meeting, the responding student may indicate, either verbally or in writing, to the Associate Dean of Students (or designee), whether they admit to or deny the allegations of the complaint. The student may have an advisor present.

### **STEP 4: Hearing Options**

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the code, the process will end.

If the university's finding is that the responding student is in violation, and the responding student accepts this finding within three class days, the university considers this an "uncontested allegation". The administrative hearing officer conducting the initial administrative conference will then determine the sanction(s) for misconduct, which the responding student may accept or reject. If accepted, the process ends.

For hearings involving Title IX violations, if the student accepts the finding, but rejects the sanction, the university will conduct a sanction-only hearing, conducted by an appeals panel, which recommends a sanction to the Associate Dean of Students. The sanction is then reviewed and finalized by the Associate Dean of Students and is subject to appeal (see Appeal Review Procedures) by any party to the misconduct. Once the appeal is decided, the process ends.

If the Administrative Hearing Officer conducting the administrative conference determines that it is more likely than not that the responding student is in violation, and the responding student or complainant rejects that finding in whole or in part, then it is considered a contested allegation.

**STEP 5: Hearing Preparations**

The following describes the university’s disciplinary hearing processes. Except in a complaint involving failure to comply with the summons of the Associate Dean of Students (or designee), no student may be found to have violated the Student Code of Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, disciplinary hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Associate Dean of Students (ADOS) (or designee), Administrative Hearing Officer (AHO) or panel presiding over the hearing.

Where the responding student admits to violating the Student Code of Conduct, the ADOS or AHO may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *administrative conference*. In an administrative conference, complaints will be heard, and determinations will be made by the ADOS or AHO.

Where the responding student denies violating the Student Code of Conduct, a formal hearing will be conducted. This process is known as a disciplinary panel hearing. At the discretion of the ADOS (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered, if both parties involved agree. Students who deny a violation for which a disciplinary panel hearing will be held, will be given a minimum of five class days to prepare, unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the ADOS (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in person, such notice will be presumptively delivered.
2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the university administration serve as the party bringing the complaint forward. Where there is no alleged victim, the university administration will serve as the party bringing the complaint forward.
3. If a responding student fails to respond to notice from the ADOS (or designee), the ADOS (or designee) may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two class days by answering the original notice, an administrative conference may be scheduled and held on the student’s behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their university account, deeming them ineligible to register for courses or university housing until such time as the student responds to the initial complaint.
4. At least three class days before any scheduled formal hearing, the following will occur:
  - a) The responding student will deliver to the ADOS (or designee) a written response to the complaint;
  - b) The responding student will deliver to the ADOS (or designee) a written list of all witnesses for the university to call at the hearing;
  - c) The responding student will deliver to the ADOS (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the ADOS (or designee) can arrange for its presence;

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- d) The party bringing the complaint will deliver to the ADOS (or designee) a written list of all witnesses for the university to call at the hearing;
  - e) The party bringing the complaint will deliver to the ADOS (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the ADOS (or designee) can arrange for its presence;
  - f) The party bringing the complaint and the responding student will notify the ADOS (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.
5. The ADOS (or designee) will ensure that the hearing information and any other available written documentation are shared with the parties at least two class days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists. Should any party object to any panelist, that party must raise all objections, in writing, to the ADOS within three days of the hearing so other arrangements can be made. Hearing officers will only be unseated if the ADOS (or designee) concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

### **STEP 6: Hearing Panel Procedures**

The ADOS (or designee) will appoint one panelist as the chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the ADOS no less than three class days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three-day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dismissed unless the university chooses to pursue the allegation on its own behalf, as determined by the ADOS (or designee), except in cases alleging sexual misconduct and other behavior falling within the coverage of Title IX and/or a crime of violence.

The ADOS (or designee), the chair and the panel will conduct disciplinary panel hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the ADOS (or designee).
3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the ADOS may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student. The parties have the right to an advisor/advocate of their own choosing. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The purpose of the advisor is to support a student in the disciplinary process. Advisors should be chosen for their ability to understand the circumstances, assist a student with the process of preparing for a hearing, and guide the student through the actual hearing. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions through the advisee for the chair, and suggest questions to their advisee, but are not permitted to speak or participate directly in any hearing. That is, information will be directly communicated to, released to, or accepted from involved students, not advisors. All information concerning any case may be made available to advisors with the written permission of the involved student.
4. The party bringing the complaint, the responding student, the panel, and the ADOS (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (through the chair, at the discretion of the chair). Unduly repetitive witnesses can be limited at the discretion of the panel chair and/or the ADOS (or designee).
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the ADOS (or designee). Formal rules of evidence are not observed. The panel chair and/or the ADOS (or designee) may limit the number of character witnesses presented or may

accept written affidavits of character instead. In cases involving sexual misconduct, complainant and respondent's prior sexual activity is not allowed.

6. All procedural questions are subject to the final decision of the ADOS (or designee).
7. After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Code of Conduct. The ADOS (or designee) will be present and available as an advisor during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The ADOS (or designee) is responsible for informing the panel of applicable precedent and any previous disciplinary violations or other relevant pattern information about the responding student. The ADOS (or designee) will prepare a written deliberation report detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be signed by the chairperson at the end of deliberations.
8. The ADOS (or designee) will consider the recommendations of the panel, may make appropriate modifications to the panel's report and will then render a decision, and unless otherwise required by law or university policy, inform the responding student and complainant of the final determination within three class days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the ADOS (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
9. There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the university and maintained according to the university's record retention policy.
10. The ADOS (or designee) and/or panel chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, responding student, and/or other witnesses during the hearing by providing separate facilities, by permitting participation by telephone, videophone, video conferencing, Skype, videotape, audio tape, written statement, or other means, where and as determined in sole judgment of the ADOS (or designee) to be appropriate.

**Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature**

All hearings under these categories will be conducted by a four-member administrative panel drawn from the panel pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel chair. All such information sought to be admitted by a party or the university will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned, rationale for the decision, and appeal procedures.

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### **STEP 7: Conduct Sanctions**

One or more of the following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct:

#### **1. Apology Letter**

Formal letter expressing regret by acknowledging an offense or failure to adhere to the Student Handbook.

#### **2. Behavioral Reflection on Honesty**

Examples:

- Write an action plan on how to rebuild trust with staff members & peers.
- Reflect on how your actions during the incident fit who you are/who you want to be.
- Reflect on when you think lying is not ok to do in your life. Come up with a set of ethical or honesty standards. Meet with someone to discuss these standards.
- Make a case in writing to the Hearing Officer as to why you will be worthy of trust in the future.
- Talk to a Police Officer about what the consequences of lying would be in a criminal case rather than a TLU discipline case.
- Read the TLU Honor Code. Discuss how your actions violated the Code and how TLU should respond to dishonesty issues.
- Reflect on a time when you were lied to, how it felt, and how much you trusted the person who lied after this happened?

#### **3. Behavioral Requirement**

This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

#### **4. Community/University Service Requirements**

For a student or organization to complete a specific supervised university service.

#### **5. Confiscation of Prohibited Property**

Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Associate Dean of Students and/or the Texas Lutheran University Police Department.

#### **6. Disciplinary Probation**

The student is put on official notice that, should further violations of university policies occur during a specified probationary period, the student may face suspension or expulsion. Probation may be imposed for at least one semester and not more than one calendar year with the student being returned to good standing at the end of the time period if no further violations occur. During probation the student is not able to represent the university in any honorary capacity, hold an elected office, or participate in intercollegiate athletics. If such positions are held when the probationary period begins, the appropriate faculty/staff advisors, coaches, and any other TLU administrator as needed will be notified. Probationary meetings may also be imposed.

#### **7. Disciplinary Suspension**

Separation of the student from the university for one semester or up to one calendar year after which the student is eligible to return. Conditions for readmission may be specified. Disciplinary suspension indicates that a student is no longer enrolled at the university, that the student did not withdraw voluntarily, and that the student is not permitted on campus. The student is prohibited from registering or attending any TLU classes for credit or non-credit, from participating in or taking leadership in any campus organization, or from participating in any activities of the university. The parents/guardians, appropriate faculty/staff advisors, coaches, and other TLU administrators will be notified. This sanction may be enforced with a trespass action as necessary. During the suspension period, the student's transcript will carry a "Disciplinary Suspension" notation which will be removed



upon their readmission and enrollment (per Texas State Law: HB 449, 2019). Upon readmission, the student will be on disciplinary probation status for one term. If no further violations occur, the student will be returned to good standing upon its conclusion.

### 8. Educational Program

Requirement to attend a specified event, service project, activity, or present in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience for which the educational program is shared may be restricted.

### 9. Eligibility Restriction

The student is deemed “not in good standing” with the university for a specified period of time. Specific limitations or exceptions may be granted by the Associate Dean of Students (or designee) and terms of this disciplinary sanction may include, but are not limited to, the following:

- a) ineligibility to hold any office in any student organization recognized by the university or hold an elected or appointed office at the university; or
- b) ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

### 10. Expulsion

Permanent separation from the university. The student is banned from university property and the student’s presence at any university-sponsored activity or event is prohibited and the permanent notation of “Disciplinary Expulsion” will be added to the student’s transcript (per Texas State Law: HB 449, 2019). This sanction may be enforced with a trespass action as necessary.

### 11. Fines

Reasonable fines may be imposed. Other sanctions may be given in addition to the fine which are specified to include:

<b>Alcohol</b>	1st offense: \$100 2nd offense: \$200 3rd offense: \$300
<b>Animals</b>	1st offense \$100 2nd offense \$300
<b>Cleaning</b>	\$150 for half a room \$300 for Apartment
<b>Drugs</b>	1st offense: \$150 2nd offense: \$300
<b>Improper Checkout</b>	\$75
<b>Housing Contract (fee to break during academic year)</b>	Before June 1, no fee June 1 or later, \$500 fee
<b>Keys</b>	\$30 per core, \$50 administration fee Seguin Hall, due to suite style living, range from \$140-\$200
<b>Lockouts</b>	1st offense: free 2nd offense: free 3rd or more offense: \$50 per offense
<b>Noise</b>	1st offense: warning 2nd offense: \$50 3rd offense: \$150

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<b>Removal of University furniture from lounges/rooms or buildings</b>	1st offense: \$100 2nd offense: \$150 3rd offense: \$300
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### 12. Goals Worksheet

Students will complete a worksheet with Academic Support that helps them identify personal and academic goals for their time at TLU. The worksheet also has questions which will help students reflect on how their violation could hinder their success with those goals and articulate their plans to avoid future violations.

### 13. Loss of Privileges

The student will be denied specified privileges for a designated period of time.

### 14. No Contact Order

This is an administrative order stating that the student have no contact of any kind with a specific individual(s). Such contact includes but is not limited to, any form of contact that is direct or indirect (physical, written, verbal, etc.), on or off campus, or through electronic means in any manner. Failure to abide by this order will result in additional and immediate action.

### 15. Notification in writing to parents/guardians, appropriate faculty/staff advisors, coaches, and other TLU administrators **as needed.**

### 16. Other Sanctions

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Associate Dean of Students (or designee).

### 17. Restitution

Compensation for damage caused to the university or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

### 18. Restriction of Visitation Privileges

May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

### 19. Revocation of Admission and/or Degree

Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

### 20. Success Plan

A personal success plan created along with the TLU Counseling Center, detailing how one plans to resist the temptations of alcohol and/or drugs while at TLU. This plan should include alternative activities in which to participate, a list of friends and/or family members with whom to spend time in a sober state, campus resources to utilize, and any other elements that may contribute to success as a student and as a sober person. Additionally, this plan should include plans on how to make safe decisions in the future.

### 21. TED Talk Videos

Assignment of specific TED talk videos to watch and answer questions in a reflection-type paper.

**22. Trespass Action**

A “No Trespass” order issued by the TLU Police Department forbidding a person from entering any TLU-owned building or property on campus or off without prior arrangements with the TLU Police. Violation of this order may result in arrest and possible further disciplinary action.

**23. University Housing Probation**

Official notice that, should further violations of Residence Life or university policies occur during a specified probationary period, the student may immediately be removed from university housing. Regular probationary meetings may also be imposed.

**24. University Housing Reassignment**

Reassignment to another university housing facility. Residence Life personnel will decide on the reassignment details.

**25. University Housing Suspension**

Removal from university housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to university housing may be specified. Under this sanction, a student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action, if deemed necessary. Prior to reapplication for university housing, the student must gain permission from the Director of Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all university housing during the suspension.

**26. University Housing Expulsion**

The student’s privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action as deemed necessary.

**27. Vandalism**

\$50 administrative fee plus cost of cleaning materials, labor, replacements of parts etc.

**28. Visitation and or Cohabitation**

- 1<sup>st</sup> offense: loss of visitation for two weeks
- 2<sup>nd</sup> offense: loss of visitation for four weeks and \$50
- 3<sup>rd</sup> offense: loss of visitation for the equivalent of one semester and \$100

**29. Warning**

An official written notice that the student has violated university policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.

**30. Withholding Degree**

The university may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

**31. Written Reflection**

Composition of a written reflection paper based on supplied prompts.

**Group / Organization Sanctions**

The following sanctions may be imposed upon groups or organizations found to have violated the Student Code of Conduct:

- 1) One or more of the sanctions listed above.
- 2) Revocation of Recognition: The organization’s recognition is revoked by the University indefinitely. The revocation of recognition may be deferred provided that the organization complete the requirements outlined from a disciplinary hearing.

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- 3) Social Probation: The organization is unable to host social events.
- 4) Social Restriction: The organization is limited to a specific number of social events.
- 5) Deactivation, loss of all privileges (including status as a university registered group/organization), for a specified period of time.

More than one of the sanctions listed above may be imposed for any single violation. Sanctions are cumulative and must be completed by the assigned date.

When a student has been found to have violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Associate Dean of Students (or designee). The Associate Dean of Students (or designee) will consider the Administrative Hearing Officer's and/or hearing panel recommendations in determining and imposing sanctions. The Associate Dean of Students (or designee) is not limited only to the recommendations proposed. The Vice President and Dean of Student Life & Learning has final authority to determine the appropriateness of sanctions.

### **Failure to Complete Disciplinary Sanctions**

All students, as members of the university community, are expected to comply with disciplinary sanctions within the timeframe specified by the Associate Dean of Students (or designee) or Administrative Hearing Officer. Failure to follow through on disciplinary sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the university. In such situations, resident students will be required to vacate university housing within 24 hours of notification by the Associate Dean of Students (or designee), though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and/or the Associate Dean of Students (or designee). A suspension will only be lifted when compliance with disciplinary sanctions is satisfactorily achieved. This determination will be made by the Associate Dean of Students (or designee).

### **STEP 8: Notification of Outcomes**

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the university will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing and appeal procedures, regardless of whether the university concludes that a violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding, sanction(s) and appeal procedures.

In cases where the university determines through the student disciplinary process that a student violated a policy that would constitute a "crime of violence" or forcible or non-forcible sex offense, the university may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offenses
- 10) Non-forcible sex offenses

**Parental Notification**

The university reserves the right to notify the parents/guardians of dependent students regarding any disciplinary situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. The university in its discretion may notify parents when permitted by FERPA or consent of the student.

**F. Appeal Review Procedures**

Any party may request one appeal of the decision of the disciplinary hearing panel/administrative hearing by filing a written request to the Associate Dean of Students, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

**Grounds for Appeal Requests**

Appeals requests are limited to the following grounds:

1. A procedural error occurred that significantly impacted the outcome of the hearing;
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction.<sup>1</sup> A summary of this new evidence and its potential impact must be included;<sup>2</sup>
3. The sanctions imposed may not be proportionate to the severity of the violation and the student's cumulative conduct record.

Appeals must be filed in writing with the Dean of Students Office within three class days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Associate Dean of Students (or designee) and, when appropriate, the Director of Title IX Services.

The Associate Dean of Students (or designee) will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Associate Dean of Students will refer the request(s) to the university's designated Appeal Review Officer, appointed by the Vice President and Dean of Student Life & Learning. The Appeal Review Officer will draft a response memorandum to the appeal request(s) based on the determination that the request(s) will be granted or denied, and why.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Associate Dean of Students and/or the Director of Title IX Services on any procedural or substantive questions that arise.

If the appeal is not timely or the appealing party does not establish a limited ground of appeal, the original finding and sanction will stand, and the decision is final. If the appeal is timely and meets the limited ground for appeal, the Appeal Review Officer determines whether to refer the appeal to the appeals panel or to return it to the original decision-maker(s), typically within three-five class days. Efforts should be made to use original decision maker(s) whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter which can, in turn, be appealed once. Full rehearings by the appeals panel are not permitted. Where new evidence is presented or the sanction is challenged, the Appeals Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the appeals panel with instruction on the parameters

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<sup>1</sup> Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.

<sup>2</sup> The Associate Dean of Students is expected to consult with the chair/administrator of the original panel to inquire as to whether the new evidence would, in the opinion of the chair, have substantially impacted the original finding or sanction.

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regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanctions are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The appeals panel must limit its review to the challenges presented.

On reconsideration, the appeals panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors affecting the outcome should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the appeals panel are to be made within five days of submission to the panel and are final, as are any decisions made by the original hearing body, Associate Dean of Students or the Director of Title IX Services as the result of reconsideration consistent with instructions from the Appeal Review Officer. The conclusion of the appeal process is the final phase of the disciplinary process within the TLU Student Code of Conduct and there are no further reviews of findings of responsibility or outcomes assigned by hearing officers or panels.

### **The Appeals Panel**

Three-member appeals panels are drawn from the hearing panel pool, with the following requirements to serve:

1. They did not serve on the panel for the initial hearing.
2. They were not involved in the investigation in any way.
3. They have been properly trained in appeals procedures.

The Associate Dean of Students will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Associate Dean of Students will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Associate Dean of Students will appoint a replacement from the pool of panelists.

The Associate Dean of Students (or designee) serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the university is that all decisions made, and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Associate Dean of Students (or designee), and in consultation with the Director of Title IX Services when necessary, implementation of sanctions may be stayed, pending review, only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Associate Dean of Students, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

### **Other Guidelines for Appeal**

- All parties will be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration should be pursued;
- An appeal must not be confused with a new or second hearing. The role of an appellate body is to consider an appeal, not to re-hear a case; that is, the basis for the appeal must fall within one or more of the aforementioned guidelines. Disagreement with the result of the hearing or any sanctions levied does not itself constitute the basis for an appeal.
- Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Witnesses may be called, if necessary.

- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.
- In cases involving appeals requested by students accused of violating the Student Code of Conduct, review of the sanction(s) by the appellate body may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appellate body may, upon review of the case, reduce but not increase the sanctions imposed.
- In cases involving appeals requested by persons other than students accused of violating the Student Code of Conduct, the appellate body may, upon review of the case, reduce or increase the sanctions originally imposed or remand the case to the original hearing body.

## **G. Disciplinary Records**

All disciplinary records are maintained by the university for seven years from the time of their creation except those that result in separation from the university (expulsion) and those that fall under Title IX, which are maintained indefinitely.

## **Section 8: Interim Suspension**

The Vice President and Dean of Student Life & Learning (or designee) may evict from university housing or suspend from the university a student pending disciplinary proceedings or other outcomes. In situations involving possible Title IX violations, the Vice President and Dean of Student Life & Learning will act in consultation with the Director of Title IX Services. The interim eviction and/or suspension shall become immediately effective without prior notice. Interim suspension shall be considered an excused absence.

1. Interim suspension generally will be imposed when deemed appropriate by the university in circumstances including but not limited to:
  - a) Ensuring the safety and well-being of members of the university community or preservation of university property;
  - b) Ensuring the student's own physical or emotional safety and well-being; or
  - c) Avoiding the threat of disruption of, or interference with, the normal operations of the university.
2. During the interim suspension, a student shall be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Vice President and Dean of Student Life & Learning may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student disciplinary hearing, if required.
4. Violation of an interim suspension will be grounds for expulsion.

## **Section 9: Interpretation and Revision**

1. Any question of interpretation of application of the Student Code of Conduct shall be referred to the Vice President and Dean of Student Life & Learning for final determination.
2. The Student Code of Conduct will be updated annually under the direction of the Associate Dean of Students with a comprehensive revision process being conducted every three years.
3. This Student Code of Conduct was implemented August 2014





# **STUDENT LIFE ON CAMPUS**



## STUDENT LIFE ON CAMPUS

### Academic and Political Expression

#### Speakers, Videos, and Films

The university encourages a wide variety of viewpoints and welcomes all responsible speakers on issues of interest to the community at large. To ensure a climate of reasoned communication, rather than indoctrination or intimidation, an attempt should be made to maintain a reasonable balance of perspectives within a series of lectures or other media presentations. This does not imply a one-for-one balance or “equal time” for all points of view; rather, it suggests a selective balance and equal opportunity.

- To maximize communication and publicity on campus and in the news media, notice of events that have been scheduled or are to be scheduled should be circulated by the sponsor to the Vice President and Dean of Student Life & Learning and the student government president far enough in advance of scheduled dates to allow for adequate publicity and hospitality arrangements. Speakers will normally be invited and hosted by an academic department, a campus organization or committee, or by the President or Vice Presidents in an official capacity.
- To avoid unnecessary embarrassment to the speaker or the university, a group or individual who wants to schedule a controversial speaker should solicit the advice of the Vice President and Dean of Student Life & Learning, or department chairperson before completing arrangements with the speaker. If such a speaker requires extraordinary police protection or security, the sponsors may be asked to cover the extra expense of this.
- To avoid unnecessary embarrassment to the university, a group or individual who wants to schedule a controversial video or film should solicit the advice of the Vice President and Dean of Student Life & Learning, or department chairperson before completing arrangements with the rental agency. As a general rule, “X”-rated videos or films are not to be a part of a university class or activity and are not to be shown on campus.
- See policy “Guest Speaker Guidelines (page 69) for further information on inviting guest speakers to campus.

#### Assembly

Texas Lutheran University upholds the right to free speech; freedom to dissent is a necessary ingredient of a liberal arts education. However, the right to free speech does not provide a license to abuse other persons or carelessly disregard their rights. Guidelines include the following:

- Students have the right to a peaceful assembly in order to express personal views or to support causes through orderly means so long as such expression does not interfere with the educational and administrative activities of the university. Disruptive or coercive actions and interference with the normal activities of the university are treated as serious violations of university policy. The Vice President and Dean of Student Life & Learning must be informed of the plan for assembly and the purpose for demonstration in advance of the event, including off-campus assembly and demonstration by a student organization.
- Guest speakers on the campus are to be given the courtesy of an uninterrupted presentation. Harassment of invited speakers or the obstruction of the event by threat, coercive activity, or the restraint of participants is destructive to the pursuit of learning in a free society and is not tolerated.
- Students and organizations may distribute printed announcements or pamphlets on campus provided that they are not distributed in classroom buildings, chapel, library, or door-to-door in the residence halls and provided that they are not profane, obscene, libelous, or slanderous in printed or photographic content.
- All materials (announcements, flyers, pamphlets, posters, etc.) distributed and posted physically or electronically must contain the name of the sponsoring organization along with a contact name and number and/or e-mail address, and must be stamped by appropriate office (for further guidelines, see Posting in Student Life on Campus section).

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- No one may invoke the name of the university without official permission from the Vice President and Dean of Student Life & Learning.
- Violators are subject to laws of the current Texas Penal Code.

### Political Campaigns

Texas Lutheran University encourages students to participate in the political process and offers the following guidelines:

- All recognized political parties and their candidates may campaign on campus. Such campaigns will abide by all university regulations regarding conduct within our community.
- All candidates must have a student campus coordinator. This individual must register with the Student Government Association president and the Director of Student Activities and show proof that the coordinator is a campaign worker for the candidate or party. Until this is accomplished, the coordinator may not distribute literature, post signs, or otherwise campaign on campus. The coordinator will be responsible for the party's or candidate's activity on campus and for any violation of campus regulations.
- Any on-campus or off-campus group wishing to use university facilities for community political events must rent the space desired by having the coordinator work with the Director of Student Activities.
- When politicians are invited to speak, an attempt should be made to encourage appropriate groups to invite the opposing candidate(s).
- Campaign materials are not to be distributed through campus mail. Bumper stickers and other adhesive signs are not to be attached to campus buildings or property. Leaflets and pamphlets can be distributed using the guidelines above. All campaign material must be removed within three days following the election.
- Campaigning via the university's telecommunications and email systems is prohibited.
- The use and rental of sound equipment on the campus must be approved by the Director of Student Activities.
- Students who participate in off-campus political activities do so as individuals, not as representatives of the university.

### **Access to Student Records and FERPA Notification**

Texas Lutheran University complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This Act is designed to protect the privacy of students' educational records and to establish students' rights to review and inspect records. Under the Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights when it comes to their educational records which are outlined below.

#### Disclosure of Personally Identifiable Information

Students' education records are not accessible to parents or guardians without the student's written consent, unless they provide a certified copy of the most recent federal income tax return that shows the student is a dependent. However, if the university believes it is in the student's best interest, information from education records may be released to a parent or guardian in cases such as:

- When a student's health is in jeopardy
- When a student engages in alcohol or drug-related behavior that violates university policies
- When a student has voluntarily withdrawn from the university or has been required by the university to withdraw
- When a student has been placed on disciplinary probation or restriction
- When a student engages in behavior calling into question the appropriateness of the student's continued enrollment in the university

Students have the right to consent to disclosures of personally identifiable information contained within their education records, except where FERPA authorizes disclosure without consent. Information may be released:

- To the student
- To the parents of a dependent student

- To a university official
- To a party seeking directory information
- To a party receiving the information pursuant to a judicial order or lawfully issued subpoena regarding student disciplinary proceedings as expressly permitted by FERPA
- To parties otherwise authorized to receive the information pursuant to FERPA

If a student would like information to be released to a third party, please file a “Student Information Release Authorization” form with the Registration and Records Office.

Access to Education Records

If students would like to inspect and review their education records, they need to make the request in writing to the Registration and Records Office, identifying which records they would like to review.

Amendment of Education Records

If a student believes their education records are inaccurate or misleading, they may make a request in writing to the Registration and Records Office to have the record amended, identifying which records they wish to have amended and providing supporting documentation as to why they desire this amendment.

Filing a Complaint

If you feel the university has failed to comply with FERPA requirements, you have the right to file a complaint with the U.S. Department of Education’s Office that administers FERPA at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory Information/Privacy Blocks

As an enrolled student, one’s directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards, and academic honors received, President’s/Dean’s list selection, previous institutions attended, program and promotion materials on participants in various sports and similar public activities (including weights and heights of athletic team members)) may be released. If a student would rather not have their information released as directory information, they can complete a nondisclosure form available in the Registration and Records Office.

A few other notes:

- If students block directory information, it may still be inspected by those university officials authorized by law to inspect education records without consent.
- If students choose to block directory information, it can’t be released to friends, family, prospective employers, the news media, advisors, student activities and honor societies.
- Some reasons for considering the privacy block for directory information include harassment, or the advice of a legal or medical professional.
- If students would like to keep public data private but release information so it can be published in commencement programs and honor lists, contact the Registration and Records Office.

University Officials with Legitimate Educational Interests

Students’ education records may be disclosed, without consent, to university officials with legitimate educational interests. These include people employed by the university in administrative, supervisory, academic, research or support staff roles; people contracted by the university for particular services; people serving on the Board of Regents; students serving on official committees or assisting other school officials in performing tasks; or volunteers or other non-employees with legitimate educational interests. A legitimate educational interest is present if the university official needs to review an education record in order to fulfill professional responsibilities.

### **Accommodations for Students with Disabilities**

The Office of Counseling and Disability Services at TLU supports development and success of students by providing services in an atmosphere of respect and confidentiality. We are committed to providing reasonable and appropriate accommodations to eligible students. We value the diversity of our student body and the worth and dignity of each individual and collaborate with faculty and staff to increase the level of awareness of disabilities in the university community.

In accordance with the terms of the Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act (ADAAA), Texas Lutheran University provides reasonable accommodations for students with physical/medical, learning disabilities and/or mental health diagnoses when the impairment substantially limits the student's ability to perform a major life activity. A request for reasonable academic and housing accommodations should be initiated in the Office of Disability Services Office in the Alumni Student Center. It is the right and responsibility of the student to request accommodations through the Office of Disability Services and to provide professional documentation of the disability. Documentation requirements include a letter from a qualified professional, along with assessments, reports, and/or letters from qualified evaluators, professionals or institutions that support the accommodations request. Common sources of qualified professionals are health care providers, counselors, psychologists, psychiatrists, and diagnosticians. A student who requests disability accommodations will be scheduled for a meeting with the Director of Counseling and Disability Services to discuss disability documentation and eligibility for accommodations.

Once eligibility for accommodation is determined, a letter of accommodations with the Director of Counseling and Disability Services' signature detailing the appropriate accommodations will be provided to the student. In order to receive accommodations for their classes, students are required to present each of their professors with a Letter of Accommodation (LOA) for signature and return the signed copy to the Office of Disability Services. Accommodations are not retroactive and are considered activated once the Office of Disability Services sends a scanned copy of the LOA to faculty and student. The student is responsible for initiating letters of accommodations at the beginning of each semester through the Office of Disability Services. Annual or periodic documentation may be required for renewal of academic accommodations.

Students living on-campus that have a disability related need to modify their living environment must complete a TLU Housing Accommodation Request form provided by the Office of Disability Services and include supporting documentation. The Director of Counseling and Disability Services will review and evaluate the request and work with the Director of Residence Life to determine appropriate and reasonable accommodations. Annual or periodic documentation may be required for renewal of housing accommodations.

#### Accommodations for Temporary Disability

The Office of Disability Services recognizes that individuals with temporary disabling conditions that are the result of injuries, surgery, or short term-disabilities may need access to resources. Examples of temporary disabilities may include, but are not limited to: broken limbs, hand injuries, or short term disabilities following surgery or medical treatments. To receive accommodations for a temporary disability, the student may submit information to the Office of Disability Services indicating the type of disability, impact, and estimated duration of the disability. It is also helpful to know any side effects caused by medication and recommendations for accommodations. The student should contact the Director of Counseling and Disability Services to set up an appointment to review the documentation and identify possible accommodations.

All buildings on campus have access ramps and some have elevators. A limited number of parking spaces for students with physical disabilities are reserved throughout the campus. Students with handicap tags must register their handicap tag number on the portal or provide information to the information center (Bubble) in the ASC along with their vehicle information. The handicap tag must be assigned to the student and clearly displayed with no visual obstruction to the registered number.

Anti-Discrimination Policy

No otherwise qualified individual with a disability in the United States, as defined in Sec. 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Faculty, staff or student questions or concerns regarding accommodations should be directed to the Director of Counseling and Disability Services.

Additional assistance may be available from the Texas Department of Assistive and Rehabilitative Services (DARS), 312 S. Saunders Street, Seguin, Texas 78155.

Appeals Procedure

Appeals regarding ADA accommodations should be made in writing and addressed to:

Director of Counseling and Disability Services  
(830) 372-8009  
Texas Lutheran University  
1000 W. Court St.  
Seguin, TX 78155

Within 15 calendar days after the receipt of the appeal, the Director of Counseling and Disability Services will meet with the student and with other university officials as appropriate to discuss possible resolutions. A response in writing will be given within 15 days.

If the appeal is filed during the summer session or if it involves the Director of Counseling and Disability Services, it should be filed with the:

Vice President and Dean of Student Life & Learning  
(830) 372-8060  
Texas Lutheran University  
1000 W. Court St.  
Seguin, TX 78155

If the response by the Director of Counseling and Disability Services does not satisfactorily resolve the issue, the student may appeal the decision within 15 class days to the Vice President and Dean of Student Life & Learning for a final decision.

**Addresses**

All students are required to keep both an accurate permanent and local address on record with the Registration and Records Office. The local address for students living off campus should be the address at which they reside and receive mail and may not be a university address. Students living on campus may use their campus mailbox as their local address. In all cases, students are not permitted to use the university address as their permanent address at any time. Upon graduation, transfer to another school, or withdrawal from the university, students must provide an accurate permanent address to the Registration and Records Office as part of the checkout process. Correct addresses are critical to ensure that all billing, correspondence, and other pertinent information from the university are received in a timely manner. Students not returning the next semester should fill out a Mail Forwarding Form in order to have mail reach them upon leaving TLU.

**Class Absences**

Athletic and Performance-Related Absences

Students who must miss classes to officially represent the university in such sponsored activities as intercollegiate athletics, performance tours and events, and other university-sponsored activities will be excused under the following circumstances:

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- A student's absence from class does not excuse the student from any work missed during the absence. Students may not be penalized for such absences. The student and instructor will devise an appropriate substitute for missed work, classes, and examinations.
- The responsibility to make up work lies solely with the student who must discuss the missed assignments with the instructor as far in advance as possible.
- The names of students who will miss class to represent the university will be sent to their instructors by their sponsor or coach as far in advance as possible of the class to be missed. This list should include departure time or reporting time and estimated return time.
- Every attempt should be made to schedule travel so that it will have the least conflict with students' class schedules. In addition, athletic contests, other than mandatory play-off games, and performance tours or events will not be scheduled during final exams.

### Military-Related Absences

Excused absences will be granted for students with short-term military obligations of no longer than five consecutive class days, with no more than ten total class days per semester. Longer absences will be handled on a case-by-case basis but will likely result in a "W" on the transcript. The student is responsible for contacting faculty members in advance and making up all work missed during excused absences.

### **Communication with Students**

Texas Lutheran University provides electronic mail and web portal access (my.tlu.edu) for students, faculty, staff and others affiliated with TLU. The university routinely uses email and my.tlu.edu for both formal and informal communication with students and they are expected to check their TLU accounts regularly for university communications.

### **Complaint Resolution**

Texas Lutheran University desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Most problems between students and faculty/staff can and should be resolved between parties involved. If the concern/conflict cannot be resolved at this level, members of the community have the right to have disputes resolved through the TLU Disciplinary System as outlined in the Student Code of Conduct, or the grade change appeal process as outlined in the TLU Catalog. Standards of conduct and other policies are outlined in the TLU Student Handbook.

If issues and complaints cannot be addressed through established channels or between involved parties, then students are encouraged to submit complaints to the Dean of Students.

The student may file a formal complaint with the Dean of Students describing the treatment, action or decision at issue and the remedy sought. To file a formal complaint, complete the electronic form found on the TLU Dean of Students page on MyTLU at my.tlu.edu.

### Procedures:

The Dean of Students Office will investigate student complaints.

- The complaining party will be interviewed by the Dean of Students (or designee).
- The investigation may include contact with other parties involved.
- If appropriate, efforts may be taken to resolve a conflict by bringing parties together for discussion.
- Supervisors of employees may be contacted if complaints involve their area.
- Written notification of resolutions will be sent to all parties involved.
- A record of complaints will be maintained in the Dean of Students Office.

All student complaints must first be addressed internally. If the internal resources have been exhausted and the complaint is not satisfactorily resolved, the student may file a complaint with the Texas Higher Education Coordinating Board and/or with TLU's accrediting agency, The Southern Association of Colleges and Schools.



*Complaint Resolution by the State of Texas*

The Texas Higher Education Coordinating Board is the appropriate state agency in which prospective or current students may file a complaint. Information on the policy and process of how to do so can be found on the website at [www.thecb.state.tx.us](http://www.thecb.state.tx.us).

*Complaint Resolution by the Accreditation Agency*

Texas Lutheran University is regionally accredited by the Southern Association of Colleges and Schools (SACS). Information on their complaint policies, procedures, and complaint form can be found at [www.sacscoc.org](http://www.sacscoc.org).

**Consensual Relationships**

Texas Lutheran University is committed to the principle that a positive learning environment is fostered by professionalism, respect, and trust. Students must encounter a university community that is free from exploitation, harassment, or discrimination of any kind (affirmed by American Association of University Professors' Code of Professional Ethics). To this end, Texas Lutheran University deems unethical and inappropriate, any amorous relationships, consensual or otherwise, between university employees and students. The university reserves the right to take disciplinary action, including termination, against any employee who engages in such a relationship.

**Emergency Preparedness and Procedures, including severe weather**

The TLU Safety and Emergency Management Committee is responsible for (1) identifying situations that might pose a threat to the physical safety of our students, employees and visitors, (2) developing and implementing plans to try to prevent or minimize the probability of those situations occurring, and (3) developing and implementing plans to respond to such situations as effectively as possible should they occur.

Anyone on campus who becomes aware of a situation that threatens or potentially threatens the safety of people or property on campus should immediately notify the TLU Switchboard (830-372-8000, or extension 0 from campus phones) and briefly describe the location and nature of the emergency situation.

In the event of an emergency situation that has affected or might affect the campus community, the university will make every effort to notify students, faculty, staff and visitors in a timely manner as to the nature of the emergency and recommended responses. Methods of notification will include:

- Text message via e2Campus emergency notification system (sign up at [www.tlu.edu/e2campus](http://www.tlu.edu/e2campus))
- Emergency warning siren (tested every Saturday at noon unless threatening weather is in the area)
- TLU Web site
- TLU Email; and/or
- KWED 1580 AM radio station

In addition, each building on campus has a designated Emergency Coordinator. Please follow the directions of the Emergency Coordinator for the building you are in during an emergency situation.

Recommended responses to several possible emergency situations (e.g., severe weather, fire) are included in a brochure entitled "What to Do In Case Of . . ." that should be posted in every office, residence hall room and apartment on campus. For a copy of this brochure or for additional information about TLU's emergency preparedness policies and procedures, contact William Senter, Interim Vice President of Administration and Emergency Management Committee ([wsenter@tlu.edu](mailto:wsenter@tlu.edu); phone ext. 6550).

**FERPA Policy**

(See Access to Student Records and FERPA Notification.)

## Financial Aid

Students who are interested in being considered for federal, state, or additional institutional financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA becomes available October 1<sup>st</sup> each year for the following academic year. Students are required to maintain satisfactory academic progress (SAP) for financial aid renewal. Student SAP is reviewed at the end of each semester, including summer, once grades are posted and reviewed. Some scholarships and grants require students to maintain a specific cumulative GPA for continued eligibility.

### MyTLU – Financial Aid Notification and Document Tracking

All students will have 24/7 access via MyTLU to view their financial aid status and offer notification. Financial Aid Document Tracking allows the student to view all received and missing documents. All required documents must be submitted to the Office of Student Financial Services for file completion. Students can view their financial aid notification and all financial aid revisions in real time via MyTLU.

### Financial Aid Disbursements and Refund Checks

After the official 12<sup>th</sup> class day (census date) of each semester, Student Financial Services will review the student's enrollment status before financial aid funds are disbursed and credited to the student's account. If the total financial aid exceeds semester charges, the student may be eligible for a refund. Typically, refund checks are issued the Friday after census date. Students may check with Student Financial Services to determine when the refund check is available.

### Financial Aid Renewal

Students receiving any form of financial aid are required to meet SAP requirements at the end of each semester. Students must complete 75% of all courses attempted and maintain a cumulative 2.0 GPA. A student failing to meet SAP requirements will be required to submit a SAP Appeal Letter to Student Financial Services. The Financial Aid Appeals Committee will review the appeal. An appeal decision will be determined no later than three weeks after submission. TLU's Satisfactory Academic Progress policy is located on TLU's Financial Aid website under Financial Aid Policies.

### TLU Scholarship and Grant

A student may receive his/her TLU academic scholarship for a **maximum of 8 full time** semesters. These awards cannot be used during summer sessions.

### Changes in Enrollment

- Dropping a Class: Financial aid awards will be recalculated for a student who drops a class prior to the 12<sup>th</sup> class day each fall and spring semester. In general, dropping a class after 12<sup>th</sup> class day will not affect a student's financial aid eligibility for that semester as long as the student remains enrolled. However, dropping classes may affect academic progress and eligibility for renewal of financial aid for future semesters. See Satisfactory Academic Progress policy for more information.
- Withdrawing from/Failing All Classes: Students who withdraw from or fail all courses in any given semester may owe a refund of their federal financial aid. Per federal regulations, students are not considered to have earned all of their financial aid until they have attended at least 60% of the semester. This generally coincides with the last date to drop a class without a grade.

Before withdrawing from classes, students should contact a financial aid counselor to discuss how withdrawing will affect their financial aid. A copy of the financial aid refund policy is located on TLU's Financial Aid web page under Financial Aid Policies.

### Student Employment and Applying for a Job

Part-time on-campus jobs are available to students who are in good academic standing. Some off-campus jobs are available to students awarded Federal Work Study. See the Office of Student Financial Services for more information. Preference is given to students with financial need, but particular job skills and departmental referral occasionally take precedence. Students are not permitted to work more than

20 hours per week. Students are paid biweekly at minimum wage rates unless otherwise specified by the employer.

Campus employment opportunities will be posted on MyTLU on the TLU Info tab in the Student Employment folder.

### **Financial Obligations**

Students must meet all of their financial obligations to the university in accordance with the payment deadlines established by the Office of Student Financial Services. All charges assessed to the student's account are ultimately the student's responsibility. A student who is delinquent on any financial obligation to Texas Lutheran University may be subject to exclusion from any or all of the privileges as a student of the university. Graduation may be denied, and his/her academic record will not be released until the outstanding balance is paid in full. If the student defaults on payments, Texas Lutheran University may disclose this fact, along with other relevant information, to various credit bureau organizations. Should the student's account become delinquent, the student is liable for all attorney fees and other reasonable collections costs and charges necessary for the collection of any outstanding amount due.

### **Free Speech**

Texas Lutheran University supports every individual's right to freedom of expression consistent with the forum (area of campus) in which the expression is made. TLU also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual's protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or deny educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using "fighting words" directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational access, benefits and/or opportunities.

### **Guest Speakers Guidelines**

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation. As a private university, TLU requires all campus guests to be sponsored by a TLU community member or organization. The university reserves the right to ask any non-sponsored guest to leave campus until such sponsorship is obtained.

#### **1. Student Organization Responsibilities**

A registered student organization, may invite guest speakers to the campus, subject to the following provisions:

- a. Sponsorship must be by a registered student organization.
- b. Proper arrangements for the use of university facilities must be made, consistent with institutional policy.
- c. It must be clear that the student organization, not the university, is extending the invitation and that any views the speaker may express are his or her own and not those of the university.
- d. The student organization must take whatever steps are necessary to ensure that the meeting is

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conducted in an orderly manner. This may necessitate consultation with campus security and/or hiring of outside security.

- e. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting

### **Health and Welfare of Students**

The mental and physical health of students can strongly affect their academic and social success at the university, as well as influencing other members of the university community. TLU staffs qualified medical and mental health professionals who provide short-term health services to students seeking assistance. For some students, pre-existing conditions or severe stress during college may create a situation where the student must be referred out to community resources, which can give long-term or in-patient care.

### **Medical/Psychological Leave**

When a student experiences serious medical or psychological problems after the last day to withdraw from a course with a "W", he or she may request to take a voluntary medical leave of absence. A request for medical leave is considered a request to withdraw from all TLU classes for the remainder of the semester. The student must submit documentation from a physician or mental health care provider supporting the medical necessity of withdrawal to the Vice President and Dean of Student Life & Learning (or the Vice President for Academic Affairs in the Vice President and Dean of Student Life & Learning's absence). If approved, the student will leave campus, be granted grades of "W" in all enrolled courses, and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to TLU after the problem has been treated and resolved. As with any other leave, the university reserves the right to deny a student's request for medical leave. A student on voluntary or involuntary medical leave is no longer an enrolled student in the university and normally will not be permitted to participate in university activities or to utilize the university's services, facilities, or programs (including extracurricular activities) and will also be restricted from entering the campus during the leave period; exceptions to these restrictions must be approved in advance by the Dean of Students Office. The student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to TLU after the problem has been treated and resolved.

#### *Readmission Requirements for Medical Leave*

If a student must leave TLU for medical reasons, he or she must take sufficient time away to adequately address the issues that necessitated the leave. During this absence, the university expects the student to undergo professional healthcare medical or mental health treatment as the primary method of resolving the problem. Failure to seek ongoing treatment of a kind appropriate to the healthcare problems will raise serious doubt as to the student's readiness to resume student status. In such a case, the university may withhold admission until such time that appropriate treatment has been received.

A student on medical leave, who wishes to return, must initiate a request for readmission by writing a letter to the Vice President and Dean of Student Life & Learning detailing what has been accomplished during the absence. The student's letter must be accompanied by the readmittance form (obtained at the Dean of Students Office) completed by the appropriate healthcare personnel, and a signed release of information form for the appropriate TLU personnel and healthcare professionals to enable communication. The student's letter and supporting documentation are the basis upon which the Dean makes the judgment that the health circumstances causing the student to leave have been adequately addressed and that there is a reasonable assurance that the student will be able to successfully resume his/her studies.

### **University-Initiated Medical Leave**

TLU may require a student to take a medical leave of absence if the student (a) has a medical or psychological problem which cannot be properly treated in the university setting; or (b) has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the TLU community. Such behaviors may include, but are not limited to:

- exhibiting little or no control in adhering to College policies
- inability to carry out the normal routine of campus life
- threatening to harm self or others
- disrupting the living and/or learning environment on campus
- placing consistent unrealistic expectations on the time and energy of other students, faculty, and/or staff

The Vice President and Dean of Student Life & Learning, or in their absence, the Vice President for Academic Affairs is the university official designated to make judgement about the need for a medical leave and to implement the following procedural options.

#### Referral for Assessment or Evaluation

The student may be referred for evaluation by TLU Campus Counseling Services or by an independent healthcare provider chosen by the university. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a medical, mental health/behavioral condition or disorder will be introduced.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery and will be given a copy of these standards and procedures. The evaluation must be completed per the direction of the referral letter, unless the Vice President and Dean of Student Life & Learning grants an extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for disciplinary action for "Failure to Comply" under the Student Code of Conduct.

#### University-Initiated Medical Leave Hearing Procedures

##### 1. Administrative Hearing Option

The Vice President and Dean of Student Life & Learning, or in their absence, the Vice President for Academic Affairs may invoke informal resolution procedures to determine the need for an involuntary leave without a formal hearing. This process is also known as an *administrative hearing*. In administrative hearings, medical and administrative evidence will be heard, and final determinations will be made by the Vice President and Dean of Student Life & Learning. If the medical evaluation and/or administrative assessment support the need for a leave, the Vice President and Dean of Student Life & Learning will render a written decision within two class days, barring extenuating circumstances, stating the rationale for his/her determination. The decision will be delivered to the student directly, electronically, and/or by regular and certified mail. If the determination is made that a leave is warranted, the notification will include any specific conditions of readmission.

##### 2. Formal Hearing Option

The student subject to an involuntary leave may request a formal hearing in lieu of the administrative hearing described above. If the medical evaluation and/or administrative assessment support the need for a leave, a hearing will be scheduled before core members of the university administration. The student will be informed, in writing electronically and through regular and/or certified delivery, of the time, date and place of the hearing. The student will be notified of who is expected to present information at the hearing, and is expected to notify the Vice President and Dean of Student Life & Learning of any parties with relevant information whom the Dean should contact to request their appearance at the hearing as a witness. The student may, at the discretion of the Vice President and Dean of Student Life & Learning, be assisted by an advisor in the hearing. An advisor is defined in this process as a current member of the faculty, staff or administration of the university. No advisor will be allowed to speak for or formally represent the student during a formal involuntary leave hearing.

The student and the student's advisor may present information about the necessity of involuntary leave and the student will be given the opportunity to ask questions of others presenting

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information. The hearing should be conversational and non-adversarial; however, the Vice President and Dean of Student Life & Learning (or designee) will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. There will be a single verbatim record, such as a tape recording, for all involuntary leave hearings. The record will be the property of the university and maintained according to the university's record retention policy for such hearings.

A written decision will be rendered by the committee within two class days, barring extenuating circumstances, stating the rationale for its determination. The decision will be delivered to the student in writing, electronically and through regular and/or certified delivery. If the determination is made that a leave is warranted, the notification will include any specific conditions of readmission.

### 3. Appeals Process

The determination of the involuntary leave hearing, administrative or formal, is subject to appeal to the Vice President and Dean of Student Life & Learning in accordance with the following process:

Students subject to involuntary leave may petition for a review of the determination within three (3) class days of issuance of the hearing committee's written decision. All petitions must be in writing and delivered to the Dean of Students Office. Reviews will only be considered for one or more of the following purposes:

- To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
- To decide if an involuntary leave is disproportionate to the severity of the threat evidenced in the hearing;
- To determine if the decision does not align with the information provided in the hearing or whether reasonable accommodations might mitigate the risk without a leave; or
- To assess whether bias on the part of a hearing committee member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents. The review and appeal decision of the Vice President and Dean of Student Life & Learning is final.

*(Note: In making the decision to require a student to take a medical leave, the Vice President and Dean of Student Life & Learning and/or the Vice President for Academic Affairs must act out of concern for the student and his or her rights, concern for the other students, and concern for the university as a whole. The Vice President and Dean of Student Life & Learning and/or Vice President for Academic Affairs will have to consider whether the university is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others, and/or to what extent the student seriously interferes with the rights of others in the community to carry on their educational pursuits.)*

### **Missing Persons**

The purpose of this policy is to establish procedures for the Texas Lutheran University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by Texas Lutheran University for student residents.

For the purpose of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the alleged victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

1. Procedures for designation of emergency contact information

- a. Students age 18 and above and emancipated minors  
Students will be given the opportunity during each semester registration process at Texas Lutheran University to designate an individual or individuals to be contacted by Texas Lutheran University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- b. Students under the age of 18  
In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, Texas Lutheran University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

2. Official notification procedure for missing persons

- a. Any individual on campus who has information that a residential student may be a missing person must notify Texas Lutheran University Police Department at x8000 as soon as possible. The Texas Lutheran University Police Department at the time of the report will immediately notify the Office of the Vice President and Dean of Student Life & Learning and provide the same office with the name and student ID number of the missing student. Both the Texas Lutheran University Police Department and the Office of the Vice President and Dean of Student Life & Learning will work as a team in all missing person cases involving students and staff of Texas Lutheran University.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Texas Lutheran University Police Department will assist local law enforcement with the investigations as requested.

- b. Texas Lutheran University Police Department will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description,
- c. Information about physical and emotional well-being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
- d. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), Texas Lutheran University Police Department will enter the person as a missing person in TCIC and NCIC. The Texas Lutheran University Police Department will coordinate with the Seguin Police Department or Guadalupe County Sheriff’s Department in an effort to locate the student and conduct a joint investigation with said agencies.
- e. No later than 24 hours after determining that a residential student is missing, the Vice President and Dean of Student Life & Learning will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

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### 3. Campus communications about missing students

- a. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communication regarding missing students will be handled by the Texas Lutheran University Police Department with the assistance of the Office of Marketing and Communications and the Vice President and Dean of Student Life & Learning. All inquiries to Texas Lutheran University regarding a missing student shall be referred to Texas Lutheran University Chief of Police (or designee).

Prior to providing the community with any information about a missing student, Texas Lutheran University officials shall consult with the Texas Lutheran University Police Department to ensure that communications do not hinder the current investigation.

### **Posting**

Texas Lutheran University supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the university community and are consistent with the university's values.

The posting, distributing, or disseminating of printed materials (i.e. fliers, posters, table tents, banners, handbills) that advertise, publicize, or otherwise provide notice of activities, events, or information are subject to this position policy.

#### General Posting

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must indicate the name of the sponsoring department, or student organization and contact information, as well as the location, date and time of the event.

All printed materials posted or distributed on campus by students and guests must receive approval from the building supervisor where they would want to distribute the materials. Allow 24 hours turnaround time for approval. Review and approval of postings will be based on the time, place and manner of posting, not the posting's content. Only one (1) posting of any kind is permitted in any posting location. Posting is permitted on a first-come, first-served basis, and existing posting may not be removed or covered by new ones. Fliers left on tables or desks or loosely dispersed on campus are not permitted and will not be stamped.

All materials used to advertise, promote, or provide notice of activities or events not sponsored by TLU are all subject to the TLU Posting Policy through the building managers. Off-campus individuals or those posting events not sponsored by TLU may not post their own materials on campus and materials should measure a minimum of 8.5" x "11" and not exceed 11" x 17" in size.

Promotion and advertising of any event may not indicate that alcohol will be available for purchase and must indicate that "ID will be required." Also, the promotion and advertising of an event shall not portray symbols of alcoholic beverage consumption (including but not limited to, drinking contests and competitions) or emphasize frequency or quantity of alcoholic beverage consumption.

Chalking on campus pedestrian sidewalks and walkways is permitted on areas of campus that are not covered by awnings or porches. Chalking is not permitted on structures or walls of any kind.

#### Additional Approvals

The Director of Student Activities (or designee) must approve all promotional material for any and all TLU activities before being posted. The Career Development Office must also approve announcements advertising employment opportunities for students. All religious organizations and events religious in nature must have the additional approval of the university through the Campus Ministry Office.



Academic and Administrative Office posters do not need the approval of the Director of Student Activities but should be marked with department and date, (i.e., Financial Aid Office, December 10, 2016, Do not remove until December 31, 2016).

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

#### Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the Director of Student Activities and/or the Dean of Students.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas. Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on university property without prior approval from the Director of Student Activities.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

#### Posting Guidelines

Tacks may be used on bulletin boards and posting strips and are provided where posters are allowed. Please adhere to specific guidelines for each building. Persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal.

#### Approved Posting Locations

- Bulletin boards in:
  - Academic Buildings
  - Administrative Buildings
  - Chapel Offices
  - Library
- Residence Halls/Apartments: Give to the Residence Life Office for RAs to post inside residence halls or at apartments.
- Sidewalks: Chalking is acceptable no more than two days before an event; messages must be removed no later than 24 hours after the event. No chalking where rain cannot wash it off.
- Student Center: Bulletin boards and Graf Lounge walls where strips are provided. No items may be taped to painted pillars or windows.
- Recreation Center: Lobby area bulletin boards; ask desk personnel for specific location.
- Hein Dining Hall: Lobby area bulletin boards; ask desk personnel for specific location.

#### Posting Violations

- Posting materials without proper approval(s).
- Posting materials on painted pillars.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Director of Student Activities.

## **Pregnancy and Parenting Students**

### **Purpose:**

To describe the university's commitment to provide a supportive learning environment for pregnant and parenting students.

### **Additional Authority:**

- Title IX of the Education Amendment of 1972
- University Policy on Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

### **Scope:**

This policy applies to those seeking admission, currently admitted and those students enrolled at the university.

### **Definitions:**

#### Pregnant or Parenting Student

For the purpose of this policy, pregnant or parenting student refers to those applying for admission, admitted, or enrolled in classes who have a qualifying condition.

#### Medically Necessary Leave of Absence

An absence from the classroom or extracurricular activities because of a qualifying condition and deemed necessary and documented by an appropriate health care professional.

#### Qualifying Condition

Conditions covered by this policy are pregnancy, complications related to pregnancy, false pregnancy, termination of pregnancy, childbirth, and recovery from any of these conditions.

#### 1. Policy Statement

The university seeks to treat all students equitably, regardless of their actual or potential parental or familial status. It is the policy of the university to provide appropriate, reasonable adjustments to educational programs and activities to support pregnant students.

This policy establishes a process for pregnant and parenting students to request and obtain adjustments to educational programs and activities allowing them to continue their education at the university.

#### 2. Requests for Adjustments for Pregnant and Parenting Students

A student in need of an educational adjustment should submit a request, with appropriate supporting documentation, to the Dean of Students Office. If a student is unable to submit a request because of their condition, an appropriate representative of the student may contact the Dean of Students Office on their behalf and the student may confirm the request when they become able to do so.

In the event the Dean of Students Office receives a request for adjustment that may be covered by Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, the request will be forwarded to the Office of Counseling and Disability Services.

#### 3. Medically Necessary Leave of Absence

An educational adjustment under this policy may include an excused leave of absence for as long as medically necessary. To request a leave of absence and accompanying academic adjustments under this policy, a student should follow the request procedure outlined above.

- a. If reasonable, a student will be given extra time to make up course work and tests missed during the leave of absence. Whether or not it is reasonable to grant a student extra time to make up

course work and tests missed will be determined by the Director of Counseling and Disability Services, appropriate faculty members, and the department chair. This determination will be based on, among other things, the length of the absence requested and the ability of the student to complete coursework outside of the classroom.

- b. If it is unreasonable for a student to receive extra time to complete a course, the student will be given the option to withdraw from the class without penalty.
- c. Pregnant or parenting students who must take a medically necessary extended leave of absence (generally no longer than 180 days) shall be allowed to return to the same academic and extracurricular status as before the leave began.

#### 4. Reporting Harassment or Discrimination Due to a Qualifying Condition

Texas Lutheran University prohibits discrimination and harassment on the basis of sex. Pregnant or parenting students who believe they have been discriminated against or harassed because of a qualifying condition may file a complaint with the Director of Title IX Services. Complaints of discrimination or harassment under this policy will be processed in accordance with university policy on Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence, and Stalking.

### Religion/Association

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with the Student Code of Conduct and Guest Speaker Guidelines policy (located in this section). Student organizations have the right to affiliate members who subscribe to organizational tenets, beliefs and/or principles as long as all recognized organizations also abide by the university's non-discrimination policy. See *Religious Organizations Policy* located in the Student Organizations section for guidelines on establishing student religious organizations on campus.

### Student Activity Center at Jackson Park Usage

- Purpose: The Student Activity Center at Jackson Park is intended for events such as parties, receptions and other recreational or social meetings for groups as large as three hundred fifty (350) persons. These events may involve TLU student groups and TLU departments.
- Scheduling: Scheduling for student organizations will be through the Director of Student Activities and departments and outside parties will be scheduled through University Events. Event arrangements and requirements will be coordinated when the reservation is accomplished. Scheduling for on-campus events will be on a first-come, first-served basis.
- Reservations Policy: The university will accept reservations based on the following considerations: (1) Availability is determined by the academic calendar, university-events calendar, heating/AC availability, and the suitability of your event for the facilities and the university's mission. (2) The TLU organization/department must notify the Director of Student Activities within ten calendar days of the event to be canceled. The university reserves the right to cancel this contract in the event of mechanical, electrical, food service, or technical problems, or when an event of higher priority must be scheduled, or when your event proves to be unsuitable for the facility. Every effort will be made to be sure an event is scheduled without complications. (3) A priority system is used flexibly in the acceptance of reservations: first, TLU student events, then, in descending order of priority, TLU-sponsored events, university or church-related conferences, standing meetings, personal events of university personnel or alumni, and, lastly, events for the surrounding community. (4) All student organizations and university departments have first priority with regard to reservation requests. After October 1<sup>st</sup> each year, reservation requests are open to the public. (5) Needs for special set up and equipment should be arranged at the time of the reservation with Jonathan Zitelman at extension 6303.

More information regarding the Student Activity Center at Jackson Park is available in the Office of Student Activities.

### **Students Exhibiting Life-Threatening Behavior**

Texas Lutheran University believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care (i.e., the ability to respond adequately to one's emotional, physical, and educational needs). Some students who are distressed engage in behaviors that impact their self-welfare or the welfare of the university community. These behaviors may require further assessment or support services by appropriate professionals to ensure the safety of the student and TLU community members. Various resources on campus, including academic support, student health center, and counseling are available to assist students to return to adaptive levels of functioning. However, some students may be compromised in their ability to ensure their own self-care (i.e., to appropriately access these resources) due to the presence of suicidal ideation, eating disorders, thought disorders (i.e., psychosis), or other harmful behavior or actions. Such behaviors may include, but are not limited to:

- exhibiting little or no control in adhering to college policies
- inability to carry out the normal routine of campus life
- threatening to harm self or others
- disrupting the living and/or learning environment on campus
- placing consistent unrealistic expectations on the time and energy of other students, faculty, and/or staff

The expectation is for willing students to take advantage of supportive resources so they will be able to either stay in school or return to school, including situations that require hospitalization. However, given that these students exhibiting such behaviors might not seek services voluntarily, or at the suggestion of staff, faculty, or administrators; they may need to be mandated to do so administratively. As such, students who exhibit an inability to maintain the standard of responsibility for self-care may be required to participate in a mandatory safety assessment process. The purpose of the mandatory assessment is to assure the student is connected with the appropriate services to afford the student the opportunity to improve her or his welfare, as well as to uphold the welfare of the community. If the campus counselor or other TLU designee deems it advisable to, on behalf of the student, communicate with the office of Student Life and Learning, TLU Police Department, or student's emergency family contact then the counselor, or TLU designee will request for the student to sign a release of information and facilitate that communication. TLU also reserves the right to require the withdrawal of a student whose continuation in school, in the university's judgment, is detrimental to the health or safety of the student or others (sanctions outlined within the Student Code of Conduct).

It is the policy of the university to regard all threatened/attempted suicides as serious, regardless of the specific degree of lethality involved in the attempt. If it is known that a student is threatening or attempting suicide or exhibiting life threatening behavior, then the university's first priority is to ensure the student's safety and well-being. The Texas Lutheran Police Department, Vice President and Dean of Student Life and Learning, Residence Life Director (if on campus student), campus counselor and the student's emergency family contact will be notified in the event of a suicide attempt (issues of confidentiality do not apply when a person's life is in danger).

The responsibility for self-care is essential for students to continue in their enrollment at TLU University. The University is committed to assisting students in crisis, as well as supporting those with significant contact such as fellow students, faculty and staff. Counseling support is also offered to those affected in this manner as appropriate.

### **Student Right to Know and Campus Security Act of 1990**

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students about campus security and crime prevention, as well as statistics on the occurrence of specific crimes.

Notification of the annual security report is made by the Texas Lutheran University Chief of Police and the full report is posted on the university website each October-<http://www.tlu.edu/student-life/campus-safety/>. Hardcopies are available from the Texas Lutheran University Police Department on request.

### **Student Sales and Fundraising**

Sales will be conducted by registered student organizations only. Sales in stationary locations on campus must be approved by the Director of Student Activities and appropriate paperwork to reserve facilities must be approved at least ten business days before the event. Individuals or organizations may not sell or solicit donations off campus in the name of the university unless prior authorization is given by the Dean of Student Life and the Office of Development and Alumni Relations.

### **TLU ID Card**

This card should be in your possession at all times and presented to university officials upon request. For safety and security reasons, it is prohibited to loan one's student ID card to anyone else. All lost or stolen cards should be reported to Residence Life within 24 hours. ID cards will be confiscated if found in use by another person, either to gain entry to the dining or residence hall(s). A charge will be assessed for all lost, stolen or damaged ID cards. Until the lost card is replaced, the student must pay cash for meal service in the dining hall or snack bar.



# **RESIDENCE LIFE**





## RESIDENCE LIFE

On-campus living should be an enjoyable and rewarding experience with opportunities for self-development. To encourage that process, students are expected to follow all residential living regulations and to be considerate of others and of university property at all times. The residential experience requires an increasing level of physical, psychological, and emotional independence on the part of students. It is the university's expectation that all residential students will be capable of living independently and unassisted within the residential facilities. The university retains the prerogative to decline housing for students who are unable to meet the university's housing expectations.

Texas Lutheran University policy supports retention research which demonstrates that students who reside on campus are better able to form an important linkage with peers and faculty in the social and academic areas. Further, there is some evidence that residential students achieve higher grades than their non-residential counterparts. Students who become involved as members of the college community will be more likely to invest greater effort in learning. In support of the educational mission of TLU, all regularly admitted full-time students on the Seguin campus are required to live in university housing unless they meet at least one of the following criteria:

- 21 years of age or older at the beginning of the fall semester
- Married
- Have lived on a college or university campus for a minimum of four semesters
- Commuting from the student's permanent residence (parent or guardian) that is within a 30-mile radius of the campus

All students/applicants under the age of 18 will be on a case-by-case basis. Full-time students who begin the academic year in residence on-campus commit themselves to a full academic year of residence in university housing except for marriage, graduation, or withdrawal from the university. The university reserves the right to request students who drop to part-time status to live off campus. Requests for exceptions are to be directed to the Residence Life Office. Students found in violation of the housing policy will be placed on disciplinary probation and still be charged for on-campus housing. The duration of the housing contract is for the academic year, which includes the fall and spring semester or a total of nine months. Housing outside of the academic year is available through a separate agreement with an associated fee.

In order to comply with a new state law, TLU requires, as of 1/1/2010, that all new and transfer students living in on-campus housing be immunized with meningococcal conjugate vaccine (MCV4).

Written proof of vaccination, given at least ten days before moving on to campus, must be sent to the Admissions Office. Without this verification, a student will not be allowed to move on campus. For further information, please see the TLU Health Services website.

Residence life at Texas Lutheran University promotes students' individual and academic development within an inclusive residential community of faith and active learning. It is the sincere wish of the Residence Life staff that disciplinary actions will not be necessary and that every resident will make a sincere effort to abide by the standards set for the residential community. Violations of policy are considered a breach of the community standards, and violators are expected to give something back to the community as an act of good faith. Guidelines concerning the handling of violations have been approved by the TLU administration. These guidelines are an attempt to inform students of the consequences of their actions and to achieve consistency in the enforcement of rules, but the university reserves the right to apply other sanctions due to individual circumstances or special cases.

## **Housing Information**

### **Apartment Housing**

The apartments at TLU provide a more independent living environment for students and require a mature and responsible resident. Students are expected to take an active role in the apartment's care and upkeep. Residents who fail to uphold housing regulations as published in the student handbook and housing materials will be processed under the disciplinary guidelines detailed in the student handbook.

### **Area Coordinator (AC)**

A professional staff member with responsibilities for a designated housing area. The AC lives in the designated area. The AC supervises the resident assistant staff for the designated area and assumes responsibilities for programming, facility oversight, and student disciplinary issues.

### **Assistant Director of Residence Life**

The Assistant Director is responsible for assisting the Director of Residence Life in the overall operation of on-campus housing, which includes Centennial Hall, Seguin Hall, South Hall, South Apartments, North Apartments, and Family Housing. The Assistant Director assists with the budget, expenditures, and construction issues. The Assistant Director also shares the university's commitment to maintain all of its facilities and services in good condition. The Assistant Director's office is located in Baldus Hall.

### **Break Periods**

All university housing is officially closed during the winter/holiday break period. Residents are encouraged to return home during other break periods. While university police are available during break periods, all departments, including Residence Life, operate with a minimal staff. Meals, maintenance, housing, and other issues will not be addressed during these periods.

### **Bulletin Boards**

Bulletin boards provide residents information on issues, activities, events, services, policies, and general information. All decorations, flyers, brochures, and information must be approved by Residence Life prior to posting. Flyers, bulletins, brochures, and other materials may not be posted on main doors or windows on either side of main door in any residential area. There are bulletin boards designated in each hall for flyers. The bulletin board is marked at the top with the word "information". Use staples or a push pin when posting on the bulletin board. Postings using any other adhesive may be removed and the person(s) or group(s) sponsoring the posting(s) may be billed for any damages resulting from the use of the inappropriate adhesive. Damaging and/or destroying the materials approved and appropriately displayed on residential bulletin boards may be considered vandalism and sanctioned accordingly.

### **Cable Television**

Various lounges within the residence halls are connected to cable. Any problems with cable service should be reported to the Information Technology Help Desk at 830-372-6000 or via e-mail to [ishelp@tlu.edu](mailto:ishelp@tlu.edu). Private satellite dishes are not permitted. Splicing cable into rooms is not permitted.

### **Deliveries**

Students who request deliveries to the residence halls must make arrangements to receive such deliveries in person in the lobby of the residence hall or at the switchboard. No deliveries may be made directly to individual rooms.

### **Director of Residence Life**

The Director is responsible for the overall operation of on-campus housing, which includes Centennial Hall, Seguin Hall, South Hall, South Apartments, North Apartments, and Family Housing. The Director is primarily responsible for the budget, expenditures, and construction issues. The Director also shares the university's commitment to maintain all of its facilities and services in good condition. The Director's office is located in the Residence Life Office.

## Disruption of Service

Texas Lutheran University will not be liable for disruptions to any services that are beyond the university's control and that are restored within a reasonable amount of time.

## Emergency Preparedness and Procedures, including severe weather

The TLU Safety and Emergency Management Committee is responsible for (1) identifying situations that might pose a threat to the physical safety of our students, employees and visitors, (2) developing and implementing plans to try to prevent or minimize the probability of those situations occurring, and (3) developing and implementing plans to respond to such situations as effectively as possible should they occur.

Recommended responses to several possible emergency situations (e.g., severe weather, fire) are included in a brochure entitled "What to Do In Case Of . . ." that should be posted in every residence hall room and apartment on campus and an evacuation map of your building.

Residents are to remain in the shelter until the warning has been officially lifted. Residents should move into a basement (if available), a hallway, inner stairwells, bathrooms or utility rooms, closing and securing rooms as they leave. Generally, the lower the resident can move in the building the better. Residents should follow the evacuation plans posted on the back of each residence hall room door.

- Centennial Hall to interior hallways; Library basement if time permits
- Knutson Hall and Hahn Hall to interior hallways; Library basement if time permits
- Baldus, Clifton, and Trinity Halls go to the basements of Trinity and Clifton
- Seguin Hall to first floor lounges, main hallway; Moody Science basement if time permits
- Linne, Renger, and Strunk Apartments go to a bathroom in a first floor apartment; Library basement if time permits
- Brandes, Kramer, Lange, and Steger Apartments go to a bathroom in a first floor apartment; Seguin Hall/Moody Science if time permits
- Glazener Apartment to the Library basement
- Bogisch Apartment to the Moody Science basement

## Energy Conservation

Conserving energy is both economically and ecologically wise. Utility and water costs are factors that affect room rates. Students are expected to turn off lights and other electrical items when not in use and to help conserve energy whenever possible.

## Incident Report

The incident report documents occurrences within the housing areas, including alleged violations of residential and/or university policies, procedures, rules, and/or regulations. The incident report is completed by the Residence Life staff and submitted to the Residence Life Office. The report documents the facts and observations of the occurrence. An incident report is completed and submitted to document relevant and pertinent information regarding an occurrence, and the submission of an incident report does not automatically mean a violation is alleged.

## Kitchens

Food preparation in the residence halls is limited to snacks and occasional entertaining and should be confined to hall kitchens or lounge areas specifically equipped for such activity. Cooking is not permitted in residence hall rooms. It is the responsibility of the student(s) using the kitchens to clean up after themselves.

## Laundry

Each residential area on campus has free laundry service. Top Load Speed Queen washers provided are energy and water efficient. Any problems with the machines should be reported immediately to the resident assistant. Residents of the apartments need to make sure the door to their laundry rooms remain

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closed and locked. Apartment resident room keys also serve as the laundry room key. Personal laundry accidentally left behind in the **laundry room after 72 hours** will be placed in bags and may be **reclaimed up to seven days from the Area Coordinator**. After that point, all clothing items become property of TLU and will be disposed of at the discretion of the university.

### Maintenance

Residents can submit any maintenance related issues via the myTLU.edu portal on the Residence Life page, directly to their area coordinator, or by going to <https://form.jotform.com/tlureslife/fixit>.

### Meal Plan

Every student living in TLU's residence halls is required to select a meal plan. Apartment residents may choose to select a meal plan, but are not required to do so. Meal plan choices may be changed up to the add/drop date for the current semester; however, you may increase your meal plan but not decrease, after the add/drop date. No changes may be made after that date unless you are moving up in meal plans. An example is B to A. Residents may change meal plans during the designated time prior to the beginning of the next semester.

### On-Campus Housing Contract

To live on campus, a student must submit an on-campus housing contract. This document sets forth the conditions and terms of occupancy and may not be assigned to another person in any way. The individual signing the contract is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document.

### Parking

Students are to follow all parking and street regulations. For parking locations and information, go to: <https://map.concept3d.com/?id=1192#!ct/0>. Tickets will be issued and fines assessed as appropriate, especially for parking in restricted areas or specially designated parking spaces (i.e. handicap, university-owned, or area coordinator spaces). **Resident and commuter students are all required to have a current academic year (August 1 through July 31) parking permit displayed.** Individuals should park only in parking lots designated by their permits. Individuals who accrue three or more tickets are subject to get their vehicle booted. The boot will not be removed until the student takes care of any outstanding parking violation fines. The university reserves the right to revoke parking privileges and to enforce towing policies for violations of the parking policy. (For questions regarding Students with Disabilities parking, see [Accommodations for Students with Disabilities section](#).)

### Personal Belongings

The university cannot assume responsibility for the personal belongings of students or for any damages to personal property. This refers to all areas on campus and to personal property taken off campus in connection with a university function. Personal items of value such as computers/laptops, televisions, video game systems, cell phones, etc. should be properly insured. Personal property should be marked for identification. Serial numbers and other identification information for electronic equipment and other personal property should be recorded and filed for reference purposes. It is the responsibility of students to lock the door(s) and window(s) of their rooms/apartments. Vehicles should be locked, and books, bags and other personal property should not be left clearly in view on the seats and floor of vehicles.

Personal property accidentally left behind in the residence after the closing of the hall may be reclaimed up to seven days after departure. After that point, all remaining items become property of TLU and will be disposed of at the discretion of the university.

### Postings

All postings within the residential facilities must be approved by the Residence Life Office.

### Property Insurance

The resident assumes the risk of theft, loss, damage, or destruction of personal property which may occur

in the housing area. It is strongly recommended that residents cover their personal property through a family or personal insurance policy. If you think a theft has occurred, please contact the TLU Police Department.

### **Recycling**

Each housing area has recycling opportunities. Please contact your Resident Assistant (RA) or AC for more information.

### **Resident Assistant (RA)**

An upperclass student paraprofessional who lives within his/her designated area. The RA provides assistance and referrals to residents, coordinates programming, and enforces residential and campus policies and regulations.

### **Room Responsibility**

Each student shares responsibility for violations that occur in his or her room or apartment with or without his or her knowledge. This is defined as room/apartment responsibility.

### **Sanitation**

Students should maintain a clean and healthful environment and report to the resident assistant and/or area coordinator any situation requiring attention. Residents are responsible for cleaning their assigned rooms and, if applicable, connecting bath areas. All residents are expected to assume and share responsibility for keeping common areas neat and orderly. The university reserves the right to check rooms regularly to determine if unsanitary or unsafe conditions or unreported damage exist. If such conditions exist, residents will be expected to correct the condition immediately.

### **Security**

All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to Residence Life staff and/or to the police. To provide a more secure environment, students:

- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors
- Should not leave windows open or unlocked when unattended
- Should not permit unknown persons to enter housing areas without a resident escort

### **Sign-up for on-campus housing**

During the spring semester, housing sign-up guidelines will be available in the Residence Life Office.

### **Single Rooms**

The university endeavors to honor a student's request for a single room, but space is limited. First-time new students are generally not eligible for single rooms. If space is available, the student may contact the area coordinator to request a single room. Such assignments are made based on classification, behavioral record, and order of request. There is an additional charge for single rooms.

### **Storage**

The university does not have storage areas for students.

### **Telephones**

There are house phones on each floor of the residence halls that may be used for local, on campus, or long distance calls with a calling card.

### **Vending Machines**

Vending machines are located near campus residences. Requests for refunds should be directed to the Bookstore. Tampering with vending machines may lead to disciplinary action.

## RESIDENCE LIFE

### **Withdrawals**

A student who withdraws from the university must vacate his or her residence hall/apartment and check out within 24 hours of the withdrawal unless permission to stay longer is granted by the Director of Residence Life.

## Housing Policies

### **Alcohol**

No one under the age of 21 may possess or consume alcoholic beverages in accordance with Texas State law and university policy.

- All residence halls and any TLU apartment where at least one resident is under 21, is alcohol free.
- The display of alcoholic beverage containers/packaging such as cans, bottles, bottle caps, cartons, packaging labels, etc. are not permitted.
- Students older than 21 may possess and consume alcohol in the privacy of their apartment as long as all students residing in the apartment are 21 years or older.
- The maximum number for a party within an apartment is 20. The student host is responsible for all of their guests, including those who are under 21 years of age. Hosting a party involving the illegal use of alcohol or making alcohol available to minors is a violation of Texas State law and university policy. The student host will be held responsible for any and all violations of TLU policies by his/her guest(s).
- Drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
- See Section 5 of the Student Code of Conduct for further information.

### **Animals**

No pets except for **fish** in small aquariums or an emotional support animal (see *Animal Policy* in Appendix) are allowed in the residence halls and apartments. Prohibited pets include turtles, frogs or anything not meeting the scientific definition of fish. All animals coming with family and friends to visit must remain outside all residence halls and apartments. Violations will result in a disciplinary write-up. Twenty-four hours are allowed for removal of the pet. If after 24 hours, the pet remains or reappears in any campus residence, the original owner will be written-up for a second violation and the animal will be taken to a Seguin area animal shelter. Students will be responsible for any damages and cleaning to the residential facilities, including the cost of outside pest control companies, as deemed necessary by the university.

For Emotional Support and Service Animal Policy, see *Animal Policy* in Appendix.

### **Balconies, Ledges, Patios, Roofs and Windows**

Balconies and patios are to be kept neat and free from garbage, towels, clothes, university furniture or other items that may detract from the appearance of the campus. Failure to maintain balconies and patios in an appropriate manner will result in disciplinary action, including fines. No persons or property are allowed on ledges, fire escapes, roofs, and no window shall be open in residential buildings or apartments. Violators will be fined and subject to disciplinary action.

### **Bed Bugs**

In the event a resident suspects bed bugs, that resident must notify their resident assistant or area coordinator immediately so proper steps may be taken by the university.

### **Bicycles**

Students may use bicycles on the sidewalks, understanding that pedestrians have the right of way. High quality locks and chains are recommended since TLU is not responsible for stolen property. Bicycle storage is available outside the residence halls. Bicycles may be kept in a student's room or apartment, and the student will be responsible for any damage resulting from such storage. Bicycles may not be stored in stairwells, hallways, lounges, or other common areas. A fine may be assessed and/or the bike confiscated if it is stored improperly or ridden inside.

### **Cleanliness**

Students are expected to maintain a clean and orderly residence. Residents will be held financially

## RESIDENCE LIFE

responsible at check-out time for damages and the cost of cleaning. Residents who abuse residential facilities will face disciplinary sanctions. Residents are responsible for keeping the area outside of the residence free from trash. Aluminum cans and glass bottles should not be stored outside unless placed in appropriate receptacles.

Students are responsible for cleaning their assigned room and, if applicable, connecting bath areas. The university's custodial staff provides standard cleaning services in common areas (hallways, stairwells, lounges, lobbies, and community bath areas). Students are expected to be considerate in the way common areas are used. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area. If the responsible person(s) cannot be identified, the cost for the excessive cleaning may be assessed to all residents of the wing/floor/hall.

### **Cohabitation**

See Guest Policy

### **Common Areas**

Lounges, study areas, recreation areas, bathrooms, laundry facilities, and hallways are for the use of all residents. All residents share responsibility for their upkeep and security. Furniture in public areas may not be moved to other locations, including residents' rooms. Likewise, furniture or other belongings not assigned to or intended for public areas may not be placed or stored in these locations. Routine cleaning is provided by custodial staff. Residents are expected to be considerate in the way common areas are used. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area.

It is the collective responsibility of residents to report individuals who cause excessive cleaning and/or damage to common area or property. Excessive cleaning or damage to common areas and/or property will be billed to the responsible student(s). In the event the excessive cleaning and/or damage cannot be attributed to a specific person or group, all floor, wing, and/or hall residents may be collectively billed and/or fined.

### **Community Bath Facilities**

Using community bath facilities designated for the opposite sex is prohibited. Any person who uses a community bath designated for the opposite sex may be subject to disciplinary action. Residents are responsible for informing their guests regarding appropriate toilet facilities.

- Community style bath: are cleaned professionally at least two times a week by the TLU Custodial staff.
- Suite style bath: students that live with this type of bath are responsible for cleaning their own bathroom. Suite style bathrooms are only to be used by students of the same gender assigned to the adjoining room.

### **Computing Policy**

The TLU University Computing Policy is located at <https://my.tlu.edu/ICS/icsfs/TLUGenComp-policy-2014.pdf?target=50fa82e6-b37f-454c-a66a-95d515572da6>.

Please be aware that routers are not allowed in the residence halls and apartments.

### **Damages**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, university property or the property of another resident or guest. Students will be held responsible for the restitution of any damages they, or their guests, cause. Students may also face disciplinary action.

Students may be held accountable for damages associated with the property of other students or university property. Students may be held responsible for damages they cause intentionally or accidentally. For example, this could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system. If your negligence results in damage to the property of others or to the



university, you may be held responsible for the subsequent damages. A \$50.00 administrative fee will be assessed in addition to the actual damage, cleaning charges, etc.

### **Dart Boards**

Dart boards or any other object which may cause holes or other punctures in walls or other surfaces are prohibited in all residence halls and apartments.

### **Disruptive Behavior**

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others. Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community.

### **Drugs and Paraphernalia**

Illegal drugs are prohibited in all university residential facilities. See Code of Conduct for further information.

### **Electrical Appliances**

Electrical appliances must be U.L. (Underwriters Laboratories) approved and must not cause a disruption to the electrical circuits or disturb other residents. Students may use microwave ovens of 700 watts or less. Students residing in the residence halls may bring a refrigerator that is 4.0 cubic feet or less. The use of surge protectors is recommended. The overloading of electrical circuits is a dangerous fire hazard and therefore not allowed. Electrical appliances and equipment must be used in accordance with the manufacturer's instructions. The university reserves the right to deny use of any appliance and/or to confiscate any unapproved appliance.

### **Escort**

See Guest Policy

### **Exterior Doors and Door Access**

See Key Policy

### **Family Housing**

In general, a "family" is defined as a spouse, dependent children and/or dependent children of spouse.

It is expected that "family" members are eligible at the time of application for Family Housing. Therefore, verification of eligibility may be requested at any time commencing with submission of a Family Housing application and will definitely be required prior to signing a Housing Contract or moving on campus. Family housing is offered on a nine-month contract. Housing outside of the nine-month contract period is also available through an additional contract.

The size of a "family" cannot exceed the legal occupancy limits of Family Housing units.

#### **Children must meet the following criteria. Documentation/verification is required.**

1. Child(ren) must be a minor, under 18 years of age.
2. The parent and/or spouse needs to have some form of legal custody, as well as physical custody of his/her minor child(ren).

#### **DOCUMENTATION/VERIFICATION:**

- a. A certified Birth Certificate or legal custody certified by a court document is required.
- b. For single parents, legal custody must be documented with a certified court document.
- c. Any falsification of documents or misrepresentation of facts is grounds for eviction and campus discipline.

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### **Couples must meet the following criteria. Documentation/verification is required.**

1. At least one spouse must be a regularly-enrolled, full-time student as defined by the Texas Lutheran University Registrar.
2. Neither spouse is in an existing marriage with anyone other than the individual with whom they intend to contract for residency. Both individuals must be at least 18 years of age.
3. Family members must be in residence concurrently on a permanent, full-time basis to remain eligible. Conflicting addresses, remote jobs, and similar conflicts will void eligibility.
4. The married couple agrees to notify the Residence Life Office at Texas Lutheran University of any change in the status of the marriage. Should the change in relationship cause the resident to be ineligible to live in Family Housing, the resident will be required to vacate the unit pursuant to the Housing Contract.

### **DOCUMENTATION/VERIFICATION:**

- a. Spouses or single parent will be required to show a valid photo ID from the state the student is a legal resident.
- b. Required documentation is a marriage certificate.
- c. Any falsification of documents or misrepresentation of facts is grounds for eviction and campus discipline.

### **Fire Safety**

Due to the extreme dangers presented by fire hazards in student rooms, the university will continually monitor all living areas through Residence Life staff visits and formal, announced inspections by representatives of the Residence Life staff. Each semester one drill is performed per residence hall. These drills are completed within 30 days of the semester beginning.

Fire extinguishers, smoke and heat detectors, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused. State and Federal laws require stiff penalties for the abuse of these items. All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site.

Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

### Evacuation

If you are in the building when an alarm goes off, please contact the Texas Lutheran University Campus Police Department at 372-8000 or call 911. All people must clear the building and be at least 100 feet away. Each residential building or group of buildings has a designated area to report to so Residence Life staff can take roll.

- Knutson Hall and Hahn Hall goes to grass area near Hein Dining Hall patio
- Centennial Hall goes across the sidewalk toward South Apartments
- Seguin Hall goes to the Nursing building on the East side of the building
- Baldus, Clifton, and Trinity Halls go to the Chapel lawn
- Linne, Renger, and Strunk Apartments go to the soccer field
- Brandes, Kramer, Lange, and Steger Apartments go to the area across the parking lot toward Seguin Hall
- Bogisch Apartment will evacuate across the street to the Fritz House
- Glazener Apartment will evacuate across the street to the grass by the Fine Arts Building

### Fire Alarms

All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site. The setting of false fire alarms and/or the

improper and unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

#### Fire Exits

Fire exits may be used only in cases of emergency. Use of fire exits at any other time will result in disciplinary action, including fines.

#### Fire Equipment, Alarms and Extinguishers

Tampering with fire protection equipment and systems is a felony punishable by fine and/or imprisonment. Violators may also face prosecution, suspension, and/or expulsion from the university. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be disabling smoke detectors will be subject to fines and disciplinary sanctions.

#### Prohibited Cooking Devices

- Electric skillets, broilers, toaster ovens and anything with an open flame or exposed heating coil
- Cooking is not allowed in residence hall or suite rooms, or in areas other than the kitchens of apartments or the community kitchens in designated residence halls

#### Prohibited Room Heating Devices

Room heating devices not issued by the Residence Life or Facilities Maintenance is prohibited in all housing areas. This includes all space heaters.

#### Prohibited Decorations

- Oil lamps, candles, and incense are expressly prohibited in all residence areas.
- Large flags, fish netting, tapestries, or large cloth hangings are not permitted on walls.
- Do not attach anything to the ceiling light fixture or ceiling mounted sprinklers and/or smoke detectors.

#### Prohibited Items

- No flammable liquids such as paint thinner, oil-based paint, dry cleaning fluid, etc. shall be stored in any resident rooms or areas not specifically approved for such storage.
- No motorcycle, moped, or gasoline engine shall be permitted within any residence building.
- Fireworks and sparklers are prohibited in all residence halls, apartments, or suites.
- Barbecue grills are not allowed in or on apartment facilities (including balconies and patios). However, there are some built-in barbecue pits around campus for public use.
- Extension cords (only surge protectors are permitted).
- Halogen lamps
- Incense
- Candles with wicks are strictly prohibited in residence halls and apartments. Removing the wick is permitted. The use of Scentsy products is permitted.

### **Furniture and Water Beds**

All university furnishings must be kept inside campus residences, except for properly designed patio furniture. The university does not remove or store furniture. Misplaced furniture or furniture not in its designated location may result in a fine and/or cost of replacement.

Furnishings in common areas may not be removed to individual residences. Removing furniture from its designated location may result in disciplinary action, including fines. Damage to university furniture will require restitution for the cost of the property in addition to additional sanctions, including fines.

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Students may bring their own furniture items (with the exception of water-filled furniture) provided they do not present a safety hazard and/or create the need to store or displace furniture provided by the university.

### **Guests**

University housing is provided for the exclusive use of TLU students as assigned by the Residence Life Office. With prior permission from one's roommate(s), students may occasionally host an overnight guest no longer than three consecutive nights in a calendar month. All overnight guests must be registered with the area coordinator and be of the same sex as the occupants of the room. The host is responsible for informing the guest(s) of the university's rules and regulations, and the resident host is held accountable for the actions and conduct of the guest(s).

A student may not permit visitors to use the housing facilities for any period of time, over the objection of their roommate(s), if it becomes a source of complaint by other residents or university staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person. Violation of the guest policy may result in disciplinary action and/or termination of the resident's housing agreement and removal of the guest from university housing.

When you invite a guest to visit you, provide him/her with your telephone number and ask that he or she calls upon arrival. Do not prop any entry doors open--an alarm may sound and your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance.

### Cohabitation

Cohabitation by members of either the same or opposite sex is not permitted in either the residence halls or apartments. A guest staying over an extended period of time and/or giving the impression that s/he is living with the host will be deemed a cohabitant. Cohabitation is defined as a guest staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Failure to comply with this policy may result in sanctions and may jeopardize access to campus housing.

### Escort Policy

All guests in the residence hall must be escorted by and be in the presence of their resident host at all times while in the residence hall rooms and common areas. This means guests must be in sight of and within a reasonable distance from the host escort at all times. Failure by a resident to escort one's guest(s) while in the residence halls may result in disciplinary sanctions, including loss of visitation and/or guest privileges and/or fines.

### Visitation Policies

A visitor is defined as anyone not assigned to the room and/or apartment.

Limited – Residents living in Baldus, Centennial, Clifton, and Trinity may have guests from 9:00 a.m. to 12:00 midnight, Sunday through Thursday and from 9:00 a.m. to 2:00 a.m. on Friday and Saturday.

Self-Governed – Knutson, Hahn, and Seguin residents vote on their visitation policies at the beginning of each semester. At least 80% of the residents must vote. Of those voting, it takes at least 80% agreeing to a specific visitation option to pass for the building. Options include: limited visitation (same as listed above); 9:00 a.m. – 12:00 midnight, Sunday through Thursday and 24 hours from 9:00 a.m. Friday through 12:00 midnight Sunday; or 24-hour visitation.

Apartment – Apartment residents may establish their own policies for their unit.

Suites of residents may also establish their own visitation policy as long as it does not exceed the policy established by the hall vote. The Residence Life Office reserves the right to establish visitation policies in any halls should it be deemed necessary.

Violations of visitation policies may result in disciplinary sanctions, including but not limited to loss of visitation and guest privileges and/or fines.

## Hall Meetings

It is necessary at times to get input from residents in the hall on ideas or problems as well as to communicate important campus information. Residents are required to attend all scheduled mandatory hall meetings and are responsible for any information presented at these meetings. Fines may be assessed to students who choose not to attend these meetings.

## Hallway & Door Decorations

Consideration must be given to the floor and TLU community when decorating and posting items on the outside of the room door and in the hallway. Items that interfere with the educational mission of the university are prohibited in hallways, outside of rooms, and window displays. These include, but are not limited to, abusive, indecent, profane, or vulgar language, offensive materials determined to be racist, harassing in nature, threatening to an individual or group, pornographic, and/or displaying or promoting illegal substances. Christmas decorations must be taken down prior to the student leaving for Christmas break.

## Hallway Sports

Games such as soccer, football, frisbee, baseball, golf, basketball, skating, or other such activities are not permitted in the rooms, hallways, or common areas of campus housing. Water balloons, water and/or cream fights, and other such activities are prohibited inside all residential facilities. Rollerblades, skates, skateboards, and bicycles may not be ridden/used in the halls or university buildings. Violations will result in a disciplinary write-up plus costs for any cleaning/repairs incurred.

## Health and Safety Inspections

During each semester, preventative safety inspections are scheduled for each student room/apartment. During these inspections, Residence Life staff enters the students' rooms/apartments and looks for items or conditions that might pose safety or health hazards to students or the university. Inspections are conducted by two Resident Assistants assigned to the specific area. The inspections are conducted at least two times (one before fall/spring breaks and one after fall/spring breaks) but no more than one per month during the semester. Notices are posted at least 48 hours prior to the first day of inspections. An inspection receipt will be completed and left in all rooms that do not meet TLU standards. It is important to note Health and Safety Inspections are different than a Room Search.

## Housing Opening & Closing

Residence halls and apartments open on specific days as determined by Residence Life. Early move-in must be approved by the Residence Life office. Students must fill out the Early Arrival Early Move-In form located on the Residence Life portal page and pay the designated amount. Filling out this form does not guarantee the ability to move-in early. Checking in early without permission, may result in disciplinary sanctions. Students are expected to vacate their assigned housing no later than 24 hours after the student's last final exam. Graduating seniors are expected to vacate their assigned housing no later than noon on the day following graduation.

### Check-In

At check-in, the student will be asked to thoroughly inspect the room/apartment and note any conditions or discrepancies on the Room Inventory Form (RIF). The student will be held responsible for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the RIF. Students who move in without completing the check-in and inventory process properly may be fined. Students will have 24 hours to return the completed RIF. Failure to turn in your RIF will result in a blank RIF with your name on it being used at the time you move out. A blank RIF indicates there was nothing wrong with your room at the time you moved into the room.

### Check-In locations

- Knutson Hall for all students living in Knutson Hall and Hahn Hall

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- Baldus Hall for all students living in Baldus, Clifton, and Trinity Halls
- Seguin Hall for all students living in Seguin Hall
- Centennial Hall for all students living in Centennial Hall and apartments (Brandes, Kramer, Lange, Steger, Linne, Renger, Strunk, Bogisch and Glazener)

### Check-Out

All students must schedule an appointment with your RA or another RA in your building/area 24 hours in advance of your departure. Students are required to check-out of their room/apartment within 24 hours of completing their last scheduled final. The RA will then go to your room with you and fill out the remaining portions of your Room Inventory Form that was completed upon your check-in. Your room must be clean to the standard it was at check-in, furniture arranged as it was at check-in, and all personal belongings removed. See signs in your area if you have forgotten the furniture arrangement in your room. After completion of the RIF form the RA will collect your key(s). The area coordinator will walk through your room/apartment once all students have left and determine any charges. The RA does not determine charges. **A detailed assessment of cleaning and damage charges will be made by our maintenance and custodial staff, which could result in the adjustment of estimated charges at the time of check-out.**

### **Keys, Exterior Doors and Exterior Door Access**

All residence hall and apartment keys are the property of Texas Lutheran University and may not be duplicated. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited. Students are charged \$30 for each lost or missing key and lock replacement plus a \$50 administrative fee. (Note: In Seguin Hall one key opens both the suite door and room door within the suite. A lost key necessitates the replacement of all cores at the cost of \$30 per core plus a \$50 administrative fee. Charges will range from \$140-\$200 depending on the number of cores to be replaced.) Lost keys are to be reported to the Residence Life staff immediately. Failure to notify a Residence Life staff member of a lost key within 24 hours of the loss may result in a fine. Locks and keys will be changed when considered necessary by the staff. Residents should keep their room doors locked and their keys with them at all times. Lockouts requested beyond the allotted first two (see below) will be charged according to the posted rate structure. Excessive lockouts could lead to disciplinary action.

For the safety and security of residents, residence halls may only be accessed through the use of a proximity (ID) card reader. Residents must carry their student ID cards at all times in order to enter their residence hall. Residents should not allow unescorted guests or other unknown persons to piggyback on their entry. If residents observe others providing such improper access, the residents should report the situation to a Residence Life staff member immediately.

Use of another student's identification card and/or providing one's card for use by another individual to gain access to the TLU residential facilities is not permitted.

Exterior entrances and doors in the residence halls must remain locked unless authorized by the Residence Life Office. Locked doors must not be compromised in any manner, including propping doors open and/or placing a wedge between the door and frame. Compromising exterior door may result in disciplinary sanctions, including fines.

### Lock-Outs

Students who are locked out of their rooms or apartments for any reason may contact a Residence Life staff member for assistance. A student is permitted two free lock-outs during the year.

### **Littering**

Littering in or around the exterior of residential facilities is prohibited. Litter includes cans, bottles, cups, wrappers, and other trash or debris. Littering may result in sanctions, including fines and the cost of any

excessive cleaning.

### **Lock-Outs**

See Key Policy

### **Noise**

Every student living within a residence hall at Texas Lutheran University has the right to privacy in her/his own room. Just as a student has the right to reasonable protection against unwarranted physical intrusion, he or she also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc. within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others. No time of day or day of the week may curtail these rights.

#### **A uniform Noise Policy has been adopted by Residence Life and is summarized here:**

- Noise, particularly sustained, must not be readily audible within the private living quarters of other students.
- Instruments or amplification devices producing excessive volume, including but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
- The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
- Sustained, loud noise originating outdoors but audible within residence halls or other university buildings will not be allowed.
- Noise emanating from within one hall must not be audible within any other hall or university building.

#### **As for specific hours and times:**

- Courtesy hours are in effect 24 hours a day, seven days a week.
- Quiet Hours are in effect, Sunday through Thursday from 11:00 p.m. to 9:00 a.m.
- Quiet Hours are in effect on Friday and Saturday from midnight to 9:00 a.m.
- 24-hour Quiet Hours are in effect beginning on reading day through the Sunday following graduation.

### **Occupancy Conditions**

Occupancy periods of the residential facilities by the assigned students are governed by the academic calendar. Residence halls and apartments may be occupied only by the assigned students and their guests in accordance with the visitation policies. Assigned students cannot reassign or transfer occupancy to another person. Roommates assigned to an individual room, suite, or apartment must be of the same gender.

Any person living in university residential facilities without a valid contract or permission from Residence Life will be considered a trespasser. Trespassers may be subject to criminal charges of trespassing and/or loitering, and such individuals will be required to leave the residential facilities immediately.

Students residing in campus housing must be actively enrolled as a full-time student (12 credit hours or more). Actively enrolled is defined as: a student enrolled in 12+ credit hours with a grade of D or higher in each course. If the Registrar issues a letter grade of drop fail (DF) or a student withdraws, failing from a course (WF) leaving the students' remaining passable credit hours below full time, Residence Life may remove the student from campus housing for the remainder of the term.

### **Occupancy Terms**

The terms of occupancy shall be for the fall and spring semester. If a student moves into campus housing after the beginning of a semester, the terms of occupancy shall be for the remaining portion of the academic year. Occupancy during session(s) other than the academic year requires a separate contract. Any student occupying a room or apartment without authorization from Residence Life after the

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contract period ends will be liable for late check-out fees until the premises are vacated. **The fee for unauthorized late check-out is announced by Residence Life prior to the end of the contract period.**

### Personal Wipes/Wet Ones

Care should be taken to ensure that foreign objects are not flushed down drains or toilets. Only toilet paper and human waste can be flushed down the toilets, in small amounts. All other foreign items such as food (including soupy foods and noodles), paper towels, and sanitary products such as pads and tampons, and wet/flushable wipes will clog and back up the toilets. All other items need to be disposed of in trash receptacles. Wet/flushable wipes pose a particular hazard as they do not break down efficiently and will clog pipes. This is the case whether you are living in a new building or an older building. Blocked sewer lines cause major inconvenience to both you and your neighbors. When drains are clogged due to foreign objects, residents may be charged a fee for clearing the line.

### Pest Control

Although the residential areas are treated for pests by professional exterminators on a quarterly basis, cleanliness is the best form of pest control and the elimination of possible breeding grounds. Empty cans, bottles, and other trash should be discarded immediately and in proper receptacles.

### Police

Texas Lutheran University has full-time Texas Peace Officers. TLU Police have jurisdiction to enter TLU residence halls and apartments and students will see officers in residential housing throughout the year.

### Room Changes

Students may request to change rooms by filling out a Room Change Form located on the my.tlu.edu portal.

Changes may be requested starting the first day of classes each semester. Changes will be accommodated on a first-come, first-served basis and may not be available immediately. Please note that you must check in to your new room and check out of your old room within 48 hours. If this process is not completed in 48 hours, duplicate room charges and improper check-out charges could occur.

### Room Consolidation

If half of a double occupancy room is vacant and the other space is available, the student occupying the room may be given an option to pay the private room rate or maintain the double occupancy rate, in which case a new roommate may be assigned to the room at any time. Paying the private room rate to keep the second space vacant is typically only available in the spring or second semesters due to high occupancy in the fall semester.

For operational reasons, the university may be required to close all or part of a residence hall or apartment. This can include rooms, suites, and full apartments. While this seldom occurs, residents may be required to move and consolidate into other rooms.

To avoid a consolidation, the student may select one of the following options:

- Elect to pay the single room rate and retain the room privately. This option is available only when space is available. Single room rates will be calculated on a pro-rated basis. (This option is not available for freshmen during their first semester living on campus.)
- Choose to move into another half-filled room in the building.
- Find another resident in a half-filled room who is willing to move into your room.
- Be prepared to accept a new roommate at any time. Students selecting this option also agree to the following stipulations:
  - The resident must keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
  - The resident agrees that the room may be shown to prospective occupants without prior notification and in his/her absence.



- The resident will display an attitude of cooperation and acceptance toward any resident who may look at the room while considering occupancy.
- The resident agrees to accept a roommate assigned by the Director of Residence Life.

Residence Life reserves the right to put students together that currently do not have roommates and who are not paying for a single room if another student is wanting to pay for a single room.

## Room Entry

The university is sensitive to the privacy of students living in campus housing. However, the relationship of the university to the student is not defined as that of landlord to tenant. The university reserves the right for university personnel to enter rooms for the following purposes:

- **Maintenance:** to check for repairs, inspections, sanitation, furnishings, preventive maintenance, etc.
- **Safety:** to monitor for missing persons, illnesses, safety, violations of residential regulations and/or other rules and laws, etc.
- **Welfare:** to conduct any search whenever it is felt that the community's or individual's welfare is at issue.
- **Health and Safety Inspections:** to establish scheduled times to insure that residential facilities are being properly maintained.

Although not required, the university will normally attempt to notify the resident(s) when university personnel have entered or plan to enter their living quarters as a courtesy.

## Room Search

The Director of Residence Life will determine if probable cause exists to search a student's room or apartment. If probable cause is determined, the student will be informed of the basis for the search. If possible, the search will be conducted in the student's presence. However, the student's absence will not prohibit a search. A student living in university residential facilities is not immune from a legal search by law enforcement officers.

## Signs

It is illegal to possess and/or display any stolen street or traffic signs or other municipal, county, state, and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will be fined, and law enforcement officials will be advised about the stolen signs.

## Smoke-Free/Tobacco Free

Acknowledging the clear scientific evidence that smoking—including the use of smokeless tobacco products and the effects of second-hand smoke—is injurious to health, and acknowledging the university's desire to promote healthy living/working environments and a considerate community life, the university has declared housing areas on the campus to be *smoke free and tobacco free facilities*. This includes all residence halls and apartments. Violations may result in disciplinary sanctions, including fines.

## Trash Disposal

Residents are responsible for removing trash from their rooms or apartments and placing it in the proper receptacles. Dumpsters are located outside all housing areas. It is not acceptable to place excessive trash in the common area trash containers in the residence halls.

## Vandalism

The cornerstone of your community is you, the resident, and your responsibility to other students and yourself. Residents treating each other and the building with respect will provide everyone with a high quality, affordable living environment. All residents are expected to help prevent and report vandalism, thereby supporting a safe and pleasant experience for all. **Vandalism** is defined as any intentional

## RESIDENCE LIFE

behavior which causes damage, when that behavior violates policy, or is reckless or negligent in that a reasonable person would know that engaging in that behavior could cause damage.

Students are expected to refrain from behavior which can damage their residence or the belongings of others. In addition, students should choose their guests carefully, as they are responsible for the behavior of their guests in their residence.

Students will be billed for the costs of any vandalism which they cause, or is caused by their guests. In addition, students responsible for vandalism are subject to residence hall discipline which can include mandatory service to their community. Behavior coupled with substance use will also include mandatory substance counseling. Large scale, bias-motivated, or dangerous vandalism is antithetical to community and will result in eviction and referral to Residence Life and disciplinary hearings.

### **Visitation**

See Guest Policy

### **Weapons and Firearms**

Possession or use of weapons or ammunition is not permitted on campus. Any object which could potentially inflict injury or cause harm when used in a threatening, careless, or aggressive manner and/or shoots a projectile will be considered a weapon. This includes, but is not limited to, firearms, rifles, gun replicas, stun guns, BB guns, paintball guns, bow and arrows, switch blades, razors, swords, knives (except a common pocket knife with a blade less than 3.5 inches in length), nun chucks, martial arts or medieval weapons, blow guns and sling shots. Incendiary and/or explosive devices, are also prohibited. However, any object used as a weapon will be considered a weapon.

Students who reside on campus that would like to transport their hunting and target firearms need to contact the TLU Police Department.



# **STUDENT ORGANIZATIONS**

## STUDENT ORGANIZATIONS

All student organizations are to register officially with the Student Government Association and the Office of Student Activities. Organizations are subject to all rules, regulations, policies, and procedures of Texas Lutheran University. Organizations are not regarded as authorized agents of the university; the university assumes no responsibility for the unapproved actions of organizations. Organizations are to work closely with the Director of Student Activities, the Student Government Association, and the Dean of Students for guidance and compliance with campus regulations.

### Organizational Guidelines

**Recognition:** Each year all organizations seeking recognition for the year must complete the following:

- Organization recognition submission on Connect@TLU
  - Constitution & Bylaws
  - Membership roster
- Advisor Contract
- Student Organization Training requirements – President, Treasurer, and an additional officer
- Advisor Seminar

The Office of Student Activities will communicate the timelines for recognition on an annual basis.

**New Student Organizations:** In order to create a new student organization, the following criteria must be met:

- Organization's purpose must be unique in scope and not duplicate existing organizations.
- A constitution must be approved by the Student Government Association.
- Establish a primary advisor that is a TLU full-time faculty or staff member.
- Organization must agree to conduct its affairs in accordance with university rules and regulations as well as federal and Texas state law.

All students wishing to charter a national organization at TLU must submit a constitution to the Student Government Association and the Office of Student Activities for approval. Greek organizations must also submit a petition to Greek Council requesting a non-binding recommendation to SGA. Final approval of the charter rests with the university Board of Regents.

In addition to submitting a constitution outlining the purpose, objective and significance of the proposed organization, the group must meet the following criteria:

- The mission of the organization must be consistent with the mission of the university.
- The organization must not promote or tolerate, formally or informally, hazing of any kind.
- The organization must reflect a national record of integrity.
- The organization must present a convincing case that it is seriously committed to abiding by all present and future regulations of the university.
- The organization must have a primary emphasis upon service to the university community and the larger community in order to enhance life on campus for *all* students.
- In accepting official status at TLU, the organization agrees that it will never seek or obtain separate housing for its members off campus.

**Religious Organizations:** Campus Ministry at Texas Lutheran University is a coordinated program administered by the Campus Pastor guided by the Campus Ministry Mission Statement, and the Texas Lutheran University Mission Statement. The Campus Ministry Program is strengthened by the presence of dynamic and diverse religious student organizations. These student organizations are approved by both the Religious Activities Committee and the TLU Student Government Association. The Religious

Activities Committee ensures that all religious organizations are guided by the Campus Ministry Mission Statement and are part of a “culture of civility” in which all groups are valued and respected, common ground is celebrated, and differences are discussed in constructive conversation. The TLU Student Government Association oversees all student organizations on campus and administers the allocation of student activity funds.

#### Guidelines for Religious Organizations at Texas Lutheran University

- Religious organizations must be established and administered by full-time TLU students. *(Under no circumstances are outside religious groups allowed to come on campus to recruit members to form a religious organization.)*
- Religious organizations must first be approved by the Religious Activities Committee and then the Student Government Association.
- Religious organizations are required to provide the Religious Activities Committee with an updated mission statement, and a written report at the end of each semester. This report will include highlights of the past semester, future plans, budget information, and a list of members, officers and advisor(s).
- Religious organizations are required to appoint a representative member to the Campus Ministry Leadership Team. *(The Campus Ministry Leadership Team serves to help coordinate programs, foster partnerships, celebrate shared values, and foster constructive conversation in areas of disagreement.)*
- Religious organizations are encouraged to bear witness to their faith through service to others, participating in the worship life on campus, and being active in the community of faith. Programs, materials, and special events that seek primarily to convert others to their faith or their expression of faith are not permitted.

**Membership:** Active members of any non-academic or honorary organization must have a minimum of a 2.0 grade point average. Officers of all recognized student organizations must also be full-time students at the university. Students placed on academic or disciplinary probation or suspensions are automatically disqualified from active membership.

Greek Council and other organizations which establish intake periods are to design their activities for educating and initiating new members to be consistent with university policies and state law. New members must be enrolled at least one semester at TLU before they are eligible to pledge a fraternity or sorority. Recruitment standards must be consistent with the university’s policies. Actions that violate the university policies or standards may result in disciplinary sanction against all individuals and organizations involved. This includes, but is not limited to, the policies regarding discrimination, harassment, alcohol, and hazing in the Student Code of Conduct.

Students opting to withdraw, de-pledge or become inactive in an organization must have the ability to do so. The organization will be held responsible for the treatment of students withdrawing from any given organization. The desires of the individual student should be respected. Groups harassing or otherwise mistreating former members will be subject to sanctions by the Director of Student Activities, the Greek Council, SGA and/or any other offices governing student organizations and the Office of Student Life & Learning.

#### **Policies & Procedures**

**Advisors:** All organizations must have at least one advisor from among those listed on the roster of full-time university faculty and administrative staff. Advisors may only advise one social sorority or fraternity at a time in an academic year. The advisor provides guidance and support and assumes an advisory role in the conduct of organizational events. An advisor must be present at all functions where alcohol will be present and has been approved.

**Events:** Organizational events occurring on or off campus must be registered in the Student Activities Office at least ten days prior to the event through the event form process on Connect@TLU. Such events include those taking place in the name of the organization or those attended by the membership of the organization. Failure to register events can result in the organization participating in the on-campus disciplinary process. No promotional activities will be permitted for the event until it is approved. Officers of the organization are responsible for the observance of university policies including the Student Code of Conduct as well as state and local laws. Events should not be held during scheduled worship times, during other major university events, or reading days. If student organizations want to include the TLU logo on their promotional materials, including t-shirts, those items must be approved by the Office of Marketing and Communications. The Office of Student Activities should be contacted for clarification and guidelines for event specifics such as gambling, date events, contracts, and advertising.

**Events with Alcohol:** All student organization events involving alcohol on or off campus must be registered with Student Activities. Failure to meet the following requirements can result in the organization participating in the on-campus disciplinary process along with the sponsors and/or sponsoring organization as well as to the individuals identified found responsible. All events must follow the Student Code of Conduct alcohol policy.

The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event. Recognized student organizations may hold events involving alcoholic beverages under the following conditions:

- It is required that all recognized student organizations will have their activities (sponsored, authorized, sanctioned, and/or financed) approved by the group's faculty/staff advisor. Advisor(s) must be present at all times. (Advisors may find other faculty/staff members to share this responsibility.) Advisors and the sponsoring student organization officers are responsible for helping enforce the university's alcohol policies and for informing the TLU Police and the Vice President and Dean of Student Life & Learning of infractions of which they are aware.
- The recognized student organization or organizations must establish active precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear to be intoxicated.
- Non-alcoholic beverages and non-salty food must be available at the same place as the alcoholic beverages. Food and non-alcoholic beverages must be featured as prominently as the alcoholic beverages.
- Type of alcohol is limited to **beer and wine only on campus**. Beer blasts, trash can punch, or all-you-can-drink functions, etc. are prohibited. All alcohol must be sold at a reasonable price as determined by TABC by a licensed vendor.
- A copy of the alcohol vendor's liquor license, proof of insurance and a copy of the TABC permit MUST be submitted to the TLU Chief of Police as well as the Student Activities Office, prior to the event on campus.
- TLU Campus Police Officers must be employed as security at any event involving alcohol on campus. These officers are responsible for enforcing the legal limits as prescribed by the Texas Alcohol and Beverage Commission as well as checking identification, etc.
- The possession, sale, use or consumption of alcoholic beverages in public areas of the campus is prohibited except in approved places. Any situation sponsored, authorized, sanctioned, endorsed, and/or financed by a recognized student organization must be in compliance with any and all applicable laws and rules of the state, county, city, and Texas Lutheran University, and must comply with third-party vendor guidelines.

**Third Party Vendor Guidelines:** Recognized student organizations planning events with alcohol may use a third party vendor by paying for the services of a person licensed to sell and dispense alcohol during recognized student organization events and/or using a third party vendor to reserve or rent an establishment (i.e. bar or tavern) that is licensed to sell alcoholic beverages. In either of the two methods, a non-organization member is licensed by the State to sell alcohol drink by drink to individuals to the party and on a guest list. The following guidelines are meant to assist you in working with third party vendors to plan an event with alcohol.

The vendor/bar must:

- Be properly licensed by the appropriate local and state authorities. The vendor should agree to make a copy of the TABC Caterers Permit. A copy should be given to the Office of Student Activities and on file for the student organization records.
- Be properly insured with a minimum of \$1,000,000 (or greater if required by an affiliate) of general liability insurance. This coverage is evidenced by a properly completed Certificate of Insurance prepared by the third party vendor's insurance provider.
  - If the student organization is hiring a vendor to sell alcohol in a place other than a bar or tavern, the Certificate of Insurance must show evidence that the vendor has, as part of the coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."
  - The Certificate of Insurance must name as additional insured (at a minimum) the recognized student organization hiring the vendor.
- Agree in writing to cash or credit card sales only, collected by the vendor, during the event.
- Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification cards upon entry;
  - Not serving minors;
  - Not serving individuals who appear to be intoxicated;
  - Maintaining absolute control of ALL alcoholic containers present;
  - Collecting all remaining alcohol at the end of the function. No excess alcohol –opened or unopened – is to be given, sold or furnished to the organization;
  - Removing all alcohol from the premises.
- Receive money from the organization only for the service of utilizing the vendor's service and/or rental of the facility (bar, tavern, etc.). Individual participants/attendees will be responsible for the purchase of alcoholic drinks. No money will be received from the organization for the purchase of alcohol.
- Agree that only individuals named on the guest list will be admitted to the bar, tavern, etc. for the duration of the time the facility has been rented by the organization.
- Agree not to publicize or advertise the organization's use of the facility/service.
- Not rent the facility at a reduced rate in exchange for anything provided by the organization (i.e. anticipated alcohol sales, percentage of sales, advertisement, etc.).

The organization must:

- Pay for the bartender's services and/or facility rental fees ONLY. Student organization funds must not be used to purchase alcoholic beverages.
- Not coordinate the purchase of alcoholic beverages for members or guests. This includes coordinating purchases of drinks from the third party vendor and bar, as well as a "pass the hat" method and/or "paying a tab."
- Develop a guest list prior to the event and enforce this guest list at the entrance of the event involving alcohol. Persons not on the guest list must not be admitted to the event.
- Not have alcohol present at any recruitment or new member event or activity.
- Develop a written agreement signed and dated by the organization president and the vendor or bar stipulating agreement to the items in this checklist.
- Ensure non-alcoholic drinks and non-salty foods are available and free of charge throughout the function.
- Promote responsible driving decisions (e.g. designated drivers and taxis).

Limitations for events with alcohol on and off campus:

- No alcoholic beverage may be purchased through a recognized student organization's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the recognized student organization. The purchase or use of bulk quantity or common sources of such alcoholic beverage (i.e. kegs or cases) shall be prohibited.



- No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
- No recognized student organization may enter into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
- No recognized student organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.
- All membership recruitment activities associated with any student organization shall be alcohol-free.
- No alcohol shall be present at any new member activity of any recognized student organization.
- No event shall include any form of "drinking contest" or encourage the rapid consumption of alcohol in the activity or its promotion.
- Penalties for Non-Compliance
  - A student found responsible of non-compliance with these rules or the laws of the State of Texas has committed a violation of university Student Code of Conduct and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances.
  - Recognized student organizations have a responsibility to abide by all conditions of these guidelines and the Student Code of Conduct. Actions of all recognized student organizations are subject to review by the Director of Student Activities (or designee). Failure to comply with the rules and/or university student rules may lead to the revocation of recognition privileges or any lesser sanction.

\*Adapted from TAMU & FIPG Risk Management Manual

**Finances:** As a student organization, you are responsible for the finances of your organization. The university offers banking services to student organizations with on-campus accounts. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the student organization's recognition will be revoked until funds have been deposited. If the student organization is inactive for three consecutive semesters, the funds in the account will revert to the Student Government Association for student organization services. The Office of Student Activities strongly discourages the use of off-campus accounts for student organizations.

**Liability:** On and off-campus organizational events must comply with all university policies regarding personal behavior, alcoholic beverages, illegal drugs, property damage, hazing and the like. In the case of sanctioned off-campus events, the sponsoring organization and its officers assume all legal liabilities and are encouraged to seek the guidance of their university sponsors/advisors and policies. (See Student Code of Conduct.)

**Movies:** According to the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat.2541) it is against the law to show a movie for public viewing outside the "home." As of January 14, 2008, any public movie showings on campus will require the purchase of a copyright license for the movie being shown. This includes movies shown anywhere on campus for public viewing even if educational in nature. Movies rented or owned may be shown exclusively in your "home", or in the classroom without a license. Contact Student Activities for clarification and how to purchase licenses to show a movie at your registered student organization event.

**Travel:** An event involving travel outside of the Seguin city limits must complete an Event Form on Connect@TLU and the travel form located on my.tlu.edu. Each participant must also complete a Waiver of Liability and return the form to the Office of Student Activities before departure. Students traveling outside of the state of Texas for university purposes or as an official student organization are required to have a faculty or staff advisor accompany the organization. If a group of students traveling out of the state of Texas are not traveling on behalf of an organization but have received university funding in some capacity for the travel, a faculty or staff advisor is required to accompany the organization.

**Apparel & Merchandise:** Apparel created for informal purposes need not follow TLU graphic standards. If the design includes the university's name in any form, however, the context in which it is used must be consistent with the university's mission and values. If an official mark or logo is used, all TLU graphic standards must be followed. Student organizations are permitted and encouraged to create materials for use by their group and group members. If a group wants to use "TLU" or "Texas Lutheran University", a group may use any font, layout, or other visualization they want on the apparel or merchandise as long as it is consistent with the university's mission and values. If a group wishes to use any official marks found in the TLU Brand Standards Manual, the groups must adhere to all guidelines within the TLU Brand Standards Manual, and all materials must be approved by the Office of Student Activities.

**Violations:** The University's disciplinary system (see the Student Code of Conduct) handles any violation of university policy by student organizations. Officers of the organization are to represent the organization at the hearings. If found responsible, possible sanctions can result in reprimand, probationary terms, organizational suspension, or revocation of charter. This is not an all-inclusive list of possible sanctions. Individuals associated with organizations may also receive disciplinary sanctions for violating the student handbook's organizational guidelines.

# **CAMPUS SERVICES & FACILITIES**



## CAMPUS SERVICES & FACILITIES

### **Academic Advising**

**ASC, 372-8060**

All Academic Advisors are full-time faculty members at TLU and play a key role in helping students to explore, define, and achieve academic goals that are consistent with personal and professional interests. Freshmen students' advisors are their FREX134 instructors. Once this course is completed, students transition to an advisor in their major area of interest. Questions about academic advising or changing of advisors should be directed to the Dean of Students Office, 830-372-8060 or [advising@tlu.edu](mailto:advising@tlu.edu).

### **Academic Support Services**

**Library Lower Level, ASC, 372-6305**

The Academic Support Center, in the Division of Student Life & Learning, is located in the Library Lower Level and is a resource for all TLU students who want to work toward greater academic success. Activities include peer and group tutoring, study skills workshops, individual instruction on time management, goal setting and study skills, development of individual learning plans, and various resources for self-management and study. The center provides the Supplemental Instruction and Collaborative Learning programs that are offered at no cost to all students enrolled at TLU, as well as the Developing Scholars and Early Alert programs. For more information, see the Academic Support website at [www.tlu.edu](http://www.tlu.edu) under Academics or [https://my.tlu.edu/ICS/Student\\_Life/Academic\\_Support.inz](https://my.tlu.edu/ICS/Student_Life/Academic_Support.inz).

**Supplemental Instruction** - Supplemental Instruction (SI) is an academic assistance program that increases student performance in classes. SI sessions are attached to historically difficult classes and provide help in clarifying important information and developing study skills for the targeted course. Sessions are led by student facilitators and are held three times a week starting the second week of the semester. SI sessions and meeting times are advertised through the participating courses and on the TLU website.

**Collaborative Learning Assistance** - The mission of the Collaborative Learning Assistance (CLA) program is to provide academic support in a safe and friendly setting for all TLU students in selected classes who need assistance gaining the confidence, skills and/or knowledge necessary to achieve their academic goals and to help them become independent learners. Sometimes known as Peer Tutoring, our program provides carefully selected and trained Collaborative Learning Assistants who are eager to help others achieve individual learning goals and ultimately create a successful educational experience.

**Early Academic Alerts** - Three weeks into each semester, instructors receive rosters of students who are in their first year at TLU, new transfers, athletes, veterans, in the Education program, or on academic probation. The instructors are asked to identify behaviors that might influence each student's academic progress including attendance, participation, quality of homework, whether tutoring or counseling might be beneficial, or if the student is no longer attending classes. Six weeks into each semester, instructors are asked to submit course averages for these students. These early alerts are used to provide progress reports to students, academic advisors, the students' Peer Mentors, coaches, and university officials who provide guidance and support for any student who appears to be at risk.

**Developing Scholars** - The Developing Scholars program was established to support students on academic probation in their effort to return to good academic standing, and to aid students in the development of positive academic skills. Students on academic probation, as well as any other students who would like extra assistance, meet with professionals in the Division of Student Life & Learning and are supported and mentored in this voluntary program.

**Peer Academic Coaching** – Peer Academic Coaches are currently enrolled at TLU and can schedule appointments to meet with other students to assist with time management, motivation, study strategies, and using academic resources. They can be contacted through the Director of Academic Support.

## CAMPUS SERVICE & FACILITIES

### **Bookstore**

**ASC, 372-8140**

The TLU Bookstore offers new and used textbooks, textbook rental, digital books and is the exclusive source for official TLU apparel and merchandise, supplies, gifts and personal items. Open Monday through Friday, 8:30 a.m. to 4:30 p.m. and Saturday, 11:00 a.m. to 1:00 p.m. or visit us at [www.tlubookstore.com](http://www.tlubookstore.com).

### **Campus Ministry**

**Meadows Center, ASC, 372-8160**

Campus Ministry includes a wide variety of groups and events to support students in their lives of faith. Students are encouraged to both continue spiritual habits that have been meaningful in the past as well as explore new avenues of faith growth. The Campus Pastor is available to provide pastoral support and direction at any point in your TLU journey.

Chapel services take place Monday, Wednesday, and Friday, 10:00 - 10:20am, and provide a place where the TLU community gathers to celebrate the diversity of faith expressions on our campus. Many different styles of worship and music are included in the chapel rotation, including Contemporary Christian music played by the student Chapel Band, traditional hymns played on our chapel organ, and music provided by the TLU Chamber Orchestra, Choirs, and assorted instrument groups. Student religious groups are an opportunity to gather with people from a background similar to yours, or to get to know a denomination that is unfamiliar to you. In past years, the student groups have included Grace Place (Lutheran), Wesley Foundation (Methodist), FCA (non-denominational/Baptist), Canterbury (Episcopal), and CSO (Catholic.) Groups are formed each year according to student interest.

Campus Ministry sponsors other campus-wide events to provide places where students can build relationships and find support. Coffeehouse on Friday nights is a monthly event that welcomes talented acts to perform in the chapel. Common Ground on Wednesday nights is a time for worship, small group discussion, and dinner. Campus Prayer Breakfast every first odd Monday night is a time for food, devotions, and fellowship in the Center for Student Leadership located in the Hahn Annex. All denominations are welcome. Campus Ministry is an open and affirming place for all sexual orientations and gender identities. Contact the campus pastor to learn more about TLU Campus Ministry!

### **Career Development Services**

**Meadows Center, ASC, 372-8178**

Coaching students in the development and achievement of career goals is the mission of Career Development. Professionals assist students in assessing interests, values and abilities; choosing majors; searching for jobs, internships and careers; finding and applying to graduate schools; using social media and developing a personal brand; practice interviewing; hosting career events and fairs; reviewing career-related documents; and providing electronic career resources and tools.

[https://my.tlu.edu/ICS/Student\\_Life/Career\\_Development.jnz](https://my.tlu.edu/ICS/Student_Life/Career_Development.jnz)

### **Center for Servant Leadership**

**Meadows Center, ASC, 372-8162**

For students with a vision for a kinder, more caring and equitable world, the Jon and Sandra Moline Center for Servant Leadership provides opportunities to grow leadership skills through service and engagement in Seguin and nearby areas. We build partnerships with community organizations and leaders so that together, we can make communities stronger, healthier, and better for all. We believe that service is a lifestyle – not just a one-time event. Ready to make a difference? Let's get started!

[https://my.tlu.edu/ICS/Student\\_Life/](https://my.tlu.edu/ICS/Student_Life/)

### **Counseling and Disability Services**

**Counseling Center, ASC, 372-8009**

#### Counseling Services

Counseling services are provided by a licensed professional counselor or master's level interns on a short term basis for concerns including, but not limited to: adjustment to university life, anxiety, depression, relationships, and stress management. Services are free and confidential and referrals are available. The counseling office also provides outreach through workshops, support groups and trainings throughout the year. A request for an appointment or workshop should be sent to the Director of Counseling and Disability Services. [https://my.tlu.edu/ICS/Student\\_Life/Counseling\\_Services.jnz](https://my.tlu.edu/ICS/Student_Life/Counseling_Services.jnz)

Disability Services

TLU offers reasonable and appropriate accommodations for students with disabilities. In order to initiate services, students should contact the Office of Disability Services for instructions or log into student portal to access application and documentation guidelines. Annual or periodic documentation may be required for renewal of accommodations. Renewal requests should contact Marlene Moriarity for documentation requirements. Students are required to request Letters of Accommodation at the start of each semester. [https://my.tlu.edu/ICS/Student\\_Life/Disability\\_Services.jnz](https://my.tlu.edu/ICS/Student_Life/Disability_Services.jnz)

**First Year and Campus Programs** **ASC, 372-6040**

The First Year and Campus Programs Office coordinates Bulldog Orientation and a wide range of programs focusing on support for specialized student populations and campus-wide retention efforts on the first year and students in transition. The office is home to such programs as Peer Mentors, parent and family support, and academic and social initiatives for commuters, transfers, veterans, and first-generation students. [https://my.tlu.edu/ICS/Student\\_Life/First\\_Year - Campus Programs.jnz](https://my.tlu.edu/ICS/Student_Life/First_Year_-_Campus_Programs.jnz)

**Food Services** **Hein Dining Hall, ext. 8085**

TLU Dining Services provides food in three locations; Hein Dining Hall, Lucky's Snack Bar and Coffee Shop at Tschoepe Hall. (tlu.sodexomyway.com) Be advised that times may change due to holidays and semester breaks.

	<b>Hein Dining Hall hours are:</b>		<b>Lucky's Snack Bar hours are:</b>	
	<u>Monday – Friday</u>	<u>Saturday &amp; Sunday</u>	Mon-Thur	7:30 a.m.-11:00 p.m.
Breakfast	7:15-10:30 a.m.	9:30-11:00 a.m.	Friday	7:30 a.m.-4:30 p.m.
Continental Breakfast	10:30-11:00 a.m.		Sunday	5:00-11:00 p.m.
Brunch		11:00 a.m.-1:30 p.m.		
Lunch	11:00 a.m.-1:30 p.m.			
Continental Lunch	1:30-4:30 p.m.			
Dinner	(Mon-Thur) 4:30-7:30 p.m. (Fri) 4:30-7:00 p.m.	4:30-7:00 p.m.		
			<b>Tschoepe Café hours are:</b>	
			Mon-Thur	7:30 a.m.-3:00 p.m.
			Friday	7:30 a.m.-1:30 p.m.

**Health Services** **Hahn Hall Annex, 372-8068**

The Health Center is located in the Hahn Hall Annex and is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The Health Center is staffed by a licensed physician's assistant who assists students with health concerns free of charge.

**Information Technology Help Desk** **Bloomberg Memorial Library Basement, 372-6000**

The IT Help desk is available to students, faculty, and staff Monday through Thursday between 8:00 a.m.-8:00 p.m. and 8:00 a.m.-5:00 p.m. on Friday from the office in the basement of the Blumberg Memorial Library. Requests or questions can also be directed at any time via e-mail to [ishelp@tlu.edu](mailto:ishelp@tlu.edu). Student general accessible computers can be found in several buildings on campus. The ASC has 16 computer stations available 24 hours a day, seven days a week. Additionally, there are 40 computers available in the Blumberg Memorial Library, six in the Tschoepe Hall second floor lounge, and six in the AT&T Science Center/Krost common areas, during normal building hours. All locations have network printing capability with the ASC, Krost, and Library having a "print from your own device" option as well. Check the IT tab on MyTLU for additional information: <https://my.tlu.edu/ICS/IT>

**International Education** **Tschoepe Hall 107, 372-8098**

Studying abroad can be one of the most fulfilling experiences of one's college career. It is an exciting opportunity to meet new people, integrate into another culture, learn valuable skills and earn credit – all at a cost similar to studying at TLU. The International Education staff provides information and assistance prior to, during, and upon returning from studying abroad. The International Education staff also works with incoming exchange and degree-seeking international students. Orientation is provided to aid in the

## CAMPUS SERVICE & FACILITIES

students' understanding of U.S. culture. The staff also ensures that international students comply with immigration regulations for studying in the U.S.

**[https://my.tlu.edu/ICS/TLU INFO/International Education/](https://my.tlu.edu/ICS/TLU_INFO/International_Education/)**

**Website: <http://www.tlu.edu/academics/study-abroad/>**

**Facebook: <https://www.facebook.com/TLU-International-Education-243045372413482/>**

### ***Intramural Sports***

***Fitness Center, 372-6981 or 372-6762***

The university offers a variety of intramural sports open to all students, faculty, and staff. There are activities for individuals, groups of men or women, and co-rec groups. Competition can include teams from fraternities or sororities, independent students, residence hall floors, and other student organizations. The program includes flag football, volleyball, tennis, racquetball, soccer, basketball, dodgeball, sand volleyball, softball, individual sports, esports, and special events. Information about the program is available in the Fitness Center, on the TLU website, Bulldog TV and at <https://www.imleagues.com/TLU> and on the IMLeagues app.

### ***Library***

***Bloomberg Memorial Library, 372-8100***

Blumberg Memorial Library provides access to reference help from professional librarians, online and printed academic journals, books, media items, and electronic equipment including cameras and laptops, as well as course reserves and library instruction. While the library offers access to many resources in its own collection, interlibrary loan services are also available. This means Blumberg Library can get articles and books that are not owned locally from other libraries, usually within a few days. The three-story library building is centrally located near the Student Center and Alumni Plaza. In addition to offering research support from librarians, the library provides an ideal location for individual or group study. The CoLab on the main floor features poster printers, moveable furnishings, and several collaborative worktables. The library's reference collection is located on the main floor, and reference librarians are on duty nearby at the main library desk. Academic Support, the Student Communication Center, and the Center for Teaching and Learning are located on the lower level of the library. Academic Support features Collaborative Learning Assistants, as well as Supplemental Instructors who offer subject specific learning sessions. The Student Communication Center has Peer Consultants who are specially trained to assist with assignments that involve written, visual, or presentation components. The Center for Teaching and Learning works with faculty development and pedagogy; an active learning classroom is part of the Center. A lounge space located in the center of the lower level is equipped with collaboration tables that are conducive to group study. The Information Technology Help Desk is located on the lower level as well. Study rooms on the second floor and the lower level are equipped with large flat screen TVs that play media and also hook up to laptops for collaborative group work. The second floor of the library is dedicated to quiet study. Current students may access the library's online resources from on or off campus. Many of the library's online resources also feature mobile-friendly interfaces. The library's web site is found at <http://bulldogs.tlu.edu/library>.

### ***Library Policy on Late, Lost and Damaged Items***

Students are responsible for returning library materials on time. Overdue and lost item fees are charged to individual student accounts. The library assesses a late fee of \$2 per overdue item; no daily fines are charged. Both courtesy reminders prior to the due date and overdue notices after the due date are emailed to students for all library items. If items are not returned prior to semester's end, an additional handling fee of \$2 per item is assessed, as well as a lost item replacement fee for each item not returned. Late fees on equipment are assessed at \$12, due to the fact that these items are in high demand. Charges for damaged library items will be based on the extent of the damage and whether the item can be repaired or must be replaced.

### ***Mail Service***

***ASC, 372-8048***

U.S. mail is delivered daily (Monday through Friday) to the campus Post Office. All residential students are automatically assigned a campus mailbox which can be found on [my.tlu.edu](http://my.tlu.edu). Students who live off campus must request a mailbox at the TLU Post Office if they would like to have one. There is no charge for the mailboxes. The same full range of services is offered as any Post Office with the exception of C.O.D.



transactions and international shipping, which are handled at the downtown Seguin Office. Incoming mail needs to be addressed to the student, TLU, 1000 W. Court St. CMB#, Seguin, Texas 78155.

**Recreational Facilities**

**Fitness Center, 372-6762**

The Dr. Burton E. Grossman Fitness Center is open Monday through Thursday (6:30 a.m. to 10:00 p.m.), Friday (6:30 a.m. to 7:00 p.m.), Saturday (hours vary due to home football games), and Sunday (4:00 to 10:00 p.m.). The Jones Complex houses basketball courts, racquetball courts, and Bulldog Gym (functional training). Open recreation hours are Sunday – Thursday 7:00-10:00 p.m. except when reserved for intercollegiate sports. The TLU Mabee Pool is 25 meters with laps lanes, water basketball, diving board and lounge chairs available. It is open March-October. Hours vary. The one-kilometer Krost jogging track is available for 24-hour use. Two lighted sand volleyball courts, an 18-hole disc golf course, and a multi-purpose field located behind the fieldhouse provide opportunities for recreational and intramural play. [https://my.tlu.edu/ICS/Student\\_Life/Campus\\_Recreation](https://my.tlu.edu/ICS/Student_Life/Campus_Recreation)

**Registration and Records Office**

**Beck, 372-8040**

All concerns related to course offerings, course registration, adding or dropping a class, reviewing degree plans, applying for graduation, and transcripts can be processed here each weekday between 8:30 a.m. to 4:30 p.m.

<https://my.tlu.edu/ICS/Public/Registrar.jnz>

**Residence Life**

**ASC, 372-8065**

The Residence Life Office administers the residential component of TLU. As a primarily residential university, the majority of our students live in campus-owned residence halls and apartments. Our residential facilities provide an informal living and learning environment in which students pursue their academic objectives, while taking advantage of opportunities for social interaction with their colleagues and peers. [https://my.tlu.edu/ICS/Student\\_Life/Residence\\_Life.jnz](https://my.tlu.edu/ICS/Student_Life/Residence_Life.jnz)

**Student Activities**

**ASC, 372-6040**

The Student Activities Office manages the campus calendar, schedules events, provides guidance to the variety of student groups, maintains full records of organizational membership lists, coordinates SGA, Campus Activities Board, and Greek Life activities, offers an annual calendar of entertainment for the campus, and looks for ways to provide all students with an enjoyable university experience.

[https://my.tlu.edu/ICS/Student\\_Life/Student\\_Activities.jnz](https://my.tlu.edu/ICS/Student_Life/Student_Activities.jnz)

**Student Financial Services (Financial Aid and Student Accounts) Beck, 372-8010**

Student Financial Services is available to answer questions regarding grants, scholarships, student loans and student employment Monday – Friday, 8:00 a.m. – 5:00 p.m. Questions may also be emailed to [studentfinancialservices@tlu.edu](mailto:studentfinancialservices@tlu.edu).

The cashier's window is open from 8:30 a.m. to 4:30 p.m. so that students may cash personal checks (not to exceed \$50 per day), sign up for payroll direct deposit, and conduct business with the university. Proper identification for any transaction is required.

**Bulldog Bucks** - Every student receives a TLU ID Card. This card allows access to your residential hall and meal plan. In addition, you can add value and convenience to your TLU ID card by purchasing Bulldog Bucks. Bulldog Bucks are accepted for payment in the Bookstore, Lucky's Snack Bar, Coffee Shop at Tschoepe Hall, Post Office and Hein Dining Hall. Bulldog Bucks can be purchased online at my.tlu.edu and in Student Financial Services.

(See complete **Student Financial Services Policies** in the Appendix on Tuition & Fees, Tuition Refund for Withdrawal or Dropping a Class for the 2020-21 school year, and Financial Responsibility.)

**Student Government Association**

**ASC, Student Activities Office**

The student body expresses its voice and advocates for programs and change through its elected officers and senators. The SGA Office is located in the ASC and has posted hours.

**Title IX Services**

**ASC, 372-6327**

The Title IX Services department assists with oversight and monitoring of University compliance with all Title IX related policies, including training, communication, and community outreach.

**University Police**

**1204 W. Court Street, 372-8000**

While everyone is responsible for helping the university maintain a safe and protected environment, the university Police Department exists to protect and serve our campus community. Certified peace officers provide 24-hour coverage seven days a week; they staff the office, patrol, investigate crimes and prepare criminal cases for prosecution with the County Attorney and District Attorney's Office. They stand ready to enforce the laws of our state and the policies of our institution. They have full arrest powers. Officers assist students whenever possible with special needs, disabled vehicles, or the investigation of stolen property. They maintain the security of our facilities and property. Students are asked to assist in this effort by locking residences and automobiles, safely storing all personal property, staying in lighted areas after dark, and reporting any suspicious activity. To reach university police, simply dial "0" from any campus phone or dial 372-8000 and the switchboard operator will connect you to the university police officer on duty. To reach off-campus emergency services, dial **911** from any campus phone or any pay telephone.

**Escort:** Students wishing to be escorted across campus late at night may ask a university police officer to escort them. The requests are honored as the officers are available.

**Vehicle assist:** Contact the university Police Department for vehicle assistance. We no longer unlock vehicles due to liability issues.

**Vice President and Dean of Student Life & Learning**

**ASC, 372-8060**

The Division of Student Life & Learning is under the direction of the Vice President and Dean of Students and three Associate Deans. The division consists of Academic Advising, Academic Support Services, Campus Ministry, Career Development, Center for Servant Leadership, Counseling and Disability Services, First Year and Campus Programs, Health Services, Residence Life, Student Activities, student disciplinary system and Title IX compliance.

**[https://my.tlu.edu/ICS/Student\\_Life/Vice\\_President\\_and\\_Dean\\_of\\_Students\\_Office.jnz](https://my.tlu.edu/ICS/Student_Life/Vice_President_and_Dean_of_Students_Office.jnz)**

# **STUDENT GOVERNMENT CONSTITUTION**



# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF TEXAS LUTHERAN UNIVERSITY

## ARTICLE I. NAME

The name of this organization shall be the Student Government Association of Texas Lutheran University (TLU), hereafter referred to as the SGA.

## ARTICLE II. OBJECT

Subject only to the statutory regulations of the TLU Board of Regents and the TLU President, the SGA represents undergraduate students in voicing their concerns, promoting student interests, managing student fees and properties, and advocating for student social, academic, and spiritual life at Texas Lutheran University.

## ARTICLE III. MEMBERSHIP

### Section One. Composition.

The SGA shall consist of the Student Body President, a staff advisor, two faculty advisors, and a legislative body of at-large Representatives consisting of one senator for every 90 TLU FTE undergraduate students, rounding up. The actual number of senators shall be determined annually by March 1 using full time, undergraduate enrollment data from the start of the fall and spring semester.

### Section Two. Senators.

#### A. Qualifications. Senators must:

1. Be enrolled for a minimum of twelve credit hours during their term of office except for final-semester seniors, who must be registered for the number of hours required for graduation.
2. Be in good academic and disciplinary standing as determined by Student Activities.
3. Demonstrate and maintain a minimum cumulative GPA of 2.0 during their term of office.

#### B. Term of Office.

A senator shall serve a term of one (1) year or until a successor is elected and installed. A senator's term of office shall begin annually on May 1. There is no limit to the number of terms that a student may serve as a senator.

#### C. Election.

1. The student body shall elect, by written or electronic ballot, the SGA Senators through a plurality at-large vote.
2. Spring Elections for 75% of the open senator seats shall be held annually on the first Wednesday and Thursday in April.
3. Fall Elections for the remaining 25% of the open senator seats shall be held annually on the first Wednesday and Thursday in September.
4. In the event of a tie among the candidates polling lowest for the last open senator position, only the names of the candidates tied will be placed on a new ballot and a new election conducted.
5. If there is only one candidate for office, the office may be filled by acclamation.

#### D. Removal and Resignation.

1. Removal. A senator shall be removed from office for the following reasons:
  - a. Failing to maintain a minimum 2.0 cumulative grade point average, as verified by Student Activities.
  - b. As a result of successful disciplinary proceedings against a senator in which removal from office is the recommended sanction.
  - c. Failing to attend three (3) regular SGA meetings in a semester.
  - d. Through an act of recall by the TLU student body.
2. Resignation. An officer may resign by submitting a request in writing to the SGA Secretary or SGA Advisor. A resignation is effective upon receiving notification at the next business meeting and reflected in the minutes.

## STUDENT GOVERNMENT CONSTITUTION

- E. Vacancies.** Vacancies shall be filled by the candidate receiving a majority of the legal votes cast in an election at a regular or special meeting of the SGA, for which at least ten (10) days' notice of the vacancy has been given to the Texas Lutheran University student body.
- F. Compensation.** Senators may be compensated in a time and manner designated in the SGA Bylaws.

### **Section Three. Staff Advisor.**

The staff advisor to the SGA shall be appointed by the Dean of Students and shall serve a term of office at the discretion of that administrator. The advisor may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions, and does not count toward the quorum requirement.

### **Section Four. Faculty Advisor.**

Two faculty advisors, selected by the appropriate faculty organization and process, may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions, and does not count toward the quorum requirement.

## ARTICLE IV. OFFICERS

### **Section One. Composition.**

The officers of the SGA shall be: a President, a Vice President, a Comptroller, and a Secretary.

### **Section Two. Qualifications.**

#### **A. All Officers shall:**

1. Be enrolled for a minimum of twelve credit hours during their term of office except for final-semester seniors, who must be registered for the number of hours required for graduation.
2. Be in good academic and disciplinary standing as determined by Student Activities.
3. Demonstrate and maintain a minimum cumulative GPA of 2.0 during their term of office.
4. Not have been removed previously from office in SGA.

- B. President, Vice President, and Comptroller.** The president, vice-president and comptroller must have completed at least one semester at TLU at the time of election.

### **Section Three. Election.**

#### **A. Election.**

1. President, Vice President, Secretary and Comptroller
  - a. The student body shall elect the president and vice-president by written or electronic ballot. A plurality vote shall elect.
  - b. Elections shall be held annually on the first Wednesday and Thursday in April.
  - c. In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new election conducted within ten days of the initial election.
2. Election of Other Officers.
  - a. The SGA shall elect from among its membership a sergeant-at-arms at its first regular SGA meeting of the fall semester. A majority vote of members present and voting shall elect. Elections shall be conducted by written ballot.
  - b. If there is only one candidate for an office, the office may be filled by acclamation.

### **Section Four. Duties of Officers.**

#### **A. President.** The president shall:

1. Chair regular and special meetings of the SGA Executive Board.
2. Appoint senators to SGA standing committees and designate a chairperson for each unless otherwise specified in this constitution.
3. Chair regular and special meetings of the SGA in the absence of the vice-president.
4. Serve as, or nominate a designee to serve as, a representative to Texas Lutheran University boards and committees whenever student representation is requested by the administration. Nominees must be confirmed by the SGA.

## STUDENT GOVERNMENT CONSTITUTION

5. Annually, present a report of the SGA's activities and progress TLU Board of Regents and TLU President's Cabinet.
6. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

### **B. Vice President. The vice-president shall:**

1. Chair regular and special meetings of the SGA.
2. Succeed to the office of SGA President should the SGA President vacate the office.
3. Serve, ex-officio, a member of SGA committees.
4. Serve as, or nominate a designee to serve as, a representative to Texas Lutheran University boards and committees whenever student representation is requested by the administration. Nominees must be confirmed by the SGA.
5. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

### **C. Comptroller. The comptroller shall:**

1. Chair the SGA Finance Committee.
2. Maintain a record of SGA funds and SGA funded accounts as well as purchases and expenditures authorized by the SGA.
3. Oversee the distribution of funds to specifically include making requests of the business office of TLU to payout moneys of the SGA.
4. Make financial reports at each regular meeting of the SGA.
5. Prepare for external audit, the financial records of the SGA at the close of each fiscal year.
6. Annually, propose a budget for the next fiscal year to the SGA for approval by April 15.
7. Serve as a member of the University Budget and Planning Committee.
8. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

### **D. Secretary. The secretary shall:**

1. Maintain a record of the proceedings of the Executive Board and the SGA.
2. Notify officers, committee members, and delegates of their election or appointment; furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of existing committees and their members.
3. Prepare, prior to each meeting, the suggested agenda to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
4. Maintain record book(s) in which this Constitution, the Bylaws, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
5. Make the minutes and records available to members upon request.
6. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

### **E. Sergeant-at-Arms. The sergeant-at-arms shall:**

1. Set up the SGA meeting venue prior to the start of meetings.
2. Organize any audio-visual equipment to be used during the meetings.
3. Greet new members and guests and brief them on protocol and procedures prior to the start of meetings.
4. Ensure that the meeting starts on time and check that only authorized members are present and participating in voting.
5. Maintain the SGA's official membership roll and call the roll when it is requested or required.
6. Document absences and report them to the body for action.
7. Collect physical ballots and tally votes during meetings.
8. Assist the chair of the meeting, as instructed by the membership, to maintain order.

## **Section Five. Term of Office.**

- A. Term of Office for the President, Vice President, and Comptroller.** The president, vice-president, and comptroller shall serve a term of one (1) year or until a successor is elected and installed. The term of office shall begin annually on May 1.

## STUDENT GOVERNMENT CONSTITUTION

- B. Term of Office for Other Officers.** The secretary and sergeant-at-arms shall serve a term of one (1) year or until a successor is elected and installed. The term of office shall begin at the conclusion of the meeting in which they are elected.
- C. Term Limitations.** Students may serve no more than two consecutive terms in the same office. No member may concurrently occupy the office of more than one SGA Officer.

### Section Six. Removal and Resignation.

- A. Removal.** An officer shall be removed from office for the following reasons:
  - 1. Failing to maintain a minimum 2.0 cumulative grade point average, as verified by Student Activities.
  - 2. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.
  - 3. Failing to attend three (3) regular SGA meetings in a semester.
  - 4. For elected officers, through an act of recall by the TLU student body.
- B. Resignation.** An officer may resign by submitting a request in writing to the SGA Secretary or SGA Advisor. A resignation is effective upon receiving notification at the next business meeting and reflected in the minutes.

### Section Seven. Vacancies.

- A. President.** A vacancy in the office of the president shall be filled by the vice-president of SGA.
- B. Vice President and Comptroller.** A vacancy in the office of vice-president or comptroller shall be filled by the candidate receiving a majority of the legal votes cast by the student body in a special election for which at least fourteen (14) days' notice of the election has been given.
- C. Other Officers.** An officer vacancy, with the exception of president, vice-president, or comptroller shall be filled by election at the next regular meeting of the SGA after the office is identified as vacated.

### Section Eight. Compensation.

Officers shall be compensated in the time and manner designated in the SGA Bylaws.

## ARTICLE V. MEETINGS

**Section One. Regular Meetings.** Regular meetings of the SGA will be held at least twice a month during the academic year at a time identified in the Bylaws unless otherwise specified by the membership.

**Section Two. Special Meetings.** Special meetings of the SGA may be called by the president or upon the written request of five (5) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Student Activities, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

**Section Three. Quorum.** The quorum for regular and special meetings of the SGA shall be a majority of the membership.

### Section Four. Rules of Conduct.

- A. Legislation.** The Texas Lutheran University Board of Regents and/or its Chair holds final approval on major resolutions passed by the SGA regarding monetary policy and acceptance of new fraternities and/or sororities.
- B. Student Body Referenda.**
  - 1. The SGA may require legislation to be decided by student body referendum through a motion requesting such action receiving a majority of the legal votes cast.
  - 2. The student body may request that any SGA legislation, proposed or passed, be considered or reconsidered by a student body referendum.
    - a. A referendum shall be authorized upon the submission and verification of a student petition representing fifteen percent (15%) of the student body on the Seguin campus.
    - b. A petition must include the names of the students and the students' identification numbers so that they may be verified by the TLU Registrar.
  - 3. A student body referendum shall be conducted within 20 days of the vote by SGA or the petition verification date.



## STUDENT GOVERNMENT CONSTITUTION

4. Legislation voted on by referendum shall be approved by receiving a majority of the legal votes cast.
5. Legislation shall take effect upon certification of the vote by the Election and Marketing Committee and subsequent approval by the Dean of Student Life and Learning.

### ARTICLE VI. EXECUTIVE BOARD

**Section One. Composition.** The Executive Board shall consist of the president, vice-president, comptroller, and secretary of the SGA.

**Section Two. Powers.**

The Executive Board shall:

1. Establish the agenda for regular meetings of the SGA.
2. Be authorized to conduct the business of the SGA between academic semesters or in an emergency situation as authorized by Student Activities with the exception of authorizing expenditures in excess of \$1,000.

**Section Three. Meetings.**

- A. **Regular Meetings.** The Executive Board shall meet weekly at a time and place designated by the president. Members must be provided with at least twenty-four (24) hours' notice by telephone, in writing, or electronic means.
- B. **Special Meetings. Special meetings of the Executive Board may be called by the President or upon the request of two (2) members of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by Student Activities, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.**
- C. **Quorum. The quorum for regular meetings and special meetings of the Executive Board shall be a majority of its members.**

### ARTICLE VII. COMMITTEES

**Section One. Standing Committees.**

The standing committees of SGA shall be the Finance Committee, the Legislation Committee, and the Elections and Marketing Committee.

- A. **Finance Committee.** The Finance Committee shall review allocation requests, offering its recommendations to the SGA. It shall also develop rules and policies for allocation requests and the distribution of funds. The committee shall be composed of three (3) senators and the Comptroller of the SGA, who shall serve as its chairperson.
- B. **Legislative Committee. The Legislative Committee shall review the SGA constitution, bylaws and policies as requested by the SGA or the student body of TLU. The committee shall be composed of four (4) senators, including its chairperson.**
- C. **Elections and Marketing Committee.**
  - a. The Elections and Marketing Committee shall organize and conduct the elections and referendum votes for the organization. It shall also recommend to the SGA the procedures for conducting voting activities and promote to the student body the activities of the SGA. The committee shall be composed of four (4) senators, including its chairperson.
  - b. If any member of the Committee shall be a candidate in an election, endorse a candidate, be plaintiff in a challenge, or otherwise become ineligible to serve on the Committee, the Elections Commissioner shall appoint, with the approval of the Senate, a replacement to serve for that election or specific challenge.

**Section Two. Ad Hoc Committees.**

Ad Hoc Committees shall be created as deemed necessary by the SGA. Ad Hoc Committees shall consist of a chair and at least three (3) other members, nominated by the Student Body President and confirmed by the SGA.

## STUDENT GOVERNMENT CONSTITUTION

### **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The most recent edition of Robert's Rules of Order Newly Revised shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this constitution or the bylaws that the SGA may adopt.

### **ARTICLE IX. AMENDMENTS**

#### **Section One. Proposing Amendments.**

Amendments to this constitution may be proposed by a vote of two-thirds of the SGA, or by a student petition representing fifteen percent (15%) of the student body on the Seguin campus. A petition must include the names of the students and the students' identification numbers so that they may be verified by the TLU Registrar.

#### **Section Two. Approval of an Amendments.**

A student body referendum vote on the proposed amendment shall be conducted no less than ten (10) days or more than 21 days after being proposed. Notice of the vote shall be publicized in the official student newspaper at least ten (10) days prior to the date of the vote. Amendments to the constitution shall be adopted by receiving a majority of the legal votes cast.

#### **Section Three. Implementation of Amendments.**

Amendments to the constitution take effect upon certification of the vote by the Election and Marketing Committee and subsequent approval by the Texas Lutheran University Board of Regents.

## RESOURCE DIRECTORY

<b>FOR</b>	<b>SEE (Building)</b>
Academic Information	Academic Advisor (Faculty Office)
Academic Support (study skills, tutoring, etc.)	Library Lower Level (BML)
Adding/Dropping a Course	Academic Advisor (Faculty Office)
Applying for Graduation	Registration and Records (BC)
Assignment of Academic Advisor	Dean of Students Office (ASC)
Attendance Regulations	University Catalog/Instructor
Auditing a Course	Registration and Records (BC)
Changing a Major	Dean of Students Office (ASC)
Transcripts	Registration and Records (BC)
Withdrawal from University	Registration and Records (BC)
Accounts-Student	Student Financial Services (BC)
ADA (Americans with Disabilities)	Counseling and Disability Services (ASC)
Admissions	Admissions Office (BC)
Re-Admission	Registration and Records (BC)
Transfer Credits	Registration and Records (BC)
Alumni Affairs	Alumni Office (BC)
Athletics	
Intercollegiate	Director of Athletics (JC)
Intramurals	Jones Complex Office (JC)
University Police	1204 W. Court Street
Catalogs of Other Universities	Registration and Records (BC)
Class Absences	Instructor
Counseling	
Academic	Academic Advisor (Faculty Office)
Career	Career Development Office (ASC)
Pastoral Care	Campus Ministry (ASC)
Personal	Counseling and Disability Services (ASC)
Employment	
On-Campus and Off-Campus Work Study	Office of Student Financial Services (BC)
Off-Campus (not related to Work Study), F/T and P/T	Career Development Office (ASC)
Events Scheduling, Reserving Space	
ASC/Jackson Park/Party Permits	Student Activities Office (ASC)
Other Areas	Building Supervisors (various)
Financial Assistance	
Student Loans & Scholarships	Office of Student Financial Services (BC)
Health Services	Hahn Hall Annex
Housing Reservations/Cancellations	Residence Life Office (ASC)
Identification Cards	Registration and Records (BC)
Keys Issued or Lost	Residence Life Office (ASC)
Lost and Found	Switchboard (ASC)/Residence Life Office (ASC)
Mail: U.S., Express Mail, Special shipments	Post Office (ASC)
Parking Permit	Bubble (ASC)
Publicity	Marketing and Communications (BC)
Telephone	Information Technology (BML)
Veterans Support Programs	First Year & Campus Programs (ASC)

**SOME ABBREVIATIONS**

AC .....	Area Coordinator
ASC .....	Alumni Student Center
ATTB .....	AT&T Science Building
BECK.....	Beck Center
BML .....	Blumberg Memorial Library
CAB .....	Campus Activity Board
CENT.....	Centennial Hall
(C)GPA.....	(Cumulative) Grade Point Average
CLA .....	Collaborative Learning Assistant
FINE .....	(Schuech) Fine Arts
FITC .....	Fitness Center
IM .....	Intramurals
JA .....	Jackson Auditorium
JC .....	Jones Complex
KCC.....	Katie Conference Center (Hein Hall)
KROS .....	Krost Science Building
LNGH .....	Langner Hall
LLL .....	Lower Level Library
MOOD .....	Moody Science Hall
NURS .....	Nursing Building
PG .....	Pathway Guide
PM.....	Peer Mentor
RA .....	Resident Assistant
SAC .....	Student Activity Center
SEGH .....	Seguin Hall
SGA.....	Student Government Association
SI .....	Supplemental Instruction
TA.....	Teaching Assistant
TH.....	Tschoepe Hall
TRRM.....	Training Room
WLT .....	Wupperman Little Theater
WST .....	Weston Center

# TEXAS LUTHERAN UNIVERSITY

## BUILDINGS

1. Alumni Student Center  
Bookstore  
Ludy's Eatery  
Post Office  
Veteran's Lounge
2. AT&T Science Facility
3. Baldus Hall
4. Beck Center  
Admissions & Administration
5. Blumberg Memorial Library
6. Bogisch Apartments
7. Brandes Hall
8. Bulldog Concessions & Restrooms
9. CAST (Court Annex Studio Theatre)
10. Centennial Hill
11. Central Plant
12. Chapel of the Abiding Presence
13. Clifton Hall
14. Community Music Academy Office
15. Facility Services
16. Fritz Homestead
17. Glazener Apartments
18. Grossman Fitness Center
19. Hehn Hall
20. Hein Dining Hall
21. Jones Physical Education Complex  
Memorial Gymnasium  
Tostengard Activity Center
22. Kieffer Kinesiology Lab
23. Knutson Hall
24. Kramer Hall
25. Kraushaar Hall
26. Krost Center
27. Lange Hall
28. Langner Hall  
Fiedler Museum & Rock Garden  
Mexican-American Studies Center
29. Linne Hall
30. Lutheran Ministry Center
31. Maboe Aquatic Center
32. Media  
TLU Student Media  
Studio 1015
33. Moline Center for Servant Leadership  
Campus Ministries  
Church Relations
34. Moody Science Hall
35. Nursing Complex
36. Police Department
37. President's Residence
38. Renger Hall
39. Rinn Field House

40. Schuech Fine Arts Center  
Annetta Kraushaar Gallery  
Ayers Recital Hall  
Wupperman Little Theatre
41. Seguin Hall
42. Steger Hall
43. Strunk Hall
44. Student Activity Center at Jackson Park
45. Student Health Center
46. Trinity Hall
47. Tschoepe Hall  
Tschoepe Coffee Shop
48. Weston Center  
Jackson Auditorium  
School of Music  
Studio Theatre

## LANDMARKS

- A. Alumni Park
- B. Brandes Plaza
- C. Bulldog Stadium
- D. George Kieffer Football Practice Field
- E. Golf Practice Area
- F. Gustafson Soccer Field
- G. Jackson Park
- H. Joe K. Menn Plaza
- I. Katt-Isbel Baseball Field
- J. Krost Fitness Trail
- K. Kruse Stadium/Mork Softball Field
- L. Library Lawn Stage
- M. Martin Luther Sculpture
- N. Sandlot Volleyball Courts
- O. Streg Chapel Plaza
- P. Tennis Courts
- R. Water of Life Fountain
- S. Weeber Plaza

## Parking

Parking is permitted with any TLU tag in appropriate areas on University, Feller and Fritz Streets and on Oestreich and Beck Drives.

### Designated Parking

7:30 a.m. - 4:00 p.m. Monday through Friday

(Please observe signs specifying areas within each lot)

### Visitor Lots:

16 and designated spots in 6, 7, and outside Beck Center

### Commuter Lots:

1, 2, 4, 5, 6, 7, 21, 22

### Resident Lots:

9, 13, 14, 15, 17, 18, and spots by Glazener Apartments

### Faculty/Staff Lots:

1, 3, 8, 19, 20, and designated spots by the Nursing Complex and Weston Center

### Open Lots:

10, 11, 12, and along Fritz Street and Jackson Parkway







HOURS OF OPERATION

Sunday: .....2:00 p.m.-12:00 midnight

**Mabee Pool**

Check the information board at the pool for current hours.

**Post Office**

Monday – Friday: ..... 9:00 a.m.-4:00 p.m.

**Sandlot Volleyball Courts**

Sunday – Thursday: ..... 10:00 a.m.-Midnight

Friday – Saturday: ..... 10:00 a.m.-1:00 a.m.

**Student Activities Office**

Monday – Friday: ..... 8:00 a.m.-5:00 p.m.

**Student Financial Services**

Monday – Friday: ..... 8:30 a.m.-4:30 p.m.

**Tschoepe Café in Tschoepe Hall**

Monday – Thursday: ..... 7:30 a.m.-3:00 p.m.

Friday: ..... 7:30 a.m.-1:30 p.m.

**University Police**

Police Officers are available 24 hours a day, year round, including weekends and holidays.



# **APPENDIX**



## APPENDIX

### **Abuse of Conduct Process Policy**

Abuse or interference with, or failure to comply in, TLU processes including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information;
- b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- d. Attempting to discourage an individual's proper participation in, or use of, the campus disciplinary system;
- e. Harassment (verbal or physical) and/or intimidation of a member of a campus disciplinary body prior to, during, and/or following a campus disciplinary proceeding;
- f. Failure to comply with the sanction(s) imposed by the campus disciplinary system;
- g. Influencing, or attempting to influence, another person to commit an abuse of the campus disciplinary system.
- h. Attempting to influence the impartiality of a member of the university disciplinary system prior to, and/or during the course of, any university disciplinary board proceeding.
- i. Failure to obey any notice from a university disciplinary board or other university official to appear for a meeting or hearing as part of the student disciplinary system.
- j. Filing fraudulent charges or initiating a university disciplinary proceeding in bad faith.

## **Academic Honesty Policy**

### **What is Academic Dishonesty?**

The most common forms of academic dishonesty are cheating and plagiarism. Cheating includes but is not limited to:

- Submitting material that is not one's own as part of the course performance, such as copying from another student's exam, or allowing another student to copy from one's exam;
- Using information or devices not allowed by the faculty, such as cell phones and other electronic devices, calculators, head phones, or any other type of external assistance during an examination or other academic exercise;
- Obtaining and using unauthorized material, such as textbook solution manuals, test banks, or a copy of an examination before it is given;
- Fabricating information, such as data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the instructor's consent;
- Cooperating with or helping another student in cheating;
- Other forms of dishonest behavior, such as having another person take an exam in one's place, altering exam answers and requesting the exam be re-graded; or communicating with anyone other than the proctor or instructor during an exam.

Plagiarism includes, but is not limited to:

- Directly quoting the words of others without using quotation marks or indented format to identify them; or
- Using sources (published or unpublished) without identifying them; or
- Paraphrasing material or ideas of others without identifying the sources.

Students who are unsure about something they want to do or the proper uses of material are directed to the instructor for clarification.

Students must not cheat or plagiarize, and they must not condone these behaviors nor assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but it also undermines the scholastic achievements of all students and attacks the mission of this institution. Students are responsible for doing their own work, thereby insuring the integrity of their academic records.

### **Violations of the Academic Honesty Policy**

Violations of academic honesty involve two required reporting components and a third component at the instructor's discretion.

1. The course syllabus must be followed.
  - a. The student will be notified by the instructor regarding the nature and consequence of the academic honesty violation.
  - b. Academic sanctions for violations of academic honesty are imposed by the instructor, usually after consultation with the department chair. Sanctions may include a grade assignment, and/or credit issued for the assignment or course.
  - c. Course policies, processes and sanctions as outlined by the instructor in the syllabus will be followed; with the understanding that faculty members may determine exceptions on a case-by-case basis as warranted.
2. All Violations of Academic Honesty must be reported to the Vice President and Dean of Student Life and Learning.
  - a. In addition to whatever sanctions are assessed by the instructor, the incident must be reported to the Vice President and Dean of Student Life and Learning to be put in the student's academic record file.

- b. Faculty members must file the report electronically on my.tlu.edu by filling out the “Academic Dishonesty Form” located on the Faculty Tab Landing Page →“Links” list. The Academic Dishonesty Form contains rosters of the current semester for each individual faculty member. To report an incident from a prior semester, the faculty member should contact IT for access to previous semester rosters.
  - c. When a report of academic honesty violation is filed, the student, along with their academic advisor, will be notified of the report by the Dean of Student Life and Learning office. Records are kept on every incidence of academic honesty violation, providing a written record for every student.
  - d. Flagrant or repeated occurrences of academic dishonesty can lead to dismissal of the student from the University through the disciplinary process.
  - e. **IMPORTANT NOTE:** If a third incident of cheating is accrued, the student is automatically entered into the TLU Disciplinary System by the Dean of Student Life and Learning office. A third incidence of academic honesty violation is considered as having violated the TLU Student Code of Conduct. This requires that the student be brought before a disciplinary sanctioning panel to determine if community sanctions are warranted in addition to academic sanctions already levied in the classroom.
3. (At instructor’s discretion) A violation of academic honesty may be referred to the TLU Disciplinary System for a panel hearing by the instructor.
    - a. In addition to an academic sanction, the instructor may refer the incident to the TLU disciplinary system as a violation of the TLU Student Code of Conduct for a hearing to determine whether or not additional community sanctions may be warranted, even if it is the student’s first or second violation of academic honesty.
    - b. This disciplinary process is separate from the sanctions imposed by the instructor for academic honesty violation.

**PLEASE NOTE:** As per the TLU Catalog, students who have entered the disciplinary system and have been found responsible while classified as a junior or senior for violating the academic honesty and plagiarism policy will not be allowed to graduate with honors.

#### **Disputes of Academic Honesty Violation**

In the case where the student disputes the academic honesty violation, the following process must be observed:

1. If the student disputes an instructor’s overall finding of an academic honesty policy violation, he/she must attempt to resolve the incident by talking with the course instructor.
2. In the case that the student and instructor cannot resolve the issue, the student and faculty member must talk with the department chair. If the instructor is the department chair, another department chair may be involved to help resolve the dispute.
3. If a resolution is not reached in consultation with the faculty member and department chair, then the student may contact the Vice President of Academic Affairs Office for further assistance.

## Alcohol Policy

NO ONE under the age of 21 may purchase, possess, consume, or sell alcoholic beverages in accordance with the Texas State law and university policy.

- All academic buildings, athletic fields and all residence halls are alcohol free.
- The sale of alcoholic beverages on campus is prohibited, except by those with a valid liquor license and approval by the Vice President and Dean of Student Life & Learning. For complete policy and instructions regarding alcohol for student organization events, please refer to the Student Activities section of this handbook.
- The alcohol policy applies to all organizations and university-sponsored student activities on or off campus. Student organizations and their members that fail to follow the policy will be referred to the TLU disciplinary system.
- Any alcohol violation by students under 21 may result in the notification of the students' parents or guardian. A second alcohol violation will result in automatic notification. Parents may also be called when any student, regardless of age, endangers him/herself and/or others, is arrested for driving while intoxicated, or is responsible for property damage while under the influence of alcohol.
- For complete policies regarding alcohol as it pertains to residential facilities and living, please refer to the residence life section of this handbook under "housing policies."

Students who have been drinking and engage in disruptive behavior on campus or cannot care for themselves will be considered in violation of this policy and subject to disciplinary review.

### Parental Notification Policy

Texas Lutheran University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships, and ultimately, their future.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Vice President and Dean of Students (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the university alcohol and drug policy.



## Information Regarding the Impact of Alcohol

### Risks of Alcohol Use

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

#### ***The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2014)***

- a. *Alcohol affects your brain.*  
Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.
- b. *Alcohol affects your body.*  
Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

- c. *Alcohol affects your self-control.*  
Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex.
- d. *Alcohol can kill you.*  
Drinking large amounts of alcohol at one time or very rapidly can cause alcohol poisoning, which can lead to coma or even death. Driving and drinking also can be deadly. In 2003, 31 percent of drivers age 15 to 20 who died in traffic accidents had been drinking alcohol.
- e. *Alcohol can hurt you—even if you're not the one drinking.*  
If you're around people who are drinking, you have an increased risk of being seriously injured, involved in car crashes, or affected by violence. At the very least, you may have to deal with people who are sick, out of control, or unable to take care of themselves.

***From Top Ten Myths About Alcohol (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)***

- a. Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a “buzz” or get “high”, you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.
- b. One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drowning.

***The Naked Truth: Alcohol and Your Body (FactsOnTap.org)***

- a. The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.
- b. A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.

***Harmful Interactions: Mixing Alcohol with Medicines (U.S. Department of Health & Human Services)***

- a. Some medicines that you might never have suspected can react with alcohol, including many medications that can be purchased ‘over-the-counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.
- b. Mixing alcohol with certain medications [both prescription and over-the-counter] can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.
- c. Alcohol and medicines can interact harmfully even if they are not taken at the same time.
- d. Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

***Facts About Women and Alcohol (Texas Commission on Alcohol and Drug Abuse)***

- a. Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.
- b. On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one [standard] drink.
- c. The course of alcohol addiction progresses at a faster rate among women than men.

## **Amnesty Policy**

The purpose of this policy is to facilitate access and remove barriers to students who require police, medical, or university staff assistance in alcohol/drug related emergencies and to provide the opportunity for caring, non-punitive interventions in response to such incidents. Additionally, students are eligible for amnesty from conduct violations discovered as a result of them reporting sexual assault, dating violence, stalking, or sexual harassment. In all of these incidents, the primary concern is the well-being, health, and safety of students.

The amnesty policy represents TLU' s commitment to informed decision-making and promotion of responsible behaviors when faced with alcohol and/or drug related emergencies.

### **PERSON IN NEED OF EMERGENCY MEDICAL ATTENTION**

This policy may apply when a student receives emergency assistance that is (a) related to the consumption of alcohol and/or drugs, and (b) sought by a person not serving in an official university capacity, or (c) are victims hesitant to report to university officials because they fear that they themselves will be accused of minor policy violations (such as underage drinking) at the time of the incident.

In order to qualify for amnesty, the student must obtain emergency medical, police, or university staff attention at the time of the incident; must meet with a representative from the Dean of Students office within 5 days of the incident; and agree to comply with the conditions set forth by the representative. If these conditions are met, there will be no disciplinary case and the incident will not become part of the student's record.

If the student does not follow these stipulations, she or he does not qualify for amnesty and is subject to the disciplinary process as provided by the Student Code of Conduct.

### **OTHER INDIVIDUALS PRESENT**

To encourage students to offer help and assistance to others, the amnesty policy may be applied to any student(s) or student organization(s) that help the student in need to receive medical attention. This will allow students who may also have been drinking or taking drugs to care for their friends without worry of facing a potential disciplinary process for themselves. Students and organizations that assist those in need must meet with a representative from the Dean of Students office within 5 days of the incident and may have to meet certain conditions for amnesty, which if met will result in no charges under the Student Code of Conduct. If the student(s) or student organization(s) do not follow these stipulations, they do not qualify for amnesty and are subject to the disciplinary process as provided by the Student Code of Conduct.

It is the expectation that a student or student organization uses the amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, after the first incident, the availability of medical amnesty to the student is at the discretion of the Vice President and Dean of Student Life & Learning.

### **SAFE HARBOR**

TLU believes that students who have a drug and/or alcohol problem deserve help. If any student brings their own use, addiction, or dependency to the attention of university officials outside the threat of drug tests or disciplinary sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus disciplinary processes will be initiated.



## **Animal Policy**

### **Emotional Support Animal Policy**

Texas Lutheran University is committed to accommodating persons with disabilities who require the assistance of emotional support animals; however, the university is also mindful of the health and safety concerns of the campus community. Thus, the university must balance the need of the individual with the disability and the potential impact of such animals on other campus residents.

The Director of Counseling and Disability Services is responsible for implementing this policy and for assisting students with disabilities to document their specific need for an accommodation. The successful implementation of the policy requires the cooperation of students, faculty, and staff.

### **Definitions**

#### **Disability**

According to the Americans with Disabilities Act of 1990 (ADA), any person who has a physical or mental condition which substantially limits one or more life activities (such as walking, seeing, hearing, working, or learning) meets the definition of an individual with a disability. Individuals with a record of such a condition, or individuals who are regarded as having such a condition are also entitled to protection from discrimination. Acceptable documentation of a disability can be from either a medical or mental health provider.

It is a violation of the Student Code of Conduct for any student to provide knowingly false information about whether they have a disability for any purpose including, but not limited to, a request to keep an animal on campus. Such violations subject the person doing so to disciplinary sanctions under the Student Code of Conduct. Among other things, to provide false information regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.

#### **Emotional Support Animal**

An emotional support animal (ESA) is an animal that provides emotional support and alleviates one or more of the identified symptoms of a person's disability. Students must first meet eligibility requirements for a disability and secondly the requirements for an ESA as an accommodation. A qualified professional such as a physician or mental health professional with relevant training provides documentation for the disability and the recommendations for an ESA.

**Emotional Support animals are permitted in the student's assigned residence, not in other campus buildings, and are covered by the Fair Housing Act of 1988 (FHA) and Section 504 of the Rehabilitation Act of 1973.**

#### **Service Animal**

Service animals are defined as dogs (or mini horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting or protecting a person who is having a seizure or performing other duties. The work or task the animal provides is directly related to the person's disability.

#### **Pet**

A pet is an animal kept for companionship. A pet is not considered an emotional support animal, and, therefore, is not covered by this policy. Residents are not permitted to keep pets on university property or in university housing with the exception of fish.

### **Emotional Support Animals in University Housing Requests**

Students seeking to request an ESA must provide appropriate documentation to the Office of Disability Services at least 60 days before prospective housing will be needed. Documentation must be from a

## APPENDIX

qualified medical or mental health professional and must articulate the need for the ESA based on the student's medical or mental health condition and how the ESA alleviates one or more of the identified symptoms of the disability.

The Director of Counseling and Disability Services in consult with the Director of Residence Life will make a determination and notify the student of the decision. If approved, the student will be provided a date of move in for the ESA. If not approved, the student may appeal the decision following the appeal procedure under the Accommodations for Students with Disabilities policy. The ESA cannot reside on campus until the approval is completed. Unapproved animals found on campus must be removed from housing within 24 hours and students will be subject to the Student Code of Conduct.

**The request for an ESA must be submitted for review and approval each academic year. Renewal requests should contact the Office of Disability Services for documentation requirements.**

**Registration:** The following information will be needed after the emotional/emotional support animal is approved and at least 7 days before the animal moves in.

Vaccination certificate/Shot Record  
Current Color Picture of Animal

As a person who has been approved for an Emotional support animal, you have the responsibility to keep your animal in a healthy and sanitary condition at all times. You understand that this agreement could be withdrawn if you fail to abide by responsibilities listed below.

### **Animal Care & Guidelines**

You must properly maintain the hygiene, health, & vaccinations for the animal. The owner must have their animal on a leash whenever the animal not inside the student's assigned residence (i.e., when transitioning the animal to a vehicle). The animal must wear a collar with current rabies tags at all times (animals subject to rabies vaccinations). The animal must be fed and watered inside the student's assigned personal residence. Food and water is not left outside the student's residence hall at any time. The animal must not be left unattended for more than 8 hours. The student must have the animal in a kennel when they are away from their residence. (Exceptions to the animal's care may apply according to the animal's health and safety.) The University suggests that the student purchase insurance for their animal's health.

The student must provide contact information for an alternative caregiver/emergency contact, on the Emotional Support Animal Registration Form. The emergency contact will take responsibility for the animal and remove it from campus should the student be unable to care for it (due to hospitalization, accident, etc.). The emergency contact must reside off campus and must be available to remove the ESA in a timely manner appropriate for the animal species and needed care. (Typically between 6 and 12 hours.) ESA's may not be left over night in University housing to be cared for by an individual other than the approved student. If the student is to be absent from their residence overnight or longer, the animal must accompany the student or the student will need to make off campus boarding arrangements.

### **Damages/Cleaning**

Any damage to or requested renovations to apartment/residence hall (due to damage or neglect as result of animals) will be sole responsibility of the student. Damage to TLU property discovered or reported during the year, and caused by the animal, must be rectified within the time frame issued by the Director of Residence Life or Area Coordinator. An inventory and condition inspection of the residence will be conducted prior to the animal's arrival, and periodically as part of routine Residence Life room checks. The residence will receive customary cleaning treatment by Custodial Services when the animal owner moves out. Additional cleaning/repair charges resulting from the animal are the sole responsibility of the student. The University suggests that the student purchase rental insurance for their residence.

### **Outdoor Guidelines**

Approved ESA's are only allowed within the student's assigned personal residence except to the extent

that the student is taking the animal out for natural relief or exercise. The student must have their animal on a leash whenever the animal is outside of the residence. The animal owner is required to properly dispose of solid waste with a pooper scooper and plastic bag and dispose of the excrement in a dumpster. The Custodial staff will not be responsible for cleaning any excrement.

### **Animal Liability**

The University shall not, under any circumstances, be held liable for any personal injury or damages caused by your animal. You hereby agree to indemnify and hold Texas Lutheran University harmless from all property or injuries to persons caused wholly or in part by, or resulting from your animal which will be living with you in your assigned TLU residence. Students who have approved emotional support animals are responsible for the safety and security of their animals in all circumstances. TLU personnel and/or other TLU students shall not be required to provide food, care or any additional space for the ESA. This includes, but is not limited to, removing the animal during an emergency evacuation for events such as fire alarm. Emergency personnel will determine if conditions are such that the animal can be removed safely. The University suggests that the student purchase renter's insurance.

### **Areas Off Limits to an Emotional Support Animals**

As previously stated, Emotional Support Animals are only permitted in the student's assigned personal residence.

### **Denial Process**

The University may consider the following factors among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for students with ESA's:

- Individual does not meet the definition of a disability.
- Relationship between the disability and the need for assistance provided by the animal is not adequately established.
- Animal does not meet all requirements for health, vaccination, and/or licensing.
- Size of the animal is too large for available assigned housing space.
- The animal is not housebroken or is unable to live with others in a reasonable manner
- The animal poses, or has posed a direct threat to the individual or others, such as aggressive behavior or injury
- The animal causes, or has caused excessive damage to housing beyond reasonable wear and tear
- The animal is prohibited by City of Seguin (see Seguin Code of Ordinances) or poses health and safety concerns such as potential transmission of zoonotic diseases.
- The animal's presence violates an individual's right to peace and quiet enjoyment or forces another individual from housing
- Presence of animal will fundamentally alter the nature of the housing program or service.

The ESA is allowed in the student's assigned residence as long as it is necessary because of the student's condition or disability. The student must notify Residence Life and the Office of Disability Services in writing if the animal is no longer needed as an emotional support animal or is no longer in residence. In order to substitute one animal with a different animal, the student must file a new request with the Office of Disability Services.

### **Removal of Emotional Support Animal**

The University may remove a service or emotional support animal for the following reasons:

- Poses a direct threat to the health or safety of others
- Is unruly or disruptive (barking, jumping up on people, running around)
- In ill health
- Abuse or neglect of the animal (not being fed or watered, physically mistreated)
- Excessively unclean (e.g., flea-infested, foul-smelling, shedding excessively)
- Exhibits aggressive behavior

If suspension of animal owning privileges is implemented, the student will need to find an immediate

## APPENDIX

alternative placement of the animal. The resident is responsible for the removal of the animal, if the student refuses TLU will contact Animal Control.

### **Conflicting Disabilities**

Residence Life will make a reasonable effort (e.g., email to students stating an animal in building) to notify residents in the residence building where the animal will be located.

Students with medical condition(s) who are affected by animals (respiratory diseases, asthma, severe allergies) are asked to contact Residence Life and/or the Director of Counseling and Disability Services if they have a health or safety related concern about exposure to an animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

Residence Life will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. The TLU University Student Health Center may be used as a resource for information on health issues.

### **Questions**

Questions or concerns related to this policy should be addressed to the Director of Counseling and Disability Services:

Texas Lutheran University  
Office of Disability Services  
1000 W. Court St. Seguin, Texas 78155  
(830) 386-7999 (830) 372-6585 fax

### **Service Animal Policy**

It is the policy of Texas Lutheran that service animals assisting individuals with disabilities are generally permitted in all college facilities, programs and activities except as described below or otherwise governed by applicable law.

The policy applies to all service animals, including working service animals, service animals in training and service puppies. This policy does not apply to other animals on campus, including pets, emotional support animals or research animals.

### **Definitions**

#### **Disability**

According to the Americans with Disabilities Act of 1990 (ADA), any person who has a physical or mental condition which substantially limits one or more life activities (such as walking, seeing, hearing, working, or learning) meets the definition of an individual with a disability. Individuals with a record of such a condition, or individuals who are regarded as having such a condition are also entitled to protection from discrimination. Acceptable documentation of a disability can be from either a medical or mental health provider.

#### **Service Animal**

Service animals are defined as dogs (or mini horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting or protecting a person who is having a seizure or performing other duties. The work or task the animal provides is directly related to the person's disability.

#### **Service Animals Requests**

We encourage, but do not require students to make themselves known to the University should they desire to have a service animal accompany them in academic classes, activities or services on campus. If

a student plans to have their service animal live with them in an on campus residence, we ask that you provide notice to the Office of Disability Services particularly if seeking accommodations for that animal. This suggested notification of the service animal is highly recommended since the university is also mindful of the health and safety concerns of the campus community. Thus, the university must balance the need of the individual with the disability and the potential impact of such animals on other campus residents

A student with a service animal should provide appropriate documentation to the Office of Disability Services of the need for animal at least 30 days before prospective housing will be needed. Please contact the Director of Counseling and Disability Services for further information.

**The request to have a service animal reside in campus housing must be submitted and reviewed each academic year.**

**Registration:** The following information should be provided regarding the service animal at least 7 days before the animal moves in.

Vaccination certificate/Shot Record  
Current Color Picture of Animal

As a person with a service animal, you have the responsibility to keep your animal in a healthy and sanitary condition at all times. You understand that this agreement could be withdrawn if you fail to abide by responsibilities listed below.

**Animal Care & Guidelines**

The animal must wear a collar with current rabies tags at all times. Although it is not required by law, it is always best to provide a service dog with a vest or identification stating that it is a working dog. You must properly maintain the hygiene, health, & vaccinations for the animal. The owner must have their animal on a leash whenever the animal not inside the student's assigned residence (i.e., when transitioning the animal to a vehicle). The animal must be fed and watered inside the student's assigned personal residence. Food and water is not left outside the student's residence hall at any time. The animal must not be left unattended for more than 8 hours. If the student leaves the residence without the animal, then the animal must be in a kennel inside the residence. (Exceptions to the animal's care may apply according the animal's health and safety.) The University suggests that the student purchase insurance for their animal's health.

The student should provide contact information for an alternative caregiver/emergency contact, on the Service Animal Registration Form, who will take responsibility for the animal and remove it from campus should the student be unable to care for it (due to hospitalization, accident, etc). The emergency contact must reside off campus and must be available to remove the service animal in a timely manner appropriate for the animal species and needed care. (Typically between 6 and 12 hours.) Service animals may not be left over night in University housing to be cared for by an individual other than the approved student. If the student is to be absent from their residence overnight or longer, the animal must accompany the student or the student will need to make off campus boarding arrangements.

**Damages/Cleaning**

Any damage to or requested renovations to apartment/residence hall (due to damage or neglect as result of animals) will be sole responsibility of the student. Damage to TLU property discovered or reported during the year, and caused by the animal, must be rectified within the time frame issued by the Director of Residence Life or Area Coordinator. An inventory and condition inspection of the residence will be conducted prior to the animal's arrival, and periodically as part of routine Residence Life room checks. The residence will receive customary cleaning treatment by Custodial Services when the animal owner moves out. Additional cleaning/repair charges resulting from the animal are the sole responsibility of the student. The University suggests that the student purchase rental insurance for any damages to their residence.

### **Outdoor Guidelines**

Service animals are generally permitted in all college facilities, programs and activities except as described below or otherwise governed by applicable law. The student must have their animal on a leash whenever the animal is outside of the residence. The animal owner is required to properly dispose of solid waste with a pooper scooper and plastic bag and dispose of the excrement in a dumpster. The Custodial staff will not be responsible for cleaning any excrement.

### **Animal Liability**

The University shall not, under any circumstances, be held liable for any personal injury or damages caused by your animal. You hereby agree to indemnify and hold Texas Lutheran University harmless from all property or injuries to persons caused wholly or in part by, or resulting from your animal which will be living with you in your assigned TLU residence. Students who have service animals are responsible for the safety and security of their animals in all circumstances. TLU personnel and/or other TLU students shall not be required to provide food, care or any additional space for the service animal. This includes, but is not limited to, removing the animal during an emergency evacuation for events such as fire alarm. Emergency personnel will determine if conditions are such that the animal can be removed safely. The University suggests that the student purchase rental insurance for any injury or damages caused by your animal.

### **Areas Off Limits to Service Animals**

Texas Lutheran may restrict the use of service animals in certain locations. Service animals may be restricted when their presence would fundamentally alter the nature of the service, program, or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by the Director of Counseling and Disability Services in consultation with the Dean's Office, instructor, or other appropriate personnel. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

### **Removal of Service Animal**

The University may remove a service or emotional support animal for the following reasons:

- Poses a direct threat to the health or safety of others
- Is unruly or disruptive (barking, jumping up on people, running around)
- In ill health
- Abuse or neglect of the animal (not being fed or watered, physically mistreated)
- Excessively unclean (e.g., flea-infested, foul-smelling, shedding excessively)
- Exhibits aggressive behavior

If suspension of animal owning privileges is implemented, the student will need to find an immediate alternative placement of the animal. The resident is responsible for the removal of the animal, if the student refuses TLU will contact Animal Control.

### **Conflicting Disabilities**

Residence Life will make a reasonable effort (e.g., email to students stating an animal in building) to notify residents in the residence building where the animal will be located.

Students with medical condition(s) who are affected by animals (respiratory diseases, asthma, severe allergies) are asked to contact Residence Life and/or the Director of Counseling and Disability Services if they have a health or safety related concern about exposure to an animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

Residence Life will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. The TLU University Student Health Center may be used as a resource for information on health issues.

**Questions**

Questions or concerns related to this policy should be addressed to the Director of Counseling and Disability Services:

Texas Lutheran University  
Office of Disability Services  
1000 W. Court St. Seguin, Texas 78155  
(830) 372-8009 or (830) 372-8136 fax

## **Arrest Policy**

Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Dean of Students Office within 72 hours of release will result in a disciplinary hearing.

Students are responsible to civil authorities for any violation of civil law, which includes local, state and federal laws. When civil law has been violated, the university may take disciplinary action when it is determined that the university's principles or interests have been compromised as well. If a student commits a felony on the campus, the university reserves the right to take disciplinary action if its own interests are affected. This may be in addition to whatever actions are taken by civil authorities. The university does not attempt to protect the student from the law by substituting its own disciplinary action for that of the states. Law enforcement officials are notified whenever evidence of a possible violation of civil law has been found.



## **Bullying and Cyberbullying Policy**

Bullying and cyberbullying are repeated and/or severe, aggressive behaviors that are intended to intimidate, harm or control another person physically or emotionally, or that result in such intimidation, harm or control. Bullying and cyberbullying are not protected by freedom of expression.

Cyberbullying means engaging in a course of conduct to communicate or cause to be communicated, words, images, or language by or through the use of a computer, electronic mail, or electronic communication; directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. This includes online harassment as defined by sections 33.07 and 42.07 of the laws of the State of Texas.

## **Bystander Policy**

Complicity with or failure of any student and/or organized group to appropriately address known or obvious violations of the Student Code of Conduct or of the law.

## **Careless Conduct Policy**

Careless conduct which, by its nature, creates an unnecessary risk of physical harm including but not limited to:

1. Riding on the top of an elevator
2. Climbing or rappelling from walls or other physical structures
3. Unauthorized entry into the campus steam tunnels, air handling ducts, plumbing, electrical, or other utilities conduit systems
4. Unauthorized access to rooftops, closed sections of buildings, or other restricted access areas
5. Failure to obey posted traffic control signs when operating a motor vehicle on campus
6. Class and/or lab behavior which endangers self or others

**Collusion Policy**

Action or inaction with another or others to violate the student code of conduct.

## Computing & Telecommunications Policy

### PURPOSE

Texas Lutheran University provides a computing environment within constraints of budget, security and appropriate use considerations that promote the goals and objectives of the university. This policy applies to anyone who uses the university's computers and networks, and it articulates the standards of acceptable use that are expected of all users.

### POLICY

Vice President of Academic Affairs is responsible for administering this policy, and for making referrals to appropriate administrative offices for disciplinary action. Any exception to the policy must be approved in writing by the Vice President of Academic Affairs.

A. Texas Lutheran University does not guarantee privacy of files stored on campus computers or on a connection to the campus network. The university reserves the right to regulate all activity that occurs on the university network or on any other computer-based system, device owned, ~~or~~ leased or otherwise approved by the university. Policies include, but are not limited to, the following:

1. Anyone who uses the campus computing environment must have appropriate status (e.g., staff, faculty, emeritus faculty and current students) and must have an established account authorized by the TLU Information Technology Department. Guest access to campus IT resources is permitted provided there is a TLU sponsor (the IT help desk will create temporary accounts)
2. Anyone violating university policy should expect any or all of the following disciplinary actions:
  - a. Restriction or suspension of access privileges.
  - b. Referral to the appropriate disciplinary body of the university.
  - c. Referral to the appropriate local, state or federal authority for legal prosecution.
3. Material (software, hardware or data) that is found to be in violation of this policy may be banned and removed from the university computing environment.
4. University system administrators may monitor activity and information on the university network to ensure compliance with this policy.

B. Users must not engage in activity outside the limits of access that have been authorized for them. This includes but is not limited to:

1. Performing an unauthorized act that impedes the ability of someone else to do his/her work. Examples include but are not limited to:
  - a. Tampering with any transmission medium or hardware device, or connecting any unauthorized device or computer to the university network. Examples include but are not limited to:
    - a. Routers
    - b. wireless routers or access points
    - c. network switches
    - d. Unregistered gaming devices etc.
    - e. IP phone systems
    - f. Any IP enabled "Internet-of-Things" device
  - b. Intentionally propagating a software virus.

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- c. Damaging or destroying data owned by the university or someone else.
  - d. Modifying any disk or software directory provided by the University for any type of special use.
  - e. Performing an unauthorized act that places an unnecessary load on a shared computer or the university network.
2. Attempting to circumvent protection schemes for access to data or systems, or otherwise uncover security loopholes.
  3. Gaining or granting unauthorized access to computers, devices, software or data. This includes, but is not limited to:
    - a. Admitting someone into a locked facility, or unlocking any facility that is normally locked, without permission.
    - b. Permitting or providing account credentials (username and password), including one's own, in a way that allows unauthorized access to or undue use of computing resources.
  4. Use of computing facilities for private gain, profit not associated with university business, or excessive recreational purposes. Examples include but are not limited to:
    - a. Broadcasting personal messages to large segments of users for advertising or political purposes.
    - b. Use of university facilities for non-TLU business activities.
    - c. Pranks or chain messages.
    - d. Excessive personal use of bandwidth (personal video conferencing, online gaming, etc.)

Incidental personal use of the university's computing resources for occasional e-mail messages, web research, looking up stock quotes, etc. is permissible.

5. Those using computing equipment for purposes other than class work must relinquish the use of the equipment to those performing class-related work, if requested.

C. Users must abide by all applicable laws or government regulations and operate within the limits articulated by the University for ethical and moral behavior. Examples include but are not limited to:

1. Using any material in violation of any software licensing agreement or copyright law.
2. Using software or data that infringes on the rights of others. Examples might include the production or propagation of material that is abusive, profane or sexually, racially or religiously offensive; or material that may injure or harass someone else, or lead to a lawsuit or criminal charges. This policy also applies to any user who engages in social media activity on any digital equipment that references or refers to TLU, its policies or its community members.
3. Using a university equipment or network infrastructure to access off-campus resources (including materials on the Internet) in a manner that is in violation of the ethical or moral standards of the university, as stated in the Student Handbook, Faculty Manual, and Administrative Staff Personnel Handbook.

4. Monitoring someone else's data communications, or otherwise reading, copying, changing or deleting files or software without proper permission of the owner. Students taking courses that require work with computers may be asked to sign a form allowing instructors and/or graders to have access to their files for instructional purposes.

Policy revisions reviewed and endorsed by the Information Technology Committee on April 4<sup>th</sup>, 2017

Policy revisions endorsed by the Information Technology Committee on February 10<sup>th</sup>, 2014, and approved by the President's Cabinet – June 3<sup>rd</sup>, 2014

Policy reviewed and endorsed by the Information Technology Committee on April 10<sup>th</sup>, 2013

Policy revisions endorsed by the Information Technology Committee on April 29<sup>th</sup>, 2011, and approved by President's Cabinet – May 2, 2011

Policy revisions endorsed by the Information Technology Committee on November 28<sup>th</sup>, 2007, and approved by President's Cabinet - February 5, 2008

Policy revisions endorsed by the Information Technology Committee on March 7, 2003 and approved by President's Cabinet - March 24, 2003

Policy revisions endorsed by the Information Technology Committee on April 16, 1999 and approved by President's Council - April 1999

Original policy endorsed by the Information Technology Committee on December 10, 1997 and approved by President's Council - January 1998





## **Consensual Relationships Policy**

Texas Lutheran University is committed to the principle that a positive learning environment is fostered by professionalism, respect, and trust. Students must encounter a university community that is free from exploitation, harassment, or discrimination of any kind (affirmed by American Association of University Professors' Code of Professional Ethics). To this end, Texas Lutheran University deems unethical and inappropriate, amorous relationships, consensual or otherwise, between university employees and students. The university reserves the right to take disciplinary action, including termination, against any employee who engages in such a relationship.

## **Damage and Destruction Policy**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, university property or the property of another resident or guest. Students will be held responsible for the restitution of any damages they, or their guests, cause. Students may also face disciplinary action.

Students may be held accountable for damages associated with the property of other students or university property. Students may be held responsible for damages they cause intentionally or accidentally. For example, this could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system. If your negligence results in damage to the property of others or to the university, you may be held responsible for the subsequent damages. A \$50.00 administrative fee will be assessed in addition to the actual damage, cleaning charges, etc.

## **Discrimination Policy**

Texas Lutheran University (TLU) prohibits discrimination based on age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation in employment, education programs, and activities both on and off campus. This policy applies to all students and employees and to conduct on school grounds, off campus, at school-sponsored activities, and through technology resources, including those provided by or used at TLU.

TLU will provide reasonable accommodations for students, staff and faculty with disabilities when such accommodations do not impose an undue hardship on the institution.

## **Dishonesty Policy**

Any form of dishonesty is a violation of personal integrity and unworthy of an academic community. Such dishonesty includes cheating; lying; plagiarism; forgery; falsification of university records; supplying false information; unauthorized possession of university property; unauthorized possession and/or publication of university lists, records, or information protected through confidentiality agreements and/or laws; unauthorized entry into facilities; the misuse of student identification cards; misrepresentation of one's self. Violations of this policy will result in disciplinary action and may result in suspension or expulsion from the university.

## **Disruptive Behavior Policy**

Substantial disruption of TLU operations including obstruction of teaching, research, administration, other TLU activities, and/or other authorized non-university activities which occur on campus. Students have the right to freedom of speech, including the right to dissent or protest, but this expression may not interfere with the rights of others or disrupt the university's activities. Prohibited behavior includes: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises or is directed toward community members by any means including use of telephone, computer, or some other medium.

## **Disruptive Classroom Conduct Policy**

The classroom is the heart of the educational experience at TLU because it provides a formal setting for important exchanges among students and faculty. TLU affirms the rights of all students and their faculty to an environment that is conducive to teaching and learning. Therefore, the university does not condone behavior that, in the judgment of the instructor and/or the university interrupts, obstructs, or inhibits the teaching and learning process. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program based requirements or related activities. Disruptive behavior may include, but is not limited to, verbal attacks, intimidating, shouting, inappropriate gestures, attending class under the influence of drugs or alcohol, unauthorized use of electronic devices, consistently coming to class late or leaving early, sleeping during class, threatening or harassing comments, bullying, profanity, incessantly whispering/talking in class, or other similarly intrusive or disrespectful behavior. Disruptive behavior may also include other behavior that appears attention seeking in nature, monopolizing of class time, interrupting the instructor or classmates, or creating an uncomfortable class environment for other students. Students who engage in behavior that results in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period.

Ongoing disruptive behavior may result in the student being dropped from the course with a grade of "W." The faculty member must have the department chair (or Vice President of Academic Affairs if the faculty member is the department chair) approve the "W" form and submit the form to the Registration and Records Office. The student will be notified by the Registration and Records Office that they have been dropped from the class and may no longer attend. It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with the instructor is not in itself disruptive behavior.

## Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students of Texas Lutheran University are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on Texas Lutheran University property or as part of any TLU-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on Texas Lutheran University property or at TLU-sponsored activities.

Texas Lutheran University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students through the TLU Counseling and Disability Services. Other resources may include assessment, individual counseling, educational programs, materials, and referral to community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by the TLU Police Department in order to ensure the student's health and safety and/or a disciplinary complaint for disorderly conduct and/or failure to comply.

The following sections describe Texas Lutheran University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off TLU property or at TLU-sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal or synthetic drug (i.e. Spice, K2, Bath Salts, etc.).
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for Texas Lutheran University in addressing drug-related offenses which occur on or off campus. Moreover, it permits TLU to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students. In addition to university-imposed sanctions, students are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

### Parental Notification Policy

Texas Lutheran University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships, and ultimately, their future.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Vice President and Dean of Students (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the university alcohol and drug policy.



## Risks of Drug Use

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

### ***Marijuana...It Can Leave You Breathless! (Texas Commission on Alcohol and Drug Abuse)***

- a. Marijuana contains over 400 different chemicals including THC.
- b. "THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days."
- c. Marijuana use...
  1. Slows reaction time;
  2. Impairs thinking;
  3. Interferes with coordination;
  4. Impairs comprehension skills;
  5. Impairs mathematical skills;
  6. Impairs reading skills;
  7. Impairs verbal skills; and
  8. Can lead to psychological dependency.
- d. Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.
- e. Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.
- f. Regular use of marijuana can affect fertility in males as it can suppress testosterone production.

### ***Drugs & Pregnancy...No Way to Start a Life! and Drug Abuse & Pregnancy (Texas Commission on Alcohol and Drug Abuse)***

- a. The use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.
- b. Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the 'high,' accumulates in the mother's milk and transfers to nursing infants where it could cause harm to the baby's development.
- c. The use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.
- d. Nursing babies of cocaine abusers can also receive doses of cocaine through their mother's milk.
- e. Mental retardation and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.



- f. The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.
- g. Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness [tremors], sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.

***Inhalants...Deadly Fumes! (Texas Commission on Alcohol and Drug Abuse)***

- a. Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considered inhalants.
- b. The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory.
- c. Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.
- d. Inhalant abuse can cause permanent brain, liver, heart and lung damage.

***Amphetamines...A Dead End Street! (Texas Commission on Alcohol and Drug Abuse)***

- a. Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.
- b. The term amphetamine refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.
- c. Street names for amphetamines include: speed, white crosses, uppers, and crystal.
- d. Health risks associated with amphetamine use:
  - 1. Brain Damage;
  - 2. Skin Disorders;
  - 3. Lung Disease;
  - 4. Delusions;
  - 5. Paranoia;
  - 6. Malnutrition;
  - 7. Ulcers;
  - 8. Heart Disease; and
  - 9. Hallucinations.

***Steroids (Texas Commission on Alcohol and Drug Abuse)***

- a. Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids.
- b. A partial list of the adverse side-effects experienced by male users includes:
  - 1. Enlarged breasts;
  - 2. Permanent premature hair loss;
  - 3. Shrinkage of the testicles;
  - 4. Risk of heart and blood vessel disease; and
  - 5. Sterility.
- c. A partial list of the adverse side-effects experienced by female users includes:
  - 1. Male-sounding voice;
  - 2. Growth of permanent facial hair;
  - 3. Reduction in breast size;

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4. Male-like muscle growth;
  5. Increased sex drive; and
  6. Permanent sterility.
- d. A partial list of the adverse side-effects shared by male and female users includes:
1. Pimples & skin blemishes;
  2. Inability to release body heat through sweating;
  3. Abnormal blood clotting;
  4. Unusually aggressive behavior;
  5. Violent rages;
  6. High blood pressure;
  7. Liver dysfunction;
  8. Depression and frustration;
  9. Drug dependency; and
  10. Liver cancer.

## **Failure to Comply Policy**

All students must comply with reasonable directives of TLU officials or law enforcement officers during the performance of their duties, and/or identify themselves to these persons when requested to do so. Failure to observe this policy may result in disciplinary action.

## **False Reports Policy**

Making a false threat at any Texas higher education institution is now considered a state jail felony, not a Class A Misdemeanor, according to a new law passed this summer by the Texas Legislature. House Bill 1284 was enacted in response to several threats this past year at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

The Texas bill relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

TLU students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the university's disciplinary committee can address.

## **Falsification Policy**

A student is prohibited from knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

## **Financial Responsibility Policy**

Students must meet all of their financial obligations to the university in accordance with the payment deadlines established by the Business Office. All charges assessed to the student's account are ultimately the students' responsibility. A student who is delinquent in any financial obligation to TLU may be subject to exclusion from any or all of the privileges as a student of the university. Graduation may be denied, and his/her academic record will not be released until the outstanding balance is paid in full. If the student defaults on payments, TLU may disclose this fact, along with other relevant information, to various credit bureau organizations. Should the student's account become delinquent, the student is liable for all attorney fees and other reasonable collections costs and charges necessary for the collection of any outstanding amount due.

Failure to promptly meet financial responsibilities to the institution, including but not limited to, knowingly passing a worthless check, money order or other monetary transaction in payment to the institution or to an official of the institution acting in an official capacity will result in disciplinary action.

## **Fire Safety Policy**

Due to the extreme dangers presented by fire hazards in student rooms, the university will continually monitor all living areas through Residence Life staff visits and formal, announced inspections by representatives of the Residence Life staff. Each semester one drill is performed per residence hall. These drills are completed within 30 days of the semester beginning.

Fire extinguishers, smoke and heat detectors, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused. State and Federal laws require stiff penalties for the abuse of these items. All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site.

Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

### **Evacuation**

If you are in the building when an alarm goes off, please contact the Texas Lutheran University Campus Police Department at 372-8000 or call 911. All people must clear the building and be at least 100 feet away. Each residential building or group of buildings has a designated area to report to so Residence Life staff can take roll.

- Knutson Hall and Hahn Hall goes to grass area near Hein Dining Hall patio
- Centennial Hall goes across the sidewalk toward South Apartments
- Seguin Hall goes to the Nursing building on the East side of the building
- Baldus, Clifton, and Trinity Halls go to the Chapel lawn
- Linne, Renger, and Strunk Apartments go to the soccer field
- Brandes, Kramer, Lange, and Steger Apartments go to the area across the parking lot toward Seguin Hall
- Bogisch Apartment will evacuate across the street to the Fritz House
- Glazener Apartment will evacuate across the street to the grass by the Fine Arts Building

### **Fire Alarms**

All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site. Failure to evacuate a building during a fire alarm will result in disciplinary action. The setting of false fire alarms and/or the improper and unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

### **Fire Exits**

Fire exits may be used only in cases of emergency. Use of fire exits at any other time will result in disciplinary action, including fines.

### **Fire Equipment, Alarms and Extinguishers**

Tampering with fire protection equipment and systems is a felony punishable by fine and/or imprisonment. Violators may also face prosecution, suspension, and/or expulsion from the university. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be disabling smoke detectors will be subject to fines and disciplinary sanctions.

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### Prohibited Cooking Devices

- Electric skillets, broilers, toaster ovens and anything with an open flame or exposed heating coil
- Cooking is not allowed in residence hall or suite rooms, or in areas other than the kitchens of apartments or the community kitchens in designated residence halls

### Prohibited Room Heating Devices

Room heating devices not issued by the Residence Life or Facilities Maintenance is prohibited in all housing areas. This includes all space heaters.

### Prohibited Decorations

- Oil lamps, candles, and incense are expressly prohibited in all residence areas.
- Large flags, fish netting, tapestries, or large cloth hangings are not permitted on walls.
- Do not attach anything to the ceiling light fixture or ceiling mounted sprinklers and/or smoke detectors.

### Prohibited Items

- No flammable liquids such as paint thinner, oil-based paint, dry cleaning fluid, etc. shall be stored in any resident rooms or areas not specifically approved for such storage.
- No motorcycle, moped, or gasoline engine shall be permitted within any residence building.
- Fireworks and sparklers are prohibited in all residence halls, apartments, or suites.
- Barbecue grills are not allowed in or on apartment facilities (including balconies and patios). However, there are some built-in barbecue pits around campus for public use.
- Extension cords (only surge protectors are permitted).
- Halogen lamps
- Incense
- Candles with wicks are strictly prohibited in residence halls and apartments. Removing the wick is permitted. The use of Scentsy products is permitted.



## **Fireworks and Hazardous Substances Policy**

Possession and/or use of fireworks (including sparklers), or explosives of any kind is prohibited on campus. Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) and other hazardous chemicals are prohibited on campus (except by authorized personnel such as Maintenance).

## **Gambling Policy**

Students are expected to abide by the federal laws and the laws of Texas prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at university-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any university athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

## **Harassment Policy**

The university will not tolerate any form of harassment which is considered any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. The term harassment includes, but is not limited to, slurs, jokes, or unwelcome verbal, written, graphic, electronic or physical conduct. Violations of this policy will result in disciplinary action and may result in suspension or expulsion. Please refer to the Student Code of Conduct section for more information.

## **Harm to Persons Policy**

Intentionally or recklessly causing physical harm or endangering the health or safety of any person. . A violation may include physical abuse, threats, intimidation, and/or other conduct which threatens or endangers the health or safety of any person, including one's self.

## Hazing Policy

All acts of hazing, as defined by this policy, by any individual student or sanctioned or promoted by any Texas Lutheran University registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the university community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the university. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

### Examples:

- a. Ella was inducted into an unrecognized club that was made up of some members of the university marching band. As part of the induction activities, Ella was asked to do calisthenics half-naked in extreme heat at the request of club leaders. Ella was told she did not have to do them, but that all members did them and it improved their on-field stamina. Ella voluntarily engaged in the calisthenics. This type of behavior violates the hazing policy, regardless of the "voluntariness" of Ella's decision.
  
- b. Rick joined Omega Pi Lambda, a fraternity. His pledge class took an oath not to haze, and was repeatedly warned of the fraternity's anti-hazing policy by current members. Rick's pledge class had heard of the long history of hazing that had gone on in their fraternity before they joined, and they felt like they were missing out. All the members had earned their stripes, but Rick's class was under new rules. They wanted to prove themselves to their brothers, so one night Rick and his pledge class secretly invaded Rho Mu Alpha, and stole their flag. The following Sunday, in a solemn presentation, Rick and his cohorts presented the flag of their rival to their chapter leaders, who accepted it with honor and much conversation about how the covert mission was accomplished. The leaders of Omega Pi Lambda faced accusations of violating the university's abusive affiliation policy. They argued that they did not take the flag, and expressly told the new initiates not to haze. *The university found them in violation for encouraging the activity by accepting the flag, glamorizing its theft, and failing to report the behavior to university officials once they were aware of it.*

For the community's information, below is part of the Texas Hazing law:

**Texas Hazing Laws**

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

**Texas Education Code, Chapter 37:**

**SUBCHAPTER F. HAZING**

**Sec. 37.151. DEFINITIONS. In this subchapter:**

- (1) "Educational institution" includes a public or private high school.
- (2) "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) "Pledging" means any action or activity related to becoming a member of an organization.
- (4) "Student" means any person who:
  - (A) is registered in or in attendance at an educational institution;
  - (B) has been accepted for admission at the educational institution where the hazing incident occurs; or

(C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

(5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

(6) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

(A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) any activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Penal Code; or

(E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:

- o A drug; or
- o An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

**Sec. 37.152. PERSONAL HAZING OFFENSE.**

(a) A person commits an offense if the person:

- (1) engages in hazing;
- (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) recklessly permits hazing to occur; or
- (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

(b) The offense of failing to report is a Class B misdemeanor.

(c) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

(d) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

(e) Any other offense under this section that causes the death of another is a state jail felony.

(f) Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

**Sec. 37.153. ORGANIZATION HAZING OFFENSE.** (a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by:

- (1) a fine of not less than \$5,000 nor more than \$10,000; or

(2) if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

**Sec. 37.154. CONSENT NOT A DEFENSE.** It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

**Sec. 37.155. IMMUNITY FROM PROSECUTION OR CIVIL LIABILITY**

**AVAILABLE.** (a) In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. (b) Any person who voluntarily reports a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:

- Reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and
- as determined by the dean of students or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

(c) Immunity under Subsection (b) extends to participation in any judicial proceeding resulting from the report. (d) A person is not immune under Subsection (b) if the person:

- (1) reports the person's own act of hazing; or
- (2) reports an incident of hazing in bad faith or with malice.

**Sec. 37.156. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS.** This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

**Sec. 37.157. REPORTING BY MEDICAL AUTHORITIES.** A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:

- (1) may report the suspected hazing activities to police or other law enforcement officials; and
- (2) is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

**Sec. 37.158. VENUE**

- (a) In this section, "prosecuting attorney" means a county attorney, district attorney, or criminal district attorney.
- (b) An offense under this subchapter may be prosecuted:
  1. In any consent required by Subsection (c) is provided, in a county in which the offense may be prosecuted under other law: or
  2. If the consent, required by Subsection (c) is provided, in a county, other than a county described by Subdivision (1), in which is located the educational institution campus at which a victim of the offense is enrolled.

**Texas Education Code, Chapter 51:**  
**Subchapter Z. Miscellaneous Provisions**

**Sec. 51.936. HAZING.**

- (a) Subchapter F, Chapter 37, applies to a postsecondary educational institution under this section in the same manner as that subchapter applies to a public or private high school.
- (b) For purposes of this section, "postsecondary educational institution" means:
  - (1) an institution of higher education as defined by Section 61.003;
  - (2) a private or independent institution of higher education as defined by Section 61.003;

or

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(3) a private postsecondary educational institution as defined by Section 61.302.

(c) Not later than the 14<sup>th</sup> day before the first class day of each fall or spring semester, each postsecondary educational institution shall distribute to each student enrolled at the institution:

- (1) a summary of the provisions of Subchapter F, Chapter 37; and
- (2) a copy of, or an electronic link to a copy of, the report required under Subsection (c-1)

(c-1) Each postsecondary educational institution shall develop and post in a prominent location on the institution's Internet website a report on hazing committed on or off campus by an organization registered with or recognized by the institution. The report:

- (1) must include information regarding each disciplinary action taken by the institution against an organization for hazing, and each conviction of hazing under Section 37.153 by an organization, during the three years preceding the date on which the report is issued or updated, including:
  - a. the name of the organization disciplined or convicted:
    - i. the date on which the incident occurred or the citation was issued, if applicable;
    - ii. the date on which the institution's investigation into the incident, if any, was initiated;
    - iii. a general description of:
      - 1. the incident;
      - 2. the violations of the institution's code of conduct or the criminal charges, as applicable;
      - 3. the findings of the institution or court; and
      - 4. any sanctions imposed by the institution, or any fines imposed by the court, on the organization; and
    - iv. the date on which the institution's disciplinary process was resolved or on which the conviction became final;
  - b. must be updated to include information regarding each disciplinary process or conviction not later than the 30<sup>th</sup> day after the date of which the disciplinary process is resolved or the conviction becomes final, as applicable; and
  - c. may not include personally identifiable student information and must comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C Section 1232g).

(c-2) Each postsecondary educational institution shall provide to each student who attends the institution's student orientation a notice regarding the nature and availability of the report required under Subsection (c-1), including the report's Internet website address.

(d) If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Subchapter F, Chapter 37, in each edition of the publication.

(e) Section 1.001(a) does not limit the application of this section to postsecondary educational institutions supported in whole or in part by state tax funds.

Copies of the entire hazing law enacted by the Texas legislature may be viewed in its entirety at the "[Texas Legislature Online](http://www.legis.state.tx.us/)" Web site at: <http://www.legis.state.tx.us/> and select the "Statute" search. Information about hazing may be found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936. Official Directives

If asked to report to a university official, a student is expected to respond immediately. When asked, students are expected to identify themselves through the presentation of their TLU ID card, to leave a crowd, or to respond to any reasonable directive of university personnel acting in an official capacity. university personnel are all regular employees of TLU including student staff members such as resident assistants.



## **Health and Safety Policy**

During each semester, preventative safety inspections are scheduled for each student room/apartment. During these inspections, Residence Life staff enters the students' rooms/apartments and looks for items or conditions that might pose safety or health hazards to students or the university. Inspections are conducted by two Resident Assistants assigned to the specific area. The inspections are conducted at least two times (one before fall/spring breaks and one after fall/spring breaks) but no more than one per month during the semester. Notices are posted at least 48 hours prior to the first day of inspections. If a resident is not present during a health and safety inspection, the Residence Life staff will proceed with the inspection. An inspection receipt will be completed and left in all rooms that do not meet TLU standards. It is important to note Health and Safety Inspections are different than a Room Search.

## **Hoverboard Policy**

Due to safety concerns associated with hoverboards that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our community, Texas Lutheran University has decided to institute a temporary ban on these devices. Effective immediately, and until further notice, hoverboards, also known as self-balancing scooters and hands-free segways will not be permitted on campus or in any TLU building.

## **Ineligible Pledging or Association Policy**

Pledging, underground pledging, or associating with a student organization without having met eligibility requirements established by the university.

## **Obstruction Policy**

Action that impedes or interferes with the freedom of movement of a person or thing within a building, office, room, suite, or pedestrian or vehicle on campus.

Disruptive or coercive actions and interference with the normal activities of the university are treated as serious violations of this policy.

## **Parking and Streets Policy**

Students are to follow all parking and street regulations. For parking locations and information, go to: <https://map.concept3d.com/?id=1192#!ct/0>. Tickets will be issued and fines assessed as appropriate, especially for parking in restricted areas or specially designated parking spaces (i.e. handicap, university-owned, or area coordinator spaces). **Resident and commuter students are all required to have a current academic year (August 1 through July 31) parking permit displayed.** Individuals should park only in parking lots designated by their permits. Individuals who accrue three or more tickets are subject to get their vehicle booted. The boot will not be removed until the student takes care of any outstanding parking violation fines. The university reserves the right to revoke parking privileges and to enforce towing policies for violations of the parking policy. (For questions regarding Students with Disabilities parking, see [Accommodations for Students with Disabilities section](#).)

## **Personal Behavior Policy**

Disciplinary action is taken for personal conduct which is considered (a) indecent, lewd, or obscene, (b) dangerous to the physical or mental well-being of themselves or others, (c) destructive to property, (d) malicious, mischievous, or disruptive in nature, (e) lacking in respect for the rights and dignity of others, and/or (f) in violation of civil law.

Individuals who are present in their own or any other residence hall room or area where university policies are being violated are subject to the same disciplinary action as the host of that room and/or the sponsor of the event.

## Pregnant and Parenting Students

### **Purpose:**

To describe the university's commitment to provide a supportive learning environment for pregnant and parenting students.

### **Additional Authority:**

- Title IX of the Education Amendment of 1972
- University Policy on Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

### **Scope:**

This policy applies to those seeking admission, currently admitted and those students enrolled at the university.

### **Definitions:**

#### Pregnant or Parenting Student

For the purpose of this policy, pregnant or parenting student refers to those applying for admission, admitted, or enrolled in classes who have a qualifying condition.

#### Medically Necessary Leave of Absence

An absence from the classroom or extracurricular activities because of a qualifying condition and deemed necessary and documented by an appropriate health care professional.

#### Qualifying Condition

Conditions covered by this policy are pregnancy, complications related to pregnancy, false pregnancy, termination of pregnancy, childbirth, and recovery from any of these conditions.

### 5. Policy Statement

The university seeks to treat all students equitably, regardless of their actual or potential parental or familial status. It is the policy of the university to provide appropriate, reasonable adjustments to educational programs and activities to support pregnant students.

This policy establishes a process for pregnant and parenting students to request and obtain adjustments to educational programs and activities allowing them to continue their education at the university.

### 6. Requests for Adjustments for Pregnant and Parenting Students

A student in need of an educational adjustment should submit a request, with appropriate supporting documentation, to the Dean of Students Office. If a student is unable to submit a request because of their condition, an appropriate representative of the student may contact the Dean of Students Office on their behalf and the student may confirm the request when they become able to do so.

In the event the Dean of Students Office receives a request for adjustment that may be covered by Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, the request will be forwarded to the Office of Counseling and Disability Services.

### 7. Medically Necessary Leave of Absence

An educational adjustment under this policy may include an excused leave of absence for as long as medically necessary. To request a leave of absence and accompanying academic adjustments under this policy, a student should follow the request procedure outlined above.

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- d. If reasonable, a student will be given extra time to make up course work and tests missed during the leave of absence. Whether or not it is reasonable to grant a student extra time to make up course work and tests missed will be determined by the Director of Counseling and Disability Services, appropriate faculty members, and the department chair. This determination will be based on, among other things, the length of the absence requested and the ability of the student to complete coursework outside of the classroom.
  - e. If it is unreasonable for a student to receive extra time to complete a course, the student will be given the option to withdraw from the class without penalty.
  - f. Pregnant or parenting students who must take a medically necessary extended leave of absence (generally no longer than 180 days) shall be allowed to return to the same academic and extracurricular status as before the leave began.
8. Reporting Harassment or Discrimination Due to a Qualifying Condition
- Texas Lutheran University prohibits discrimination and harassment on the basis of sex. Pregnant or parenting students who believe they have been discriminated against or harassed because of a qualifying condition may file a complaint with the Director of Title IX Services. Complaints of discrimination or harassment under this policy will be processed in accordance with university policy on Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence, and Stalking.



## **Public Exposure Policy**

Includes but is not limited to deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

## **Recognized Student Organization Conduct Policy**

Sororities, fraternities, athletic teams, and recognized student organizations shall comply with the same standards of conduct for students and with university policies. When a member or members violates the standards of conduct for students, the organization and/or individual members may be subject to appropriate sanctions.

## **Retaliatory Discrimination or Harassment Policy**

Adverse educational or employment consequences, including workplace conduct or other conduct that adversely affects the academic, employment or other institutional status of a student or employee of the university, visitor, applicant for admission to or employment with the university, because an individual has brought a complaint under the discrimination or harassment policy, opposed an unlawful practice, participated in an investigation, or requested accommodations.

Examples of retaliation include but are not limited to: unfair grades, denial of promotion, non-selection/refusal to hire, denial of job benefits, demotion, suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter a reasonable student or employee from pursuing his or her rights. Retaliation is strictly prohibited.

## **Rioting Policy**

Causing, inciting, or participating in any disturbances that present a clear and present danger to self or others, causes physical harm to others, or damages and/or causes destruction of property.

## **Sales and Solicitation Policy**

Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in university buildings unless written permission has been granted by the Dean of Students (or designee). Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the university community on campus without prior approval from the Dean of Students (or designee).

Posters, flyers and other event advertisements pertaining to sales and solicitation for funds, sales or subscriptions must be approved by the Office of the Dean of Students (or designee) prior to posting or distribution.

The sale of merchandise, or publications or service on university property, other than by contracted vendors, authorized stores, restaurants, departments or divisions of the university, is likewise prohibited except upon written permission of the Dean of Students (or designee).

## **Student Elections Policy**

TLU Student Government Association outlines campaigning guidelines and handles minor violations including appeals within the election of any university-recognized student organization in addition to referendum placed on ballots for student vote.

## **Student Organization Non-Compliant Policy**

A student organization found responsible for code of conduct violation(s) through the TLU disciplinary process as outlined in the TLU Student Handbook, will be required to complete all sanctions by the specified due date. Individual organization members who do not complete the sanctions by the due date will be placed on an inactive member status until completed. Continued non-compliance may result in permanent removal from membership of the organization.

Underground membership allowed to any inactive or removed member for non-compliance will result in a return to the disciplinary system for the student organization.

It is the organizations responsibility to create a healthy environment within the group, holding all members accountable to the rules and regulations of the TLU Student Code of Conduct and the organizations constitution.

## **Theft Policy**

Individuals found to have attempted or completed theft of property or who are in unauthorized possession will be subject to disciplinary and possibly criminal charges.



## **Threatening Behaviors Policy**

- a. Threat. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b. Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

## **Tobacco Use Policy**

### **Policy:**

Texas Lutheran University recognizes its social responsibility to promote the health, well-being, and safety of TLU students, faculty, staff and visitors. For this reason, TLU has adopted a tobacco use policy. Smoking and the use of tobacco or tobacco products will be prohibited in and on all University-Owned and leased property to include buildings, grounds, athletic fields and facilities, resident and housing areas, green space, sidewalks and walkways (with exceptions delineated below).

TLU also supports the NCAA tobacco rules prohibiting the use of any tobacco product by all game personnel\* and all student-athletes\*\* during practice and competition.

Sale, distribution, marketing, promotion and/or advertisement of tobacco products prohibited on campus.

### **Definitions:**

Tobacco – Any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes (electronic nicotine delivery systems), cigars, cigarillos, pipes, hookahs; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus.

University Owned and Leased Property-real estate, land, buildings, facilities and green space that the University has a legal title of ownership, a contract to use, a lease to occupy, or a right to exercise control over in order to conduct University business, including all University owned vehicles.

### **Exceptions:**

Smoking and tobacco use will be allowed inside of one's personal vehicle, in parking lots, and in non-student rental housing.

### **Enforcement:**

It is the shared responsibility of all members of the campus community to respect and abide by this University policy.

### **Signage:**

No Smoking/No Tobacco Use signs will be posted at the entrances to all University owned/leased properties.

**Cessation Support:** Quitline # 1-800-QUIT-NOW for free cessation resources and counseling.

\* NCAA Bylaw 11.1.5 Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.

\*\* NCAA Bylaw 17.1.8 Use of Tobacco Products

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco during a practice or competition shall be disqualified for the remainder of that practice or competition.

## **Trademark Policy**

Unauthorized or inappropriate use of the university name or logo, or the names or likenesses of identifiable organizations or features of Texas Lutheran University. These include, but are not limited to, the names or logos of university athletic teams or organizations; recognized student organizations, residence halls and other campus buildings; and images and descriptions from university publications.

Inappropriate use includes, but is not limited to:

- a. Use of university names and images for commercial purposes without permission.
- b. Use of university names and images not recognized by TLU.
- c. Use of university names and images in conjunction with activities not in accordance with TLU policies.

## **Unauthorized Access Policy**

Unauthorized access to any university building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any TLU building or failing to timely report a lost TLU ID card, or key.

## **Unauthorized Entry Policy**

Misuse of access privileges to TLU premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into and exit from a university building.

## **University Resources Policy**

It is illegal to possess or make copies of university keys for an unauthorized purpose. Unauthorized entry into or use of TLU buildings, facilities, equipment or resources is also prohibited. Violation of this policy will result in disciplinary action and possibly criminal charges.

## **Vandalism Policy**

The cornerstone of your community is you, and your responsibility to other students and yourself. All students are expected to help prevent and report vandalism, thereby supporting a safe and pleasant experience for all.

Students are expected to refrain from behavior which can damage to the belongings of others. Students will be billed for the costs of any vandalism which they cause, or is caused by their guests. Behavior coupled with substance use will also include mandatory substance counseling. Large scale, bias-motivated, or dangerous vandalism is antithetical to community or a violation of this policy will result in disciplinary action and possibly criminal charges.

## **Violation of Law Policy**

Students lose neither their rights nor their responsibilities of citizenship when they enroll in the university and are therefore expected to exercise mature conduct both on and off campus. Evidence of violation of federal, state or local law on (a) any university premises or at any university-sponsored or supervised activity that occurs off campus; and/or (b) is substantiated through the university's disciplinary process is a violation of the student code of conduct.

Students are responsible to civil authorities for any violation of civil law, which includes local, state and federal laws. When civil law has been violated, the university may take disciplinary action when it is determined that the university's principles or interests have been compromised as well. If a student commits a felony on the campus, the university reserves the right to take disciplinary action if its own interests are affected. This may be in addition to whatever actions are taken by civil authorities. The university does not attempt to protect the student from the law by substituting its own disciplinary action for that of the states. Law enforcement officials are notified whenever evidence of a possible violation of civil law has been found.



## **Weapons and Firearms Policy**

Possession or use of weapons or ammunition is not permitted on campus. Any object which could potentially inflict injury or cause harm when used in a threatening, careless, or aggressive manner and/or shoots a projectile will be considered a weapon. This includes, but is not limited to, firearms, rifles, gun replicas, stun guns, BB guns, paintball guns, bow and arrows, switch blades, razors, swords, knives (except a common pocket knife with a blade less than 3.5 inches in length), nun chucks, martial arts or medieval weapons, blow guns and sling shots. Incendiary and/or explosive devices, fireworks, including sparklers are also prohibited. However, any object used as a weapon will be considered a weapon.

Students who reside on campus that would like to transport their hunting and target firearms need to contact the TLU Police Department. The Police Department does not store any weapons for students.

The campus carry legislation, passed by the State of Texas during the 2015 legislative session allowing the carrying of concealed handguns on colleges and university campuses, included an “opt out” provision for private institutions. Texas Lutheran University, as a private institution, has chosen to “opt out” of this legislation and therefore prohibits the carrying of handguns on campus.

## **Wheeled Devices Policy**

Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside TLU buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities.

## **Student Financial Services Policies**

### **2020-21 Tuition & Fee Policy**

Some or all instruction for all or part of the 2020-21 academic year may be delivered remotely or in a hybrid format. Tuition and mandatory fees have been set regardless of the method of instruction and will not be modified or refunded in the event instruction occurs remotely or via a hybrid model for any part of the academic year.

We believe in the value of a Texas Lutheran University education and degree, whether in-person or remote, continues to greatly exceed tuition. Moreover, our costs to offer instruction, services, and infrastructure continue regardless of the method of instruction. We are also incurring additional costs for the actions we are taking to respond to the pandemic. As such, TLU does not refund tuition or fees because of changes to the method of instruction.

We continue to work with students and families who are in financial distress due to the coronavirus pandemic and encourage students to reach out if they need help. Please contact Student Financial Services for more information.

### **Tuition Refund Policy for Withdrawal or Dropping a Class**

Students who withdraw from the university are refunded a portion of their tuition, room, and board charges if they complete an official withdrawal form with all appropriate signatures and return it to the Office of Registration and Records during the refund period.

Reduction in charges for withdrawing from all classes during the fall or spring semester is based on the following schedule:

Prior to first day of class	100%
Prior to the sixth day of class	75%
Prior to the eleventh day of class	50%
Prior to the sixteenth day of class	25%
Sixteenth day of class and beyond	0%

Students who reduce the number of credit hours they are attempting are refunded a portion of their tuition if written notification is received prior to the 16th day of class. The refund is calculated as follows:

	Tuition based on old hours
Less:	Tuition based on new hours
Times:	% from schedule above based on date of credit hour reduction
Equals:	Tuition Refund

Class fees and Post-baccalaureate Teacher Certification fees are refunded at the same rate as the tuition schedule. Special fees are refundable prior to the first days of class.

### **Financial Responsibility Policy**

Students must meet all of their financial obligations to the university in accordance with the payment deadlines established by the Business Office. All charges assessed to the student's account are ultimately the students' responsibility. A student who is delinquent in any financial obligation to TLU may be subject to exclusion from any or all of the privileges as a student of the university. Graduation may be

## APPENDIX

denied, and his/her academic record will not be released until the outstanding balance is paid in full. If the student defaults on payments, TLU may disclose this fact, along with other relevant information, to various credit bureau organizations. Should the student's account become delinquent, the student is liable for all attorney fees and other reasonable collections costs and charges necessary for the collection of any outstanding amount due.

Failure to promptly meet financial responsibilities to the institution, including but not limited to knowingly passing a worthless check, money order or other monetary transaction in payment to the institution or to an official of the institution acting in an official capacity will result in disciplinary action.

**Updated Summer 2020**

