

# Sul Ross State University

# Student Handbook

## 2024-2025

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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 on the University website. The Sul Ross State University Parking and Traffic Rules and Regulations are subject to approval by the Board of Regents, Texas State University System.

### Anti-Discrimination Statement

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including, but not limited to race, color, national origin, religion, sex, age, or disability, sexual orientation, or gender identity.

## Welcome from the Vice President of Student Affairs



Dear Sul Ross Students:

We are delighted to have you join our SRSU Lobo Pack family! As you begin your journey this academic year, you are embarking on an exciting path, full of learning and transformational experiences. The professional staff working in Student Life are here to help you take full advantage of the opportunities you will find at Sul Ross, not just within the walls of our classrooms, but across all of our campuses and communities. We are committed to your success.

Whether you are an undergraduate or graduate student, Sul Ross State University has exemplary faculty and staff who are here to support you. As a SRSU student, you will have access to and opportunities for leadership development, academic support, networking, community service, and personal growth. We encourage you to participate in the many extracurricular activities available to you. Many of our campus leaders are involved in Student Government, Intramurals, Outdoor Pursuits, Orientations, Homecoming, Civic Engagement, Club Sports, Sully Productions, or compete as student-athletes.

While we hope that your time at SRSU is memorable and fulfilling, we also recognize that some students may experience difficulties in adjusting to campus life, and that all of us will need a little extra support at some point in our lives. If you find yourself struggling or in need of some help, I encourage you to reach out to one of our many support systems. Please visit our Student Life page for information on connecting with the support staff in various areas [Student Life - SUL ROSS](#).

Your time at Sul Ross State University will go faster than you might think. I encourage you to take the time to get to know your faculty, staff and peers. I encourage you to be inquisitive, to learn all you can about SR and what we can offer you. Most of all, I expect you to study hard, meet new friends, get involved, and most importantly, have fun. We are here to support you in any way we can.  
**GO LOBOS!**

*Ben Telesoa*

**Vice President of Student Affairs**

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## University Basics

**Mascot:** Lobo

**Colors:** Scarlet (Red) and Grey

**Brand:** Bar-SR-Bar

**Alma Mater:**

**Verse 1:**

Where the rolling plains of Texas End in mountains high, There's a land  
where glorious sunsets Flame in peerless sky.

**Refrain**

Ring! Ye Alpine hills with music

Joyous songs we'll raise.

Hail to Sul Ross University

Thee we gladly praise!

**Verse 2:**

'Tis a land of pioneer spirit

Free as bracing air.

Where a handclasp means a welcome, Friendship glad to share.

**Refrain**

**Verse 3:**

There our Texas youths do gather

Heeding wisdom's call;

Learn to love our Alma Mater. Love thee best of all!

**Refrain**

## History of the University

Sul Ross State University has a long history from 1917 to present day with 4 campuses, 14 different Presidents, and multiple majors and minor degrees offered. Visit the History of the University for more information.

## Mission Statement

Sul Ross State University offers life-changing opportunities by delivering quality undergraduate and graduate education. We foster critical thinking, creativity, diversity, and research, empowering our students to excel beyond the frontiers of what is possible. We are a Hispanic serving public institution for the residents of the U.S./ Mexico borderlands, Southwest Texas region, and beyond.

## University Symbols

The University has adopted several symbols, which are widely used in both official and unofficial capacities:

1. The University's colors of scarlet and grey are worn by members of athletic teams, cheerleaders, and supporters. The University also uses these colors in brochures, décor, and other appropriate contexts.
2. The mascot of the University athletic teams is the Lobo, an animal native to the western United States. Graphics featuring the lobo are widely used for athletic events, items sold in the University Bookstore, etc.



3. The University's cattle brand, the Bar SR Bar, a longtime symbol of the University, was registered in 1922. It is most visible in the white rock formation on the east side of the campus. It is used in any situation where a simple graphic image is needed to identify the University or its interests.
4. The official symbol of the University is the Sul Ross seal, a circular graphic containing the words "Sul Ross State University". In the center of the seal is the Bar-SR-Bar brand graphic overlaid in front of a torch. The symbol of the torch is typically used to signify the light of wisdom, awakening and enlightenment. At the base of the torch is a five-pointed star representing Texas. Branches to either side of the torch and Bar-SR-Bar brand are suggestive of those from the State Seal of Texas: which are a live oak branch (representing strength) and olive branch (representing peace).
5. The University seal, cattle brand, Lobo graphics and other symbols are protected as registered trademarks. Use by non-university groups, individuals, or an entity requires written permission of the University president.

## Academic Basics

### Absence

An absence is defined as non-attendance in fifty minutes of class; for example, non-attendance in a one and one-half hour class will constitute one and one-half absences and non-attendance in a three-hour class will constitute three absences. An absence due to participation in an official University activity is considered an authorized absence. When a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify the instructor(s) through the [Student Life Office](#) by providing a "[Team/Group Travel Authorization](#)" to the office. Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

Special requests for review of absences related to family death, severe illness, or medical emergency can be submitted through the Student Life Office. The student is responsible for contacting each faculty member directly. It is up to the faculty member to decide how the absence will be treated.

### Adding or Dropping Courses

Courses may be added during the regular and late registration periods for the term. Courses may be dropped through the last day to drop a course. Courses dropped through the official Census date for the term do not appear on the student's permanent record. Courses dropped after the official census date for the term through the last day to drop a course will be assigned a grade of "W" or "WX" (refer to the Six Drop Rule in the University Catalog for more information). No courses may be dropped after the published last day to drop or withdraw.

Dropping all classes on or after the first day of a term is considered a withdrawal. An official withdrawal form must be completed and submitted to the Center for Enrollment Services in Alpine or the Office of Admissions and Records, RGC.

Withdrawal prior to the official census date for the term will result in no academic record for the term. A withdrawal after the official census date for the term through the last day to withdraw will result in the creation of an academic record; all classes will be reported with a grade of "W". Requests for withdrawal will not be processed after the published last day to withdraw.

Schedule change and withdrawal forms be found online at: [www.sulross.edu/registrar](http://www.sulross.edu/registrar). Dates for registration periods, official census dates, and last day to drop or withdraw are published on the university's calendar at [www.sulross.edu](http://www.sulross.edu). The refund policy for dropped courses and withdrawals may be found in this catalog and online at [www.sulross.edu](http://www.sulross.edu).

### [Address Change](#)

If you have changed an address or phone number maintained by the University, you must notify the Center for Enrollment Services by submitting a Change of Information form or by making changes in the University web portal, mySRSU under My Personal Profile. Documentation is required by the Registrar's Office for changing a permanent address. The student is held responsible for any communication from any University office sent to you at the last address given to the Center for Enrollment Services.

### [Application for Graduation](#)

A student is expected to submit an application for graduation during the semester preceding the final semester of enrollment. Students who are not able to complete degree requirements as planned will need to resubmit the application during the semester or summer term in which they expect to graduate and add a \$5.00 diploma insert fee. [The Academic Calendar](#) should be consulted for a specific deadline for applying to graduate. A fee is required by the deadline or a late fee will be administered, if applying after the deadline. You may pay this fee online or at the Cashier's Office (BAB 202.)

### [Class Attendance Regulations](#)

#### Students

All students are expected to regularly and punctually attend classes in which they are enrolled.

Failure to do so may jeopardize a student's scholastic standing and/or financial aid. Students are responsible for the effect absences have on all forms of evaluating course performance. The student is responsible for arranging the allowed make-up of any missed work.

## Faculty

Faculty are required to state, in writing, their expectations regarding class attendance in the syllabus.

Faculty are expected to work with students to allow for completion of classwork and assignments if the student's absence results from his/her required participation in a university-sponsored activity provided that, prior to the absence, the student makes arrangement to complete all missed work.

Students are usually allowed to make up work and/or tests missed because of serious illness, accident, or death in the immediate family. Faculty are required to make accommodations when specified by an ADA Letter, whether the disability is permanent or temporary.

## Absences

Regular class attendance is important to the attainment of the educational objectives of the university. Class attendance is defined as being in class in person, virtually in a synchronous online class, or logging in and submitting material in an online asynchronous course. Therefore, students should attend all classes. Attendance includes being punctual for class and ready to engage with the professor and the day's material and logging into courses. Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as scheduled, not communicating with the instructor by phone or email, and/or not following the instructor's participation guidelines as stated in the syllabus. The instructor's policy on class attendance will be explained at the beginning of the semester or term. In accordance with the instructor's policy, the instructor has the right to penalize students who are out of compliance with the class-attendance policy.

## Authorized/Excused Absences Statement

An absence because of participation in an official university activity is considered to be an authorized/excused absence. While every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized university activities, when a student has to miss a class due to an authorized university activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized university activity will also notify instructors through the Student Life Office by providing an excused absence list to the office. Instructors will give students participating in an authorized university activity the opportunity to make up classwork, including tests, within a reasonable time and at the convenience of the instructor.

Should an instructor have an attendance policy that allows for the dropping of a student after a certain number of absences, authorized/excused absences will not be counted towards that number of absences. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.

## 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. A 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 of the Texas Tax Code.

### Distance Ed (Web-course) Non-Participation Statement

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences with a grade of "F". In distance education courses, this policy is interpreted as non-participation; once a student has been documented as non-participating for more than 3 weeks of inactivity during a long semester or 1 week of inactivity during a summer session, the instructor may drop the student from the course with a grade of "F". Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as scheduled, not communicating with the instructor by phone or email, and/or not following the instructor's participation guidelines stated in the syllabus.

### Degree Plans

Degree plans are maintained through DegreeWorks and are accessible through the student's MySRSU portal. The degree plan lists the courses students must take to complete their degrees. The degree audit will show the completion of coursework and update progress toward graduation.

### Family Educational Rights and Privacy Act (FERPA)

Sul Ross State University has adopted institutional procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), assuring the right of a student to review his or her educational records upon request. For more information, please inquire at the Center for Enrollment Services in Alpine, the assistant provost and dean in Uvalde at 830-279-3032, or the director of Admissions and Records in Eagle Pass at 830-758-5006.

### Educational Records Defined

Education records are defined by FERPA 34 CFR 99.3 as follows:

- a. Educational records include those records that are:
  1. Directly related to a student; and
  2. Maintained by an educational agency or institution or by a party acting for the agency or institution.
- b. Educational records do not include:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of § 99.8.
3. (I) Records relating to an individual who is employed by an educational agency or institution, that:
  - A. Are made and maintained in the normal course of business;
  - B. Relate exclusively to the individual in that individual's capacity as an employee; and
  - C. Are not available for use for any other purpose.
4. (II) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
5. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
  - i. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - ii. Made, maintained, or used only in connection with treatment of the student; and
  - iii. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and
2. Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher. (Authority: 20 U.S.C. 1232g(a)(4))

#### Confidentiality of Educational Records

Sul Ross State University has adopted procedures in compliance with The Family Educational Rights and Privacy Act of 1974. The Act provides students the right to review their educational records upon request. To preserve strict confidentiality of records, the University does not permit access to or release of educational records or personal information, other than directory information, or without the written consent of the student.

Exceptions to this restriction are limited to the following:

- Judicial subpoena of records, upon condition that the University makes a reasonable effort to notify the student in advance of the release of records.

- Emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).

Directory information is defined as:

Student's name, permanent address and telephone number, Sul Ross email address, age, major field of study, dates of attendance, classification, enrollment status (full-time or parttime), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received (including university scholarships), and the most recent educational agency or institution attended.

Students may request that the university not release directory information by completing a Request for Non-Disclosure of Directory Information form. For more information regarding your privacy rights, contact the Center for Enrollment Services or the Office of Admissions and Records in Eagle Pass 830-758-5006.

## Gramm-Leach-Bliley Act

In accordance with the Gramm-Leach-Bliley Act (GLB Act), Public law 106-102 (1999), Sul Ross State University protects the private non-public information of students and employees.

SRSU collects information such as:

- Name
- Gender
- Social Security Number
- Financial Status
- Date and location of birth
- Salary History
- Driver's License Numbers

SRSU's policy is to identify and safeguard this information with the appropriate procedures to insure compliance with the GLB Act. SRSU manages private non-public information in accordance with all applicable state and federal guidelines relating to use, disclosure and retention of private non-public information.

## Grade Point Average Calculations

Sul Ross State University utilizes the four-point grading system. The student's grade point average is determined by dividing the total number of GPA hours into the total number of grade points received. The grade point value for a course is determined by multiplying the number of credit hours by the quality point value for the grade earned. For example, grade points earned for "B" in a three semester credit hour course is 9 (3 credit hours x 3 quality points.) GPA hours are the hours for which a letter grade is earned (A, B, C, D, F), excluding repeated courses and developmental courses.

At the end of each semester and each summer term final grades are recorded on the student's permanent record by Office of the Registrar. The following lists all possible grades.

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
F0	0
FX	0
I	Not Computed
CR	Not Computed
NC	0
NG	Not Computed
NR	Not Computed
P	Not Computed
PR	Not Computed
W/WX	Not Computed

Grade point average (GPA) is calculated by adding semester hours attempted, adding grade points earned, and then dividing total grade points by total semester hours attempted.

Example:

Courses	Grade	Credit Hours	Grade Points
MATH 1314	A=4	3	12
ENG 1301	B=3	3	9
GEOL 1303	C=2	3	6
KINE 1132	D=1	1	1
PSY 1302	F=0	3	0
		13	28

$$28 \div 13 = 2.154 \text{ GPA}$$

If you receive an incomplete grade (I) in a course, you have up to one semester to complete the course, depending on arrangements you make with your instructor. The grade you receive for the course will be calculated into your GPA the semester you complete the course. You do not have to be enrolled the semester the course is

completed. If you fail to complete the course by the agreed upon date, you will receive an “F” in the course.

The grade “PR” (progress) is given in the final thesis course when the student has not fulfilled the requirements of the course. You must re-enroll to earn credit.

## Grievances Regarding Grades

All issues with grades **must** follow an informal grievance process before a formal grievance is submitted. If you disagree with a grade you received, you should **first** discuss it with the instructor of the course. If you are not satisfied with results of that discussion, make an appointment to discuss it with the Chair of the Department. If it is not resolved at that point, you should meet with the Dean of the School. Any grievance regarding a grade must be filed within **one year** of receiving the grade.

## Name Change

You may change the full legal name on your permanent academic record by completing a Change of Biographical Information form and presenting the Office of the Registrar with a copy of your birth certificate (to correct a spelling or proper sequence of your name, which had been used on your admission papers), a copy of your marriage license, a copy of your divorce decree (when a female student desires to discontinue the use of her married name and resume the use of her former maiden name), or a signed court order showing the authorized name change.

## Schedule Change

See the University Calendar for the official dates for making schedule changes. Students wishing to drop/add a class during the first week of late registration need to use the Schedule Change Form and take it to the Center for Enrollment Services for processing. The change involving additional tuition or fees is not official until they are paid through the Cashier’s counter at the Center for Enrollment Services. A class schedule may be voided if any additional fees due are not paid. Students should complete any drop/add before 4:00 p.m. on the last day to make schedule changes.

Advisors may assist students in making schedule changes through LoboOnLine (Banner Self Service). For those at a distance that are unable to come to campus for the necessary signature, the E-mail Request Process may be used.

1. Have your advisor approve the Schedule Change Form.
2. Take the form to the Financial Aid office to check your aid requirements.
3. Return the form to the Center for Enrollment Services for processing.
4. Pay any additional tuition and/or fees at the Cashiers’ Office if adding a course.



## Semester Grade Report

Students can view and print their grades from the University's web portal, my SRSU under Student Dashboard. The Registrar does not mail grade reports to students.

## Student Directory Information

The following information is classified as Student Directory Information:

- o Student's name
- o Local/Home/E-mail Addresses
- o Major/Minor and year at the university
- o Enrollment status (actual hours enrolled, undergraduate, graduate, etc.)
- o Classification
- o Degrees, Diplomas, Certificates received
- o Extracurricular Activities
- o Birth date and place of birth
- o Weight, Height, and related information of athletic team member
- Most recent previous educational institution attended by the student.

The information listed above will be released by various campus offices periodically or published in appropriate University directories unless the student requests in writing that specific information be withheld. Students who do not wish to have any of the above Student Directory Information published or released should complete the required form in the Center for Enrollment Services on the Alpine campus on or before the "last day for late registration and schedule changes" as listed in the Sul Ross State University calendar for the appropriate semester or summer term. This applies to all persons formerly enrolled at Sul Ross State University as well as those currently enrolled for course work offered on the main campus in Alpine or Rio Grande College.

The Center for Enrollment Services will publish official notice of the above policy. After the official notice has been published, the Center for Enrollment Services will inform the appropriate offices of the requests received.

## Texas Success Initiative Assessment 2 (TSIA2)

By the 78th Texas Legislature and instituted by the rules of the Texas Higher Education Board, Chapter 4, sections 51 through 60, Sul Ross State University participates in the Texas Success Initiative Assessment (TSIA).

Under the rules of the TSIA, all students enrolling in Sul Ross State University (SRSU) will undergo an initial educational assessment, preferably before the first semester of college coursework. The evaluation results will be used to provide evidence of college readiness or identify deficiencies in reading, writing, and/or mathematics. Students not meeting the minimum requirements on an

assessment instrument must meet with a TSI advisor and establish an Individual Developmental Education Plan (IDEP).

A student who can provide other evidence of college readiness will not be required for the TSI assessment. Students may be exempt if they can show:

- o ACT – administered before February 15, 2023: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- o ACT – administered on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt from the mathematics section of the TSI Assessment. There is no composite score.

**\*The use of scores from both the ACT administered prior to February 15, 2023, and the ACT administered after February 15, 2023, is allowable as long as the benchmarks set forth in clause (ii) of this subparagraph are met. \***

- o SAT – administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for the TSI Assessment's reading and writing sections. A minimum score of 530 on the mathematics test shall be exempt from the mathematics section of the TSI Assessment. There is no minimum combined EBRW and mathematics score.

**\*Mixing or combining scores from the SAT administered prior to March 5, 2016, and the SAT administered on or after March 5, 2016, is not allowable.\***

- o TAKS - The alternate assessments for TAKS are SAT, ACT, TSI, and STAAR. Former TAKS, TAAS, and TEAMS examinees should take only the appropriate part of the alternate assessment he or she need to fulfill testing graduation requirements. More information about this option can be found in TAC [§101.4003](#).

**\*If you have questions about TAC §101.4003, please contact the Student Assessment Division (512) 463-9536 or [student.assessment@tea.texas.gov](mailto:student.assessment@tea.texas.gov). \***

- o STAAR - Algebra II-Minimum score of 4000 for exemption in Math; English III-Minimum score of 4000 for an exemption in Integrated Reading and Writing (for a period of 5 years from the date of testing).

- o Military Service – Veterans and active duty personnel serving for at least 3 years preceding enrollment.

- o Transfer – Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily completed college- level course work in compliance with TSIA2 rules and regulations as determined by Sul Ross State University.

For additional information on who must participate in the Texas Success Initiative, prospective students should contact the [Tutoring Advising Center](#), The [Academic Center for Excellence](#), or the Career Services and [Testing Office](#) at Sul Ross State University.

## Withdrawal from the University

Students dropping their entire course load during any semester, even if it is just one course, are withdrawing from the university. Please visit <https://www.sulross.edu/registrar/schedule-changes/withdrawal-from-all-classes/> for instructions.

## Refunds

Refunds for dropped courses and withdrawals are made according to the refund schedule.

### **Obligation to Repay Funds**

Registering for courses over the Internet (LoboOnLine), via e-mail, by phone, by mail or in person creates a financial obligation to Sul Ross State University.

Withdrawal from the university or termination of attendance after the term begins obligates a student to all or partial payment of tuition and fees, possible repayment of federal or state financial aid, loss of scholarship funds, or overpayment of veteran education benefits.

Notification of a student's financial obligations may not be determined until after the student has ceased enrollment.

### Refund of Room and Board Fees

Housing applications must be accompanied with a **non-refundable** \$50 application fee. Housing is assigned on a first-come, first served basis using the date of the paid application submission.

Residential Living contracts are good for the entire academic year (August through May). Students enrolling in the spring semester will sign a Residential Living contract for the year, but will be held responsible for the components applicable during the spring semester only. Students who withdraw from the University will be billed for any additional charges or damages incurred. Students who move out of Residential Living without proper authorization and remain enrolled in the university will have all room, board and damage charges remain on the student's account.

Students must complete the checkout procedures with the Residential Living staff. The living quarters must be clean and the keys must be returned. You will be assessed for any damages sustained during the occupancy period and/or for a cleaning charge if your room or housing unit is left unclean.

### Return of Financial Assistance Funds Due to Withdrawal

As part of the withdrawal process, students are required to secure approval from the Financial Assistance office. As required by federal regulations, the Financial Assistance office will determine if the student must repay all or part of the aid awarded. Calculation of repayment is made at the time of withdrawal by determining the amount of aid the student was awarded, the amount of awarded

aid the student earned, and ultimately the awarded aid the student did not earn that must be returned to the aid program(s).

**The following steps are used to calculate the amount that must be returned to the aid program(s):**

1. Determination of the withdrawal date.
2. Determination of the amount of aid the student earned. This is done by multiplying the % of the period of enrollment that has been completed (or 100% once the student completes 60% of the enrollment period) times the aid that was disbursed and/or could have been disbursed as of the date of withdrawal.
3. Determination of the amount of aid the student did not earn. This is done by subtracting the "earned amount" from the aid disbursed as of the date of withdrawal.
4. Determination of the amount of aid the University must return. This is the amount that is equal to the total institutional charges for the payment period times the percentage of the aid that was unearned.
5. Determination of the amount of aid the student must return. This amount is equal to the aid received by the student for non-institutional expenses times the percentage of the aid that was unearned.

Special rules that apply to the return of the unearned aid include:

1. The University must return the amount of unearned aid that is equal to the total institutional charge for the payment period times the percentage of the aid that was unearned.
2. In order to satisfy the amount the University must return to the aid programs, a combination of the following resources may be used: aid not yet disbursed to the student, the student's refund as determined by the official refund schedule as posted in the University Bulletin and an additional amount to be repaid by the student.
3. The student must return the balance of the unearned aid less the amount the University returned.
4. The student's share of loans to be returned may be repaid in accordance with the terms of the loan.
5. The student's share of the grants to be returned is divided in half.
6. Excess funds will be returned in the following order: Unsubsidized Federal Stafford Loan Program; Subsidized Federal Stafford Loan Program; Federal Perkins Loan Program; Federal PLUS Program; Federal Pell Grant Program; Federal SEOG Program; Other Title IV Aid; Other State Aid; and Miscellaneous Aid.

The policy to return funds due to withdrawal may be modified at any time without prior notice in order to comply with state and federal guidelines.

## Student Services

### Academic Assistance

FH-213, Box C-132

432.837.8408

432.837.8317 FAX

Even students with excellent grade point averages sometimes have difficulty understanding or fall behind in class. The key to overcoming these difficulties is prompt action! Be sure to let your instructor know if you are having trouble understanding the material. He or she may have time before or after class or during office hours scheduled to meet with students. Your instructor will appreciate your interest in keeping up with the material and you will be able to be caught up in time to move along with the rest of the class. If you continue having problems, you might consider working with a tutor. Your instructor can give you information on tutors and tutorial programs.

The Tutoring Center in the Library offers tutoring in mathematics, reading, science, and writing. Tutoring is free to all SRSU students. When you go to the Tutoring Center, be sure to take your assignment sheet, your course syllabus, and your textbook so that the tutor can better assist you. All tutors are certified (or in the process of being certified) by the College Reading and Learning Association's International Tutor Training Program. Tutor.com is also available to students via BlackBoard.

In addition, Academic Enhancement Seminars are offered throughout each long semester. The seminars offer help in learning study and life skills necessary for success in the university environment. You can contact the Academic Center for Excellence (ACE) to learn of topics, dates, and times.

If you have missed class, you may want to ask another student for his or her notes. You should also let your instructor know any time you know that you are going to miss a class. If you let your professor know about an absence ahead of time, then your professor *may* (or may not) let you make up the course work you missed and help you get caught up. Be sure to become familiar with each of your instructors' attendance policy and try to avoid unnecessary absences.

If you are having difficulty with an individual instructor, you should first try to resolve the problem by discussing it with the instructor. If this is not successful, you should discuss the problem with the head of the department. If you feel that you are being discriminated against on the basis of age, race, color, sex, religion or national origin, refer to the "Student Grievance Procedures" listed in this handbook.

### Advising

BWML 125, Box C-61

loboden@sulross.edu

432.837.8982

432.837.8930 FAX

Becoming a successful college student requires significant adaptations and self-discipline. Effective advisement can help students adjust to university life and develop critical self-management and decision-making skills. Academic advising is designed to assist in educational planning, career and educational goal assessment, curriculum planning, and short-term course selection. They help students define a tangible roadmap toward making systematic progress in fulfilling the university requirements for a degree. We consult with students to ensure they are making satisfactory progress each semester to ensure future graduation eligibility as students continue to move towards fulfilling all requirements, alongside career counseling. When academic advising is done professionally and with careful attention to detail, students are geared toward success from the first year of their college career and beyond.

The Lobo Den Advising and Tutoring Center is located on the 1st floor of the Bryan Wildenthal Memorial Library. It is responsible for providing academic advisement, tutoring, and additional services for incoming students at Sul Ross State University. Specifically, all freshmen (including transfers with less than 30 earned credit hours), all first-time college students regardless of classification (all college credit earned by dual credit while still in high school or in Early College High School), those who have not declared a major, , and those who do not meet TSI (Texas Success Initiative) requirements are advised by the Lobo Den until such time as the conditions listed here no longer apply. At that point, students are transferred to the major academic department for advising. The Lobo Den can also assist in clarifying University policies.

A primary initiative of the Lobo Den is to provide and ensure personalized assistance to students as they explore the various resources and academic pathways available at SRSU. Advisement through the Lobo Den is directed toward aiding students in meeting the University's General Education requirements for all pursuing a baccalaureate degree. The office is available to facilitate referral to appropriate academic or campus life resources; to assist students in developing study skills and personal management strategies for academic success; and to provide support and advisement resources to faculty to ensure effective advising of students with declared majors.

Sul Ross State University supports the academic needs of its students by offering tutoring services in conjunction with academic advising. These services typically include one-on-one consultations or small group sessions between the tutee and tutor, enabling students to ask specific questions. Students can get clarification on assignments or work in-depth on writing, science, and math concepts. Working in a peer-tutoring environment removes the formal barrier between students and faculty, making students feel more comfortable and engaged. In addition, working with a peer tutor enhances students' engagement, communication, and promotes independent learning. Dependent upon each peer tutor's specialized subject area, they pride themselves on working with a wide demographic of students at all skill levels and subjects.

## [Athletics](#)

Location: PPGC 100, Box C-17

432.837.8226

432.837.8234 FAX

The Sul Ross program of athletics is an integral part of the total educational program and is subject to the same aims, policies, and objectives as other University departments and programs. The primary purpose of attending college is to obtain an education. Athletics are an important part of education and should contribute to the personal development of students. Sul Ross athletics emphasize amateur athletics and fair play with the total well-being of the student athletes in mind and the equal opportunity for participation by both male and female members of the student body.

### Game Management Policy

Administrators, coaches and student-athletes unite in this reminder to their fans to cheer for SRSU, not against visiting teams. SRSU competes under the direction of Division II of the National College Athletic Association (NCAA) in Lone Star Conference.

Host institutions carry the responsibility for crowd control, security, and seating. Therefore, unsportsmanlike conduct by players, coaches, or fans can cause game penalties or in disciplinary action and suspensions against players, coaches, and the university. Unsportsmanlike conduct includes, but is not limited to:

- o Any person who strikes or physically abuses an official, opposing coach, player or spectator.
- o Any person who intentionally incites participants or spectators to violent or abusive action.
- o Any person who uses obscene gestures or profane or unduly provocative language or action toward officials, opponents or spectators. Don't get personal in your comments about players, coaches, or officials. No profanity, vulgarity, racist, or sexist comments.
- o Any person who engages in negative recruiting, by making statements to a prospective student-athlete, parents, high school coach or other person interested in the prospective student-athlete that are not of a positive nature about another academic institution or its personnel.
- o Any person who publicly is unduly critical of any game official, conference personnel, another member institution or its personnel.
- o Whistles, air horns, or any artificial noisemakers that mimic officials or signals to start/stop play are strictly prohibited from all indoor and outdoor sporting events. Noisemakers (e.g., cowbells, horns, electric equipment, etc.) are not allowed in gymnasiums.
- o Use of alcohol or tobacco products by spectators is also prohibited under NCAA and SRSU rules.

NCAA participation stresses character development of participants, enhancement of the integrity of higher education, and promotion of civility in society. Therefore, the fundamental values of respect, fairness, civility, honesty, and responsibility should appear not only on the playing fields and courts, but in the bleachers and in all activities connected with the athletics program.

A reminder to fans to respect all student-athletes, coaches, and officials in intercollegiate athletics will be read over the loudspeaker at the beginning of each NCAA/LSC game.

## Intercollegiate Programs

Sul Ross State University has developed a competitive, well-rounded intercollegiate athletic program for both men and women. The program provides laboratory experiences for students desiring to become coaches and offers top intercollegiate competition for the student-athlete at Sul Ross.

The athletic program for men includes football, basketball, cross-country, tennis, baseball, and rodeo. Women compete in volleyball, basketball, cross-country, tennis, softball, soccer and rodeo. The Sul Ross athletic program is a member of the National Collegiate Athletic Association Division II (NCAA II), and the National Intercollegiate Rodeo Association (NIRA).

Athletic events are a lot of fun for spectators, too. Your student ID allows you free admission into all of these events. Most of the athletic facilities are located within walking distance of the main campus. Softball is played at Lady Lobo Field across the street from Jackson Field where football games and track meets are held. Baseball is played at Kokernot Field. Basketball and volleyball games are held in the Pete P Gallego Center and rodeos are held in the lighted covered arena known as the San Antonio Livestock Exposition, or S.A.L.E. Equine Center, about one mile east of the main campus. Sul Ross is also a member of the Lone Star Conference (LSC).

## Campus Activities

Morgan University Center RM 108  
Box C-190  
432.837.8191

The Campus Activities Office is your source for information on campus events and student organizations at Sul Ross State University. The Campus Activities Office staff will help you immerse yourself in the Sul Ross State University community!

The reason you decided to attend Sul Ross was to receive an education leading to a college degree. As such, the primary focus of that educational process is your experience inside the classroom. Your involvement in life outside the classroom through student clubs or organizations is a natural complement to your life inside the classroom.

You are encouraged to become involved with one or more facets of Student Life at Sul Ross. Involvement in activities and organizations is a great way to meet people and to provide balance in your rigorous academic life. Membership in a student organization also helps you learn valuable skills—budgeting, leadership, and organization and time management, to name a few. Interested in joining a student organization? Here's where to look:



- The Student Organization Membership Drive is held at the beginning of the Fall semester. Many organizations (student, departmental and community) set up booths to share the purpose of the organization, display pictures, and brochures describing the group's activities, and distribute information regarding meeting times.
- You may also stop by the Campus Activities Office located in the Morgan University Center, Room 108 and speak with Campus Activities Staff may call the staff at (432)837-8191.

## Student Organizations

Sul Ross State University recognizes both the right of students to form groups having similar or common interests and the benefits that result from membership in such organizations. The following general rules and regulations apply to all student organizations and clubs registered with Sul Ross State University. Specific policies, rules and regulations, and procedures pertaining to student organizations are listed below.

### *Definition, Composition, and Authority*

An organization, in which active membership is limited to Sul Ross State University students (recognizing that faculty and staff may also be members), may become a registered student organization at Sul Ross State University through compliance with established registration procedures. The organization may not suggest that it is acting with the authority of or as an agent of the University.

### *Faculty and Staff Advisors*

Each registered student organization shall have a full-time Sul Ross State University faculty or staff advisor, whose name shall be provided to the Campus Activities Coordinator as a part of the student organization registration process. The organization shall immediately report in writing any change in its advisor to the Campus Activities Coordinator. Advisors to registered student organizations shall not have full control of the funds and financial records of the student organization. Such full control includes, but is not limited to, receipting of funds, check signing authority, authorization of expenditures, and preparing bank reconciliations. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement. Advisors and the appointed Student Officer that is stated on the Club's Agency Account Agreement will co-exist on the student club account with agreement to the student organization in handling the club's finances.

### *Disciplinary Action*

Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a System or University rule or regulation or for failing to comply with the direction of a University official acting in the performance of his or her duties.

### *Requirements for Registration*

As a condition to being a registered student organization or group, every registered student organization or group shall furnish to the Campus Activities Coordinator at the

beginning of each academic year the Annual Student Organizations Registration Packet, listing the officers and other members who are authorized to speak for or represent the organization or group in its relations with the University and who are authorized to receive for the organization or group official notices, directives or information from the University. Each such list shall be current and accurately updated throughout the year by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed in the Campus Activities Office are authorized to speak for and represent the organization or group in its relations with the University and are authorized to receive official notices, directives, or information from the University.

Except for national honor societies which require outside members, no registered student organization or group may have any person as an active member who is not either a student, a member of the faculty or staff of the University or retired faculty or staff. Except pursuant to the provisions of the Facilities Use Rules by outside groups, no organization or group, whether registered or not, may use any facility of the University if it has as an active member any person who is not either a student, member of the faculty or staff of the University or retired faculty or staff.

The University will maintain all accounts and financial records of registered student organizations that are funded in whole or in part from University funds. Both the advisor of such organization and a designated officer of the organization must authorize any expenditure from the organization's account. In special instances, when a documented need exists, student organizations may receive permission to maintain a bank account in an area bank for limited and special purposes. Only the President of the University, upon written request and documentation, may grant this exception. When an exception is granted, University personnel serving as advisors shall not have control, including check writing authority, of the bank account or financial records kept by the organization.

#### *Registration Procedures*

Procedures for registration of a student organization or group may be found in the Handbook for Student Clubs and Organizations available in the Campus Activities Office.

#### *Responsibilities of Student Organizations*

Student organizations are considered legal entities subject to city, state, and federal laws; the regulations of the Board of Regents; and rules, regulations, and policies of the University. Organizations are responsible, as well as liable, for the conduct of their members and guests at their activities. Student organizations have the responsibility to:

1. Be aware of the special role they enjoy as part of the University.
2. Act in the best interests of their members and the University.
3. Act in compliance with their constitutions; local, state, and federal laws; and University regulations and policies.
4. Read and understand the Handbook for Student Clubs and Organizations and the

Student Handbook.

5. Exercise good judgment, good faith, and reasonable precautions in conducting their activities.
6. Conduct the business and financial affairs of the organization in accordance with good business practices, including (but not limited to) prompt discharge of all Obligations.
7. Organizations must maintain all financial accounts in the Controller's Office at Sul Ross State University, unless the President of the University has granted prior approval for an off-campus account.
8. See that all financial obligations are paid, e.g. damage to facilities or equipment is repaired or paid for.
9. Realize they are responsible for members' behavior at all functions, including informal and unofficial meetings or parties.

Organizations are responsible for following the rules and regulations described in the Student Handbook and the Handbook for Student Clubs and Organizations. Failure to comply may result in disciplinary action against the organization, or its members, including possible suspension of the organization's registration.

#### *Rights of Student Organizations*

Student organizations have the right to:

1. Make public that they have been officially registered.
2. Select an advisor (unless the advisor is specified by the constitution).
3. Use University facilities in accordance with the Facilities Use Policy.
4. Raise funds.
5. Select members, as long as there is no discrimination (except in groups which can legally restrict membership).
6. Use University publicity sources and be recognized in University catalogs, annuals, and other publications.
7. Invite off-campus guests to appear for approved activities in accordance with the policies on Speech and Assembly and Off-Campus Speakers in University Facilities.
8. Distribute information on the organization in accordance with the policies on Publicity and Solicitation.
9. Participate in the Annual Student Life Awards and Campus Activities Awards.

#### [Campus Dining Food Court \(Aramark\)](#)

Morgan University Center

John Howle, Director of Dining Services

432.837.8670

You have enough to worry about on campus: classes, studying, work and extracurricular activities. You should not have to stress about eating too. Having a meal plan lets you grab a meal with your friends, when you want it and where you want it. We have a variety of meal plans that fit into your schedule and provide an assortment of high-quality choices, with all the types of food you like. Are you a little short on cash today?

No worries, your meals are prepaid. Want something healthy? You've got it (Your parents will be proud). So whether you're looking to fill up or just hang out, we've got you covered.

The Real Food on Campus (RFoC) Campus Dining Food Court offers a variety of American Entrées, vegetarian options, and exhibition cooking stations and lots more. Enjoy a grilled hamburger, your favorite pizza, Mexican food or Home-style entrées and sides. Homemade soups, freshly tossed salads and toppings await you. Don't forget to satisfy your sweet tooth with a freshly baked dessert.

#### Resident Dining Memberships:

Our meal plans are flexible so you can get the most out of them. There are two parts to each. Meal plans are selected via your housing application.

#### *Lobo Bucks*

You choose how much of an additional balance, if any, you want to have for the semester. Lobo Bucks supplement your weekly meal allowance and can be used at both of our service locations on campus. Lobo Bucks carry over from the fall to the spring semester. Any remaining Lobo Bucks will expire at the end of the spring semester.

Once you have a meal plan, your student ID works like a debit card. Simply swipe your card and the meal, or the Lobo Bucks are deducted from your account automatically.

**Choose the meal plan that works best for you (current rates/plans are accessible at [www.sulross.edu/reslife](http://www.sulross.edu/reslife)):**

#### *Platinum*

- o 20 All-You-Care-To-Eat meals per week in the RFoC Campus Dining Food Court
- o \$120 in Lobo Bucks

#### *Gold*

- o 16 All-You-Care-To-Eat meals per week in the RFoC Campus Dining Food Court
- o \$120 in Lobo Bucks

#### *Lobo Choice Plan*

- o 200 All-You-Care-To-Eat meals per semester
- o \$200 Lobo Bucks

**The following plans are available to Faculty, Staff, Off-Campus Students, Etc:**

#### *Block 30*

- o 30 All-You-Care-To-Eat meals anytime

#### *Block 20*

- o 20 All-You-Care-To-Eat meals anytime

## *Block 10*

### o 10 All-You-Care-To-Eat meals anytime

#### *Locations to Satisfy Any Craving*

Whether you're a night owl, an early bird, or something in between, you won't ever have to worry about finding somewhere to eat. Get a full meal, a snack or just hang out with your friends [or your laptop].

#### *RFoC Campus Dining Food Court*

Meet your friends for breakfast, lunch or dinner at our comfortable, all-you-care-to- eat RFoC Campus Dining Food Court. Watch the preparation of your made-to-order meal or try home-style entrees. Your favorites from the grill, deli, or salad bar are always there for you too.

#### *The Lobo Den Café*

Are you in the mood for something fast or light, or light and fast? Visit the Morgan University Center Coffee Shop with your Lobo Bucks. Snacks, coffee, tea or specialty drinks and more are all made just the way you like them. Don't forget to get your caffeine buzz! We proudly brew fresh hot Starbucks coffee until 2pm so you can get what you want when you want it!

#### *C3 Express Convenience Store – Lobo Village 8*

They're not called convenience stores for nothing. Stop by the C-Store in the residential complex! Grab a snack like pretzels, chips or candy, or get a full meal! The C-Store serves hot fresh pizza and cool smoothies. Running low on soap or shampoo? Not a problem – we've got that too. See posted hours.

## *Career Services & Testing*

Brooke Guffin

Morgan University Center, Room 211-B/C

432.837.8178

### *Career Services*

The Director of Career Services and Testing is available to assist current students and alumni in initiating, developing and effectively implementing career plans. Office hours are 8:00 a.m. to 5 p.m., Monday through Friday or can be contacted at [careers@sulross.edu](mailto:careers@sulross.edu). A variety of services are offered to help students clarify their career and educational goals, assisting in the preparation of future career endeavors upon completion of their academic studies. The office of Career Services aims to provide students with the preparation that is necessary for success during the transition from academics to the workforce.

Students are encouraged to utilize services throughout their academic career. The office of Career Services assists:

o Entering students, in selecting a major by exploring career options and interests through career assessments including Myers Briggs Type Indicator (MBTI), Clifton Strengths, ONET, and more.

- o Freshman and second-year students, in tailoring career decisions, exploring internship opportunities, considering options such as graduate study, specializing in a chosen field and summer employment.
- o Juniors and seniors, in selecting a graduate school, securing an internship, creating career portfolios, writing a resume and cover letters, preparing for interviews, job search strategies and accessing job openings.

Services include:

#### *Career Advising*

Consultations with the Career Services Director provide individualized assistance to students involving college and career-related concerns made by appointment.

#### *Workshops*

Scheduled presentations and workshops are given on various topics including:

- o Career Planning and Exploration
- o Job Search Strategies including Networking Skills
- o Résumé and Cover Letter Composition
- o Interviewing

#### *Job Fairs & On-Campus Recruiting*

The office hosts two (2) job fairs a year (one in spring and one in the fall) where employers are invited to visit the campus to provide opportunities for students to meet and discuss career options. At other times, recruiters visit campus to speak to students to advertise their employment opportunities. Visits are posted in the University Center.

#### *Resume /Career Portfolio*

The Career Services department assists in helping students build their career portfolios. The portfolios can include letters of recommendation, a skills summary, and the development of a LinkedIn account.

#### *Computer Resources*

Computers are available for career exploration in UC 211B. Several software programs are available for students to use. These include programs for résumé writing, job search strategies and resources. Contact the Director of Career Services and Testing to utilize or inquire about these or other resources. You can also review the Career Services web page. Computer use is determined on first come first serve basis.

#### *On-Campus and Community Employment*

The Department of Career Services assists students seeking employment while in school. Work Study positions are posted on the employment opportunities site. Local jobs are posted on the Job

Board on the 1st floor of the University Center and the Career Services Center website. Assistance with summer job placement and internships is also available.

### Testing Services

Testing information for the tests listed below is available at the center. Correspondence course testing, professional licensing examinations, and other test administrations are provided by arrangement. Telephone 432.837.8178 or [testing@sulross.edu](mailto:testing@sulross.edu). The following exams are administered on campus on national test dates, and fees are charged accordingly:

Local tests require registration or appointments. Exams for college credit (such as CLEP), proficiency examinations (such as the GED), and others may be taken through the Career Services by appointment. Proctoring for other universities is available with an administrative fee.

Correspondence course testing, professional licensing examinations and other test administrations are given by arrangement, telephone 432.837.8178 or email [testing@sulross.edu](mailto:testing@sulross.edu). The following exams are administered on campus on national test dates and fees are charged accordingly:

Information on fees, test dates and registration packets are available in the office or on the web at <https://www.sulross.edu/admissions/testing-services/>.

The following tests are scheduled for administration on campus and on selected national days, visit <https://www.sulross.edu/admissions/testing-services/testing-schedule/> for more information.

#### *Testing Services includes:*

- o GRE (Graduate Record Exam)
- o ACT (American College Testing)
- o SAT (Scholastic Assessment Test)
- o LSAT (Law School Admission Test)
- o TSIA2 (Texas Success Initiative Assessment 2)
- o TEAS (Test of Essential Academic Skills; Nursing Entrance Exam)
- o GED (General Educational Development)
- o TCOLE/TCLEDDS (Peace Officer & Jailer Exam)
- o TExES (Texas Examinations of Educator Standards)
- o TCEQ (Texas Commission on Environmental Quality)

### Civic Engagement & Student Assistance

Ferguson Hall 108

432.837.8596

[katy.williams@sulross.edu](mailto:katy.williams@sulross.edu)

The Office of Civic Engagement & Student Assistance is a central hub and collaborative resource designed to support, engage, and empower students as they navigate their Sul Ross Experience and develop as global citizens. Students may contact the office for assistance in getting involved on campus and in the community, for any concerns regarding their Sul Ross experience, and for assistance in navigating issues pertaining to their basic needs.

#### Civic Engagement

- o On and Off Campus Volunteer Opportunities
- o Educational Programs and Workshops
- o Voter Education and Registration
- o Support for Service Learning and Community Based Learning Courses
- o Volunteer Advising
- o Presidential Volunteer Service Award

#### Student Assistance

- o Referrals and Resource Connections for Basic Needs
- o Assistance with Getting Involved on Campus
- o Navigating Academic and Non-Academic Concerns
- o Support through Student Grievance Process
- o Educational Programs and Workshops
- o Lobo Pantry
- o Commencement Closet

#### Commencement Closet

Ferguson 108 or BAB 104  
432.837.8596 or 432.837.8048

The Commencement Closet is a closet of graduation regalia in which graduating students can check out and borrow a cap and gown for commencement, free of charge. The Commencement Closet is designed to remove barriers and facilitate student access to regalia for graduating students who may be experiencing financial difficulties that may prevent them from walking the stage. This resource is managed by the Office of Civic Engagement & Student Assistance and the Office of the Registrar.

#### Computer Services (LTAC)

Lobo Technology Assistance Center (LTAC)

ACR 105

432.837.8888 (x8888)

888.837.2882 Toll Free

Weekdays: Monday – Friday 7:30 a.m. to 7:30 p.m.

Weekends: Saturday & Sunday 12:00 p.m. to 5:00 p.m. in Library 1st Floor

NOTE: Between the semester hours: Monday–Friday 8:00 a.m. to 5:00 p.m.



## Counseling & Accessibility Services

Ferguson Hall 112, Box C-122

432.837.8203

[counseling@sulross.edu](mailto:counseling@sulross.edu)

### Counseling

Counseling is an integral part of the student-centered educational mission at Sul Ross State University. The staff of the Counseling Center wants students to be successful. We strive for our campus to be a safe and healthy learning environment for all involved-students, staff, and faculty. Our role is to facilitate positive change and promote mental health and emotional well-being on campus. We provide:

- o Workshops, presentations, and activities promoting mental health
- o Off-campus referrals in the local and surrounding areas
- o Mental health screenings
- o Group counseling/support groups
- o Individual counseling

Any problem which is interfering with a person's ability to function well in the academic or non-academic environment is appropriate for counseling. We provide short term counseling to address such issues as:

Adjusting to College

Homesickness

Depression

Anxiety

Test Anxiety

Suicidal Thoughts/Feelings

Relationship Issues

Substance and Alcohol Abuse

Self Esteem

Eating Disorders

Personal Growth and Development

Other Related Mental Health Issues

The Texas State University System has partnered with TimelyCare to offer 24/7/365 telehealth counseling support for our Sul Ross students. Students will be provided nine sessions per year as part of their student fees.

Students have paid for our services through their student fees, so there are no additional associated fees. Sessions are confidential with the exception of a few rare situations which are reviewed with the student/client prior to the start of the counseling relationship. Counseling is available to enrolled students, staff, and faculty of Sul Ross State University and their spouses/partners and children, as scheduling allows. Please call, 432.837.8203, or stop by our office, Ferguson Hall 112, to speak with one of our licensed professional counselors. You can also email our counselors at, [counseling@sulross.edu](mailto:counseling@sulross.edu). We offer both in person and telehealth options. Our office is open Monday-Friday, 7am to 5pm.

### Accessibility Services

Sul Ross State University supports equal employment and educational opportunities for all persons. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, or disability.

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accessibility Services assists students with disabilities in providing academic programming accommodations.

Services available to all SRSU students include consultation, information and referral as well as personal counseling and academic support. A student is eligible for disability services if they have been admitted to Sul Ross State University, have a documented physical or mental impairment that substantially limits one or more major life activities and a record of such impairment. Qualified students with disabilities who need academic adjustments, auxiliary aids or services or other accommodations must register with the Accessibility Services Representative. It is the student's responsibility to bring disability documentation with them to an appointment with the Accessibility Services Coordinator to discuss their individual needs at this time. Each request is considered on an individualized, case-by-case basis. As considerable time may be involved in obtaining complete and adequate documentation and arranging for qualified service providers, prospective and current students should request services in a timely manner, well in advance of the anticipated need.

Recent disability documentation from appropriate qualified professionals must be provided by the student to establish current functional limitations and the impact of the disability. Any recommendations for specific accommodations may be helpful in making determinations and these will be considered as part of the documentation review process. Documentation of disability status and other related information is handled in a confidential manner and is maintained in files separate from a student's educational record. Both academic and non-academic accommodation requests are facilitated through the Accessibility Services Office. Requests involving non-academic accommodations such as University housing, physical access, etc. will be referred and processed through appropriate departments. Academic accommodations for which a student is eligible are outlined in letters to faculty members. For online classes and remote learning, letters will be emailed to the professor/TA and the student will be included. If requested, Accessibility Services is available to facilitate communication between a student and faculty members regarding accommodations by meeting with the student and the faculty member. It is the responsibility of the student to inform the office in a timely manner if accommodations are not effective.

In compliance with applicable laws, unless Sul Ross State University can demonstrate that an academic requirement is an essential component of a degree or program, the University will make reasonable adjustments to requirements to ensure that the requirements do not discriminate against qualified students with disabilities.

If a student feels that they have been discriminated against based on disability, it is recommended that the student first attempt to resolve the issue directly with the individual or group suspected of discrimination. If this procedure is non-productive, a second step may be to seek assistance from the Accessibility Services Coordinator.

To make an appointment to discuss accommodations, you can call the Alpine office at (432) 837-8203. RGC students can call Alejandra Valdez at (830) 758 – 5006.

## Financial Aid

Center for Enrollment Services  
Lawrence Hall Room 102, Box C-2  
432.837.8050  
fa@sulross.edu

While attending college, do you require financial aid to help cover educational expenses? If so, the Sul Ross Financial Aid team will be able to discuss different options. There are numerous sorts of financial aid available, including need-based aid, scholarships, work-study, and loans. The FAFSA must be completed annually and can be completed online (<https://studentaid.gov/>). To ensure that your file is completed as quickly as possible, additional documentation may be necessary.

## Need-Based Aid

Need-based aid is available through federal and state sources. This aid is awarded based on the results received from the FAFSA. **This aid is gift aid and will not need to be repaid as long as student attends classes and stays in good financial aid status.**

## Scholarships

The majority of Sul Ross State University's annual scholarship recipients are full-time; these scholarships are available to new and returning students. The application period begins on November 15 and ends on February 15.

[Home Page \(awardspring.com\)](#)  
[Scholarship List- Sul Ross](#)

## Work Study

Part-time campus employment can be found through the Federal College Work-Study Program, Texas College Work Study, or through institutional funds. Eligibility for the Federal College Work-Study Program is based on the annual results of the FAFSA, and notification of your eligibility will be sent to you through a Financial Aid offer and/or by accessing the Financial Aid page of your Student Dashboard. If work-study eligibility was included in the financial aid award, it is the student's responsibility to find a job on-campus to benefit from this program – these funds will not be automatically credited to the student's account.

## Federal Student Loans

The William D. Ford Federal Direct Loan Program provides students with Subsidized, Unsubsidized, or Parent Plus loans from the Department of Education. Award are determined using the information provided on the FAFSA and your Cost of Attendance. There are yearly and lifetime limits on Subsidized and Unsubsidized loans that also determine the amounts awarded to you.

A first-time borrower must complete entrance counseling and a master promissory note (MPN) before federal aid can be disbursed. Students can complete the MPN and entrance counseling at Complete the Financial Aid Process | Federal Student Aid.

### Federal Parent Plus Loan

Parent Plus loans are available to assist parents to cover the remaining cost of their dependent undergraduate students' education. The money goes directly towards the student's balance and any loan amount remaining will then be sent to the parent or student as a refund (per the request of the parent on the application).

The interest rate for a Parent Plus loan is published annually on studentaid.gov. Interest will begin to accumulate once it has been disbursed. Repayment on the Parent Plus loan is completed by the parent and they can request for the repayment to be deferred as long as their student remains enrolled.

### Alternative Student Loans

Private lending institutions fund alternative student loans. It is highly recommended that you seek available Federal Direct Loan options from FAFSA before you apply for an Alternative loan as they offer more benefits such as lower interest rates and do not rely on a student's credit.

- Each private lender will have their own set of eligibility criteria, interest rates, and repayment requirements
- Alternative loans are based on a *student's* credit history and often require a co-signer
- Alternative loans are primarily used when federal aid and scholarships do not cover a student's Cost of Attendance (COA)
- The loan amount requested cannot exceed your Cost of Attendance (COA) minus other financial aid
- Due to Federal Lending Laws, private lenders are required to provide multiple disclosures to the Student borrower and to collect a Self-Certification Form

### Health Services

Morgan University Center 211G  
432.837.8102  
432.837.8474 FAX

### Meningococcal Immunization (MCV4) Requirements

Meningococcal immunization is required for first-time and transfer students less than 22 years of age. They must submit documented proof of meningococcal vaccination within the past five years and no later than the 10th day before the semester begins. New and transfer students are encouraged to contact their local medical provider or pharmacy regarding the meningococcal vaccination. The Health Services Coordinator has access to ImmTrac (State of Texas Immunization Registry). Please contact the Nurse at 432.837.8102 for further information.

Incoming students may check with their area's Texas Department of State Health Services (DSHS), physician's office, or pharmacy about availability of the meningococcal vaccination (MCV4). Alpine's DSHS region 10 facility is located at 205 North Cockrell, phone 432.837.3877.

### On-Campus Care

The Student Health office is located in Morgan University Center, Suite 211G. It is staffed by a registered nurse who can be reached at [health@sulross.edu](mailto:health@sulross.edu). Services include nursing assessments, minor treatments, over-the-counter medications, basic first-aid supplies, point of care testing and wellness talks. There is no charge to students for these services.

OpsMed is our contracted health care provider. They are a telemed service and are available Monday-Friday 8am-5pm with the exception of federal holidays. They will provide virtual visits when and where you need it! This service is paid for by the student medical fee and is only available during active enrollment periods. OpsMed will request a valid Sul Ross ID as proof of eligibility for student care. Sports physicals are provided to athletes for a fee of \$65 and must be scheduled in advance. Students are responsible for the cost of medical and healthcare services outside of OpsMed's agreed upon limited out-patient procedures.

**OpsMed can be reached by call or text at 210-396-2732.**

Please call Student Health Services at 432-837-8102 with any questions.

### Emergency Services

Students are responsible for the cost of emergency care. Local ambulance service (EMS) is available by dialing 911. Medical emergencies are transported to the Big Bend Regional Medical Center (BBRMC), which is a level four trauma facility. Patients are flown out-of-town when a higher level of specialized care is needed. The Emergency Room physician chooses the method and source of transport as determined by a patient's condition. BBRMC is located along Hwy 118 North and is open 24 hours every day. Their phone number is 432.837.3447. Students who wish to inquire about medical transportation memberships can visit [airmedcarenetwork.com](http://airmedcarenetwork.com) for more information.

### Student Health Insurance

Domestic students are strongly encouraged to maintain comprehensive health insurance. Due to the university's remote location, having sufficient air ambulance coverage is recommended [Air Ambulance - Overview - AirMedCare Network - Membership](#). International students must show proof of health insurance that is good within the United States. Helpful links are available on the student health webpage under <https://www.sulross.edu/student-life/student-health-services/student-health-insurance/>.

### Information

For information on scheduled campus activities, contact the Campus Activities office in the Morgan University Center, Room 108, or call 432.837.8191.

For campus directory information visit: <https://srinfo.sulross.edu/directory/> or contact the University Police Department by dialing 432.837.8011. At this time, campus directory information is only available on weekdays (Monday to Friday) during the hours of 8 a.m. to 5 p.m. For information on local businesses or off campus activities, use the Alpine Telephone Directory.

## Library and Archives

WML Box C-109  
432.837.8123

The Division of Library and Archives exists to connect students, faculty, staff, and broader university communities with information and services to facilitate creative exploration, intellectual growth, and scholarly pursuits in support of the library and archives missions and the university's mission, vision, and strategic plan. The Bryan Wildenthal Memorial Library in the Alpine campus serves as the main university library and houses the Archives of the Big Bend. The division oversees library services to Rio Grande College, based in Eagle Pass. The primary resources of the library and archives are its collections and its staff. The most current information is available at <http://library.sulross.edu>.

The SRSU library is a strategic institutional asset in the creative exploration, intellectual growth, and scholarly pursuits of the students, faculty, and staff at Sul Ross State University and the community of the Big Bend and US-Mexico border regions of Texas. In support of the University mission, the Bryan Wildenthal Memorial Library provides collections and services needed to conduct research and to effectively and efficiently teach, as well as instruction and assistance in information retrieval, information literacy, and scholarly communication, and provides a required physical place for students and faculty to collaborate and exchange ideas.

The mission of the Archives of the Big Bend is to collect, preserve, arrange, and make available for research purposes the recorded history and culture of the unique and diverse Big Bend region of far west Texas; the collection area includes the Trans-Pecos of Texas and corresponding border area of northern Mexico. The holdings include manuscripts; records of businesses, organizations, and individuals; photographs; maps; oral histories; newspapers; books; and the university archives.

Systems and Access staff assist patrons with locating information, planning research strategies, and using the online catalog and electronic resources. They also teach library-research skills and collaborate with faculty to integrate information-literacy skills into courses, work one-on-one with faculty researchers as needed, and develop teaching tools and resources to promote the resources, services, and spaces of the library. Circulation Desk staff manage and circulate reserve materials and circulating books. Interlibrary Loan staff obtains materials that the library does not own for SRSU students, faculty, and staff. They also provide ScanIt (document delivery) services. Technical Services staff are responsible for identifying, acquiring, cataloging, and processing materials for the collections of the library, including in-depth annual analysis and maintenance. Other functions include creating and maintaining records in the library's electronic catalog; repairing or withdrawing damaged materials; coordinating the preservation of materials through

binding and microfilming; receiving and acknowledging gifts and donations; and assisting faculty with the selection and purchase of appropriate materials.

Archives staff make holdings from the Archives of the Big Bend and university archives accessible to researchers, including students, faculty, and staff, through processing, acquisitions, cataloging, reference services, and reproduction services. Extensive use of the university archives is made by the administration and staff for documentation and a variety of special projects.

Specific objectives of the library and archives are to provide the following resources and services:

- professionally and expertly trained staff to develop and administer the resources and services of the SRSU library, Archives of the Big Bend, and university archives;
- a strong, well-balanced core collection of materials in a variety of formats to support the teaching and research functions of the university;
- full-text access to online resources in scholarly databases for all SRSU students, staff, and faculty through our website, on campus, and remotely;
- in-depth collections in disciplines offering master's degrees;
- current and accurate reference and general-information sources to support the informational and recreational needs of the university, the Alpine community, and the Big Bend area;
- a dynamic and curriculum-integrated library education program through the use of the Library Teaching and Learning Toolkit;
- services for locating and obtaining materials from other libraries through a strong Interlibrary Loan Department; and
- a physical building that facilitates the use of information and collaboration among patrons.

### Library Hours

*The most current Library hours and holiday closures are available at [library.sulross.edu/hours](http://library.sulross.edu/hours).*

### Student Dashboard

The student dashboard allows you to check your financial status with the University, mid-term and final grades, and register for courses. Access the student dashboard from the Sul Ross web [www.sulross.edu](http://www.sulross.edu). Click on mySRSU, login with your Lobo ID and password, and select Student Dashboard.

### Lobo Pantry

Ferguson Hall 108

432.837.8596

[Lobopantry@sulross.edu](mailto:Lobopantry@sulross.edu)

The Lobo Pantry serves as a temporary, judgement free resources for student experiencing food insecurity. Food insecurity is the lack of consistent access to affordable and nutritious foods to

sustain a healthy lifestyle. Students affiliated with the Alpine campus are eligible to use the Lobo Pantry once per month. *Eligibility and frequency of visits are subject to change throughout the year.*

Students unable to visit during distribution hours can contact [lobopantry@sulross.edu](mailto:lobopantry@sulross.edu) to make an individual appointment. The Office of Civic Engagement & Student Assistance manages the Lobo Pantry. Students not affiliated with the Alpine campus may still contact the Lobo Pantry and we will assist with connecting the student to local resources based on their geographical location.

### Morgan University Center

RM 108, Box C-190

432.837.8191

432.837.8192 FAX

The SRSU Morgan University Center (UC), an integral part of the University and serves as the family, including students, faculty, administrators in January 2000, comprises a 51,719 square foot amenities including:

[Student Life Office](#)

[Campus Activities Office](#)

[Dining Services \(Aramark\)](#)

[University Center Services Office](#)

[Student Health Services](#)

[Game Room](#)

[Career Services & Testing Center](#)

[Meeting/Conference Rooms](#)

[Post Office](#)

[Bookstore](#)

[Student Government Association \(SGA\)](#)

[Title IX Office](#)

An array of opportunities for personal involvement and professional experiences are available to students through the many programs and activities conducted in the Morgan University Center. Speakers, performing artists, cultural events, and many other activities provide co-curricular and informal educational experiences. These programs make out-of-class activities a supporting factor in education. Specific policies have been developed to ensure utilization of the UC is enjoyable and beneficial. These are available from the Director of Campus Activities, in UC Room 108.



## Museum of the Big Bend (MOBB)

MOBB, Box C-101  
432.837.8730

The Museum of the Big Bend is located at Entrance 4 between the Morgan University Center and the Fine Arts Building. The purpose of the Museum of the Big Bend is to collect, study, and exhibit materials related to the Texas Big Bend region and display art collections and exhibits in our new Emmett and Miriam McCoy building. Archaeological and historic artifacts have been collected by the Museum for over 50 years, including the Yana & Marty Davis Map Collection which span over 500 years of Texas maps. Additionally, the museum provides public outreach through our children's and adult programming. Information on the Museum is available by calling 432.837.8730. The Museum's hours are Tuesday through Saturday 10:00 a.m. to 4:00 p.m. The Museum is closed on Sundays and Mondays. SRSU Students and Faculty receive free admission to the museum. General admission is \$10 for adults and children 13 years and older.

## Mail Services/Post Office

Morgan University Center; Box C-1  
432.837.8193

The University Post Office is a contract station and provides full mail support with the exception of stamped cards offered by the city branch of the post office. It serves students, faculty and staff. All students are required to have a local mailing address.

The campus Post Office has boxes available for rent at the following rates:

- o Full-year rate (Fall Semester through the end of Summer Session II) \$18;
- o Semester rates - Fall, \$6; Spring, \$6;
- o Summer Session I, \$3;
- o Summer Session II, \$3.

All fees must be paid in the Cashier's office. After payment, bring the receipt to the Post Office and a postal box and combination will be issued to you. The Post Office Window: open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The Post Office handles letters, parcels, and sells stamps and money orders.

## Sully Shelf

Sul Ross State University has partnered with Follett Higher Education to bring our campus **Sully Shelf**. This is a course materials affordability program that improves the course material experience, conveniently prepares materials for students, and ensures all students are prepared for day one of class. provides more affordable course materials, convenience, and choices.

### How Sully Shelf Works:

1. Register for your courses.
2. Pay your Sully Shelf fee on your student account.
3. Receive digital materials via Blackboard and physical materials as needed by day one.
4. Begin the semester fully prepared with all your required resources.

### Program Details:

- **Digital Course Materials:** If you are receiving digital course materials through Sully Shelf, they will be automatically available in Blackboard once the course officially begins. Instructions on how to access your digital materials will be provided in your course shell and in emails to your .edu address. If you drop the course from your schedule on or before the last day of the DROP/ADD period, your account will automatically be fully refunded.
- **Physical Course Materials:** If you are receiving print materials, you will receive an email confirming that your materials are ready for pickup at Lobo Outfitters the campus store, or you can choose to have them delivered to your preferred address. If you drop the course on or before the last day of the DROP/ADD period for the term, you must return the print materials to Lobo Outfitters before your account can be refunded.

### Program Flexibility:

- **Opt-Out of Sully Shelf:** While all students are automatically enrolled in the program, each student has the option to opt out each semester based on their needs. Opt-out details will be sent to each enrolled student separately. If you do not want to participate, you can opt-out of the program. There is no penalty to opt out, but students will then be responsible for sourcing and purchasing their required materials independently.

## Recreational Programs

Graves-Pierce Rm 201, Box C-23

432.837.8792

432.837.8791 FAX

The Recreational Programs office is located in the Graves-Pierce Complex. Our goal is to provide a variety of opportunities for students, faculty, and staff to participate in wellness and recreational activities. Make sure to bring your SRSU ID to all activities.

### Intramural Sports Program

The Intramural Sports Program allows teams and individuals to compete against other members of the Sul Ross community in various activities. Activities range from one day events or tournaments to major sports leagues. Schedules will be posted at Graves-Pierce or on our website.

Check the schedule often to avoid missing the sign-up deadlines.

### Graves-Pierce Facility

The majority of the activities in the Graves-Pierce are open recreation. The cardio room, cycle room, group fitness room, and weight room offer opportunities for students to engage in physical movement and exercise. We offer special events, personal training, and weekly group fitness classes in these environments. The basketball court is open for students to use at their leisure whether it be for basketball, volleyball, pickleball, four square, or something else. If you need equipment for these activities, you can check it out from the front desk, along with equipment for our racquetball courts. Our facility also includes a dry heat sauna, locker rooms, and a walking track.

## Club Sports

Club sports provide year-long opportunities for participation and competition outside of the intercollegiate varsity sports. In the past these have included the Rugby Football Club, Cheerleaders, the Paintball Club, the Ultimate Frisbee Club, the Wrestling Club, and more. These groups are governed by Campus Activities and run by student leadership.

## Fitness and Wellness Classes

We offer a variety of group fitness classes and personal training opportunities. The schedule will be posted in Graves-Pierce and across campus. We also offer multiple special events each semester in which students have the opportunity to participate in fun and engaging activities while also learning more about health and wellness.

## Swimming Pool

The University Swimming Pool is part of the Graves-Pierce Complex. Admission to this indoor pool and adjoining patio is free with a current SRSU Student ID. Hours of operation will be determined at the beginning of each session based on availability of certified staff and class schedules and will be posted at the pool and on our website.

## Outdoor Adventure

Each semester campus recreation will plan and lead a variety of outdoor adventure trips that are open to all students. These include both day trips and overnight trips, with a variety of activities including hiking, paddling, camping, skiing, and others. We do our best to keep costs down for these trips, but there is usually a fee associated with them to cover costs including transportation, food, equipment, and other costs. We will post information about these trips at the beginning of each semester.

## Student Staff

Recreational Sports hires many student employees each semester, both undergraduate and graduate-level. Positions include Front Desk Supervisor, Lifeguards, Outdoor Supervisors, Weight Room Supervisors, and Intramural Sports Officials. Intramural Sports Officials do not need prior experience but must attend training clinics before each sport. Stop by to find out about current opportunities.

## Residential Living

Lobo Village 8, Box C-53  
432.837.8190  
432.837.8291 FAX  
reslife@sulross.edu

The [Office of Residential Living](#) at Sul Ross State University is designed to be supportive of each student's educational experience. Besides providing convenient and cost-effective housing arrangements, living on campus will give you a built-in opportunity to get acquainted with other

students, be involved in campus life, participate in programs and activities, encounter challenging ideas, and develop new skills. Studies have shown that students who live on campus are more likely to be satisfied with their collegiate experience, be more involved in campus life, achieve higher academic standards, have a more positive self- image, and are more likely to complete their degree than students who do not live on campus.

Sul Ross State University is a tobacco-free campus; therefore, no tobacco products are allowed on-campus and in any university facility, including all residential buildings.

### General Housing Policy

All students are welcome to live on-campus as long as they are enrolled. Priorities may be given to students who are enrolled full time (12 or more credits in the long semesters (fall and spring) and 6 or more credit hours in the summer semesters).

### 2-Year Live-on Requirement

Undergraduate students who are enrolled for 12 or more credit hours in the long semesters (fall and spring) are required to reside in the residence halls for the first two full academic years of their education (4 long semesters). Living on-campus at another university prior to Sul Ross can be submitted for consideration towards the residency requirement.

### **\*Exceptions to the policy may be made for student(s) who:**

1. Live at the established residence of their parent, grandparent or legal guardian within a 100-mile radius of the Sul Ross campus. Documentation must be presented regarding legal guardianship.
2. Are married. A marriage license or similar document must be presented to the Residential Living office.
3. Are veterans and have spent at least twelve months on active duty.
4. Are at least 21 years of age before the first class day of the academic year.
5. Are single parent(s) with dependent(s) living with them full time during the academic year.

### **\*This is not a comprehensive list.**

**All housing exemption request and supporting documents must be submitted by July 31<sup>st</sup> (for the following Fall term) or by November 30<sup>th</sup> (for the following Spring term).** Please submit this form to [reslife@sulross.edu](mailto:reslife@sulross.edu), along with all required documentation listed, to request to live off-campus. The form cannot be processed unless all of the required information is submitted. The University reserves the right to deny any off-campus appeals. Failure to comply with Residential Living requirements may result in disciplinary action, which may include a complete charge for room and meal plan. The Housing Exemption Request form can be found [here](#).

A student who gives false information concerning housing will be subject to disciplinary action. A student found to be living off campus without approval would be required to return to on-campus

housing. If this does not occur within 10 class days, disciplinary action will be taken and may include cancellation of class registration with no refund due.

Students residing in University housing are responsible for being knowledgeable of all policies and procedures as printed in the Residential Living Handbook, the Housing Contract, and all housing policies outlined in this publication. Sul Ross State University is not responsible for theft or damage to personal property. Students are encouraged to purchase renter's insurance.

#### *Applying for Campus Housing*

A \$50 housing application fee (non-refundable) is required when students apply for housing. All students must sign a Residential Living contract for the entire academic (Fall and Spring) year. Students entering in the spring will sign a Residential Living contract for the Spring Semester only.

Students who move out of Residential Living before the contracted time has lapsed and withdraw from the university will be billed for any additional charges or damage costs to the room. Students who move out of Residential Living without proper authorization and remain enrolled in the university will have all room, board and damage charges remain on the student's account.

#### *Fletcher Residence Hall (OFFLINE)*

Fletcher Residence Hall rooms are rented by the academic year. A meal plan is required. Campus food service is provided in the Morgan University Center. Fletcher rooms are double occupancy bedrooms that share a bathroom with the adjoining room. Fletcher is currently equipped with window-mounted A/C units, minifridges, and coinless operated laundry facilities.

#### *Lobo Village Residence Halls*

Residence hall rooms are reserved by the academic year. A meal plan is required. Campus food service is provided in the Morgan University Center. All Lobo Village residence hall units are suite style rooms, where two students have their own bedroom, but share a bathroom and living room spaces. Each residence hall houses 248 students. Each building has central air and heat, free communal laundry facilities, and communal study/lounge spaces.

#### *Efficiency Apartments*

The Efficiency Apartments are single-occupancy, studio-style apartments. Each unit is fully furnished with kitchen appliances, bedroom furniture and a desk. Each apartment building has central air and heat and free communal laundry facilities. Students who are 21 years or older or at least junior classification by August 1<sup>st</sup> are eligible to apply for the apartments.

#### *Lobo Pack Double Apartments*

The Lobo Pack Double Apartments are double-occupancy apartments with two bedrooms, fully furnished apartments with living room furniture, bedroom furniture, kitchen appliances, and in-unit stackable washer/dryer units. Students who are 21 years or older or at least junior classification by August 1<sup>st</sup> are eligible to apply for the apartments.

### *Lobo Pack Family Housing Apartments*

The Family Housing units are available to married couples, couples with children, or single parents, who are enrolled full time each semester. These two-bedroom units are fully furnished with living room furniture, bedroom furniture, kitchen appliances, and in-unit stackable washer/dryer units. =

### Billing

Apartment and residence hall rents begin when the contract date begins and continues until the student moves out and the key(s) is returned. For the residence halls, rent is calculated from the first day of one semester through the last day of the semester, which will include holiday periods and breaks within that same semester. For the apartments, rent is calculated from the first day of the month and the last day of the month in each semester. The payment schedule follows the university billing and payment schedule. If rent is not paid as scheduled, the resident may be asked to move out. Improper check out can result in additional fines.

Apartment residents only: Apartment residents are required to submit written notification of their departure via email (to [reslife@sulross.edu](mailto:reslife@sulross.edu)), at least 30 days prior to their move-out date.

### Overnight Guest Policy

Residents may house same-sex guests in their rooms for limited periods (no more than three consecutive nights and no more than 4 nights total per month) at no additional cost. Overnight guest is defined as any individual spending the night after the visitation hours (see section below). Residents may host one overnight guest at a time and must be present during the time of the visit. *All guests must be at least 17 years of age or an immediate family member of the resident.*

The University reserves the right to withdraw guest privileges if a guest or host does not abide by University rules and regulations.

### Visitation

In order to provide an atmosphere conducive to study, we maintain a visitation policy in all residential buildings. All visitors will be escorted by their host while in the hallways, living areas, and rooms. A resident will be allowed no more than two visitors, at a time, and will be responsible for their guests' conduct. Visitation is limited to certain hours for all on-campus housing.

Sunday through Thursday the visitation hours are from 8:00 a.m. until 1:00 a.m. On Friday and Saturday the visitation hours are from 8:00 a.m. until 2:00 a.m. The escort policy is in effect at all times.

### Sul-Ross Affiliated – Student Overnight Guest Housing

Students who commute or take weekend classes may make reservations on a space available basis to spend the night in the vacant rooms in the residence halls. Payment is to be made at check-in time, using check or money order (no cash or credit cards). Linens, towels, soap, toiletries, etc. are

not provided so plan ahead. Rates inquiry and reservations can be made by contacting the Residential Living Office at [reslife@sulross.edu](mailto:reslife@sulross.edu).

**Check-in hours for guest housing are limited to the hours of 8:00 a.m. to 10:00 p.m. Keys and access cards should be returned to the Residential Living Office.**

### Residential Living Rules

There are certain rules and procedures specific to University housing. These can be found in detail on the Residential Living web page and the [Residential Living Handbook](#). Some of the key points to note are the following:

1. Alcohol is not allowed in the residence halls, regardless of age.
2. Alcohol is not allowed in all public areas, parking lots or yards.
3. Only students that have a valid License to Carry (LTC) may carry a concealed handgun in all residential communities (Residence Halls and Apartments). Prior to storing their authorized handguns in residential communities, students must set up a meeting with one of the Residential Living professional staff members. Click [here](#) to learn more.
4. Unapproved animals are not permitted in any residential buildings.
5. Quiet hours are as follows in and around all residential buildings:
  1. Sunday through Thursday: 10:00 pm – 8:00 am
  2. Friday through Saturday: 12:00 am – 8:00 am
  3. During finals, 24-hour quiet hours will be set to help with the successful completion of exams.
6. Illegal drugs are not tolerated.

Students are considered responsible adults and therefore accountable for how their words and actions may affect other students and the academic environment. Please contact the Office of Residential Living if you have questions or concerns.

### Lobo Outfitters

Morgan University Center, Box C-111  
432.837.8194  
432.837.8195 FAX

Lobo Outfitters is owned by the University and leased to Follett Higher Education. Its purpose is to serve the campus community by offering access to course materials, apparel, technology, and more. The campus store stocks gifts, souvenirs, novelties, health care items, snacks, and University imprinted clothing. Additional information may be found at the campus store website, [www.ShopLoboOutfitters.com](http://www.ShopLoboOutfitters.com).

### Textbooks/Course Materials:

- Refunds are given for Course Materials returned within 14 days of the first day of classes.
- Course Materials purchased after the 14 days return window must be returned within 7 business days of purchase for a full refund.
- Course Materials purchased during the last week of classes or final exams are not refundable.
- To support the delivery of digital content to you, a non-refundable digital delivery fee is applied to each digital material.

### Digital Course Materials

- eBooks are digital versions of an entire print book. eBooks are refundable within 14 days of the customer accessing the content, or 30 days after the purchase is made (without customer accessing the content), whichever occurs first. Additionally, refund requests cannot be fulfilled if more than 10% of the product has been viewed or if any page(s) of the content has been printed.
- Physical Courseware items, such as digital code access cards, are refundable within 14 days from purchase and unopened.
- Digital Courseware items, such as MyMathLab or McGraw Hill Connect, are refundable within 14 days from purchase (regardless of the amount of content accessed by the customer).

### Hardware & Software

Bring back unopened computer hardware and software within 14 days of purchase for a full refund. Electronic Software Download (ESD) purchases are Final and Non-Returnable.

### Student Government Association

Morgan University Center 201, Box C-189  
[sga@sulross.edu](mailto:sga@sulross.edu)

The Sul Ross State University Student Government Association is the University's student government body. It is composed of a Legislative Branch, a Judicial Branch and Executive Branch. All Sul Ross students are members of the Student Government Association. The Student Government Association officers make up the Executive Branch and are elected in the spring of the year preceding their term of office.

The Legislative Branch of the Student Government Association is the Student Senate. Senators are appointed at the beginning of the fall semester and include two representatives from each college, four seats at large and one seat each filled by members of the Freshman, Sophomore, Junior and Senior classes and a Graduate student. Students can apply or notify the SGA President of their interest in these positions.

The Judicial Branch is appointed by the Executive members. They are referred to as the Student Court and handle constitutional related disputes, appeals of decisions made by the Election Committee, complaints filed against registered student organizations and other matters.



The Student Senate meets bi-weekly for a formal meeting. Meetings usually include committee reports, discussion of student concerns and updates on activities being planned, fund-raising and service projects. The Student Government Association office is located in the Morgan University Center Room 201.

#### *Participation in Student Government*

Student government has no existence separate and apart from the University, and it shall have only such jurisdictions and shall exercise only such powers as the Board may now or hereafter delegate to it through the University President.

#### **Constitution and Bylaws Approved**

The constitution and bylaws of the student government are hereby approved to the extent that they are not in conflict with the provisions of these Rules and Regulations.

#### **Mode of Amending the Constitution and Bylaws**

The association in accordance with its constitution and bylaws may adopt an amendment to the constitution or bylaws of the student government, but the change shall not become effective until transmitted to and acted upon by the Dean of Students and the Vice President of Student Affairs and approved by the University President.

#### **Amendment or Repeal by the Board of Regents**

The Board of Regents shall amend or repeal any portion of the constitution and bylaws of a student government when, in the judgment of the Board, the interests of the University shall require it.

#### **Amendment or Repeal by the President**

The President shall have the power to amend or repeal any provision in the constitution or bylaws of the student government when, in the President's judgment, the interests of the University require it. The action by the President shall be subject to review under the provisions listed above.

#### **Compensation by Student Government**

All persons employed on salary or compensated for personal services in any manner by or under the direct supervision of the student government shall have the approval of the Dean of Student Life and shall be subject to prior approval by the President or a designated appointee both as to salary and as to qualifications. This authority shall not be exercised in a manner that would infringe upon the constitutionally protected rights of students.

#### **Annual Financial Reports**

The Dean of Student Life shall require the officially recognized student government to make available, on an annual basis, a complete financial report to the University business officer, and to make such special reports as may be called for by such business officer. A duplicate copy of each report shall be filed with the Dean of Student Life.

#### *Rights and Obligations of Student Government*

The student government shall be a recognized forum of student opinion.

1. When student government takes a position with reference to issues directly related to the University and its operations, it shall forward its recommendations to the Dean of Student Life and the President. This section shall not prohibit the student government from free expression of its position.
2. When student government takes a position on non-University issues, it shall make clear the fact that it does not speak for the University.
3. The student government may conduct polls, initiate petitions, and/or establish forums for debate or discussion, and said action shall be regulated only as to time, place, and manner but shall be subject to the provisions of the Sul Ross State University Rules and Regulations governing Speech and Assembly.
4. Officers of the student government may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the University or for the student body; and they shall make it clear they are not speaking for the student government unless the legislative body of that government has authorized the statement in advance.

### *Stipends*

The University may authorize the student government to grant fair and reasonable stipends to elected student body officers, provided such stipends are paid from student fees and are first authorized by a onetime referendum vote of the student body. Thereafter, stipends are subject to approval by the student government. The granting by student government of such stipends shall not establish an employer/employee relationship with the University, and the subject student officers shall not receive employee benefits from the University. The provisions above under Persons compensated by Student Government shall apply to the setting of the compensation of student body officers.

### *President's Authority*

While the student government will be granted freedom to exercise its constitutional rights, the University President necessarily has authority over all its activities, policies, contractual agreements, and financial matters provided said authority does not infringe on the free exercise of the constitutional rights of the students or the student government.

### *Student ID System (LTAC)*

**Student Identification Cards may be obtained in ACR 105.**

### *Student Publications*

Opportunities to use or develop creative skills in writing, photography and artwork are available through involvement in any of the two student publications. Students, regardless of major, may gain experience in editorial management, layout and design, news and feature writing, photography, and photo editing.

*The Skyline*, news magazine is produced periodically throughout the academic semesters by student staff. The publication provides the university community with news concerning students, faculty, and campus events, as well as providing a forum for students to discuss ideas and express opinions. The publication also provides a historical record of Sul Ross State University. The Skyline is supervised by a Student Publications Sponsors who can be contacted at 202.368.4545 or in MAB 102. Other inquiries can be made at MAB 114.

*The Sage*, the University's award-winning literary magazine, showcases essays, short stories, poems, art and photography from the student body of Sul Ross State University. The Sage is supervised by a Student Publications Sponsors who can be contacted at 432.837.8524 or BAB 316. The literary magazine is supervised by the Languages and Literature Department in MAB 114.

### University Police Department (UPD)

BAB 100, Box C-19  
432.837.8100  
432.837.8014 FAX

The University Police Department (UPD) maintains the safety and security of the entire campus and University community. UPD Officers are commissioned Texas peace officers and are vested with all powers, privileges and immunities of peace officers in performance of their duties. Students should immediately report all crimes, traffic accidents, or other offenses that occur on campus to UPD.

### UPD Office Hours

Monday-Friday 8:00 a.m. – 5:00 p.m.

The UPD office may be contacted 24 hours a day by calling 432.837.8100. After hours and weekend calls are answered by the Brewster County Sheriff Office with them relaying the information to a UPD Officer.

UPD Officers have the authority to refuse to allow any persons having no legitimate business to enter any property under the control and jurisdiction of the University and to eject any undesirable persons from the property if they refuse to leave upon request.

### Crime Prevention

The University Police Department (UPD), located in BAB 100, provides police services 24-hours a day, providing around-the-clock service to the campus community. The UPD offers traditional police services as well as traffic and parking enforcement, criminal investigations, and crime prevention. As a regular part of officers' assigned duties, they look for any hazards such as defective lighting, unsecured areas, inoperative doors or locks, damaged sidewalks, and potential fire hazards. If you notice a safety or security problem on campus, please report it to the UPD.

UPD can direct students to the appropriate agencies for incidents that occurred off campus and other available services such as University counseling services.

o The safety of students is UPD's priority. The students can practice the following precautions to increase their own safety:

- o Avoid walking alone. Travel in pairs and groups.
- o Be aware of your surroundings and potential danger spots.
- o Lock your doors and keep your windows closed at all times.
- o Do not prop open outside doors to residence halls after hours.
- o Report suspicious persons and circumstances.
- o Do not give anyone the keys to your room, even temporarily.
- o Do not leave valuables lying out in the open or in unlocked vehicles.
- o Engrave your driver's license number on all valuable property.
- o Record the serial numbers and brand names of all property of value.
- o Never leave your belongings unattended. Backpacks, books and purses can become easy targets.

#### Student's Obligation Under the Law

Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

#### Animals

The Animal Policy of Sul Ross State University is designed to minimize the threat of disease or harm to visitors, guests, and members of the University community. Therefore, animals may be limited on campus and are not allowed in University buildings except for the following conditions:

1. Disabled students requiring the assistance of a seeing-eye dog.
2. Used for academic studies in University controlled programs.
3. Used for intercollegiate rodeo, intramural rodeo, or rodeo physical education in appropriate facilities.
4. Owned and maintained by the President, Ranch Manager, or full-time Residential Living staff member in his/her home.
5. Used by law enforcement agencies while in performance of law enforcement duties or education demonstrations.
6. Approved animals within the guidelines established by Residential Living.

Domesticated pets (dogs, cats, birds) are permitted outside on campus grounds when leashed, caged, or otherwise secured, and properly attended at all times.

The University Police Department will handle complaints concerning animals on the Sul Ross State University campus.

## Bicycles, Skateboards, Roller Blades, Roller Skates, In-Line Skates, and In-Line Scooters

Bicycles are subject to the same traffic laws and regulations as motorized vehicles, including adherence to traffic signs and signals, traveling with the flow of traffic, and yielding the right-of-way to pedestrians. Violations are subject to municipal or county citations. Specific rules and regulations as they pertain to the use of bicycles on campus are as follows:

Bicycles must obey all motor vehicle laws in regard to signs, signals and speed limits.

Bicycles at night must display lights in accordance with Texas State Law.

Bicycles may be ridden on sidewalks with pedestrians having the right of way.

Bicycles shall yield right of way to pedestrians.

Bicycles driven on roadways should travel on the right side with the traffic flow.

Bicycles in a group shall be driven in a single file. The only exception would be special events.

Bicycles should be parked in racks provided or out of the way of vehicles and pedestrians.

Bicycles should not be stored in university buildings or residential halls.

## Changes

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

## Crime Alerts

The University Police Department (UPD) issues campus “Lobo Lookout Alerts” promptly to the campus community upon the discovery of a crime that is determined to pose a threat to public safety on campus, or that are in the public interest. Crime Alerts are maintained at the UPD office (Briscoe Administration Building Room #100) and are normally placed on the SRSUPD website. Current campus policy/practice that has been implemented in reference to Crime Alert Notifications to students, faculty, and staff includes multiple formats. When incidents are deemed to be an emergency that will affect the entire University Community and represent a serious or continuing threat to student and employees, the University may alert Faculty, Staff, or Students by other means that may include campus e-mail, posting on designated websites, through interdepartmental communications, building notification, through the campus phones, or by the Lobo Lookout emergency messaging system.

## Crime Statistics

Sul Ross State University follows the federal guidelines as outlined in Title II Crime Awareness and Campus Security Act, Section 204, Disclosure of Campus Security Policy and Campus Crime Statistics. UPD compiles and reports crimes on a regular basis.

In compliance with the CLERY Act, campus crime statistics are available at the Sul Ross website or specifically located at Sul Ross UPD website. A printed handout of the website information can be obtained upon request at the University Police Department office in Briscoe Administration Building room 100.

Sexual assault, dating violence, domestic violence, and stalking reporting and prevention information can be obtained in the upcoming version of the “Annual Security and Fire Safety Report” on the UPD website.

### Sexual Offender Information

Sexual offender information can be obtained at the Texas Department of Public Safety website or the UPD Office.

### Daily Crime Log

The University Police Department maintains a daily crime log at the UPD office (Briscoe Administration Building Room 100) with the daily crime log information being placed on the UPD website on a normal basis.

### **Annual Security Report**

UPD assists the Student Life office in maintaining an Annual Security and Fire Safety Report at the UPD office (Briscoe Administration Building Room 100). The report is available on the UPD website.

### Emergency Sirens

Sirens are installed throughout the city of Alpine for emergency alert notifications. The sirens are tested on the 1st Wednesday of the month at 6:00 p.m. The siren nearest to the University campus is by the Mitchells department store (901 East Holland Avenue) which can be heard on the University campus. Person(s) should monitor the local radio station (KVLV 1240) or the television station for emergency information whenever the sirens are activated on times other than the test dates and times.

### Employee's Health & Safety Manual

The Employee's Health & Safety Manual is maintained by the University Police Department and is available on the SRSUPD website or the UPD office. The manual shows the overview of the University Safety Program, Emergency Preparedness, General Safety Awareness, and Emergency Telephone Numbers. Additional safety information for students, faculty, staff, and visitors can be obtained from the SRSU website.

### Keys

Students who work for Sul Ross State University may be issued keys to certain facilities, provided that a completed Key Request form is submitted to the University Police Department by the respective department head/chair. The student must personally sign for the key at the UPD office (Briscoe Administration Building Room 100). The student also must personally return the keys to UPD upon termination of employment or withdrawal from the University. If a student is to retain their keys at the end of the semester, an explanation in writing must be received from the respective department head/chair. If a key is lost, the student must immediately inform the UPD office. The student will be financially responsible for all debt incurred to replace locks and keys as a result of the lost key. At no time are keys to be turned in to anyone other than UPD in BAB 100. Additional information can be found on the UPD website.

### Lost And Found

Any items lost or found should be reported to the University Police Department (Briscoe Administration Building Room 100). UPD keeps a list of recently lost or found items. Lost or found items placed into the UPD storage facilities and may be returned to the owner upon the proper description of the item reported lost or stolen.

## Parking & Traffic Regulations

The operation of a vehicle on the Sul Ross State University campus is a privilege granted by the institution. Serious or excessive violations of these rules can result in the loss of this privilege as well as disciplinary action.

Sul Ross State University assumes no responsibility for the care or protection of any vehicle or its contents at any time while parked in any campus parking area. Any parked or unattended vehicle may be removed from campus and impounded at the owners' expense if such vehicle in any way obstructs traffic, blocks parked cars, is abandoned, or creates a hazard to persons or property. All vehicles driven on Sul Ross State University property must comply with all State of Texas Motor Vehicle Laws and with Sul Ross State University Rules and Regulations.

The University Police Department develops rules and regulations for parking and traffic safety on the Sul Ross State University campus. Recommendations are subsequently reviewed by the University Executive Committee, and acted upon by the Board of Regents, Texas State University System.

All revenue collected by the University Police Department, largely from the sale of parking decals and fines, is used to maintain and improve parking and traffic safety on the University campus, including the paving of lots, the striping and lighting of lots, the posting of information signs for vehicles, pedestrians and drivers, and parking lot security.

Vehicle immobilization boots are used by the University Police Department for excessive citations, failure to pay fines, and consistent failure to comply with parking regulations.

## Incident Reporting Procedures

### **Making reports**

Any suspicious activities, incidents, accidents, and/or crimes occurring on University property should be reported to UPD by calling 432.837.8100. Threats (from minor or vague to severe or specific) should be treated seriously and immediately reported to law enforcement.

Crime(s) in progress should be reported immediately to the appropriate Law Enforcement Agency. UPD is available to assist in contacting other law enforcement agencies for crimes occurring off-campus.

### **On-Campus Emergencies**

Students, faculty, staff and visitors should DIAL 911 from any campus phone to notify law enforcement. Non-emergency calls on-campus should be placed to the UPD office at 432.837.8100. Students living in residential halls are also encouraged to report crimes/incidents to their Residential Assistant and Residential Living Director.

### **Off-Campus Emergencies**

Students, faculty, and staff should DIAL 911 to notify law enforcement. In the event that you are not near a campus phone, you may DIAL 911 from your cell phone. Your call will be answered by the

Alpine Police Department or Brewster County Sheriff's Office. You will need to provide them with your name, cell phone number and location.

### **Non-Emergency Contact Numbers**

432.837.8190: Lobo Village Residential Living office (8:00 a.m. – 5:00 p.m.)

432.837.8100: University Police Department (8:00 a.m. – 5:00 p.m.)

### **DIAL 911 for emergencies!**

1. Know when to call 911.
2. Know your address.
3. Know your location.
4. Briefly state your emergency.
5. Don't hang up.

## University Policies & Procedures

### Alcohol & Drug Policy

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 in 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.

#### **Sul Ross State University Counseling & Accessibility Services**

Ferguson Hall 112  
432.837.8203

#### **Alpine & Midland Alcoholics Anonymous**

Meeting held at 502 E.  
Lockhart Ave.  
Alpine, TX 79830

#### **Bid Bend Frontier Division of Permian Basin Community Centers**

808 N. 5th St.  
Alpine, TX 78930  
432.837.3401

### **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 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 Police Department, 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 are 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 with current Lobo IDs may use the Computer Lab during the scheduled Lab hours.
2. Intentional abuse or misuse of the computer equipment or facilities, to include damage, excessive noise, or harassment to other persons is not tolerated. 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.

3. Sul Ross State University enforces all copyright laws. All of the software used in the computer labs 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.

4. 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 Students. 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 criminal activity, the University asks you to think twice before posting any personal information on any social network. 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.

## **Advertising Alcohol Beverages & Sales in University Publications Policy**

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.

[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 Counseling and Accessibility Services Office in Ferguson Hall Room 112.

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 are 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, paraphernalia 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. 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. A student who has been suspended, dismissed, probated or expelled from any system Component shall be ineligible to enroll at any other system Component during the applicable period of discipline. The registrar of each Component 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.

## Employees

The unlawful use, possession, dispensing or distribution of drugs or alcohol may 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.

## Facilities Use Policy

The Facility Use 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. For more information visit the [University Facilities Use Policy](#).

## Financial Aid & Satisfactory Academic Progress Policy

Lawrence Hall 100, Box C-2

Email: [fa@sulross.edu](mailto: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:

- o Must maintain a cumulative grade point average (GPA) of 2.0 to remain in good standing.
- o 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.
- o 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:

- o 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.
- o 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:  
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:

- o Must maintain a cumulative grade point average (GPA) of 3.0 to remain in good standing.
- o 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:

- o Must successfully complete at least 67% of all hours attempted. Grades of F, W, PR, and I are not considered as satisfactory completion.
- o 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 on the Financial Aid homepage. 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:

- o A death in the immediate family

- o Serious injury or illness of the student or a member of the immediate family
- o Improvement sufficient to meet required standards in hours and/or GPA while attending a subsequent semester at student's own expense
- o 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:

- o The required cumulative GPA is attained; and
- o 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 should always feel empowered to help those in need.

### [Missing Person Policy](#)

If you have concerns that a student is missing, please inform the University Police Department, the Residential Living Department, the Dean of Students Office, or any university employee.

Any university employee notified of the concern for a missing person should gather names and contact information of the reporting individual and basic information about the missing person. The employee should report the information to UPD for a thorough review of status. Sul Ross State University Police Department exercises diligent care in the conduct of missing person inquiries and investigations. In the process of the investigation, other departments on campus may be called upon to assist and/or review information needed.

### **Missing Student Notification Policy**

Any on-campus student may submit a contact name to the Residential Living or Dean of Student's Office for instances of notification if they are identified as a missing person. This process is available during move-in procedures, as well. Federal law requires that the University report both to the University Police Department (UPD) and to the student's designated contact person when campus residents are determined missing for 24 hours ( i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian.

### [Religious Holy Days Absence](#)

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. A 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 Police Department officers, medical professionals, Dean of Students Office staff, Residential Living 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 reenrollment.

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 an 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:

**On Campus Student Death:** When an emergency occurs on the SRSU Campus, the SRSU Police Department (UPD) should be contacted immediately to respond to the situation. If a student's death is discovered as a result of the UPD response, a representative of UPD 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 of Student Affairs and the President of the University.

#### **On Campus Student Death Encounter at Residential Living**

1. Move to a safe location
2. Contact 911, immediately a. Inform 911 Dispatch, you may have to disconnect to contact University Officials
3. Call Admin staff member (If applicable)
4. (If applicable) Reconnect with 911 and follow any additional instructions
5. Wait for UPD, Admin, and other officials to arrive
6. If possible, secure the room and personal effects
7. Follow instructions given by Admin, UPD, etc.

#### **Admin Staff Protocol**

8. Contact Director of Residential Living a. If the Director is not available, call Dean of Students' Office
9. Go to location of the incident to assist any student staff members on-site.
10. Brief with student staff
11. Help maintain security of the room until Emergency Officials arrive
12. Cooperate with emergency officials
13. Give statements to UPD with your staff and other witnesses

#### **Director Protocol**

14. Contact Dean of Student Life Office
15. Contact Director of Counseling Services to determine if Crisis team may need to be notified
16. Rendezvous with on-site staff members
17. Facilitate an emergency meeting with all Resident Assistants
18. Prepare to provide Residential Living Services for the roommate
19. Facilitate the transfer of deceased person's effects to appropriate parties with the Student Death Response Coordinator (Dean of Students)

**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.

**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:

**Dean of Students Office/Student Death Response Coordinator (SDRC)**

- o Verifies that the individual reported as deceased was a SRSU student and collects other pertinent enrollment information.
- o Collects available emergency contact information.
- o Confirms the reliability of the report that a student has died.
- o Notifies the President's Office.
- o Notifies the Director of Counseling Services.
- o Notifies the Public Relations Officer.
- o Plans appropriate notifications of those close to the student after ensuring that official pronouncement of death was made: family (if law enforcement is unable to do so), on-campus involvements (club or sport teams), res hall staff and proximity residents (if on-campus student), etc.

**SRSU Police Department (Student death on campus)**

- o In conjunction with the area hospital, EMS, and Justice of the Peace, confirms the student death and coordinates the notification of the next of kin.
- o Secures the on-campus location as a possible crime scene as appropriate.
- o Notifies the Dean of Students.
- o Coordinates any police investigation as appropriate with pertinent law enforcement entities.

**Residential Living Department (Student death in housing)**

- o Immediately notifies the SRSU Police Department.
- o Notifies the Dean of Students Office.
- o Secures the deceased student's room and personal effects.
- o If the deceased student has a roommate, consults with the roommate and provides Residential Living services as appropriate.
- o Consults with the Director of Counseling Services to provide counseling services to roommates and to the housing community as appropriate.
- o Facilitates the transfer of the deceased student's personal effects as guided by the SDRC or Dean's Office and law enforcement.

**Counseling Services**

- o 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.

- Upon request made by a faculty member Counseling Services will work to provide grief counseling in classes attended by the deceased student.

**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 will send letters of condolence on behalf of SRSU to the next of kin or other appropriate persons in a timely manner.
2. Notifies appropriate college and enrollment service units of verification of the student death.
  - a. Notifies Registrar.
  - b. Notifies Director of Financial Aid
  - c. Notifies faculty instructors on student's schedule; extends a request for leniency for those closely affected (roommate, classmates, friends).
  - d. Determines and notifies other campus offices as necessary
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.
  - a. Determines appropriate on-campus component: moment of silence, memorial, plaque, etc.
  - b. Coordinates other expressions of sympathy such as sending letters or cards and attendance at funerals and memorials.

### 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 the clothes you were wearing at the time of the assault 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:

- Title IX Coordinator 432.837.8652
- [University Police Department](#) 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 Misconduct Policy

Current Texas State University [System Sexual Misconduct](#) Policy can be found at <https://www.sulross.edu/wp-content/uploads/2021/08/TSUS-Sexual-Misconduct-Policy-08312022.pdf>

### 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.

### Expressive Activity

As Sul Ross State University recognizes the constitutional rights and privileges of freedom of speech in expressive activities by individuals and groups on campus. The 86th Legislature passed Senate Bill 18, known as the Campus Free Speech Bill, which added Section 51.9315 to the Education Code.

The **definitions of terms** used in the rule include both the singular and plural version of the term:

- Benefit means recognition by or registration with the university, the use of the university's facilities for meetings or speaking purposes, the use of channels of communication controlled by the university, and funding sources made generally available to student organizations at the university.
- Campus means all land and buildings owned or leased by the university.

- Common outdoor areas mean places located outside a building or facility that are accessible to the public, such as streets, sidewalks, plazas, lawns, and parks, unless closed by the University for a special event. This term does not include areas immediately adjacent to a private residence.
- Employee means an individual employed by the university.
- Expressive activity means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.
- Faculty means any full or part-time employee of the university holding an academic appointment.
- Materially and substantially disrupt means interrupting a program or activity in a significant and consequential manner.
- Person means students, faculty, staff, student organizations, and third parties.
- Reasonable time, place, and manner restrictions means limitations that: (1) are narrowly tailored to serve a significant institutional interest; (2) employ clear, published, content neutral, and viewpoint-neutral criteria; (3) provide for ample alternative means of expression.
- Staff means any full or part-time employee or recognized volunteer of the university that is not a faculty member.
- Student means an individual currently enrolled at the university, full or part-time, pursuing undergraduate, graduate, or professional studies, including students who were enrolled the previous semester and are registered for a future semester.
- Student Organization means any organization that is composed mostly of students enrolled at an institution of higher education and that receives a benefit from the institution.
- Third-party & Contracted Partners (External Client) means an individual or entity that is not a student, student organization, or employee of the university.
- Traditional public forum means a place, widely recognized in law, which has been intended for the use of the public, and has been used for purposes of assembly, communicating thoughts between citizens, and discussing public questions when the principal function of the location would not be disrupted by expressive activity. Examples of traditional public forums include public streets, sidewalks, plazas, lawns, and parks. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small groups (generally where a crowd of 25 or less will be present, and/or where an event is not promoted in advance, and/or when an event is not sponsored by a student organization) at any time without the need for reservation, or prior approval. Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.
- Designated public forum means a part of campus that may become temporarily available for expressive activity as designated by the university. These temporary locations, while in existence, will be treated similar to public streets, sidewalks, and parks in terms of access and availability for expressive activity. Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.
- Limited public forum means a place that has limited open access for public expression or may be limited to particular groups or to particular topics. Creation of, and access to, limited public forums for student publications may be requested through the office of University Center and Student Activities. Creation of, and access to, limited public forums for university publications

may be requested through the office of University Services. The material distributed and the form of distribution may not violate state and federal law. The university will maintain its obligation to place reasonable limits on the times during which its limited public forums may be used by any particular individual or group.

- Non-public forum means a place that is not a traditional public forum or designated public forum. This includes areas that are not by tradition or designation forums for public communication. These forums will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, Health Center facilities, library, research and computer laboratories, and research facilities. The university will maintain its obligation to place reasonable limits on the times during which its non-public forums may be used by any particular individual or group.

## **Rule**

### **1. Expressive Activity Rights**

- a. Any person is allowed, subject to reasonable time, place, and manner restrictions, to engage in expressive activities on campus, including responses to the expressive activities of others.
- b. Student organizations and university groups can invite speakers to speak on campus. In determining the amount of a fee to be charged for use of the universities facilities for purposes of engaging in expressive activities, the university may consider only content-neutral and viewpoint-neutral criteria related to the requirements of the event, such as the proposed venue, the expected size of the audience, any anticipated need for campus security, any necessary accommodations, and any relevant institutional history of compliance or noncompliance by the requesting student organization or university group with this rule and other relevant system policies or regulations or university rules or procedures. The university may not consider any anticipated controversy related to the event.
- c. The university may not take action against a student organization or deny the organization any benefit generally available to other student organizations at the university on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization.
- d. The common outdoor areas of the university's campus are deemed traditional public forums. Any person is permitted to engage in expressive activities in these areas freely, as long as the person's conduct: (a) is not unlawful and (b) does not materially and substantially disrupt the functioning of the institution.
- e. Members of the university community can assemble or distribute written material in common outdoor areas without a permit or other permission from the institution.
- f. The contents of expressive activities allowed on campus should not be interpreted as any shared opinion, endorsement, or concurrence by the university.
- g. Nothing in this rule should be interpreted as prohibiting faculty members from employing appropriate classroom management techniques to maintain order in class.

### **2. Disruption of University Operations**

- a. In the event of disruption of the normal academic or operational functions of the university, including interference with the free use of corridors and entrances to rooms and buildings, the university maintains its right to move to restore order and open operation of the

university. Every attempt will be made to discuss issues rationally and to avoid violence or the use of force.

- b. In the event discussions fail, the issues are determined to be non-negotiable, and/or disruption continues, the University Police Chief or designee will issue legal notice to the individual or group to disperse.
- c. If individuals refuse to comply with lawful directives of university officials, they may be subject to disciplinary actions and criminal sanctions.

## Student Grievance Procedures

- I. The following procedures are to be used in resolving student grievances or complaints about a Sul Ross State University related issue. Sexual misconduct complaints must/will be directed to the Title IX Coordinator.
  - a) Filing a Grievance:
    - i) If a student feels that specific actions, practices, or decisions regarding academic or non-academic matters have been made in violation of written campus policies or procedures, or constitutes an arbitrary, discriminatory, capricious, or unequal application of written campus policies and procedures, the student may initiate a grievance.
    - ii) The grievance process has two major purposes:
      - (1) To provide an impartial review in determining whether the policy, practice, or procedure is in violation of written campus policies and/or procedures or constitutes an arbitrary, discriminatory, capricious or unequal application of written campus policies and procedures, and
      - (2) To ensure the rights of students are properly recognized and protected and recommend, where appropriate, redress for the grievant
    - iii) Under no circumstances will the filing of a grievance result in retaliation by the party being grieved against or the department.
  - b) Students should first seek to informally resolve the concern through consultation with faculty, staff, or office directly responsible for the initial action or decision. If the complaint cannot be resolved at that level, then the student should contact the next higher office on the organizational chart. If the student deems these informal efforts unsatisfactory, they may pursue a formal complaint in accordance to this policy.
  - c) In addition to this policy, there may be divisional and individual office policies that exist to address specific student complaints and grievances. Students should review and follow the procedures for specific policies in regard to student complaints and grievances. Formal complaints filed for the following issues will be forwarded to the appropriate departments for review:
    - i) Academic (Grades, Faculty, Classroom): Office of the Provost
    - ii) Disability (Accommodations/Accessibility): ADA Compliance Officer
    - iii) Title IX (Sex/Gender Discrimination, Sexual Misconduct) Title IX Coordinator.
    - iv) Public Safety (UPD, Parking, Transportation): University Police Department

- v) Other/ Non-Academic (Discrimination, Housing, Financial Aid, Dean of Student Life, etc.): Student Life Office
  - d) The Student Life Office has a designated University official who may assist students by advising them through the grievance process.
  - e) Upon receipt and review of any non-academic or academic related grievance, the designated University official or the Academic Dean has the authority to make determination if a grievance meets the requirements to proceed through the formal grievance process. The grievant or the respondent may appeal this determination to the Dean of Students. The Dean of Students shall render a decision, in writing, within 5 university business days of the receipt of the appeal.
- 2) Student Grievance Procedure for Non-Academic Related Issues
- a) Filing a Non-Academic Grievance
    - i) If the complaint cannot be resolved informally, the student has 30 university business days of the date of the university action creating the student concern, to file a formal complaint via the University Grievance Form. The complaint should include written details regarding:
      - (1) Full details of the complaint
      - (2) Names of persons involved in the complaint
      - (3) Times, dates, and places where the complaint occurred
      - (4) Name of any witnesses, and,
      - (5) Relief or action sought by the grievant
    - ii) Upon receipt of the Grievance Form, Student Life has 20 university business days to respond. For complaints filled between semesters, additional response time might be necessary to allow for the availability of the relevant parties. When additional time is necessary, students should be advised in writing of the estimated time for a response within 20 university business days of receipt of the complaint. Notification of resolution or expected time to determine resolution will be shared, in writing, with the currently registered student within 20 days of submitting the grievance form.
    - iii) 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 State of America.
    - iv) Time extensions at any step in this procedure may be allowed if mutually agreeable to both the grievant and the appropriate University Officer.
  - b) Grievance Review Process
    - i) The University officer will, within 5 university business days for the receipt of the grievance, submit the grievance along with any supportive material related to the grievance to a committee for review.
    - ii) The grievance committee will have 10 university business days to review the grievance, ask for any additional information, and make a decision.
    - iii) Within 5 university business days after the committee decision, the University officer shall notify the grievant, the respondents, Dean of Students, and the Vice President of Student Affairs of the final decision and course of action to be taken. This notification will be in writing.

c) Appeals Process

- i) Either the grievant or the respondents may appeal the decision of the offer to the Vice President of Student Affairs within 5 university business days of the receipt of the written notification. The Vice President of Student Affairs, after reviewing the circumstances, shall render a decision, in writing, within 5 university business days of the receipt of the appeal.
- ii) After the above appeal processes have been exhausted, appeal may be made to the President of the University. An appeal to the President must be submitted within 5 university business days of the Vice President of Student Affairs decision. The President, after reviewing the circumstances, shall render a decision, in writing, within 5 university business days of the receipt of the appeal. The President's decision on a grievance shall be final and binding on all parties.

3) Student Grievance Procedure Regarding Academic Related Complaints

a) Filing an Academic Grievance

- i) A student may initiate an academic grievance on the following basis:
  - (1) To dispute a course grade which has been reported to the registrar.
  - (2) To report unprofessional conduct of an instructor in the instruction and/or administration of a course
- ii) Students should first discuss the concern with the instructor of the course. If the student is not satisfied with the results of that discussion, the student should make an appointment to discuss the concern with the Chair of the Department. If the concern is not resolved at the department level, the student should meet with the Dean of the College.
- iii) If the student is unable to resolve the concern satisfactorily through the discussions, the student may file a formal grievance with the Dean of the College. The student grievance must be filed on the Student Grievance Regarding Grades/Professional Conduct Form.
- iv) Any grievance regarding a grade or professional conduct must be filed within one year of receiving the grade or of the questioned professional conduct.

b) Review Process

- i) Upon receiving the appropriate form, the Dean of the College will transmit the grievance to the faculty member for response. The response from the faculty member will be transmitted to the department chair for review, comment and recommendation, and then to the academic dean who either resolves in favor of the aggrieved student or determines that the faculty member's action complied with University policy.
- ii) Upon receipt of the Grievance Form, the Dean of the College has 20 university business days to respond. For complaints filed between semesters, additional response time might be necessary to allow for the availability of the relevant parties. When additional time is necessary, students should be advised in writing of the estimated time for a response. Notification of resolution or expected time to determine resolution will be shared, in writing, with the currently registered student within 20 days of submitting the grievance form.

### c) Appeal Process

- i) The student may appeal the Dean's determination to the Provost.
  - (1) Either the grievant or the respondents may appeal the decision of the Dean to the Provost within 5 university business days of the receipt of the written notification. The Provost, after reviewing the circumstances, shall render a decision, in writing, within 5 university business days of the receipt of the appeal.
- ii) The student may appeal to the President if the student considers the determination of the Provost to be unsatisfactory.
- iii) After the above appeal processes have been exhausted, appeal may be made to the President of the University. An appeal to the President must be submitted within 5 university business days of the Provost decision. The President, after reviewing the circumstances, shall render a decision, in writing, within 5 university business days of the receipt of the appeal. The President's decision on a grievance shall be final and binding on all parties.

### 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. Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. The [Higher Education Opportunity Act \(HEOA\)](#) requires all colleges and universities to make a good-faith effort to inform students of the provisions concerning unauthorized distribution or file sharing of copyrighted materials including music, movies, and books.

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 students 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, vape oils, and any other products usually identified with tobacco use.
- b. Tobacco use. The use of tobacco products involves the smoking, dipping, chewing, vaping, 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 Affairs.
- b. Participants in academic research projects involving tobacco products are exempt if approved by the Provost and Vice President of Academic 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 & 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. 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.

## Student Debts

### **Debts of Students or Organizations**

Neither the System nor the University is responsible for debts contracted by individual students or by student organizations. On the other hand, all students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the System nor the University will assume the role of a collection agency except for monies owed to the System nor the University adjudicate disputes between students and creditors over the existence or the amounts of debts except with prior approval of the President of the University or a designated appointee in those cases where the interests of the University may be a factor.

### **Students' Financial Obligations**

Students are expected to meet their financial obligations to the University within the designated time allowed. Registration fees are payable at the time of registration, and students are not entitled to enter class or laboratory until their fees and deposits have been paid. Other charges and financial obligations are due at registration or within ten days after a bill is rendered by the University or according to the special payment instructions that may be communicated with the bill or process.

### **Penalties for Failure to Pay**

Failure to pay in the allotted time the amount owed to the University for tuition, fees, charges, or any other financial obligations may result in any or all of the following:

1. Dismissal from the University or other disciplinary actions.
2. Withholding of future registration privileges.
3. Withholding of an official certified transcript.
4. Withholding the conferring of a degree.
5. Bar against readmission for the student.
6. Assessment of late fees and/or reinstatement fees.

## Firearms on Campus Policy

The possession, use, or sale of all firearms (any device designed, made or adapted to expel substance or any device readily converted to that use), weapons, any device powered by CO2 cartridges, large knives and blades greater than 5.5 inches (excluding kitchen knives in apartments), sling shot devices, fireworks, explosives and ammunition of any type is prohibited on campus and is subject to University discipline as well as criminal sanctions. The exception is a handgun and ammunition of a License to Carry holder in approved areas of campus. The resident is responsible for their handgun and to follow the state law regarding the security of the gun. For further information, the phone number to the University Police Department is 432.837.8100.

## Student Conduct & Discipline

### Acquaintance with Policies, Rules, and Regulations

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the University and of the Texas State University System, copies of which shall be available to each student in the Student Life office and on-line. Students are also expected to comply with all federal and state laws.

### Code of Conduct

Each student is expected to act in a manner consistent with Sul Ross State University's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the University or on the educational process. Specific examples of misconduct for which a student may be subject to disciplinary action include, but are not limited to the following:

1. Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.
2. Violation of any Texas State University System Rules and Regulations, or University policy, rule, or regulation, including any rule or regulation governing residential living in University-owned facilities or breach of a residential living contract.
3. Failure to comply with the direction of a University official acting in the performance of his/her duties, or failure to heed an official summons to the office of a University official within the designated time.
4. Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding.
5. Failure to meet financial obligations to the University.
6. Unauthorized use or possession of ammunition, firearms or items that resemble firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on University property.

7. Conduct that significantly endangers the health or safety of other persons, including members of the University community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from University facilities.
8. Stealing, destroying, defacing, damaging, or misuse of University property (including misuse of fire or life-safety equipment or property) or property belonging to another.
9. Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.
10. Possessing and/or using, without authorization according to University policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, or faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.
11. Gambling in any form on University property.
12. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance. This also applies to smoke or smokeless nicotine or tobacco products, vapes, juuls, or electronic cigarettes.
13. Advocating or recommending either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action.
14. Forgery, alteration, or misuse of University documents, forms, records, or identification cards, or issuance of a check to the University or its contractors without sufficient funds.
15. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object that is flammable or which could cause damage by fire or explosion to persons or property on University property.
16. Unauthorized entry into or use of University buildings, facilities, equipment, or resources, or possession or use of University keys for unauthorized purposes.
17. Failure to maintain a current official mailing address in the Office of the Registrar or giving a false or fictitious address to such University office or official.
18. Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of present, past, or future bombing, fire, offense, or other emergency that s/he knows is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room or aircraft, automobile, or other mode of conveyance.
19. Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
20. Academic dishonesty. (See section below).
21. Campus disruptive activities or disorderly conduct on University-owned or controlled property or at a University-sponsored or supervised function which inhibits or interferes with the educational responsibility of the University community or the University's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays which tend to incite a breach of the peace; perpetrating

fight, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner, or committing an act, that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or classroom activities.

22. Using authority granted by state law, system rule, or University policy to deprive any person of his or her civil rights.
23. Violation of University policy relating to electronic network facilities such as local area networks and the Internet.
24. Failure to acquire and maintain a Sul Ross-issued student photo identification (I.D.) card; failure to replace a lost/stolen I.D. card; and/or any falsification, misrepresentation or other misuse of the student I.D. card
25. Any attempt to commit these prohibited acts.
26. Sexual Misconduct (Chapter III Paragraph 22 and Appendix A-6)

### Suspended, Expelled, and Dismissed Student Restriction

No student who has been suspended, expelled or dismissed for disciplinary reasons from a Component of the System shall, during the applicable period of discipline, be eligible to enroll at any other System Component. The registrar of a Component 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.

### Academic Honesty

The University expects all students to engage in academic pursuits in a manner that demonstrates honesty and integrity, both inside and outside of the classroom. Academic dishonesty erodes the foundation of higher education, jeopardizes the quality of education, and depreciates the genuine achievements of others. It is a responsibility of all members of the Sul Ross State University community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

Sul Ross State University students are responsible for authenticating any assignment submitted to an instructor or graduate committee. If asked, a student must be able to produce proof that the assignment submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor or graduate committee request it, is sufficient grounds to initiate an academic dishonesty case.

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and eventually, to the Provost and Vice President for Academic Affairs before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Provost and Vice President for Academic Affairs shall be final.

In the case of flagrant or repeated violations, the Vice President for Academic ~~and~~ Affairs may refer the matter to the Dean of Students for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process except as provided under Interim Disciplinary Action.

Any of the following acts constitute academic dishonesty. This listing is not, however, exclusive of any other acts that may reasonably be said to constitute academic dishonesty. Clarification is provided for each definition with a listing of some prohibited behaviors.

**1. Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices and materials in any academic assignment or activity.

Clarification:

a. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with others, electronic devices) unless specifically allowed in advance by the instructor.

b. Students may not have others conduct research or prepare work for them without advance authorization from the instructor.

c. Students may not acquire answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, the services of commercial term paper companies; the purchasing of answer sets to homework from tutoring companies; and the acquisition of past examinations or papers from students previously enrolled in the course.

d. Collaboration with other students in the completion of assigned work is also prohibited unless specifically authorized by the course instructor. Students should assume that all assignments are to be completed individually unless the instructor indicates otherwise.

**2. Fabrication:** Making up data or results and recording or reporting them.

Clarification:

a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.

b. "Invented" information shall not be used in any laboratory experiment, report of results, or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.

c. Students shall acknowledge the actual source from which cited information was obtained.

d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.

3. **Falsification:** Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic work is not accurately represented in the research or work record.

4. **Multiple Submission:** The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Clarification:

a. Submitting the same paper for credit in more than one course in the same semester without the instructor's permission.

b. Making revisions in a paper or report (including oral presentations) which has been submitted and graded in a previous semester and submitting it for credit in another class without the instructor's permission.

c. Representing group work done in one class as one's own work for the purpose of using it in another class.

5. **Plagiarism:** The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Clarification:

a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper credit).

b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.

c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources, Including AI.

d. The internet, data bases, and other electronic resources must be cited if they are utilized in any way as resource material in an academic exercise.

6. **Complicity:** Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Clarification:

a. Knowingly allowing another to copy from one's paper during an examination or test.

b. Distributing test questions or substantive information about the materials to be tested without the instructor's permission.

c. Collaborating on academic work knowing that the collaboration will not be reported.

d. Taking an examination or test for another student.

e. Signing another's name on an academic exercise.

f. Conspiring or agreeing with one or more persons to commit, or attempting to commit, any act of academic dishonesty.

**7. Violation of Departmental or College Rules:** Students may not violate any announced departmental or college rule relating to academic matters including, but not limited to, abuse or misuse of computer access or information in any academic activity.

### Academic Process

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, the faculty member may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and eventually, to the Provost and Vice President for Academic Affairs before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Provost and Vice President for Academic Affairs shall be final.

In the case of flagrant or repeated violations, the Provost and Vice President for Academic Affairs may refer the matter to the Dean of Students for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process except as provided under Interim Disciplinary Action.

### Freedom of Speech and Expressive Activities

#### -PURPOSE:

The purpose of this policy is (1) to protect the free speech rights (expressive activities) of individuals on all Sul Ross State University Campuses; (2) to preserve the University's primary academic mission; and (3) to protect the health and safety of the University community. In accordance with state and federal law, as well as Chapter VII, Subparagraph 3.1 of the Texas State University System (TSUS) Rules and Regulations, the University established the following reasonable time, place, and manner restrictions. Any restriction listed below applies equally to individuals and groups, regardless of viewpoint.

In the event of a conflict between this policy and the TSUS Rules and Regulations, the Rules and Regulations shall control.

#### 1. Definitions

1.1. Amplified sound– is sound volume that is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound but are subject to general rules on disruption/noise violation.

1.2. Antisemitism - a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.



1.3. Commercial Speech - speech or writing on behalf of a business with the intent of earning revenue or a profit.

1.4. Common Outdoor Areas – public forums that include the streets, sidewalks, or other common outdoor property owned or leased by Sul Ross State University.

1.5. Designated Areas – areas where amplified sound, exhibits, and temporary structures may be used or displayed within the time, place, and manner specified by the University.

1.6. Disruptive activities mean:

1.6.1. Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the SRSU administration;

1.6.2. Seizing control of an area of the SRSU Campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or

1.6.3. Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the SRSU administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.

1.7. Expressive activities– means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

1.8. Grounds– means all common outdoor areas on any SRSU University Campus, including the Rio Grande, Uvalde and Eagle Pass campuses.

2. Disruptive Activities

The University strictly enforces the TSUS Rules and Regulations’ prohibition of disruptive activities (see Chapter VI, Subparagraph 5.4 and Chapter VII, Subparagraph 3.7) on the SRSU Campus. Any person who violates the prohibition will be subject to any remedies provided by law and the TSUS Rules and Regulations, including, but not limited to, removal from campus, the student or employee disciplinary process, or criminal prosecution.

3. University Grounds – Designated Traditional Public Forums

Chapter VII, Subparagraph 3.1 of the TSUS Rules and Regulations designates all University grounds as traditional public forums. Any person may engage in expressive activities on University grounds, subject to federal and state laws, and reasonable time, place, and manner restrictions.

Individuals may utilize the areas specified in Section 5 of this policy for expressive activities.

#### 4. Speech, Expression, and Assembly

The following time, place, and manner restrictions shall apply to all expressive activities on University grounds:

4.1 Expressive activities must not at any time interfere with or disrupt the academic mission of the University.

4.2 No table, tent, or equipment associated with an expressive activity may block or interfere with the means of entrance or egress to any SRSU building, facility, or classroom.

4.3 All tables and chairs must remain within the reserved space for the duration of the activity.

4.4 Use of amplified sound must comply with the restrictions contained in the Amplified Sound section of this Policy.

4.5 Some areas of the University may be reserved by off-campus groups. Fees may apply.

4.6 Improper use of any University equipment or policy may result in loss of reservation and use privileges.

#### 5. Reservations

Outdoor areas (grounds) are available for reservation, but not required:

Reservations are made through the Campus Activities Office by a representative of the sponsoring organization. Reservations may be denied if the activity is scheduled at the same or similar time as another University function or meeting.

#### 6. Amplified Sound

To preserve the academic and core business of the university, the use of amplified sound is restricted to certain times and designated areas.

Use of amplified sound is permitted subject to the following:

##### 6.1 Location:

Use of amplified sound is permitted only in reserved areas and with an approved reservation.

## 6.2 Reservation:

An amplified sound request must be made in conjunction with a reservation request for Hours: Amplified sound for outside events is limited to the hours of 9am to 2pm on class days.

## 6.3 Equipment:

All events using amplified sound in the permitted areas are required to use an SRSU sound system. No personal speakers or sound amplifiers (manual or electronic) will be permitted.

6.4 Frequency: Organizations are allowed one (1) amplified sound event per week. Only one (1) amplified sound event at a time is permitted in each designated area.

## 6.5 Volume:

All sound levels will be set by SRSU based on class and campus activities schedules and are not to disrupt the academic mission of the University.

## 7. Off-Campus Speakers

7.1 Only recognized student, faculty, or staff organizations may request authorization to invite an outside speaker to speak on campus. Off-campus speakers who have not been sponsored or invited by a registered student, faculty, or staff organization or by the SRSU administration may not speak to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been approved under the procedures provided in Chapter VII, Subparagraph 3.24 of the TSUS Rules and Regulations. No invitation shall be issued to an outside speaker without the prior written concurrence of the Vice President of Student Affairs, the Dean of Students, or designee.

7.2 Any speaker request shall be made in writing to the Vice President of Student Affairs, the Dean of Students, or designee by an officer of a registered student, faculty, or staff organization, or by an administrative officer of the Component, desiring to sponsor the proposed speaker no later than fourteen (14) 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 speech. Any request not acted upon by the Vice President of Student Affairs, the Dean of Students, or designee within five (5) business days after submission shall be deemed granted.

## 8. Banners, Exhibits, and Chalking

8.1 Recognized Student Organizations, faculty, and staff may hang banners and display exhibits on campus by reservation through the LSC only. Banners, flyers, or posters may not be affixed in any way to campus trees for any purpose.

8.2 Outside groups or individuals are not permitted to hang banners or to display exhibits on any campus property.

8.3 Chalking (use of chalk to write on SRSU property) is strictly prohibited.

## 9. Violations/Reporting

9.1 Student violations and grievance procedures are governed by the Student Grievance Procedures

9.2 Employee violations and grievance procedures are governed by Human Resources Policy

## 10. Disciplinary Process

10.1 Students who violate this policy will be subject to appropriate discipline under SRSU's Code of Student Conduct and Discipline.

10.2 SRSU staff who violate this policy will be subject to appropriate discipline under Human Resources Policy.

10.3 SRSU faculty who violate this policy will be subject to appropriate discipline under Chapter V, Paragraph 4 of the TSUS Rules and Regulations.

Any person who is convicted the third time of violating Texas Education Code 51.935 shall not thereafter be eligible to attend Sul Ross State University for a period of two years from such third conviction. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

## Hazing Act

HAZING ACT Passed by State Legislature, 1987 (The following is excerpted from Texas State statutes and is binding on this University, its organizations, and students.) An act relating to offenses to hazing at or in connection with an educational institution; providing criminal penalties. Be It Enacted By The Legislature Of The State Of Texas: Section 1. Section 4.01 through 4.50, Education Code, as amended, are designated as Subchapter A, Chapter 4, Education Code, and that chapter is amended by adding a subchapter designation immediately after the chapter heading to read as follows: Subchapter A. General Provisions Section 2. Chapter 4, Education Code, as amended by adding Subchapter B to read as follows:

Subchapter B. Hazing, Sec. 4.51. Definitions. In this subchapter:

1. "Educational institution" includes a public or private:
  - a. High school; or
  - b. College, university, or other post-secondary educational establishment.
2. "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
3. "Pledging," means any action or activity related to becoming a member of an organization.
4. "Student" means any person who:
  - a. Is registered in or in attendance at an educational institution;

- b. Has been accepted for admission at the educational institution where the hazing incident occurs; or
  - c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
5. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.
6. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; or
5. Any activity that includes, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

#### Personal Hazing Offense

1. A person commits an offense if the person:

- a. Engages in hazing;
- b. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- c. Intentionally, knowingly, or recklessly permits hazing to occur; or
- d. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Life or other appropriate official of the institution.

2. The offense of failing to report is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.

3. Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.

4. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.

5. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.

Except when an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (e), and Subsection (c), (d), (g), and (h) of Section 10A, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

## Racial Harassment

Sul Ross State University provides equal educational opportunities for all students and equal employment opportunities for all applicants and employees and otherwise fosters an environment free of racial intimidation, humiliation, and harassment. Racial harassment, as defined herein, is expressly prohibited.

## Sexual Harassment

For details of the policy on Sexual Harassment at Sul Ross State University, visit <http://sulross.edu/wp-content/uploads/2021/08/TSUS-Sexual-Misconduct-Policy-08312022.pdf>

## Administration of Disciplinary Procedure

The Dean of Students shall have primary authority and responsibility for the administration of student discipline at Sul Ross State University and for investigating allegations that a student has violated System and/or University rules and regulations, or specific orders and instructions issued by an administrative official of the University. The Dean of Students may designate an appointee to carry out disciplinary functions.

The Dean of Students or his/her appointee hereto referred to as officer, will investigate the alleged violations. During the investigation, if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or University policy, the officer will determine (but not assess) an appropriate disciplinary penalty.

The officer will discuss his or her findings and his or her determination of an appropriate penalty with the student, if the student is available, and will provide the student an opportunity to either accept or reject the officer's decision. If the student does not attend the hearing, notification of

determined sanctions will be sent from the Student Life email, identifying five (5) day deadline to appeal.

1. Administrative Disposition. If the student accepts the officer's decision, the student will so indicate in writing and waive his or her right to a hearing. The officer may then assess the disciplinary penalty. If the student does not accept the officer's sanction but does accept the officer's decision of guilt, the student may appeal to the administrative official who is the next highest person in the chain of command. By appealing to the next highest administrative official, the student waives all right to a formal hearing with the Disciplinary Hearing Committee.

2. Disposition through a Formal Hearing. If the student does not execute a written waiver of the formal hearing process and disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial committee, hereinafter called the Disciplinary Hearing Committee. The Committee consists of five (5) members of the University faculty and five (5) students. The students shall be nominated by the Student Government Association Senate and selected by the President for one-year terms. Faculty members are selected by the President and serve three-year rotating terms. The President also selects a faculty member of the Committee to serve as chair for a one-year term. A hearing may be convened with 2 (two) faculty and 2 (two) student members are available.

Such charges shall be heard and determined by the Disciplinary Hearing Committee or by the next level hearing official, but not by both.

### Formal Procedures for Appeal

The following is the process to be followed in all matters except in Title IX Sexual Misconduct matters. All sexual misconduct matters are governed by the Texas State University System Sexual Misconduct Policy.

Except in those cases where immediate interim disciplinary action has been taken under authority of Interim Disciplinary Action, or by agreement of the Dean and the accused student, the accused student shall be given at least five (5) class days written notice by the Student Life Office or a designated appointee of the date, time, and place for a formal hearing and the names of the current Disciplinary Hearing Committee members. Details regarding Interim Disciplinary Action are explained in Reviews.

Upon a hearing of the charges, the University representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in accordance with the procedures adopted by the University that assure both parties (University representative and the accused student) the following rights:

1. Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel, at a reasonable time prior to the hearing. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. If the student fails to appear, the hearing may proceed.

2. Both the University representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of his/her designated representative or counsel. All questions shall be limited to relevant evidence. The accused student's representative or counsel is not permitted a speaking role in the procedures.

3. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding and both parties will be furnished a copy for appeals purposes only.

#### Students Right to Challenge Impartiality

The accused student may challenge the impartiality of the Hearing Officer or a member of the Disciplinary Hearing Committee at any time prior to the introduction of any evidence. The Hearing Officer or member of the Committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged member of the Hearing Committee chooses not to serve, the VP of Student Affairs will choose a substitute.

#### Determination of Hearing (Penalties)

The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties. These penalties, which are not exclusive but may be imposed together with other penalties, include, but are not necessarily limited to:

1. Verbal or Written Warning – The student is notified that he or she is in violation of university policies and that additional violations may result in more severe disciplinary sanctions.
2. Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling session. The special project may be imposed only for a definite term.
3. Cancellation of Residence Hall or Apartment contract.
4. Disciplinary Probation imposed for a definite period of time which stipulates that future violations may result in discipline suspension.
5. Ineligibility for election to student office for a specified period of time.
6. Removal from student or organization office for a specified period of time.
7. Prohibition from representing Sul Ross in any special honorary role.
8. Withholding of official transcript or degree.
9. Bar against readmission.
10. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of University, student, or employee property.
11. Denial or non-recognition of a degree.
12. Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic extracurricular or other student activities.
13. Withdrawing from a course with a grade of W, F, or WF.
14. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
15. Suspension from the University for a specified period of time. During suspension, a student shall not attend classes, participate in any University campus activities, or be allowed on any campus property.
16. Loss of or ineligibility for student grant or loan.
17. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University or to any other Texas State University System institution.



18. Dismissal from the University. A student, who is dismissed, is separated from the University for an indefinite period of time.

19. Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The University may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The University shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.

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 may be required to submit to an appropriate drug test administered by the University's Coordinator of Health Services or other qualified university official. 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. If at any time the student is found to test positive for any illegal drugs, the student may be expelled. 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.

## Appeals

Neither party may appeal if the Dean of Students or a designated appointee determines that the allegations against the accused student are true, but the only punishment assessed is verbal or written warning. In those cases, the determination of the Dean of Students or a designated appointee is final. However, in all other cases, either party may appeal. Appeals will be sent to the next level official or the appeals hearing committee depending upon the appeal reason chosen. Written notice of appeal must be received by the Student Life Office within five (5) business days after the decision.

An appeal is not simply a rehearing of the original case. An appeal must be based on:

1. Whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence;
2. Whether or not the sanctions levied were appropriate to the offence;
3. Whether or not the finding was supported by the evidence; and/or
4. Whether or not there is an introduction of new evidence that was not available at the time of the hearing.

Both parties may submit written arguments to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments when appropriate, to the Students Life Office within five (5) business days after giving notice of appeal. The Dean of Students shall have three (3) business days from receipt to send written response. If the accused student does not submit documentation or written argument in the set time frame the appeal is void and existing decision/sanctions are activated.

The next level officer or hearing committee may approve, reject, or modify the decision. The next level officer or hearing committee also has the option of remanding the matter to the original hearing officer for reconsideration. The appeal office shall send final decision to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause. Decisions at this level are the final step of the appeal process. Determined sanctions are assessed at this point.

## Reviews

### **Review of the Vice President of Student Affairs**

If the accused student requests further review, the student has two (2) business days from final notice to initiate the request to the VP. The VP has five (5) business days to approve, reject, modify the decision or remand the matter to the original hearing officer or committee for reconsideration. Review shall not exceed ten (10) business days without good cause.

### **President's Right to Review**

The President may review any disciplinary case, and approve, reject, or modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration. Reviews shall not exceed ten (10) business days without good cause.

### **Board of Regents' Right to Review**

The Board of Regents retains the right to review any disciplinary action and approve, reject, or modify the decision or remand the matter to the original hearing committee for reconsideration.

### **Interim Disciplinary Action**

The Dean of Students, the Vice President of Student Affairs, or the President of the University may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the university at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the University official involved shall, as soon as possible, notify the President and the Vice Chancellor and General Counsel of such action. The hearing will be held as soon as practicable within twelve (12) business days.

## Title IX Interim

In a matter involving Title IX Sexual Harassment, a student may only be suspended, without prior notice or hearing, and immediately removed from campus, if their presence poses an immediate threat to any person's health or safety. As soon as practicable after removal, the Dean of Student Life, the Vice President of Student Affairs, or the President of the University shall provide the suspended person with notice and an opportunity to challenge the removal. The removal challenge does not include a hearing but is limited to an administrative review by an Administrator appointed by the President. The Appointed Administrator will review the relevant facts and written materials, if any, surrounding the emergency removal. This review will occur within 72 hours of the emergency removal and the burden is on the student to show why the removal should be lifted.

### Civil Proceedings

Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

## Student Employment

Students being considered for employment at the University must be in good academic and disciplinary standing, enrolled at least half-time, and making satisfactory progress towards a degree. A student admitted on probation and employed will not be eligible for employment for more than one additional semester unless the academic probation is removed. A student will be relieved of his/her employment responsibilities when he/she receives disciplinary probation, deferred suspension, or suspension and will not be permitted to hold a position on campus until the disciplinary status has ended.

Additional information regarding student employment and employment applications can be accessed at Career Services & Testing.

## Sul Ross State University - Main Campus Map

<https://www.sulross.edu/about/campus-locations/>

## Who is Sul Ross?

The following describes who Lawrence Sullivan Ross is.

Lawrence Sullivan (Sul) Ross

Lawrence Sullivan (Sul) Ross (1838-1898) was a soldier, statesman and university president born in the Iowa Territory, on Sept. 27, 1838. The family immigrated to Texas in 1839 and settled initially in Milam County, where young Sul had his first encounter with hostile Indians, then for a period at Austin, where the older children attended school, and finally in 1849 at Waco.

Sul's love for action and horses involved him in his first Indian fight while he was still a boy.

Although his early ambition was to be an Indian fighter like his father, he recognized the value of

education and enrolled at Baylor University in Independence, Texas, and then at the Wesleyan University in Florence, Ala., where he obtained his A.B. degree in 1859.

The summer of his junior year, while at home on vacation, the youth signed on with the United States Army as leader of a band of Indian auxiliaries from the Brazos Indian Reservation. During the ensuing campaign against the Comanche in Indian Territory in September and October of 1858, Ross nearly lost his life from a serious wound received in a battle at the Wichita Village near the site of present-day Rush Springs, Okla. He recovered enough to return to college and graduated the next summer.

Back in Texas, Ross joined the Texas Rangers and took part in the unsuccessful campaign of Middleton Tate Johnson against hostile tribes in the spring and summer of 1860, initially as a first lieutenant and later as captain of the Waco Company. Ross won the approval and trust of Gov. Sam Houston. In his defense of the frontier, Ross had the cooperation of regular troops, and his aggressive boldness in pursuing a Comanche raiding party in December 1860 resulted in the battle at the Pease River in which Cynthia Ann Parker was recovered, an exploit that gained him much popularity in Texas.

With the coming of the Civil War he resigned from the Rangers. He subsequently joined the Masonic order. He married Elizabeth Dorothy Tinsley, daughter of a Waco planter, on May 28, 1861.

After acting as state peace commissioner to various Indian tribes, he enlisted in mid-1861 in the Confederate Army as a member of the Waco Company raised by his older brother, Peter F. Ross, which was incorporated into the Sixth Texas Cavalry.

First as major and then as colonel of his regiment, Ross took part in numerous western campaigns, including those of Pea Ridge, Corinth and Vicksburg. He was promoted to brigadier general in early 1864 and commanded the Texas Cavalry Brigade, made up of his former regiment, the Third Texas Cavalry, the Ninth Texas Cavalry and the Twenty-Seventh Texas Cavalry or First Texas Legion, for the remainder of the war. Under his able leadership, his brigade saw action in the Atlanta and Franklin- Nashville campaigns, although Ross was in Texas on furlough when his men surrendered at Jackson, Miss., in May 1865.

In 1873, the citizens of McLennan County elected Ross sheriff. In his two years in office, he ended a reign of terror and helped form the Sheriffs' Association of Texas. He urged needed reforms and helped write the document that governs Texas today, the Constitution of 1876. Service as a constitutional delegate gave him experience in public office and a reputation for honesty and ability. During the next four years, Ross did not seek political office on his own, despite the willingness of his comrades to support him in a bid for the office of governor on the Democratic ticket. He did agree, however, to become a compromise candidate for the State Senate from the Twenty- Second District in the election of 1880.

As Senator, Ross made a record of solid achievement, but a reapportionment bill reduced his four-year term and he declined to run for reelection. Nevertheless, from the Senate it was an easy step to the governorship; by 1886 Ross's friends and supporters had persuaded him to enter politics on

the state level, and he won easily on his first attempt. During his two terms (he was reelected in 1888 and served until 1891) the new Capitol was completed, the state attained new heights of industrial, agricultural and commercial growth, and state eleemosynary and educational institutions flourished.

Even more important, Ross's time in office was later considered one of exceptional good will and harmony. When he left the statehouse, he stepped immediately into the presidency of the seriously troubled Agricultural and Mechanical College of Texas (now Texas A&M University), a position in which he rendered his greatest public services. Under his presidency the number of students grew, many new buildings were built and public faith in the institution returned.

It was a blow to the university when President Ross died suddenly at his home in College Station on January 3, 1898. As an editorial written after his death stated, "It has been the lot of few men to be of such great service to Texas as Sul Ross." Sul Ross State University, in Alpine, is named in his honor.