

STUDENT HANDBOOK POLICIES AND PROCEDURES



Policy Manual Volume VII

900 Chicon Street
Austin, TX 78702
512.505.3000
www.htu.edu

Celebrating a 141 year legacy

UNIVERSITY MISSION AND VISION

Mission

HT nurtures a legacy of leadership and excellence in education, connecting knowledge, power, passion, and values.

Vision

A connected world where diversity of thought matters.

Table of Contents

Volume VII

STUDENT HANDBOOK POLICIES AND PROCEDURES

7.0 INTRODUCTION	1
7.1 General Student Information	1
7.1.1 Welcome from the Division of Student Affairs	1
7.1.2 Student Affairs Mission Statement	2
7.1.3 History of the University	2
7.1.4 Motto	2
7.1.5 Colors	2
7.1.6 Mascot	2
7.1.7 Alma Mater	2
7.1.8 Division of Student Affairs	2
7.1.9 Academic Support Services and Programs	9
7.1.10 Other Support Services	10
7.2 General University Policies and Procedures	12
7.2.1 Alcohol and Other Drug Statement and Policy	12
7.2.2 Wheeled Devices/Bicycles	21
7.2.3 Cancellations	21
7.2.4 Children Unattended on Campus	22
7.2.5 Copyright Guidelines	22
7.2.6 Demonstrations	22
7.2.7 Non-Discrimination Policy	22
7.2.8 Disruptive Behavior in the Classroom	23
7.2.9 Dogs on Campus	23
7.2.10 Electronic Devices	23
7.2.11 Facilities Use	24
7.2.12 Felonies	24
7.2.13 The Family Educational Rights and Privacy Act of 1974	24
7.2.14 Freedom of Expression and Dissent	25
7.2.15 Hazing	26
7.2.16 Internet Use	28
7.2.17 Indebtedness to the University	29
7.2.21 Legal Liability of the University	35
7.2.22 Lost and Found	35
7.2.23 Mental Health Concerns	35
7.2.24 Parental Notification	36
7.2.25 Political Activities Policy	37
7.2.26 Roof Areas	37
7.2.27 Sexual Assault and Other Forms of Violence	37
7.2.27.6 Sexual Harassment Policy	39
7.2.28 Sexual Misconduct	42
7.2.28.1 Definition	42
7.2.28.2 Confidentiality of Information	42
7.2.28.3 Education and Prevention	42
7.2.28.3.1 Student Educational Programs	42

7.2.28.3.2 Employee Training	43
7.2.28.4 Options Following an Act of Sexual Misconduct	43
7.2.28.4.1 Medical Treatment	43
7.2.28.4.2 Medical-Legal Evidence Collection	44
7.2.28.4.3 Obtaining Information, Support and Counseling	44
7.2.28.5 Formally Reporting an Act of Sexual Misconduct	44
7.2.28.6 Policy Enforcement	45
7.2.28.6.1 Non-Retaliation	45
7.2.28.6.2 Improper Conduct During an Investigation	45
7.2.28.6.3 Institutional Responses	46
7.2.29 Consensual Relationships	46
7.2.30 Tobacco Free Campus	46
7.2.31 Solicitation, Canvassing and Distribution of Literature	47
7.2.33 Theft	47
7.2.34 University Dress Code	47
7.2.35 Acceptable Use Policy	48
7.3 Residence Life Policies and Procedures	50
7.3.1 Residence Halls	50
7.3.2 Residence Life Staff	52
7.3.3 Residence Hall Openings and Closings	53
7.3.4 Residence Hall Policies	55
7.3.4.1 Administrative Removal from Campus Housing	56
7.4 Campus Safety and Security Policies	57
7.4.1 Department of Campus Safety	57
7.4.1.1 Safety Tips	57
7.4.4 Identification Cards	60
7.4.5 Motor Vehicle Operation and Parking Regulations	60
7.4.6 Reporting Crimes and Conduct Code Violations	60
7.4.7 Security Investigations	61
7.4.8 Visitor Policies	61
7.5 Student Code of Conduct, Academic Code and Decorum Guide	62
7.5.1 Student Code of Conduct and Community Standards (Code)	62
7.5.2 Overview of the Code	63
7.5.3 Academic Code of Conduct	86
7.5.4 Decorum Policies	94
7.6 Student Activities and Organizations	97
7.6.1 General Rules for Student Organizations	97
7.7 Student Complaint and Grievance Procedures	99
7.7.1 What is a Grievance?	99
7.7.2 Complaint Procedure	99
7.7.4 Grievance Procedures	100
7.7.5 Statement of Grievance	101
7.8 Intercollegiate Athletics	102

Volume Number	VII
Functional Classification:	Student Handbook Policies and Procedures
Title/Topic:	University Student Handbook

7.0 INTRODUCTION

The purpose of this Volume VII of the Policy Manual, the Student Handbook, is to provide general information about the University policies, procedures and regulations affecting student life for all students (on-campus, off-campus, full and part-time students). It is also designed to provide general information on non-academic services and co-curricular activities available to students.

It is the responsibility of each student to read and become familiar with the contents of this Student Handbook. Failure to obtain a copy of this publication and become acquainted with stated policies, procedures and regulations does not excuse any student from knowing and abiding by these regulations. The University reserves the right to modify or discontinue, without notice, any of the policies, procedures and regulations contained in this handbook.

Through this Student Handbook, students are encouraged to participate in student activities and take advantage of the services and opportunities available to them.

7.1 General Student Information

7.1.1 Welcome from the Division of Student Affairs

Welcome to Huston-Tillotson University (HT), home of the "Fighting Rams!"

You have come to a very special place. Whether you are entering HT for the first time or returning to continue your education, this is an experience of a lifetime. HT is filled with a rich history and a legacy of promise, opportunity, and excellence. An HT education offers a multitude of opportunities. As a member of our community, you have the privilege and awesome responsibility to live the legacy. Our reminder to you is to dare to excel!

In support of the academic mission, the Division of Student Affairs is deeply committed to cultivating leaders and providing activities that enhance learning inside and outside of the classroom. Leadership requires a foundation of building character and practicing sound decision-making. Involvement requires that you engage in what HT has to offer and serve our communities. At HT, we are here to facilitate that success. Campus Life staff will assist you with developing your leadership potential. Professional counselors and academic advisors will assist you with personal and academic concerns. The Residence Life staff will help you to adapt to your new University home. Campus food services and Religious Life will nourish your physical and spiritual hunger.

This Student Handbook describes the services available to you at the University. It is an invaluable resource since it outlines the broad array of resources and services as well as policies and procedures. It is especially important that you review the Code of Conduct and Community Standards. Each student is held responsible for knowing University policies, procedures, regulations, and general information. Students should also review carefully the undergraduate and graduate *University Bulletin*, which reviews policies related to academic life.

Please advise us as to how we can assist you as you embark upon this new and exciting journey. Congratulations on your selecting Huston-Tillotson University, the oldest institution of higher education in Austin.

In Union, Strength.

The Division of Student Affairs

7.1.2 Student Affairs Mission Statement

Our mission is to empower student persistence to graduation by promoting holistic growth, inspiring intellectual curiosity, and encouraging responsible and healthy behaviors in a safe and affirming environment towards a life of personal and professional service.

7.1.3 History of the University

See Volume I, Campus Community Policies.

7.1.4 Motto

“Discover HT”

7.1.5 Colors

Maroon and gold

7.1.6 Mascot

The ram

7.1.7 Alma Mater

*From her eastern windows shining
Comes the promise of the day.
Huston-Tillotson, Alma Mater,
Gentle guardian of the way.*

*From the weary plains and lowland,
Proudly to her hill above,
Huston-Tillotson, Alma Mater
Lift our hearts in faith and love.*

*Founded on the Rock Eternal,
Looking ever tow'rd the light:
Wise in mind and great in spirit,
Holding fast her vision bright.*

*Come you loyal sons and daughters,
Strong and free your voices raise
To Huston-Tillotson, Alma Mater,
In blessing, gratitude, and praise.*

Fred Waring

7.1.8 Division of Student Affairs

As part of the Academic and Student Affairs unit, the Division of Student Affairs includes the Office of the Dean of Student Affairs (Student Union, Elmo C. Brown Conference Room), Campus Life, Counseling and Consultation Center, Career and Graduate Development Center, Health Services, and Residence Life. The Dean of Student Affairs acts as the senior student affairs officer of the University. The Dean of Student Affairs has administrative oversight of Campus Life, Counseling and Consultation Center, Career and Graduate Development, Health Services, and Residence Life. The Coordinator of Campus Life oversees all student activities and residence life programming. The Director of the Counseling and Consultation Center serves as the University's counselor and oversees Disability Services.

7.1.8.1 Campus Life

The Coordinator of Campus Life oversees social, cultural, and academic programming within the Division of Student Affairs. Campus Life encompasses student activities, residence hall programming, and development of learning communities. The Coordinator of Campus Life can be reached at 512.505.3037.

Located in the Davage-Durden Student Union, Campus Life provides administrative oversight for all student-sponsored campus activities and maintenance of records for all registered organizations. The Director serves as advisor to the Student Government Association (SGA) and National Pan-Hellenic Council (NPHC). The Office strongly encourages students to be involved on-campus, giving students organizational and leadership experience to prepare them to serve as leaders in a diverse and changing global society. Organizations seeking official University recognition must register annually with the Office of Campus Life in accordance with the established guidelines for registration of student organizations. The Director must approve all posters, announcements, etc., prior to campus postings. Additional information regarding student organizational membership and programming guidelines can be found in the Office of Campus Life.

7.1.8.2 Counseling and Consultation Center

The Counseling and Consultation Center (CCC) is located in the Sandra Joy Anderson Community Health and Wellness Center. It is a University-wide program in which mental health counseling and disability services are provided. CCC staff members interface with faculty and staff to assist students with issues affecting their personal and academic development. Further, the CCC offers programming that encourages the development of the whole person, including topics such as: conflict resolution, healthy relationships, anger management, and sexual violence. This holistic approach promotes positive behavior, educational support, and physical and emotional wellness.

Student enrichment and empowerment are the underlying goals of the office. To that end, the office makes self-enhancing videos, brochures, and magazines available to assist students with their University experience.

The CCC is open during normal business hours Monday through Friday, 8:30am – 5:30pm (512.505.3046 or 512.505.3044). For after-hour emergencies, students, faculty, and staff should contact Campus Safety at 512.505.3010.

7.1.8.3 Counseling

The Director of Counseling and Consultation Center offers short-term individual and group counseling sessions for registered HT students. The Director's role is to administer the overall CCC and provide counseling services and consultation for the campus community. The Director functions as a consultant, involving mental health emergencies and students in need. Faculty, staff, and students may refer students in need to the Director at 512.505.3044 or 512.505.3036. The Director makes appropriate assessments and referrals as necessary to off-campus agencies. Please note counseling sessions are confidential and information cannot be released except as applicable by law.

7.1.8.4 Disability Services

Huston-Tillotson University is committed to making its academic programs and other services accessible to qualified students with disabilities. The University is committed to providing students with disabilities equal opportunities to develop and demonstrate their academic skills. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended) is the policy of Huston-Tillotson University that no

otherwise qualified person with a disability shall be subjected to discrimination because of that disability under any program or activity conducted or sponsored by the University.

Prior to admissions acceptance, the University furnishes general accommodation information upon request. Acceptance packets sent to all admitted students contain information on the Counseling and Consultation Center. After admissions acceptance, individual accommodations need to be discussed with the Coordinator of Counseling and Disability Services. The Coordinator of Disability Services serves as a contact point for students with disabilities. The goal of the ODS is to support academic efforts of students with disabilities by providing a physically and educationally accessible University environment that ensures an individual is viewed on the basis of ability. The Coordinator works individually with students to determine appropriate and reasonable academic accommodations, and to ensure that students receive equal access to programs, services, and opportunities to succeed academically.

Registered students with disabilities who need academic accommodations or disability-related support services are asked to contact the Coordinator of Counseling and Disability Services and arrange an intake appointment. Students with disabilities must provide appropriate documentation from a medical and/or mental health professional to verify the disability and need for accommodation(s). Accommodations are determined on a case-by-case basis using multiple sources of information, including, but not limited to, required documentation, student self-report, best practice, and discussion with the Coordinator of Disability Services. Disability information is private information and only shared on a need-to-know basis. If students are unsure of their disability status, they are encouraged to contact the CDS (512.505.3046) for more information regarding disability-related support services. If a student with a disability does not agree with the accommodations decided upon by the University, the student has the right to file a grievance according to the grievance procedure outlined in the Student Handbook, Section 7.7.

Students are responsible for ensuring the Coordinator of Counseling and Disability Services receives updated information annually or as requested by the Coordinator of Counseling and Disability Services.

The information below is a summary of the type of documentation needed.

Students should provide current documentation of their disability from a certified, licensed or professional person whose training is accepted for establishing a specific diagnosis.

Documentation includes a diagnostic statement identifying the disability and a description of the diagnostic methodology used describing the current functional limitations, expected progression or stability of the disability, current and past accommodations, services and/or medications, and recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

7.1.8.4.1 Students with Physical and Medical Disabilities

Students with physical and/or medical disabilities seeking accommodations must provide a report from the student's physician to the Counseling and Consultation Center detailing:

1. The nature of the student's physical disability. Physical disabilities include: mobility impairments, hearing and visual impairments as well as temporary and chronic illnesses;
2. Any limitations presented;
3. Date of diagnosis and description of related functional limitations resulting from the disabling condition;
4. Any medical information which may be important to the university environment, including any medication, side effects of the prescribed medication, and whether there are crisis episodes associated with the disability;

5. Prognosis for a possible degenerative condition.

7.1.8.4.2 Students with Learning Disabilities and ADHD/ADD

Students with Learning/ADHD/ADD disabilities seeking accommodations must provide a report from the student's physician or a Licensed Professional to the Office of Disability Services detailing:

The result of a recent (within the past three years) basic IQ test, and the Woodcock-Johnson Psycho-educational Battery (revised) which includes achievement and cognitive skills tests or an acceptable equivalent.

Documentation should be comprehensive; it should include a thorough diagnostic interview, assessment of aptitude and academic achievement, history of previous accommodations, assessment of information processing, and a diagnosis.

Clear and specific statement of how the disability substantially impairs functioning supported by information in the evaluation.

Previous educational records, including transcripts, may be requested.

Additional evaluative/assessment information may be requested, depending on the individual student.

7.1.8.4.3 Students with Psychological Disabilities

Students with psychological disabilities seeking accommodations must provide a report from the student's physician or a Licensed Professional to the Counseling and Consultation Center detailing:

- Physician's or psychiatrist's report of any current medications, or medication used in the past two years, its anticipated results, side effects, if any, and projected results if the medication is discontinued.
- DSM-IV diagnosis, summary of evaluation results and any additional psychological and/or neurological testing results. (Examples include: depression, anxiety, PTSD, bipolar disorder, etc.)
- If the original diagnosis is over three years old, then an updated report from the treating professional must also be included.
- Information regarding current treatment should include any counseling and/ or specific therapies.
- A statement of how the Psychological Disability and /or medication impacts functioning, specifically learning and classroom requirements.
- Suggested appropriate classroom accommodations may be included.

Students should discuss their needs with the Director of the Counseling and Consultation Center or Coordinator of Disability Services for assistance. *Note:* Students are responsible for taking their medication and will be held accountable for any inappropriate behavior.

7.1.8.4.4 Students with Temporary Disabilities

Students who seek services for a temporary disability must submit documentation and participate in general intake procedures.

Temporary disabilities include: broken limbs, hand injuries, or short term impairments following surgical or medical treatments.

Students should provide recent verification of their disability from a certified, licensed or professional person whose training is accepted for establishing a specific diagnosis.

The documentation must be on official letterhead and include the following:

- date of diagnosis, nature, duration and severity of disability
- any adverse side effects caused by medication
- recommended assistance to accommodate the individual's disability

Disability Services and HT do not guarantee personal assistance to students with temporary disabilities such as building-to-building transportation or the transport of books or other personal items. Wheelchairs, scooters and other mobility devices are considered personal devices and are not guaranteed or provided by Disability Services.

7.1.8.4.5 Special Arrangements

For the University to make needed arrangements, students must submit the required information by the deadlines set prior to each semester and sign a release form giving the University permission to share the provided information on a need-to-know basis with the appropriate faculty and staff. Accommodations cannot be made in less than two weeks after notification of request and receipt of all stipulation documentation.

7.1.8.4.6 Building Access

People with disabilities from the community are encouraged to make arrangements for assistance, if needed, by a student or an employee prior to each arrival on-campus, or when moving from building to building. In cases where a student has a temporary medical condition that requires physical accommodation, the student should contact the Coordinator of Disability Services for assistance. This should be done at least two business days in advance of the accommodation, whenever possible. In consultation with the Dean of Student Affairs, the Coordinator will contact the appropriate persons (faculty, facilities, Campus Safety, Residence Life, etc.) to temporarily relocate a class or residence hall room to accommodate the student's needs. Documentation of the medical condition may be required as per the Coordinator of Disability Services.

7.1.8.5 Career and Graduate Development Center

The Career and Graduate Development Center (C&GDC), located on the first floor of Connor-Washington, provides comprehensive lifelong career development assistance to present and former students in all majors in the areas of self-assessment, career exploration and decision-making, leading to success in part-time jobs, internships, higher education and/or full-time career employment.

The Center sponsors annual internship, career, and graduate school fairs; resume and cover letter writing and review; and mock interviews. View extensive career exploration, employer research, job search, financial aid and graduate school resources at: <http://htu.edu/student-services/career-services>. The Center also includes a Resource Center containing standardized testing materials, employer profiles, job postings, and various publications pertaining to graduate schools, salary surveys and job search strategies.

The C&GDC is open Monday – Friday, 8:30 am – 5:30 pm. Contact the Career and Graduate Development Center at 512.505.3041 or email cgd@htu.edu.

7.1.8.6 Office of Religious Life and Campus Ministry

Huston-Tillotson University is affiliated with The United Methodist Church and the United Church of Christ. Students and staff represent many religious faiths. The University respects the faith commitments of all students. The University Chaplain coordinates campus ministry programs

and leads religious life on-campus. The Chaplain is also available to counsel students regarding a variety of matters. In addition, the University Chaplain is responsible for development of programs that encourage spiritual growth and development. The Chaplain is located in the Center for Religious Life at 1001 Chicon Street and can be reached at 512.505.3054.

Through campus ministry, students have an opportunity to develop and participate in activities such as the Thursday Chapel Hour at 11:00 a.m., the Gospel Choir, various Bible Study groups, weekend retreats, fun nights with other area universities, and more. The Thursday Chapel Hour includes the Huston-Tillotson University Gospel Choir and occasionally uses the performing arts in presenting the Word of God. Chapel Hour is a time of great celebration which the University family is strongly encouraged to attend.

Chapel and University Worship Service:

It is the policy of the University not to schedule events, included but not limited to classes, departmental meetings, lectures, exams, faculty-led study sessions, rehearsals of any kind and student activity events during Chapel Hour. Chapel Hour is currently observed during the Fall and Spring semesters on Thursday from 11am to noon.

7.1.8.7 University Student Health Services

Attaining and maintaining good health is essential to the educational experience at Huston-Tillotson University. University Student Health Services plans and promotes health education programs for the campus community, encourages good health practices, and gives prompt attention to illnesses and injuries.

Each student must have a completed health form on file. University Student Health Services is committed to providing quality health care that is accessible, timely, and customer service-oriented, with dignity. Through a partnership with CommUnity Care Clinic located on campus, students have access to primary medical services include immunizations, vital signs interpretation, glucose testing, urinalysis, over-the-counter medications, drug testing, HIV counseling and testing, First Aid/CPR, ear irrigations, suture removals, vision screening, pregnancy testing and counseling, wound care, nutrition, weight management, nurse assessments, blood pressure checks, informational brochures, and mental health-related programming. These services are provided on a walk-in basis. Hours are 8 am-5 pm Monday-Friday. The telephone number is 512.978.8400.

St. David's Medical Center and Brackenridge Hospital serve as our primary care facilities for off-campus emergencies. For after-hours emergencies, please notify a Residence Life staff member or Campus Safety (512.505.3010). For more information about Health Services, please call 512.505.3039 or pick up a Health Services manual in the office.

The Affordable Care Act is a federal law designed to increase the number of people who have access to health insurance. If you do not have health care insurance, the Eligibility Team at CommUnity Care is available to explain and determine programs and benefits that will meet your eligibility criteria. Please call 512.978.9015 to schedule an appointment with a CommUnity Care Eligibility Specialist.

7.1.8.7.1 Communicable Diseases

A communicable disease is an illness due to a specific infectious agent or its toxic products that arise through transmission of that agent or its products from the infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment.

The first step in the control of a communicable disease is its rapid identification and isolation. The Travis County Health Department needs to be informed immediately of certain contagious

illnesses. As an institution of higher learning, we have a responsibility to our University community as well as the community at large to be properly informed about the control of communicable diseases.

Communicable diseases include but are not limited to measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), HIV infection (human immune deficiency virus), AIDS, AIDS - related complex (ARC), meningitis, meningococcal infections and tuberculosis (TB). The term "HIV" shall include AIDS, AIDS - related complex (ARC), and a positive test for the antibody to the HIV virus. Any decision of Huston-Tillotson University concerning a person who has a communicable disease shall be based on current and well-informed medical judgment which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable virus and available alternatives to respond to a student or employee with a communicable disease.

If a student has been diagnosed or suspects that a communicable disease has been contracted, it is the student's responsibility to:

1. Report immediately to University Student Health Services;
2. Abide by instructions of the nurse or physician. University Student Health Services shall, at the time of reported illness, inform the student about the length of isolation (if any) and proper preventive measures; and
3. University Student Health Services shall then inform appropriate persons including the Provost and Vice-President for Academic Affairs, the Dean of Student Affairs, residence hall staff, and the Travis County Health Department, if necessary.

The student will also need to contact instructors to make academic arrangements if class time will be missed. No student will be allowed to return to class without a written release from the nurse/doctor. The nurse shall inform the Dean of Student Affairs and residence life staff of the student's re-admittance to the University community.

Up-to-date information is available on the Student Health Services website about communicable diseases, preventative measures, and steps if a member of the University community is affected.

7.1.8.7.2 Pregnancy

The University permits students to attend classes and participate in most activities while pregnant. The University reserves the right, however, to prohibit any pregnant student from living in campus residence halls or enrolling or continuing to attend classes if there is reasonable evidence that such activities might jeopardize the health of the student or fetus and/or unduly disrupt the normal operations of the University.

The University assumes no liability or responsibility for student pregnancy, prenatal care, miscarriage or other complications, abortion, or birth that may occur on University property.

A student found to be pregnant while residing in the residence hall, who at the end of the semester will be less than six (6) months pregnant, and who wishes to remain in the residence hall for the remainder of that semester, must comply with the following procedures:

1. Immediately notify the Residence Hall Director. These individuals will respect the student's privacy in accordance with standard medical and counseling privacy practices;
2. Provide evidence to the Health Center of appropriate and periodic (as determined by University Student Health Services) pre-natal medical examinations and health care planning;