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Sul Ross State University reserves the right to change any or all of these regulations as necessary. All changes will be published in the University newspaper, *The Skyline*, and the Faculty/Staff Newsletter. The Sul Ross State University Parking and Traffic Rules and Regulations are subject to approval by the Board of Regents, Texas State University System.

UNIVERSITY POLICIES and PROCEDURES

ADDRESS CHANGE

Any student, who after registration changes his/her home or local address or telephone number, is expected to notify the [Center for Enrollment Services](#) in writing at once. The student is held responsible for any communication from any University office sent to him/her at the last address given to the Center for Enrollment Services.

ADMISSIONS STANDARDS AND REQUIREMENTS

Student admissions standards, entrance requirements, and degree qualifications shall be determined and prescribed by each University subject to the approval of the Board. Enrollment preference shall be given to residents of the State of Texas. The University shall implement the American College Testing Program, Scholastic Aptitude Test, and/or the College Entrance Examination Board testing program as appropriate to the University Mission for entering first-time students after approval of the program by the Board. No otherwise qualified applicant for enrollment shall be denied admission on the basis of sex, religion, race, color, national origin, age, disability, or other criteria prohibited by law.

Beginning Freshman

All beginning freshman must submit:

1. Application for Admission;
2. ACT or SAT score report;
3. Final official transcript indicating class rank, curriculum completed, and date of graduation.
4. Transcripts from any college attended.
5. Application fee
6. Proof of vaccination for bacterial meningitis

Transfer Students

All transfer students must submit:

1. Application for Admission;
2. Transcript from each college attended. Each transcript must be mailed directly to the office of Recruiting and Admissions from the registrar of the other college.
3. Application fee
4. Proof of vaccination for bacterial meningitis

Graduate and International Students

All students applying for graduate school must submit:

1. Application for Admission;
2. Transcript from each college attended and/or transcript with bachelor's degree posted.
3. Application fees of \$25; or \$50 for International students.
4. Financial statement; proof of insurance and immunization records for International student and TOEFL score.
5. Proof of vaccination for bacterial meningitis

ADVERTISING ALCOHOL BEVERAGES & SALES IN UNIVERSITY PUBLICATIONS POLICY

Since Sul Ross State University is committed to a safe and secure campus and to preparing students for a productive future, the University will strive to provide opportunities for learning and growth in an environment free from the abuse of alcohol and other drugs. As part of our commitment, Sul Ross is a member of The President's Leadership Group of The Center for College Health and Safety, funded by the Robert Wood Johnson Foundation. The primary goal of this prestigious group is to actively promote successful alcohol and other drug prevention efforts both on campus and in the larger community.

Sul Ross State University will accept advertising for the use and sale of alcoholic beverages when they are not prohibited by other organizations to which the University is subject and only when in the sole judgment of the University these advertisements do not promote excessive consumption but rather positively promote responsibility in the consumption of alcohol by University Community members. Advertisements will not be included in University publications or at University Sponsored events if the advertisements promote excessive consumption through such enticements as "happy hours," "ladies nights," "two-for-one promotions," etc. Further, all advertisements must promote responsibility in the use of alcohol through the advocacy of such activities as "designated drivers," "responsible consumption," etc., or the inclusion of educational materials related to alcohol consumption.

This policy covers all university publications such as the student newspaper, *The Skyline*, athletic programs and events where other guidelines are not more restrictive, signs at events and postings on University bulletin boards and any other media event sponsored by the University or one of its recognized groups or student organizations. Acceptance of paid advertisements for University events or publications shall require the written approval of the Dean of Students prior to acceptance and publication.

ALCOHOL and DRUG POLICY

Alcohol

"Minor in Possession," "Purchase of Alcohol by a Minor" and "Consumption of Alcohol by a Minor" have a minimum punishment of a fine of not less than \$25 nor more than \$200 and a maximum punishment for a subsequent offense of a fine of not less than \$500 nor more than \$1,000.

"Public Intoxication" has a maximum punishment of a fine not to exceed \$500.

"Driving While Intoxicated" (includes intoxication from alcohol, drugs or both) has a minimum punishment of confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than \$2000 or less than \$100. The maximum punishment for driving while intoxicated is confinement in a Texas Department of Criminal Justice (TDCJ) prison for a term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000.

Drugs

"Possession of Controlled Substances" (drugs) has a minimum punishment of confinement in jail for a term of not more than 180 days, and fine not to exceed \$2000 and a maximum punishment of confinement in a TDCJ prison for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$10,000.

The Texas Health and Safety Code govern penalties for drug possession, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

"Manufacture or Delivery of Controlled Substances" (drugs) has a minimum punishment of confinement in jail for a term of not more than 180 days and a fine not to exceed \$2,000. A maximum penalty for manufacture or delivery of controlled substances is confinement in a TDCJ prison for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000.

Federal Law

"Manufacture, Distribution or Dispensing Drugs" has a minimum punishment of a term of imprisonment not more than one year, and a minimum fine of \$1,000. The federal law mandates a maximum punishment of a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).

"Possession of Drugs" has a minimum civil penalty in amount not to exceed \$10,000 and a maximum punishment of imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.

"Operation of a Common Carrier Under the Influence of Alcohol or Drugs" has a maximum punishment of imprisonment for up to 15 years and a fine not to exceed \$250,000.

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the harmful effects of any drug/alcohol is imperative for an individual's well-being or survival.

Available Counseling and Treatment Program

Drug and alcohol abuse counseling and screening are available through the Counseling and Accessibility Services office located Ferguson Hall Rm 112, phone 432-837-8203. This office also provides off-campus referrals to treatment programs and facilities in the local and surrounding areas.

<p>Sul Ross State University Counseling and Accessibility Services Ferguson Hall 112 837-8203</p>
<p>Alpine & Midland Alcoholics Anonymous Meetings held at 502 E. Lockhart Ave Alpine, TX 79830</p>
<p>Big Bend Frontier Division of Permian Basin Community Centers 808 N. 5th Street Alpine, TX 79830 837-3401</p>

USE OF ILLEGAL DRUGS

A student who, by a preponderance of the evidence, under the *Rules and Regulations*, Texas State University System, is found to have illegally possessed, used, sold or distributed any drug, narcotic, controlled substance, or drug paraphernalia including residue, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or

college approved counseling to expulsion. Students for whom there is a reasonable suspicion of involvement with drugs or controlled substances will be required to submit to an appropriate drug test. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior, disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. The university will exercise their right as a result of being found guilty of a violation of the drug policy and placed on probation to perform random drug tests on students at any time during the probation. If at any time the student is found to test positive for any illegal drugs, the student will be suspended per the duration above. A student who has been suspended, dismissed, probated, or expelled from the university shall be ineligible to enroll at any other Texas State University System university during the applicable period of discipline. The registrar is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the University and from all other institutions in The Texas State University System.

CAMPUS VISITORS

Non-members of the University community, who have not been duly invited nor authorized to use University facilities, who repeatedly visit or spend a large portion of their time on the University campus, are not welcome and will be asked to leave. Loitering, by non-members of the University community, in the facilities of the University or on the University campus, substantially interferes with the normal activities of the University.

Non-members of the University community are required, while on the campus, to observe and comply with the rules and regulations adopted by the University and/or Board of Regents. Non-members of the University community are also required, while on the campus, to identify themselves upon the request of a University official or University Police or other law enforcement officer in the performance of his or her duty.

The University campus is not a sanctuary and any person who violates any state law shall not be protected or given any preferred status in the eyes of the law by reason of the fact that the violation occurred on the University campus or by reason of the fact that the violator is a member of the University community.

When it appears to the President, or any University official, including the University Department of Public Safety, who have been authorized and designated by the President to maintain order, that any non-member of the University campus has violated, on the campus, any state or federal law or any University rule or regulation, such person or persons may be ordered by such official or member of the University Police to leave the University campus, and should the University see fit, charges may be filed against such person or persons. The President may make due application to any court for injunction or other judicial relief in regard to the threatened or actual violation of any of the above-mentioned rules and regulations.

COMPUTER UTILIZATION POLICY

The following is a list of rules for all Computer Resource Center, commonly called the Computer Lab. None of the rules is meant to be complicated or restrictive. They are, however, meant to make the Lab available to everyone interested in using the facility.

1. Sul Ross students, faculty, and staff with current Sul Ross IDs may use the Computer Lab during the scheduled Lab hours.
2. Reference material may be checked out from the Lab Consultant on duty. Sul Ross IDs will be left with the Consultant until the reference material is returned.
3. Intentional abuse or misuse of the computer facilities so as to cause damage, program disturbances, or harassment to other persons is not allowed. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes.
4. Sul Ross State University enforces all copyright laws. All of the software in the Computer Lab is copyrighted. Therefore, copying software is not permitted. Users may not duplicate any copyrighted software brought into the Computer Lab. If a backup copy is needed, the Lab Consultants will assist in the procedure.
5. All of the preceding rules also apply to users accessing the Computer Lab remotely.

Violation of these policies will be dealt with in the same manner as violations of other University policies and may result in disciplinary review by the Dean of Student Life. In such a review, the full range of disciplinary sanctions is available including the loss of computing privileges, dismissal from the University, and legal action. Violations of some of the above policies may constitute a criminal offense.

A Note About Online Safety: In an effort to ensure that you are protected against identity theft, harassment, stalking, and other dangerous or annoying criminal activity, the University asks you to think twice before posting any personal information on a social network site such as Facebook or any other social network. Extreme caution should be exercised before sharing details of your private life, including pictures, phone numbers, birthdates, and home addresses. While these venues are great connections to your friends and classmates, they are also commonly accessed by sexual predators. Use common sense if posting information on these types of sites and don't open yourself to victimization. Realize that, once entered, ***your personal information becomes public property***, and there is no way to tell who has viewed your file.

DEFINITIONS

A student is one who is currently enrolled at Sul Ross State University. These policies and regulations will also apply to any prospective or former students who have been accepted for admission or readmission to Sul Ross State University while such individual is on the campus of the University.

The "campus" of Sul Ross State University is defined as all real property owned and/or controlled by the University.

DEMONSTRATIONS, PUBLICATIONS, POSTERS

Reasonable and nondiscriminatory rules and regulations as to time, place, and manner have been promulgated by the President of the University or a designee to authorize student, faculty, staff, and their registered organizations to petition, distribute publications, post signs, set up booths, and/or peacefully demonstrate on the University campus. Such regulations prohibit any activity that would interfere with academic or institutional programs.

1. No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the University campus any petition,

handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous, or that advocates the deliberate violation of any federal, state, or local law. Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual.

2. For the purposes of Use of University Facilities, advocacy means addressing the group for imminent action and steeling, bolstering, or bracing it to such action as opposed to the abstract espousal of the moral propriety of a course of action.
3. Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions of Education Code, VII, Section 3.40, as cited in [Assembly on University Grounds](#).

Posting Regulations

All posters, flyers, announcements, etc., must be approved and dated by the Campus Activities Office prior to posting. Items being posted on bulletin boards may not be larger than 11" x 17". Banners or signs for hanging off the UC balcony may not be larger than 4' x 4' and must not cover air vents when hung. All posters, flyers, announcements, etc., must include the organization sponsoring the event and a contact number for the organization. Items may be posted for a maximum of two weeks and must be removed the day after the event.

Posters, flyers, announcements, etc., are to be posted on bulletin boards. Use of departmental bulletin boards is permitted only with the permission of the office to which it is assigned. Such bulletin boards will display a statement indicating the proper office to contact for permission to post items. Bulletin boards that do not bear a statement of assignment are available for general posting.

Posters, flyers, announcements, etc., are not to be posted on glass, brick, sheet rock, handrails, or other areas that may cause damage to property or cause a safety hazard. Distribution of flyers, leaflets or other printed material on automobiles in parking lots is strictly prohibited.

Any organization or individual failing to comply with this policy may lose the privilege to use University facilities, in addition to other disciplinary action. Items associated with off-campus entities may be posted at the discretion of the Campus Activities Director. Off-campus entities must also follow the above posting policies.

DRESS ON CAMPUS

The University assumes that the Sul Ross State University student is a mature person, aware of common standards of decency in the determination of acceptable wearing apparel. The student's mode of dress is considered to be a matter of personal taste as long as common standards of decency imply recognition of the social obligation to the University community and the responsibility to dress in a manner that will not detract from the academic atmosphere of the library, classrooms, and other facilities.

DRUG PREVENTION PROGRAM

In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, Sul Ross State University has adopted and implemented a program to prevent the unlawful possession, use, distribution or dispensing of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. Sul Ross State University recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful

possession or distribution of illicit drugs and alcohol abuse. Listings of area resources for drug/alcohol counseling, rehabilitation and re-entry are available in the office of Student Life (UC 211), the Human Resources office (BAB 110), the Library and various self-serve racks across campus.

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

Disciplinary Sanctions

Students

All students are expected and required to obey the law, to comply with the *Rules and Regulations* of the Texas State University System and Sul Ross State University and with directives issued by an administrative official in the course of his or her authorized duties. Students are expected also to observe standards of conduct appropriate for an academic institution.

Students who engage in conduct that is prohibited by the Texas State University System or Sul Ross State University *Rules and Regulations* or by federal, state or local law is subject to discipline; whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Illegal possession, use, sale or distribution of any drug, narcotic or controlled substance, on or off campus, will lead to disciplinary action. If a student is found guilty of a drug-related offense he or she is subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. A second finding of guilt will result in permanent expulsion from the University and from all other institutions in the Texas State University System.

Employees

The unlawful use, possession, dispensing or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending on the circumstances.

Health Risks

Negative consequences may be exhibited through:

- Physical dependence (the body's learned requirement of a drug for functioning).
- Abuse of any drug or alcohol whether licit or illicit may result in marginal to mark and temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts.
- Psychological dependence (the experiencing of persistent craving for the drug and/or a feeling that the drug or alcohol is a requirement for functioning).

Regardless of the type of drug or alcohol utilized, a perceived need for the continued use is likely to ensue, resulting in dependence.

Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance, and jeopardized family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault, as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available through the Counseling Center (CAC) office located in Ferguson Hall Room 112. Additional information,

both on the effects of specific drugs and alcohol and drug counseling resources in the Alpine and Midland/Odessa areas, is also available through this office.

Legal Sanctions

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate University disciplinary action as stated in this publication. The most common legal violations and their consequences are listed below.

FACILITIES USE POLICY

Introduction

This policy is intended to facilitate the fair allocation and efficient use of facilities at Sul Ross State University and to provide for the uniform and consistent administration of facility usage.

- a. This policy applies to the temporary use of specific facilities on Sul Ross State University campuses that are made available for meetings, activities, and events. General use areas such as hallway, game rooms, etc. may not typically be reserved.
- b. As used in this policy, unless the context otherwise requires:
 - i) "Student organization" means a student organization currently registered with the Campus Activities Office.
 - ii) "University group" shall mean a faculty and/or staff group or organization; an academic school, department or program; a University council or committee; or an auxiliary enterprise.
 - iii) "Non-University group" shall mean an organization or group, or individual that is not included in the term "University group."
 - iv) "Joint sponsorship" shall mean an agreement upon the part of the University administration to serve as the co-sponsor, with a non-University group, of an activity or event which involves financial commitments or the scheduling or use of facilities through which the name of the University is associated as a sponsor for purposes of promoting or advertising the event or activity. Joint sponsorship is governed by the policy and procedures as outlined in the Rules and Regulations, Texas State University System (Chapter VII, section 3.4).

General Guidelines

- a. Requests for the use of facilities must be submitted to the Campus Activities Director. The Campus Activities Director will schedule all space requests with the respective building coordinator.
- b. Sul Ross State University facilities are reserved in the order in which requests are received, with consideration being given to the size of the group, type of set up needed, and space available. Sul Ross State University reserves the right to assign, and if necessary, reassign facilities.
- c. Groups shall not engage in activities that interfere with the ongoing activities of the University or any other approved organization.
- d. The possession and/or consumption of alcoholic beverages on the Sul Ross State University campus is strictly prohibited except where permitted by established University policy.
- e. Advertising an event prior to event confirmation is prohibited and may result in denial of the request to use Sul Ross State University facilities.
- f. Non-University groups are responsible for including the following statement in any printed materials related to a scheduled event. "Use of Sul Ross State University facilities does not imply University sponsorship."
- g. Any event where food is available must be arranged with the Sul Ross State University contracted agent after the appropriate facility has been scheduled. The requestor will be required to complete and sign a Food & Beverage

statement, which will indicate if the Director of Food Services will or will not cater an event.

- h. Sul Ross State University Department of Public Safety reserves the right to require fire, police or other security personnel for events at Sul Ross State University. The group sponsoring the event is responsible for all applicable security charges.
- i. Groups using Sul Ross State University facilities shall obey and assume full responsibility for having read and understood the Code of Student Conduct, University policies, and the Texas State University System Rules and Regulations as well as all local, state and federal laws regarding the use of facilities, alcohol, speakers, etc.
- j. Student organization reservations must have an authorized signature (Advisor) from the student organization to ensure that organizational funds are committed appropriately (if charges are applicable).

Liabilities and Limitations

1. University and/or non-University groups assume full responsibility for any financial obligations, damage to facilities or equipment, actions of participants, and for having read and understood the Code of Student Conduct, University policies and the Rules and Regulations, Texas State University System, affecting use of facilities, alcohol, speakers, etc. Any expenses incurred because of their use may be assessed to the group. The University and/or non-University group shall not engage in activities that interfere with the ongoing activities of the University or any other approved organization.
2. A University or non-University group shall assume sole and full responsibility for the behavior of its members.
3. Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns explicitly disclaim any and all liability, damage, injury, or death resulting from the use of alcohol by University or non-University groups, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University, their respective officers, employees, agents, and assigns. Further, the University or non-University groups, their officers, employees, agents, or assigns shall hold harmless and indemnify Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns from any and all liability, damage, injury, or death regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns.

Admission to University Activities

Sul Ross State University students, faculty and staff may use their ID cards as admittance to University events. University students who are currently registered pay a student activity fee based on the number of semester credit hours for which they are registered. The student ID card that is issued upon registration is all that is required for admission to University activities.

Family activity cards that admit spouses and children to events are available from the Controller's Office located in BAB 204. Family cards are available to students, faculty and staff at no cost.

Any of these activity cards will provide the holder with admission to all athletic contests, University sponsored concerts, theater productions, Sully Productions/Student Programming Board activities, and a variety of other University functions and activities. The Sully Productions/Student Programming Board does have the authority on special occasions to charge admission to special functions. In

this case, the activity cards would not allow the holder free admission to the activity, but would provide a reduced admission rate from that charged the general public. In addition, those activities which are sponsored by University student organizations with a fund-raising goal, may also subject the cardholder to pay an additional admission fee.

Rental Rate Categories

- a. A copy of the fee schedule is available in the Campus Activities Office. Additional fees such as technical, security, arena grooming, and other personnel may apply.
- b. The following categories shall be used in determining the rental rates for Sul Ross State University facilities:
- c. Category I events scheduled by all non-University non-profit groups and subject to standard room rental charges.
- d. Category II events scheduled by all non-University for profit groups or individuals and subject to standard room rental charges.
- e. Category III events scheduled by University groups, and registered student organizations whose primary audience is Sul Ross State University students, faculty or staff with no admission charge or other solicitation of funds (i.e. donations) associated with the event and exempt from room rental charges with the exception of state, regional and/or national conferences.
- f. Events scheduled by University groups that jointly sponsor with a non-University group (non-profit or for profit) are subject to standard room rental charges for the category of the non-University group and are to be paid for by the University group. The University group shall specify all arrangements including the fee in a written agreement.
- g. Events scheduled by individual University employees or current students are subject to standard room rental charges at Category I rates for all facilities except Kokernot Lodge, SALE Arena, and the Outdoor Arena, which will be charged at the Category II rates.
- h. Any group shall be assessed and held responsible for any damages, non-routine set-up, clean up, security, and/or charges incurred as a result of a scheduled event.

Advance Scheduling

Events may be scheduled up to 12 months in advance.

Cancellations

- If a non-University group fails to cancel a room reservation at least seven business days prior to their event, the group shall forfeit the deposit.
- If an event is cancelled, University groups, and non-University groups will be held responsible for all charges incurred as a result of any commitments made to facilitate the event.

Decorations, Exhibits, and Displays

- Decorating and posting limitations must be discussed with the Campus Activities Director at the time the event is scheduled.
- Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., is not permitted without approval of the respective building director.

EXTERIOR SOUND SYSTEM

Authorization for the use of amplified sound systems by registered organizations at approved outdoor events on campus must be obtained from the Campus Activities Office. The use of exterior amplified sound systems on the campus by individuals or non-approved student groups is prohibited.

COMPLETE POLICY –

Contact the Campus Activities Director for a complete copy of the Facilities Use Policy.

USE of KOKERNOT LODGE

Kokernot Lodge is a facility owned by Sul Ross State University. It is available only by reservation and in accord with procedures established in the policy statement. The purpose of this administrative policy is to establish procedures and guidelines applying to the use of Kokernot Lodge. These guidelines are in addition to the Facility Use Policy explained earlier in this handbook.

General Guidelines

1. Reservations. Groups wishing to use Kokernot Lodge should submit their reservation forms to the Campus Activities office, Morgan University Center Building Room 108, no later than five (5) full working days in advance of the use date. Confirmation of the availability of the Lodge can be made by telephone at 837-8191, anytime in advance. All special cases will be handled on an individual basis.
2. Safety Standards. The fire laws set (70) seventy for seated and eighty-five (85) for casual activities as the maximum capacity for Kokernot Lodge. It is the responsibility of the sponsoring organization to see that this is not exceeded.
3. Keys. The key to the lodge may be picked up in the Campus Activities Office the evening prior to the activity, the day of the activity or on Friday before the event (if it is being used on a weekend). The visiting group is responsible for securing the front and kitchen doors when leaving the lodge. The keys are to be returned on the first working day following the event. In the case that a key is lost, the visiting group will be charged for changing the locks on the Lodge, as well as for the cost of having new keys cut for the Lodge. .
4. Access to the Lodge. All fences, gates, etc., around the Lodge are to be respected. There will be NO driving on the lawn around the Lodge.
5. Cleanup. It will be necessary for groups using the Lodge to clean up after their activity. Tables, chairs, kitchen sink, and counters, and the bar are all to be left clean. All tables, chairs and other furniture are to be left in their original positions. Floors should be swept, and trash emptied from all containers (including those in the rest rooms) into the dumpster in the parking lot. Brooms, dust pans, etc., can be found in the storage room. All lights and ceiling fans are to be turned off. The grounds of the Lodge should be completely cleaned up. Unless special arrangements are made in advance with the Campus Activities, the Lodge and grounds must be cleaned before the visiting group leaves. Failure to clean the Lodge or grounds will result in a cleanup charge to the organization.

Equipment Use at Kokernot Lodge

1. Tables and Chairs. Tables and chairs are kept set up at the Lodge. Extra tables and chairs are in the storage room, and the visiting groups will have access to them. Any additional tables and/or chairs used are to be returned to the storage room and arranged in a neat and orderly manner so that there is easy access to either tables or chairs. The permanent tables and chairs are to be returned to their original positions.
2. The tables and chairs kept at Kokernot Lodge are NOT to be taken outside the building. If tables and chairs are needed outside, they must be checked out through the Physical Plant.
3. To reserve tables and chairs, arrangements must be made at least five (5) full working days in advance of the date of planned use.
4. Audiovisual Equipment. Due to the limited access of the Lodge, the only audiovisual equipment which will be checked out for use there must be portable enough to be carried by one person. The final decision as to what equipment can or cannot be checked out for use at Kokernot Lodge will be left to the Chief Information Officer.

Abuse of Use Privilege

Violations of the above rules for the use of Kokernot Lodge may result in the loss of the privilege of using it.

Policy on Consumption and/or Possession of Alcoholic Beverages

The possession and/or consumption of alcoholic beverages on the Sul Ross State University campus is strictly prohibited except where permitted by established University policy. The purpose of this policy statement is to address those areas wherein the consumption and/or possession of alcoholic beverages are permissible and to establish under what conditions such consumption and/or possession are permitted.

Each University community member (faculty, staff, student, or alumnus) who participates in activities for which the consumption of alcoholic beverages is permitted, whether at Kokernot Lodge, in University apartments, or through organizations which sponsors such activities shall ensure that they and/or their members and advisor(s) are familiar with the Sul Ross State University Policy on Alcohol and Drug Abuse Prevention and shall conform to the guidelines and provisions of that policy.

Kokernot Lodge

Recognized student organizations, University departments, and off-campus groups who are eligible to use Kokernot Lodge under the Facilities Use Policy may consume only commercially produced alcoholic beverages in the Lodge under the following conditions:

1. The event must be approved by the Campus Activities Office.
2. The event must be one scheduled for the members of the sponsoring organization and their select guests, (i.e., for their private activities) not for events scheduled for, or open to, the community or University at large.
3. A brief alcohol training is required of at least one officer or representative of the sponsoring organization or private party. The "trained" individual must be present at the event where alcohol will be served. This applies to all groups, regardless of whether they are on or off campus, student, faculty, administrative, or staff.
4. Beer is the only alcoholic beverage that may be consumed outside the Lodge building.
5. All alcoholic beverages (including beer) served inside the Lodge must be served from the bar by the sponsoring organizations. No liquor bottles are allowed on the tables.
6. No kegs are allowed inside the Lodge. Kegs may be used for picnics and other activities outside the Lodge or individuals may bring their own beer to be consumed outside.
7. No fee for the alcoholic beverages may be charged.
8. Use of alcoholic beverages does not extend to the Outdoor Theatre of the Big Bend.
9. All local and state liquor laws must be upheld.
10. The organization is responsible for the cleanup of the Lodge and grounds.
11. Activities approved for alcohol that are sponsored by student groups must have an advisor who is a full-time University employee in attendance at all times.
12. The advisors and officers of the sponsoring groups are responsible for the enforcement of the policy and controlling the amount of alcohol consumed to ensure an orderly crowd.
13. This policy applies only to Kokernot Lodge and does not in any way effect the alcohol policies already in effect for the remainder of the campus.
14. The Texas State University System, Sul Ross State University and the Campus Activities Office assume no responsibility for any injury or property damage incurred during a function approved to be held at Kokernot Lodge.

Any liability for such injury or damage is assumed by the sponsoring organization and its advisors.

University Housing

The consumption and/or possession of alcoholic beverages in housing units on the campus of Sul Ross State University shall be subject to all University regulations, including the Code of Student Conduct, state and local laws, and the policies and procedures listed below. The following restrictions apply:

1. The possession, sale and/or consumption of any alcoholic beverage in University residence halls are strictly prohibited.
2. Alcoholic beverage containers (bottles, cans, shot glasses, flasks, etc.) and signs may not be used as decorations in University residence halls.
3. The sale and/or donation of alcoholic beverages in Sul Ross State University residence halls are prohibited.
4. The possession and/or consumption of alcoholic beverages are allowed inside University-owned apartments and family housing units. State and local laws will be upheld. No alcohol is to be consumed in hallways, parking lots or yards.
5. The possession and/or consumption of alcoholic beverages are not allowed in the Community Center and its surrounding property.
6. Using your apartment (or allowing others to use it) for parties at which alcoholic beverages are present may result in contract termination.
7. Public advertisements of alcohol products are prohibited in University housing. This includes any signs or advertisements that are visible from public areas, alcohol signs, or other displays visible from outside your room or apartment.
8. Intoxicated individuals will be subject to disciplinary and/or legal sanctions under this policy. University staff will determine whether a person is under the influence of a controlled substance to the point of endangering themselves or others based on the behavior of the person at the time of the incident. University staff will not accept responsibility for intoxicated individuals in University housing.

President's Home

The President's home is regarded as a private residence, and the consumption and/or possession of alcoholic beverages on the premises of the home and the grounds defined as constituting a part of the President's home are governed by the same rules and regulations as apply to the consumption and/or possession of alcoholic beverages in any private residence or on private non-University related property.

Other Campus Locations

Recognized student organizations, University departments, and off-campus groups who are authorized to host events and activities in other locations on campus under the Facilities Use Policy may, by special written permission of the President, serve and consume commercially produced alcoholic beverages in the location under the following conditions:

1. The event must be approved in advance by the Campus Activities Office (or in the case of the Morgan University Center, the Morgan University Center Director).
2. The event must be one scheduled for the members of the sponsoring organization and their select guests, (i.e. for their private activities) not for events scheduled for, or open to, the community or University at large.
3. A brief video program dealing with alcohol is available. This program is required viewing by at least one officer or representative of the sponsoring organization who will be present at an event on campus where alcohol will be allowed. This applies to all groups, regardless of whether they are on or off-campus, student, faculty, administrative, or staff.
4. No alcoholic beverages may be consumed outside the building.
5. All alcoholic beverages must be served by the sponsoring organizations.

6. No kegs are allowed.
7. All local and state liquor laws must be upheld.
8. The sponsoring organization is responsible for the cleanup of any area where alcoholic beverages are served.
9. An appropriate University official must be present at all times for any event at which alcoholic beverages are served. In addition, events sponsored by student groups must have an advisor who is a full-time University employee in attendance at all times.
10. The advisors and officers of the sponsoring groups and University officials present are responsible for the enforcement of the policy and for controlling the amount of alcohol consumed to ensure an orderly crowd.
11. The policy applies only to the specified location and does not in any way affect the alcohol policies in effect for the remainder of the campus.
12. If alcohol consumption is approved for the Museum of the Big Bend activities, it should be noted that the Museum contains many irreplaceable artifacts and materials and every care must be exercised by all responsible individuals to ensure the safety and well-being of participants, the facility, and these artifacts and materials.

Disclaimer

The Board of Regents, Texas State University System, and Sul Ross State University do not endorse or sanction the use of alcoholic beverages and do hereby expressly disclaim liability for injury and/or property damage resulting from or associated with the use of alcoholic beverages whether such consumption is in accordance with or in violation of this policy.

FINANCIAL AID and SATISFACTORY ACADEMIC PROGRESS POLICY

Effective Date: Summer 2013

Lawrence Hall 100, Box C-2

Email: fa@sulross.edu

Federal regulations require Sul Ross State University to establish and apply reasonable standards of satisfactory progress for the purpose of receiving financial aid under the programs authorized by Title IV of the Higher Education Act. The [Office of Financial Aid](#) has oversight of student financial aid programs intended to help students achieve access to higher education and accomplish academic goals. Each aid recipient must maintain satisfactory academic progress in a course of study leading toward a degree or certificate. Financial Aid Satisfactory Academic Progress (SAP) is measured after each long semester.

Undergraduate Students

GPA

All undergraduate students:

- Must maintain a cumulative grade point average (GPA) of 2.0 to remain in good standing.
- Will be placed on Financial Aid Warning if their cumulative GPA falls below 2.0. Students on Financial Aid Warning are eligible to receive financial assistance but are cautioned to strive to improve their academic standing.
- The grade for a course is not calculated in the grade point average if the course is repeated and a passing grade is received. For repeated courses the final grade will be counted and all hours attempted, including repeated courses, will count toward the time limit below.

Undergraduate students **on Financial Aid Warning** will be placed on Financial Aid Suspension if they fail to achieve a cumulative GPA of 2.0 at the end of their semester of warning.

Completion

In addition to maintaining the overall GPA requirement, students must make reasonable progress toward their degree or certificate. All undergraduate students:

- Must successfully complete at least 67% of all hours attempted. Grades of F, W, PR, and I are not considered as satisfactory completion, but do count as attempted hours.
- Will be placed on Financial Aid Warning if their overall percentage of completion rate falls below 67%.

Undergraduate students **on Financial Aid Warning** will be placed on Financial Aid Suspension if they fail to achieve an overall completion rate of 67% at the end of their semester warning.

Time Limits

All undergraduate students are expected to complete their program of study within the following time frames:

Certificate	68 hours	Attempted
Associate Degree	107 hours	Attempted
Bachelor's Degree	180 hours	Attempted
Second Degree	45 hours	Attempted

Undergraduate students who have exceeded these time limits will no longer be eligible for financial aid. These limits include all courses attempted, including summer sessions, periods when the student doesn't receive any Title IV aid, work toward all degrees (regardless of change in major or degree), withdrawn courses, and repeated courses.

Graduate Students

GPA

All graduate students:

- Must maintain a cumulative grade point average (GPA) of 3.0 to remain in good standing.
- Will be placed on Financial Aid Warning if their cumulative GPA falls below 3.0. Students on Financial Aid Warning are eligible to receive financial aid but are cautioned to strive to improve their academic standing.

Graduate students **on Financial Aid Warning** will be placed on Financial Aid Suspension if they fail to achieve a semester GPA of 3.0 at the end of their semester of warning.

Completion

In addition to maintaining the overall GPA requirement, students must make reasonable progress toward their degree or certificate. All graduate students:

- Must successfully complete at least 67% of all hours attempted. Grades of F, W, PR, and I are not considered as satisfactory completion.
- Will be placed on Financial Aid Warning if their overall percentage of completion rate falls below 67%.

Graduate students **on Financial Aid Warning** will be placed on Financial Aid Suspension if they fail to achieve an overall completion rate of 67% at the end of their semester of warning.

Time Limits

All graduate students are expected to complete their program of study within 54 hours attempted, after which they will no longer be eligible for financial aid.

Financial Aid Suspension

Financial Aid Warning is limited to one semester. A student who fails to meet the overall standards while on Financial Aid Warning will be placed on **Financial Aid Suspension**.

Appeal of Financial Aid Suspension

Students with special circumstances may appeal their Financial Aid Suspension in writing to the Financial Aid Appeals Committee. Forms are available in the Financial Aid Office. The Financial Aid Office may also be contacted for information on appeals filing deadlines. The decision of the Financial Aid Appeal Committee will be final. Appeals may be made based on:

- A death in the immediate family
- Serious injury or illness of the student or a member of the immediate family
- Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student's own expense
- Special circumstances to be reviewed on a case-by-case basis. (Students on Financial Aid Suspension who have not attended college for at least one calendar year may appeal based on change of circumstances.)

A student whose appeal is **granted** will be reinstated on **Financial Aid Probation** and may receive financial aid for only one upcoming semester/term. A student on Financial Aid Probation must complete the probationary period with at least a 2.0 GPA (3.0 for Graduate) and complete 67% of all their coursework.

A student on Financial Aid Suspension whose appeal is **denied** may attend SRSU at his/her own expense, if eligible.

Financial Aid may be reinstated under the following conditions:

- The required cumulative GPA is attained; and
- An overall completion rate of 67% of hours attempted is achieved.

TEXAS PUBLIC EDUCATION GRANTS AND LOANS

Pursuant to *Education Code, Chapter 56*, the following guidelines approved by the Coordinating Board shall be utilized for awarding Texas Public Educational Grants, Emergency Tuition and Fees Loans, and Toward Excellence, Access, & Success (TEXAS) Grants by the universities in the Texas State University System.

In order to provide a program to supply grants and loans to students attending the colleges/universities under the governance of the Board of Regents, Texas State University System, each college/university shall set aside for the 1992-93 and subsequent academic years, not less than 15 percent nor more than 20 percent out of each resident and three percent out of each non-resident student's tuition charge under *Section 54.051* as provided by the General Appropriations Act for the applicable academic year. Of the funds set aside pursuant to this section, not more than 90 percent shall be used for Texas Public Education Grants and not more than 10 percent shall be used for emergency loans to students.

Criteria for Awarding Grants

1. Enrollment. Grants are to be made only to students who actually enroll in the term or terms for which the grant is awarded.
2. Need. Grants shall be based upon financial need of the applicant and may be used to aid students who may have demonstrable financial need but are ineligible for other aid programs.
3. Needs Analysis Procedures. Financial needs of students are to be determined by use of the application for student financial assistance. Although the University, in its discretion, may consider factors not covered by the "needs based" financial assistance programs. In such case, the University must state in writing the reasons for its decision.
4. Separation of Funds. Funds set aside from resident student tuition charges may be used only for grants to resident students. Funds set aside from nonresident student tuition charges may be used only for grants to nonresident students. After the end of the sixth class week of each semester, the University may transfer any excess funds set aside from tuition paid by resident or nonresident students to the fund set aside for grants awarded to the other class of students. Priority for awarding grants from any excess funds set aside from tuition paid by resident students shall be given to resident students.
5. Transfer of Funds. Any or all of the funds set aside for making Texas Public Education Grants may be transferred to the Coordinating Board, to be used for matching federal or other grant funds for awarding to students at the University provided such amounts can be equally matched by funds held by the Coordinating Board and further provided unencumbered funds transferred are returned upon request of the University president.
6. Full Use of Funds. At the end of a fiscal year, if the total amount of unencumbered funds that have been set aside under this program by a University, together with the total amount of unencumbered funds transferred by the University to the Coordinating Board, Texas College and University System, exceeds 150 percent of the amount of funds set aside by the University in the fiscal year, the University shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.
7. Scholastic or Disciplinary Probation. Returning students who are not maintaining satisfactory academic progress and all students on disciplinary probation may be ineligible for grants.

Criteria for Awarding Institutional Loans

1. Eligibility. Loans are to be made only to students accepted for enrollment as a regularly admitted student and/or enrolled in good standing and maintaining satisfactory progress in a program leading toward a degree. Students paying tuition on a basis other than semester credit hours have the same eligibility criteria and loan terms as students paying tuition on the basis of semester credit hour loans. Students in default on other student loans are ineligible.
2. Need. Borrowers must evidence a need for the loan by submitting a loan application stating the purpose and amount of the loan requested, and the method of repayment.
3. Emergency Loans. Eligible student borrowers shall be assisted in obtaining emergency loans based on the order in which their applications are received.
4. Maximum Loan Amount. The maximum loan amount per student for each semester shall not exceed the tuition, fees, and room and board charges assessed for the semester in which the student is enrolling. The University may deduct the students' unpaid indebtedness, penalties, and late charges from the loan proceeds and apply them to this indebtedness.
5. Promissory Note. Each loan must be evidenced by a promissory note, which must be executed prior to the disbursement of funds. The University may

- require a borrower to secure a cosigner who evidences ability and willingness to repay in the event the borrower defaults.
6. Interest. The University may charge interest on these loans at an annual rate not to exceed five percent. In lieu of an interest bearing promissory note, the University may collect a loan origination fee for each loan, with such origination fee not to exceed an amount equal to the maximum amount of interest that could be charged for the loan. Appropriate truth-in-lending statements shall be executed.
 7. Repayment. Except as provided in the two following sections, borrowers will have a maximum repayment period of 90 days from the date of execution of the promissory note. The repayment schedule should allow for three equal installments within the 90-day period or a term note payable 90 days from the date the promissory note was executed. The length of the borrower's enrollment will determine repayment of loans for summer sessions proportionately.
 8. Deferred Repayment. A resident of Texas for tuition purposes, upon a finding by the University that such individual would be deprived of an education due to a lack of financial ability may defer repayment of the loan as allowed by law and in accordance with guidelines adopted by the Texas Higher Education Coordinating Board.
 9. Forgiveness of Loans. The University will forgive loans in accordance with guidelines adopted by the Texas High Education Coordinating Board for the determination of extreme financial hardship and other instances in which the public interest is served if a loan is forgiven.

MEDICAL AMNESTY POLICY

The Student Life office recognizes that the potential for disciplinary action may act as a barrier to students seeking medical assistance for them self or other students in alcohol or other drug-related emergencies; therefore, Sul Ross State University maintains a medical amnesty protocol. In these incidents, the primary concern is the well-being, health and safety of students.

Students needing medical assistance during an alcohol or other drug-related emergency will not face formal disciplinary action by the Student Life office for the mere possession or use of alcohol or drugs. The recipients of medical attention will avoid formal discipline action if they participate in a referral with the Dean Student Life within 5 days of the incident and comply with any recommendations made by the Dean. Additionally, the student(s) or a student organization seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal disciplinary action by the Student Life Office for the mere possession or use of alcohol or drugs. In order to acquire medical amnesty, these individuals or representatives from organizations may need to meet with the Dean of Student Life within 5 days of the incident and comply with any recommendations made by the Dean of Student Life.

Medical amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when it is clearly indicated, formal disciplinary action will be taken against the individual(s) or organization.

What does medical amnesty mean?

Medical amnesty is meant to ensure and protect the health and well-being of undergraduate students by allowing them to receive necessary medical attention in an alcohol or drug-related emergency without having formal disciplinary action on file. They will however, participate in counseling and alcohol and/or drug education programs.

In order to qualify for medical amnesty, the student must obtain medical attention at the time of the incident and must meet with the Dean of Student Life within 5 days of the incident and agree to comply with the conditions set forth by the Dean. If these conditions are met, there will be no discipline case and the incident will become part of the student's permanent record.

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

It is the expectation of the University that a student use the medical 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 Student Life office.

Medical amnesty may also apply to any student(s) or student organization(s) that help a student in need to receive medical attention. This will allow students who may also have been drinking to care for their friends without worry of facing a potential discipline process for themselves. Students and organizations that assist those in need may also have to meet certain conditions for medical amnesty, but they will not be charged under the Student Code of Conduct.

Students and organizations that help others seek medical assistance are not limited to one use of the medical amnesty policy, as they should always feel empowered to help those in need.

MISSING PERSON POLICY

Policy #808:

Sul Ross State University Department of Public Safety exercises diligent care in the conduct of missing person inquiries and investigations

Discussions:

The effectiveness of statewide or National Crime Information Center (NCIC) communication networks depend on accurate and prompt entry data from local agencies that use these resources. This is especially important in *missing person's* cases. To ensure system effectiveness, it is also important to cancel entries when the missing person is located or assistance is no longer required.

Telecommunications operators making entries use their best efforts to place accurate and complete information into the system without unreasonable delays.

Definitions:

- **AMBER Alert**¹ - Program is a voluntary partnership between law-enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulleting in the most serious child-abduction cases. The goal of an AMBER Alert is to instantly galvanize the entire community to assist in the search for and the safe recovery of the child. Requirements for activation vary by state.
- **SILVER Alert** – Similar to the AMBER Alert; however, is used for seniors with Alzheimer's disease, dementia or other mental disabilities – in order to aid in their return. Requirements for activation vary by state.

[INVESTIGATION FORM](#)
[DELETION FORM](#)

¹ <http://www.amberalert.gov>

Procedures General Guidelines – Missing Persons:

The following guidelines apply to missing person's cases:

1. Officers receiving missing person's reports collect and evaluate information (pictures, descriptions, last seen data, and likely places to frequent, etc.) and investigate possible leads provided by the reporting person.
2. In situations involving missing juveniles, the investigating officer should take immediate action to confirm that the youth is missing (i.e. search of the residence, check schools, friend's homes, local stores, parks, etc).
3. An entry/deletion form is completed to establish that missing persons are entered into the statewide or National Crime Information Center systems and subsequently deleted once located.

Missing Persons – Receiving a Telephone Call:

Officers receiving a *missing person* notification utilize the following procedures:

1. Interview the reporting person and evaluate the information received.
 - a. If the information fits the following criteria (one or a combination of items may surface in the discretion of the officer) for a missing person, complete an *initial missing person's report*. The criteria is:
 - i. Person has not followed an established routine;
 - ii. Person has not been heard from or seen in the last 24 hours;
 - iii. Person left a child unattended or themselves is a juvenile;
 - iv. Person has been despondent, depressed, or under stress recently;
 - v. Person is physical or mentally disabled or has some form of dementia (senility, Alzheimer's, etc.);
 - vi. Reporting person is reasonably justified to suspect foul *play*; and
 - vii. Other similar issues.
 - b. If the information does not fit the criteria for a missing person, offer referrals to the person reporting the incident. **If in doubt, always make a report.**
2. Investigations and reports should include detailed information concerning last known location, associates, habits, locations frequented, clothing descriptions, etc. Investigating officers should determine the circumstances leading up to the disappearance and obtain a recent photograph of the missing person, if available.
3. Submit the initial report and completed statewide or National Crime Information center entry/deletion form to the appropriate official for review.
4. After review and approval, the reviewing authority forwards the report and the entry/deletion form to a certified statewide or National Crime Information Center operator or the Communications Center.
5. Operator receiving these documents enters the information into the system. A copy of the entry printout is attached to the other documents submitted.
6. Operator making the entry submits all the stated documents to the proper investigative authority for further follow up investigation.

Missing Persons Entries:

A missing person record may be entered into the statewide or NCIC for a person of any age for the following reasons:

- i) Missing person is under proven physical/mental disability or dementia, thereby possibly subjecting self or others to personal and immediate danger.

- ii) Circumstances surrounding the missing person indicate a non-voluntary abduction or kidnapping.
- iii) Report regarding the missing person is declared un-emancipated.
- iv) Person is reported missing after a disaster.

Proper Documentation:

When a person is declared missing, proper documentation verifying that fact is established. Examples of acceptable documentation are:

1. Missing person's report, prepared as a result of investigation by a law enforcement officer.
2. Written statement from a physician or other authoritative source, which verifies a missing person's physical/mental disability.
3. Written statement from a parent, guardian, next of kin, or other authoritative source advising that the missing person is in danger or that their disappearance was not voluntary.

Missing Persons – Deletions

When a missing person is located or information received requiring a state or National Crime Information Center deletion, the following procedures are followed:

1. Officer locating the missing person or developing information that requires a deletion is responsible for completing the deletion process.
2. Reporting person or the family of the missing person is contacted and informed of the information obtained.
3. Officer locates the initial report and complete the state or National Crime Information Center deletion form attached to the report. If the initial report is unavailable, the officer prepares a separate deletion form.
4. Officer submits the deletion form to a certified state or National Crime Information Center operator for deletion from the system.
5. Communications operator receiving notification that the missing person has been located or that the investigating officer wants to clear or cancel the person, follows state or National Crime Information Center guidelines and clear the entry from the system.
6. Once the entry has been deleted, the operator attaches a deletion print out to the submitted documents to be returned to the officer assigned to the investigation.
7. The assigned investigative officer signs the deletion form after reviewing the case circumstances and submits the form to the appropriate supervisor who also signs the deletion form. The officer completes a supplemental report detailing the information received that led to the deletion.
8. Once the missing person report is cleared, it is filed, along with all other documents, in accordance with Sul Ross State University Department of Public Safety policy on records.

Wilderness searches:

When circumstances indicate that the missing person may be "lost," or located in a remote area and is injured or disoriented, the primary investigator, with approval of the Public Safety Director, may initiate a search effort. The agency serves as the lead agency in the search, and asks for support from other law enforcement agencies, fire, AMS and perhaps volunteer agencies as needed, depending upon the size of the search area and difficulty of terrain.

The Public Safety Lieutenant or his/her designee serves as the incident commander (IC) and operations are coordinated under the Incident Command System. The Incident Commander (IC) should be capable of:

1. Establishing objectives;
2. Establishing priorities;
3. Developing search strategies, objectives, and tactics;
4. Delegating responsibilities &
5. Communicating effectively.

The keys to successful wilderness searches are limiting the search area and then looking for clues to the subjects' location. The Incident Commander (IC):

1. Considers intelligence from the initial investigation and attempt to determine the last known position of the search subject(s);
2. Assigns a number of patrols to monitor the outside perimeter of the search area. (Many search subjects have been located when they walk to a road or trail);
3. Assigns an investigator to check other locations where the subject(s) may be such as at home, at the home of acquaintances, bars, taverns, etc.;
4. Protects any clues or evidence, including scent trails, at the Last Known Position (LKP) from disturbance or contamination;
5. Assigns a small number of experienced/skilled persons (hasty team) to search the immediate area surrounding the LKP to look for evidence that may indicate direction of travel;
6. Requests a trained canine with handler to attempt to track and locate the subject;
7. Requests air reconnaissance assistance from law enforcement or civil aviation authorities;
8. Assigns an officer or qualified civilian to remain with the family or friends of the missing subject in order to communicate search efforts and to continued gathering information that may be clues to the subject's location; &
9. Does not allow a large number of individuals to conduct a "grid search" until other, more effective search techniques have been exhausted. receiving missing person's reports collect and evaluate information

RELIGIOUS HOLY DAYS ABSENCES

(HB 256 78TH Legislature)

In accordance with Texas Education Code 51.911, SRSU shall excuse a student from attending classes or other required activities, including examinations for the observance of a religious holy day, including travel for that purpose. At student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

STUDENT DEATH RESPONSE & REPORTING PROCEDURES

I. Purpose and Scope:

The death of a Sul Ross State University student is a tragic event for the family and friends of the deceased as well as a special loss for the general SRSU Community. When the death of a SRSU student occurs, whether on or off campus, it is incumbent upon SRSU officials and administrative offices to provide timely, caring,

and professional assistance to the family and/or survivors of the deceased as well as provide support for those grieving in the SRSU Community.

A student death may require a range of actions from a variety of responders including SRSU Department of Public Safety officers, medical professionals, Dean of Students Office staff, Residential Life and Housing staff, and other pertinent SRSU officials and/or administrative offices. The specific types of actions provided by these responders will depend on whether the student death was the result of an accident, natural causes, a suspected suicide, a suspected homicide, or another type of emergency situation. Therefore, the purpose of this policy is to set forth the notifications that should occur immediately following the discovery of a student death, identify the general type of responses expected, but not prescribe the specific actions of those responding to the death.

II. Policy Statement:

The purpose of this policy is to establish a framework which supports a humane and caring response, identify a procedure which will ensure that proper notifications are made to the appropriate University administrative offices, and establish Dean of Students Office as the administrative office that is responsible for coordinating the University response and support in the case of a student death.

III. Definitions:

- A. **SRSU Student:** For the purpose of this procedure, a SRSU student is defined as an individual who is currently enrolled at SRSU, an individual who has pre-enrolled for classes for any future academic term if their death has been reported during the non-class periods between terms, or an individual who has completed the immediately preceding academic term and who is eligible for re-enrollment.
- B. **On Campus Student Death:** The death of a SRSU student shall be regarded as having occurred on campus if the death takes place on property owned, leased, or maintained by the University or if the death takes place when the student is participating in official University function.
- C. **Student Death Response Coordinator:** The Dean of Students or designee serves as the SRSU Student Death Response Coordinator (SDRC) and is responsible for notifying pertinent SRSU officials and administrative offices and is responsible for coordinating other SRSU actions in response to a student death.

IV. Procedures:

1. **On Campus Student Death:** When an emergency occurs on the SRSU Campus, the SRSU Department of Public Safety (UDPS) should be contacted immediately to respond to the situation. If a student death is discovered as a result of the UDPS response, a representative of UDPS should notify the Dean of Students of the student death as soon as is practical. If the Dean of Students is not available, notification should be made to the Vice President for Academic Affairs, and the President of the University.
2. **Off Campus Student Death:** When it is discovered that a student death has occurred off campus, the Dean of Students Office should be contacted to coordinate the institutional response. Information regarding a student death may

be reported by SRSU faculty or staff members as well as by family and/or friends of the deceased student.

3. **Notifications and Initial Actions:** Upon receiving notification of a student death, the following notifications and actions will be initiated as appropriate to the circumstances of the situation:
 4. **Dean of Students Office/Student Death Response Coordinator (SDRC)**
 - a. Verifies that the individual reported as deceased was a SRSU student and collects other pertinent enrollment information.
 - b. Collects available emergency contact information.
 - c. Confirms the reliability of the report that a student has died.
 - d. Notifies the Office of the Vice President for Academic Affairs.
 - e. Notifies the Director of Counseling Services.
 - f. Notifies the Director of Media Relations.
 - g. Notifies the Director of the Office of Student Financial Services.
 - h. Secures written verification of the student death and confirms the student death with the appropriate administrative offices and departments.
 - i. Coordinates other expressions of sympathy such as sending letters or cards and attendance at funerals and memorials.
 5. **SRSU Department of Public Safety (Student death on campus)**
 - a. In conjunction with the area hospital, confirms the student death and coordinates the notification of the next of kin.
 - b. Secures the on-campus location as a possible crime scene as appropriate.
 - c. Notifies the Dean of Students.
 - d. Coordinates any police investigation as appropriate with pertinent law enforcement entities.
 6. **Office of Residential Life and Housing (Student death in housing)**
 - a. Immediately notifies the SRSU Department of Public Safety.
 - b. Notifies the Dean of Student Life.
 - c. Secures the deceased student's room and personal effects.
 - d. If the deceased student has a roommate, consults with the roommate and provides Housing and Residential Life services as appropriate.
 - e. Consults with the Director of Counseling Services to provide counseling services to roommates and to the housing community as appropriate.
 - f. Facilitates the transfer to the deceased student's personal effects.
 7. **Counseling Services**
 - a. Upon receipt of information about the death of a student Counseling Services will contact the roommate or members of the student organization in which the deceased student was a member to provide grief counseling.
 - b. Upon request made by a faculty member Counseling Services will work to provide grief counseling in classes attended by the deceased student.
- D. Follow-up Actions:** Upon verification of a student death, the Dean of Students Office will coordinate institutional follow-up actions as needed. These actions may include, but are not limited to:
1. Coordinates with the Office of the President, the Offices of the Vice Presidents. The Dean of Students to send letters of condolence on behalf of SRSU to the next of kin or other appropriate persons.

2. Notifies appropriate college and enrollment service units of verification of the student death.
3. Interfaces with the family of the deceased to coordinate University services and resolve administrative details as needed.
4. Coordinates SRSU representation at and/or sends flowers to the deceased student's funeral or memorial service as appropriate.

SEXUAL ASSAULT/RAPE PROCEDURES

We desire to have a community where there is trust and mutual respect. However, sometimes men and women engage in acts which betray this trust and respect. The Counseling and Accessibility Services offers programs on the awareness and prevention of sexual assault, and the promotion of healthy relationships.

Texas law defines sexual assault as: Penetration with any object by a man or woman against a man or woman without consent. Consent implies the specific communication of yes. Silence does not indicate consent. Consent is not based on what the subject is wearing, not based on reputation, but must be freely given. There are three categories of people who cannot give consent:

1. Children (Texas Penal Code defines a child as a person under 17 years of age who, for purposes of the sexual assault statute is not the spouse of the actor),
2. Persons under the influence of alcohol or other drugs (impaired, intoxicated, incapacitated), and
3. Persons who are mentally incapacitated. If consent is obtained by force, this invalidates the consent. Force includes threats, intimidation, emotional pressure and coercion.

Immediately following a sexual assault:

- **Go to a safe place.**
- **Call someone you trust.** You should not be alone.
- **Do not clean up.** It may be difficult to keep from cleaning yourself up, but if you do, you may destroy evidence that could be useful should you decide to report the assault to the police. Don't wash up, douche, change clothes, eat, brush your teeth, go to the bathroom, or brush your hair. If you have already changed clothes, place them in a **paper** bag to preserve them for evidence. Even if you are not sure about reporting the assault, it makes sense to preserve the option of reporting until you make a final decision.

Within 24 hours of a sexual assault:

- **Secure medical consultation** regardless of your intent to report the assault.
1. Medical staff can evaluate any injuries you may have suffered, screen for sexually transmitted diseases and pregnancy, and prescribe "morning after" emergency contraception. Such contraception can be used up to 72 hours after intercourse.
 2. Strongly consider securing your medical consultation from an S.A.N.E. (Sexual Assault Nurse Examiner) nurse.
 3. Consult with someone who can help you review your options for reporting a sexual assault.

In the days following a sexual assault:

- **Consult with a counselor.** Many survivors of sexual assault experience troubling emotions in the wake of the assault. Sometimes these emotions occur immediately after the assault and sometimes they occur later. It isn't uncommon for survivors to experience shock, anger, helplessness, self-blame, shame, problems with eating and sleeping, difficulty concentrating, mood swings, irritability, denial and fear.
- **Sul Ross State University provides counseling services and community referrals** free of charge to enrolled students, faculty and staff through the Counseling and Accessibility Services, Ferguson Hall Room 112; phone 432-837-8203.

The administration of student discipline at Sul Ross:

- The Dean of Student Life shall have primary authority and responsibility.
- Focus is usually, but not always, upon behavior which occurs on campus property.
- Procedurally very different from a criminal proceeding.
- Disciplinary procedures and behavioral regulations are listed in this supplement under Student Conduct and Discipline,

Federal, state and local laws also apply to campus property.

Students can be subject to disciplinary action by the University and criminal proceedings by federal, state or local law enforcement agencies for the same offense.

- Any student who violates a University regulation or a federal, state or local law is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

The University shall notify students that:

- The institution will make changes in a victim's academic and living situation if reasonably possible.
- The University shall keep reports of sexual assault/rape and terms of their resolution confidential, to the fullest extent allowed by law.

Persons with knowledge of sexual assaults (whether as survivors or third party) should contact any of the resources below:

- [University Department of Public Safety](#) (432) 837-8100
- [Counseling and Accessibilities](#) (432) 837-8203
- [Student Health Services](#) (432) 837-8102
- [Dean of Student Life](#) (432) 837-8037 or
- [Family Crisis Center of the Big Bend](#) (432) 837-7254

SEXUAL HARASSMENT OF STUDENTS POLICY

Sexual harassment, as in harassment on the basis of color, race, religion or national origin, is a violation of Title VII of the Civil Rights Act of 1964. All students, faculty and staff of Sul Ross State University are expected to refrain from any act that would constitute sexual harassment. Sexual harassment is a form of sexual discrimination and will be treated as such by the University. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment.
4. Some conduct containing sexual overtones may not rise to a level of sexual harassment. If these sorts of actions create an uncomfortable learning or living environment for students, there are other ways to address the problem. If this sort of offensive behavior should occur, and personal efforts to deal with the issue do not work, then the student should contact the Residence Life staff, if a resident, or the Dean of Student Life Office for help.

If you experience what you perceive to be sexual harassment you should, if possible, communicate to the offender that the behavior is unwelcome and must cease immediately. If this action fails or is deemed inappropriate, the offensive behavior should be reported to the Dean of Student Life. All such complaints will be reviewed and an attempt will be made to find an informal resolution. If an informal resolution cannot be achieved, you may file a formal grievance as included in Chapter 4, Section 4.07 of the *Administrative Policy Manual*, which is available in the Office of Student Life, the Library and department offices. The Dean of Student Life can help you file the grievance. To the fullest extent practicable, the University shall keep complaints of sexual harassment and the terms of their resolution confidential.

SOLICITATION

Solicitation means: (1) the sale or offer for sale of any property, goods, products or services, or (2) the receipt of or request for any gift or contribution. Solicitation on the campus of Sul Ross State University is prohibited, except for the following activities:

1. The sale or offer for sale through vending machines operated by Sul Ross State University or its subcontractor of: (1) any newspaper, magazine, or other publication in an area designated by the President or his/her designee; or (2) food, drink and other items.
2. The sale or offer for sale of any University publication, book, or other material used in the academic work of the University by the University or its subcontractor in an area designated by the President or a designee.
3. The operation by the University or its subcontractor of: (1) a bookstore, specialty store, laundry, dining service, or other service maintained for the convenience of the University's students, faculty, or staff; or (2) food, drinks, souvenirs, and programs at athletic contests or other events sponsored or authorized by the University.
4. The advertisement of any activity, item, or product sponsored or authorized by the University and approved by the President or his/her designee; advertisements appearing in any publication or sent through the United States or private postal service.
5. The collection of tuition, charges and fees in connection with enrollment at the University.
6. The collection by registered student, faculty, or staff organizations of: (1) membership fees or dues; or (2) fees or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the University or by such organizations.
7. Presidential-approved participation in: (1) nondiscriminatory activities on behalf of charitable organizations; or (2) events sponsored by a registered student, faculty, or staff organization or the University that are authorized and scheduled in accordance with the facilities-use regulations of the University. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The University may require that members of the sponsoring organization solicit directly and may prevent organizations from using nonmembers to fund-raise or solicit for the organization.

8. Activities of agents of companies authorized by the University to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities, or other services to the University or its employees.

Persons engaged in the activities listed are responsible for assuring that they maintain the campus, buildings, and facilities in a clean, orderly, and appealing appearance, and avoid unnecessary wear and tear on buildings, grounds, or facilities and for assuring that their use:

1. Preserves an academic atmosphere and does not disrupt classes, University programs, or other activities;
2. Maintains security and safety for persons and property; does not unreasonably expose persons on campus to crime; and avoids unlawful activities;
3. Protects the privacy of students, faculty, and staff;
4. Permits the free flow of pedestrian and vehicular traffic;
5. Preserves the beauty of the University's campus, buildings, and facilities;
6. Avoids unnecessary wear and tear on buildings, grounds, or facilities;
7. Protects students, faculty, and staff from deception, fraud, and commercial exploitation.
8. And eliminates unnecessary costs and waste of University resources.

The President or a designee may prohibit persons or organizations from soliciting on campus if they fail to follow these rules. S/He may require that the student government and each registered student organization file a sworn statement disclosing: (1) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (2) the payees, their Personal Identification Numbers (P.I.N.) or social security numbers, and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the President shall be prohibited from solicitation on the campus until such person or organization comes into compliance.

SPEECH and ASSEMBLY

Definition

Freedom of inquiry and discussion is basic and essential to intellectual development. However, these freedoms must be exercised in a manner that does not illegally derogate the rights of others or interfere with the academic programs and administrative processes of the University. The grounds of Sul Ross State University campuses are limited public forums, subject to such reasonable time, place, and manner restrictions, as the University president may impose for, see "Section: Time, Place and Manner Restrictions" and "Section: Clear and Present Danger" under the [\(Texas State University System\)](#)

Off-Campus Speakers in University Facilities

The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students, faculty, and staff of the University with respect to the opportunity to hear off-campus or outside speakers.

If a registered campus organization is sponsoring a campus speaker, it has the responsibility of making clear the fact that the organization, not the University, is extending the invitation to speak and that any views the speaker may express are his or her own and not necessarily those of the System or of the University.

Students, faculty, staff and registered organizations campaigning for public office on behalf of candidates for public office must abide by provisions of this section.

Speakers to be paid from state funds to speak on the University campus shall speak in a facility that is open to the public. This subsection does not apply to classes,

seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to see and hear the speaker. The number of students, faculty, staff, and guests may be limited to prevent a hazard to the safety of the audience.

Off-campus speakers who have not been sponsored or invited by a registered student, faculty, or staff organization or by the University administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus.

With the prior written approval of the University President, the University may, at its sole discretion, lease or rent space in the Morgan University Center or other appropriate buildings, or grounds for political rallies and meetings provided that space is made available to legitimate political candidates in a nondiscriminatory fashion and the rent for such space is based on a fair market value.

Time, Place and Manner Restrictions

While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:

1. A request to invite an outside speaker will be considered by the University only when made by a registered student, faculty, or staff organization. No invitation shall be issued to an outside speaker without prior written concurrence of the University President or a designee for scheduling of speaker dates and assignments of campus facilities.
2. Any speaker request shall be made in writing to the President or a designee by an officer of a registered student, faculty, or staff organization or by an administrative officer of the University, desiring to sponsor the proposed speaker not later than six (6) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; and the topic of the speech. Any request not acted upon by the President or a designee within five (5) business days after submission shall be deemed granted.
3. A request made by a registered organization may be denied only if the University President, or his authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the University's orderly operation as defined in the section Clear and Present Danger.
4. Where the request for an outside speaker is denied, the sponsoring organization may appeal to the University President or a designee in writing within three (3) business days of the denial. A hearing will be held within four (4) business days following the filing of its appeal before an impartial board or administrator appointed by the President for a *de novo* consideration of the request. Such board or administrator shall make a recommendation to the University President whose decision shall be final. If the University President fails to decide the matter within seven (7) business days following the filing of the appeal, it shall be deemed granted, and the speaker's invitation may be issued by the organization.

5. Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the University President or a designee, immediately in writing of such acceptance. The University President or a designee, may, at his discretion, require that the meeting be chaired by a member of the administration or faculty and that a statement be made at the meeting that the views presented are not necessarily those of the University or of the sponsoring organization. By his/her acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him/her while on campus.

Assembly on Component Grounds

Any group or person, whether or not a student or employee, and whether or not invited by a registered student, faculty, or staff organization, may assemble and engage in free speech activities on the grounds of the campus. However, the Component President or a designee may adopt reasonable nondiscriminatory *Rules and Regulations* as to time, place, and manner of such activities and may prohibit such activities if it is determined, after proper inquiry, that the proposed speech constitutes a clear and present danger as defined below (see next Section: Clear and Present Danger).

Clear and Present Danger

Proposed speech which constitutes a clear and present danger to the University's orderly operation by the speaker's advocacy (i.e., preparing the group addressed and steeling it to such action as opposed to the abstract espousal of the propriety of resort to force) may be prohibited. In determining the existence of a clear and present danger, the University President may consider all relevant factors, including whether, within the past five years such speaker has incited violence resulting in the destruction of property at any public institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution. There must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purposes of the University.

STUDENT GRIEVANCE PROCEDURES

No student of Sul Ross State University shall, on the grounds of race, color, national origin, religion, sex, age or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any University program or activity. The following procedures are to be used in resolving claims of discrimination.

Filing a Grievance

If you feel that you have been discriminated against on the basis of any of the conditions listed above, you may file a complaint with the appropriate University officer as listed below:

- **Race, color, national or ethnic origin** - Dean of Student Life
- **Gender, including sexual harassment** - Dean of Student Life
- **Disability** - ADA Compliance Officer
- **Other** - Dean of Student Life

The initial complaint should be discussed with the appropriate University officer within five class days of the occurrence of the action or condition giving rise to the complaint. Details should include the nature of the alleged discrimination, names of persons accused of discrimination, and relief sought. The officer shall explain the purpose of the procedures and gain insight into the nature of the complaint. If possible, the complaint should be resolved in an informal manner at this level involving only the parties affected by the complaint. Within five (5) class days of the original contact, the officer will inform you of the action to be taken.

In the event that the complaint cannot be resolved informally, the complainant shall, within five (5) class days, file a formal complaint with the University officer. The complaint shall consist of a more detailed written document and include:

1. Full details of the alleged discrimination;
2. Names of the person(s) accused of discrimination;
3. Times, dates, and places of the discrimination;
4. Names of any witnesses; and
5. Relief or action sought by the grievant.

Within three class days, the University officer will then contact the individuals alleged to have been involved in the discrimination, briefly outline the name and circumstances of the complaint, and request, within three class days, a formal written statement in response to the allegations. The grievance process has two major purposes:

1. To determine whether the policy, practice, or procedure alleged to be discriminatory is in fact a violation of federal, state, local or University policy related to discrimination; and,
2. To recommend, where appropriate, redress for the grievant.

The University officer will, within five class days of the receipt of the written responses from the individuals alleged to have been involved in the discrimination, conduct a hearing involving the grievant, any witnesses, and the respondents to determine the appropriate course of action. This hearing shall be closed to the public and the grievant may have an advisor present during the hearing.

To the extent that the University representative uses legal counsel for other than advisory purposes during the hearing procedure, the grievant shall be afforded the same opportunity. The University shall give the grievant notification of the intent to use legal counsel for other than advisory purposes at the time the grievant is notified of the hearing.

Within five class days after the hearing, the University officer shall notify the grievant, the respondents and the Provost and Vice President for Academic and Student Affairs of his/her decision and course of action to be taken. This notification shall be in writing.

Appeals

Either the grievant or the respondents may appeal the decision of the officer to the Provost and Vice President for Academic and Student Affairs within five class days of the receipt of the written notification. The Provost and Vice President for Academic and Student Affairs, after reviewing the circumstances, shall render a decision, in writing, within five class days of the receipt of the appeal.

After the above appeal processes have been exhausted, appeal may be made to the President of the University, whose decision on a grievance shall be final and binding on all parties.

Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.

Time extensions at any step in this procedure may be allowed if mutually agreeable to both the grievant and the appropriate University officer.

STUDENT RIGHTS & RESPONSIBILITIES

All full- and part-time students are responsible for the information in this publication and for abiding by the University rules and regulations.

Every student is expected to obey all federal, state and local laws and is expected to familiarize him/herself with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion. This action may be in addition to any action taken by civil authorities.

STUDENT TRAVEL POLICY

Sul Ross State University sponsors numerous off-campus activities involving students. The [Student Travel](#) policy pertains to any official travel undertaken by one or more student to reach an event or activity that is located more than 25 miles from campus. These policies are also to be in effect whenever a university vehicle is used or university funds are used to lease a vehicle. A complete copy of the policy can be obtained in the Student Life office or website.

The Student Life office prepares an “Explained Absence List” every week that is emailed to faculty members. This list provides the names of student who are traveling on SRSU Sponsored trips that may, as a result miss some classes. How these absences are treated is always a decision made by individual faculty members; however, the list does provide verifiable reasons for absences that many find useful.

TOBACCO FREE POLICY

Sul Ross State University is committed to maintaining healthy and safe campuses in Alpine, Del Rio, Eagle Pass, and Uvalde. The primary purpose of this policy is to establish guidelines prohibiting smoking and the use of all tobacco products at the University. The University expects all faculty, staff, and students, employees of contractors and subcontractors, and visitors to comply with this policy.

1. Definitions.

- a. Tobacco. Tobacco includes, but is not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other products usually identified with tobacco use.
 - b. Tobacco use. The use of tobacco products involves the smoking, dipping, chewing, or any other method of ingesting the chemicals contained in tobacco products.
 - c. University property. University property includes all real estate, motor vehicles, and facilities owned, leased, or otherwise controlled by the University.
2. The use of tobacco products shall be banned on all University property, both indoor and outdoor including outdoor stadium and grandstands for athletic and recreational fields and parking lots under the supervision of the university.
3. Specific exceptions to the tobacco free policy are as follows:
- a. Artists or actors who participate in authorized performances which require smoking or the use of another tobacco product as part of artistic productions are exempt from this tobacco policy if approved by the Provost and Vice President of Academic and Student Affairs.
 - b. Participants in academic research projects involving tobacco products are exempt if approved by the Provost and Vice President of Academic and Student Affairs.

4. Compliance

- a. Students who violate the policy will go through the disciplinary process set out in the Student Code of Conduct.
 - b. Employees will be referred to their supervisor and shall be handled through the appropriate employee disciplinary process.
 - c. Visitors, volunteers, contractors, or other service providers will be asked to leave campus.
5. The Counseling and Accessibilities Center (CAC) is available to assist University community members in dealing with their addictive behaviors.
6. It is the responsibility of University community members to ensure that their guests and visitors to the campus are aware of the prohibitions on the use of tobacco.

TUITION and FEES

The University, subject to legislative direction and approval by the Board, shall establish tuition and student fees and room and board rates.

1. **Student Services Fees.** Sul Ross State University is authorized to charge and collect from students registered at the University fees to cover the cost of student services which the Board deems necessary or desirable in carrying out the educational function of the University based on *Education Code, Section 54.503*.
2. **Additional Mandatory Fees.** Sul Ross State University is authorized to charge and collect from students registered at the University other such mandatory fees as statutorily authorized.
3. **Additional Voluntary Fees.** Additional voluntary student services fees may be established with the approval of the President.
4. **Installment Payments.** The University shall provide optional installment payment plans for tuition and required fees during the fall and spring semesters in accordance with *Education Code, Section 54.007*. The University may also provide an installment method of paying campus housing, food service, or room and board contracts.
 - a. **Installment Fees.** Students paying tuition and required fees by installment may be charged a fee of up to \$15.00 for each installment, excluding any payment made at registration.
 - b. **Late Payment Fee.** A student making an installment payment after the due date shall pay a late payment fee of \$15.00 for each late payment.
 - c. **Reinstatement Fee.** A student seeking reinstatement to the University after withdrawing from the University without paying the full amount of tuition and fees due, or after having been dropped from the rolls of the University for failure to pay an installment payment or late payment fee, shall pay a \$100.00 reinstatement fee in addition to past due installment payments and late payment fees.
 - d. **Application of Student Aid.** All scholarships and awards provided by the University and all federal or state grants and loans provided to a student must be applied toward the full amounts due to the University for the payment of tuition, fees and other charges before installment payments are scheduled. This provision does not apply to Guaranteed Student Loan Program (GSLP), to parent Loans for Undergraduate Students (PLUS), to Student Loan Supplement (SLS), or to other similar funds, which shall be disbursed by the University directly to the student in accordance with federal law and regulations.

WEAPONS POSSESSION POLICY

The possession, use, or sale of firearms, ammunition, fireworks, major or minor explosives, or any illegal weapon is forbidden and subject to University discipline as well as criminal sanctions.

Weapons are not allowed on campus except for transporting directly to and from the University Department of Public Safety and in University Department of Public Safety storage facilities. The University Department of Public Safety offers secure storage facilities for weapons belonging to students living on campus who wish to use them for lawful hunting or sporting activities off-campus while attending Sul Ross State University.

All firearms and handguns being transported to and from the University Department of Public safety must be carried and stored in a gun case or other means to prohibit direct contact with the weapon. A "firearm" means any device designed, made or adapted to expel substance or any device readily converted to that use (for example, a zip gun).

Prohibition on Weapons

It is a violation of the Texas State University System Board of Regents' *Rules and Regulations* to possess, carry, or otherwise cause a firearm, handgun or other prohibited weapons, as defined by the Texas Penal Code - licensed or otherwise, concealed or otherwise - to be brought onto the premises of a System component. Sul Ross State University is a component of the Texas State University System.

"Premises of a System component" as used in this section means a structure and the land, including appurtenances, on which the structure is situated, over which this Board has ownership or control, including System component campuses, the System Administration, leased facilities or other facilities where a System or component function, event, or activity takes or is taking place. This prohibition shall not apply to academic programs or to events sponsored or approved by Sul Ross State University in which the University explicitly authorizes the use of handguns. Nor shall it be a violation of this rule to transport firearms and/or handguns for registration with and storage by the University department of Public Safety.