

## **WELCOME TO THE TLU COMMUNITY**

Welcome to Texas Lutheran University!

It is a great pleasure to welcome you to campus and to wish you the very best in the 2009-2010 academic year.

The entire faculty and staff are committed to your success. We encourage you to enter deeply into life on the TLU campus: get to know your professors; make the most of our small classes; make new friends; participate in extracurricular activities; learn from others and let others learn from you; and enjoy the many opportunities for worship, fellowship and fun!

We hope you will find this a place of wonderful relationships, strong values, challenges that inspire, and encouragement for every step along the way.

It's going to be a great year!

Ann M. Svennungsen  
President

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## **I. STUDENT OBLIGATIONS**

### **Expectations**

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

The information in this handbook is up to date as of the time of publication. Changes may have occurred without notice following its publication, however. If so, campus wide notification will be made through University email and a hard copy can be downloaded and printed at the user's convenience.

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

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

### **Responsibilities**

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

## II. MISSION STATEMENT

Texas Lutheran University is a community of learning and a community of faith. As a community of learning, the University stresses the liberating potential of the disciplined pursuit of academic excellence within the context of academic freedom. Its faculty and staff seek to engage each student in a process of self-education as it will assist him or her to develop as an informed and resourceful person in today's rapidly changing world. It provides an academic program based upon the tradition of the liberal arts and designed to serve a diversified community.

As a community of faith, the University celebrates the liberating power of gospel as applied to the whole of human life. The biblical vision of the world as created, judged, redeemed and fulfilled by God in Christ is rich in significance for the work and hopes of persons today. It is the unique privilege and responsibility of the Christian university to explore these implications freely and boldly. Thus it leads the church to face the challenge of new insights and to formulate fresh means of creative service.

As an institution of the church, the University provides an education in the arts and sciences that is given perspective by the Christian faith. This function is carried out through an undergraduate curriculum leading to the bachelor's degree, a diverse continuing education program, and a variety of co-curricular programs. The University encourages students to participate in service work tied to reflective discussions about its place in their lives.

In working to bring learning and faith into intimate relationship, Texas Lutheran University is discovering afresh that each can strengthen, clarify and enrich each other. Men and women who live and work in these contexts find their own purposes enlarged and deepened. A compassion born of faith and a competence informed by learning shape the mission of the University in this day (adopted by the faculty in 1967; revised in 1979 and 1998).

### III. INSTITUTIONAL GOALS FOR GRADUATES

#### **Knowing**

TLU graduates should have achieved

- a breadth of knowledge in the arts, humanities, natural sciences, and social sciences.
- a depth of knowledge in a single discipline sufficient to understand its methods, language, content, history and value.
- an understanding of the Christian faith and traditions.
- an awareness of and respect for diverse religions, cultures, and viewpoints.

#### **Doing**

TLU graduates should be able to

- write clearly and coherently, read with comprehension, speak effectively, and listen with care and openness.
- use basic mathematical skills and know the appropriateness of quantitative methods.
- use appropriate tools for problem solving and for finding, analyzing, and communicating information.
- think critically and reflectively and draw reasonable, supportable conclusions both individually and in groups.

#### **Becoming**

TLU encourages and assists its students in developing

- a commitment to active community service.
- an integrated ethical perspective and a sense of moral purpose.
- a desire to cultivate physical and psychological health and well-being.
- a will to pursue continued cultural, intellectual, and spiritual growth.

(Adopted by the Faculty, April, 1997; revised April 2003)

## IV. UNIVERSITY REGULATIONS & POLICIES

### General Provisions

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

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

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

### General Regulations & Policies

**Academic Advisors:** Every student at TLU is assigned a faculty advisor who offers guidance and support in both academics and co-curricular experiences. Some of the things faculty advisors can help with are:

- Short and long term academic planning
- Explaining the requirements for the major
- Providing information regarding opportunities for internships, departmental honors and organizations, and research projects
- Offering advice about graduate and professional schools
- Answering questions about academic policies and procedures
- Answering questions about careers in the major field and give direction to other sources for career information
- Pointing students in the right direction when unsure where to go for assistance

The academic advising program is administered by the Division of Student Life and Learning and all questions may be referred there.

### **Academic and Political Expression:**

#### Speakers, Videos, and Films

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

- To maximize communication and publicity on campus and in the news media, notice of events that have been scheduled or are to be scheduled should be circulated by the sponsor to the president, the vice president and dean of student life and learning, the provost, the senior vice president, and the student government president far enough in advance of scheduled dates to allow for adequate publicity and hospitality arrangements. Speakers will normally be invited and hosted by an academic department; a campus organization or committee; or by the president, provost, or vice presidents in an official capacity.

- To avoid unnecessary embarrassment to the speaker or the University, a group or individual who wants to schedule a controversial speaker should solicit the advice of the president, provost, senior vice president, vice president and dean of student life and learning, or department chairperson before completing arrangements with the speaker. If such a speaker requires extraordinary police protection or security, the sponsors may be asked to cover the extra expense of this.
- To avoid unnecessary embarrassment to the University, a group or individual who wants to schedule a controversial video or film should solicit the advice of the president, provost, senior vice president, vice president and dean of student life and learning, or department chairperson before completing arrangements with the rental agency. As a general rule, “X”-rated videos or films are not to be a part of a university class or activity and are not to be shown on campus.

### Free Speech and Assembly

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

- Students have the right to peaceful assembly in order to express personal views or to support causes through orderly means so long as such expression does not interfere with the educational and administrative activities of the University. Disruptive or coercive actions and interference with the normal activities of the University are treated as serious violations of university policy. The vice president and dean of student life and learning must be informed of the plan for assembly and the purpose for demonstration in advance of the event, including off-campus assembly and demonstration by a student organization.
- Guest speakers on the campus are to be given the courtesy of an uninterrupted presentation. Harassment of invited speakers or the obstruction of the event by threat, coercive activity, or the restraint of participants is destructive to the pursuit of learning in a free society and is not tolerated.
- Students and organizations may distribute printed announcements or pamphlets on campus provided that they are not distributed in classroom buildings, chapel, library, or door-to-door in the residence halls and provided that they are not profane, obscene, libelous, or slanderous in printed or photographic content.
- All materials (announcements, flyers, posters, etc.) distributed and posted must contain the name of the sponsoring organization along with a contact name and number and/or e-mail address.
- No one may invoke the name of the University without official permission from the president, the provost, or the senior vice president.
- Violators are subject to laws of the current Texas Penal Code.

### Political Campaigns

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

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

- The use and rental of sound equipment on the campus must be approved by the director of student activities.
- Students who participate in off-campus political activities do so as individuals, not as representatives of the University.

**Academic Honesty & Plagiarism:** As a community of learning and faith, Texas Lutheran expects all members of the community, whether students, faculty or staff, to maintain the highest standards of honesty and integrity.

What is Academic Dishonesty?

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

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

Plagiarism includes, but is not limited to:

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

Students unsure about something that they want to do or the proper use of material should ask the instructor for clarification.

Students must not cheat or plagiarize, and they must not condone these behaviors nor assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but it also undermines the scholastic achievements of all students and attacks the mission of this institution. Students are responsible for doing their own work, thereby insuring the integrity of their academic records. Violations of academic honesty involve two required components and a third component at the instructor's discretion.

1. Academic penalties for cheating (which includes plagiarism) are imposed by the instructor, usually after consultation with the department chair, through the grade and/or credit issued. Faculty members may determine appropriate sanctions on a case-by-case basis. If the student disputes any instance of failing due to academic dishonesty, whether it is for a grade on a single assignment or a course grade, he/she may file an appeal with the Admissions, Academic Standards, and Advising Committee (AAA). The provost serves as the appeal for all AAA decisions. It is suggested that the academic advisor and the department chair be notified of all such occurrences and the follow-up.
2. In addition to whatever penalties are assessed by the professor in the classroom, the professor is to report the incident to the vice president and dean of student life and learning to be put in the student's file.
3. At the professor's discretion, he or she may also file a code of conduct complaint against the student for breaking the TLU academic honesty/plagiarism policy as outlined in the *TLU Student Handbook*.
4. Students who accrue three incidents of cheating are charged automatically with breaking the code of conduct. The student who is charged with a code of conduct complaint then enters the TLU judicial process and the incident is viewed as a disciplinary violation.
5. Judicial records are kept on every incident providing a written record. Flagrant or repeated occurrences of academic dishonesty can lead to dismissal of the student from the University.

**Academic Standing:** To be in good standing, a freshman must have a cumulative grade point average of 1.80 or higher. After becoming a sophomore, the student must have a cumulative grade point average of 2.0 or higher. Students who fall below these requirements will be placed on the following:

Academic Warning

Academic warning results when a student's semester GPA falls below 2.0, but whose cumulative GPA is at least 2.0.

Academic Probation

Academic probation results if a freshman student (a student with fewer than 27 semester hours earned) has a cumulative grade point average (cgpa) of less than 1.80, or if a sophomore, junior or senior student has a cgpa of less than 2.00. Academic probation is a very serious matter. It will be noted permanently on your official academic record (transcript). Also, students on academic probation are prohibited from participating in most co-curricular activities (including intercollegiate athletics, fraternity/sorority activities, and student government), and may lose financial aid. Special consideration should be paid to the student's academic load while the student is on probation.

Academic Suspension

A student on academic probation whose cumulative GPA does not improve is placed on academic suspension for one or more long semesters. Academic suspension also occurs if the student does not achieve good standing (a cgpa of 2.0) after two consecutive semesters on probation.

Academic Dismissal

Students who receive a third academic suspension will be academically dismissed from the university.

**Access to Student Records and FERPA Notification:** Under the Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights when it comes to their educational records which are outlined below.

Disclosure of Personally Identifiable Information

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

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

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

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

If a student would like information to be released to a third party, please file a "Student Information Release Authorization" form with the registration and records office.

Access to Education Records

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

#### Amendment of Education Records

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

#### Filing a Complaint

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

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

#### Directory Information/Privacy Blocks

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

A few other notes:

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

#### University Officials with Legitimate Educational Interests

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

**Accommodations for Students with Disabilities:** The mission statement of Texas Lutheran University affirms the University's long-standing commitment to serve a diversified community. Included in this commitment are ongoing efforts to make the learning resources and physical facilities of the University accessible to students with disabilities. In accordance with the terms of the Americans with Disabilities Act of 1990 (ADA), Texas Lutheran University provides reasonable accommodations for students with physical/medical, learning disabilities and or psychological disabilities. A request for reasonable accommodations should be initiated in the office of the TLU ADA coordinator located in the ASC Meadows Center.

A student who requests accommodations for a physical disability will be scheduled for a meeting with the ADA coordinator. It is expected that students living in the TLU residential community can live independently. Those students not able to live independently should apply for accommodations applicable to residential life with the ADA coordinator as well. Most classroom buildings, residence halls, the administration building, and the library have

access ramps, and some have elevators. A limited number of parking spaces for students with disabilities are reserved throughout the campus. The ADA coordinator will review special problems on a case-by-case basis. Where feasible, facilities and programs will be modified to meet the reasonable needs of the student.

It is the right and responsibility of the individual student to request accommodations and to provide professional documentation of the disability. Documentation requirements vary by disability and verification of disability forms are available in the ADA coordinator's office, ASC Meadows Center (ext. 8009).

Once the disability has been documented, and eligibility for accommodations has been determined, typical accommodations and the classes for which the student is requesting them are discussed between the ADA coordinator and the student. The typical accommodations are noted on a Determination of Reasonable Accommodations form. The student then meets individually with instructors to determine which accommodations are reasonable and appropriate for each specific class. The student is expected to maintain close contact with his/her academic advisor throughout the semester or summer school session to ensure that agreed-upon accommodations are effectively carried out.

Note: The student is responsible for initiating this procedure each semester or summer school session.

Students with disabilities who are enrolled or who plan to enroll at Texas Lutheran University are eligible for admission and for financial aid programs on the same basis as students without disabilities. Additional assistance may be available from the Texas Rehabilitation Commission, 1100 North Camp Street, Seguin, Texas 78155.

#### Appeals Procedure

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

ADA Coordinator (830) 372-8009  
Texas Lutheran University  
1000 W. Court St.  
Seguin, TX 78155

If the appeal involves the ADA coordinator, it should be filed with:

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

Within 5 business days after the receipt of the appeal, the ADA coordinator or the vice president and dean of student life and learning will meet with the student and with other University officials as appropriate to discuss possible resolutions. A response in writing will be given within 5 days.

If the response by the ADA coordinator or the vice president and dean of student life and learning does not satisfactorily resolve the issue, the student may appeal the decision within 5 business days to the Admissions, Advising and Academic Standards Committee (AAA).

The AAA Committee will review the appeal and may, at its discretion meet with the student. The committee will then provide a written recommendation to the executive vice president and provost for final action.

If the appeal is non-academic in nature and the ADA coordinator or vice president and dean of student life and learning does not satisfactorily resolve the issue, the student may appeal the decision within 5 business days to the executive vice president and provost for a final decision.

**Addresses:** All students are required to keep both an accurate permanent and local address on record with the

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

**Alcohol:** NO ONE under the age of 21 may possess or consume alcoholic beverages in accordance with Texas State law and University policy.

- All residence halls, academic buildings, and athletic fields are alcohol free. The display of alcoholic beverage containers/packaging such as, cans, bottles, bottle caps, cartons, packaging labels, etc. are not permitted in the residence halls or TLU apartments where at least one occupant is under 21.
- Students older than 21 may possess and consume alcohol in the privacy of their apartments as long as all students residing in the apartment are 21 years or older. Any apartment where students who are under 21 reside is considered alcohol free. Alcohol must be for personal consumptions and containers should be disposed of in appropriate trash containers.
- The maximum number for a party within an apartment is twenty. The student host is responsible for all of their guests, including those who are under 21 years of age. Hosting a party involving the illegal use of alcohol or making alcohol available to minors is a violation of Texas State law and University policy. The student host will be held responsible for any and all violations of TLU policies by his/her guest(s).
- Beer kegs, party balls, wine boxes and similar party containers of any size are not permitted on campus.
- The sale of alcoholic beverages on campus is prohibited, except by those with a valid liquor license and approved by the vice president and dean of student life and learning.
- Students who have been drinking and draw attention to themselves through disruptive behavior or cannot care for themselves will be subject to a disciplinary review.
- Any alcohol violation by students under 21 may result in the notification of the students' parents or guardian. A second alcohol violation will result in automatic notification of the students' parents or guardian and will be to inform parents that subsequent violations may result in a student's suspension from the University. Parents may also be called when any student, regardless of age, endangers him/herself and/or others, is arrested for Driving While Intoxicated, or is responsible for property damage while under the influence of alcohol.
- Students who choose to violate the alcohol policy can expect that consequences will follow. Types of violations and expected consequences are as follows: (Due to the fact that all sanctions are cumulative, students who have a history of previous code violations may receive increased sanctions. In addition, sanctions may be increased based on the severity of the behavior in question. A student may also be charged for all concurrent policy violations occurring during or prior to the receipt of the incident report documentation.)
  - Behaviors that would be considered violations of the policy include, but are not limited to:
    - Under the age of 21 consumption and/or in possession of alcohol.
    - Possession/consumption or display in a restricted area
    - Contributing to the delinquency of a minor (making alcohol available to anyone under 21).
    - Public Intoxication (causing a significant disturbance in the community while under the influence of alcohol)
    - Endangering self and/or others while under the influence of alcohol.
    - Hosting a party involving the illegal use of alcohol.
    - Unauthorized possession of a keg, party ball, wine box, or other similar party containers.
    - Property damage while under the influence
    - Open container in public or public consumption after hours
  - Sanctions include, but are not limited to:
    - **First Offense**
      - Educational sanctions
      - Restitution and apology to affected persons
      - Monetary fines
      - Possible confidential notification of parents, academic advisor, athletic coach, co-curricular program directors, or others as appropriate.

- Other sanctions as appropriate
- **Second Offense**
  - Educational and disciplinary sanctions
  - Possible university housing probation
  - Monetary fines
  - Confidential notification of parents, academic advisor, athletic coach, co-curricular program directors, or others as appropriate.
  - Referral to Counseling Center
  - Other sanctions appropriate to violation
- **Third Offense**
  - Referral for alcohol screening or assessment
  - University Housing Probation
  - Possible reassignment or cancellation of housing
  - Possible disciplinary probation
  - Confidential notification of parents, academic advisor, athletic coach, co-curricular program directors, or others as appropriate.
  - Monetary fines
  - Other sanctions appropriate to violation

Depending on the circumstances, Level I, II, or III sanctions may be implemented at any time and in any order. See Article IV of the TLU Student Code of Conduct for complete procedures for violations of the Student Code.

- The alcohol policy applies to all organizations and university sponsored student activities on or off campus. Student organizations that fail to follow this alcohol policy will be referred to the TLU Student Code of Conduct disciplinary system. Organizations and their members are subject to sanctions that could include fines, loss of party permit privileges, and loss of TLU recognition ranging from organizational probation to the suspension or revocation of the organization's charter. Actions against organizations may be taken concurrently with actions taken against individuals involved in the incident.

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

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

**Class Behavior:** Students are expected to have high standards of behavior in the classroom, and rules of reasonable behavior should prevail. Classroom behavior should follow guidelines established by the individual professor. Students who engage in prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds generally will be preceded by a disciplinary hearing, as set forth in Article IV in the TLU Student Code of Conduct.

Disruptive behavior will result in the student being dropped from the course with a grade of "W." The faculty member must have the department chair or associate provost sign (or approve) the "W" form and submit the form to the registration and records office. The student will be notified by the registration and records office that they have been dropped from the class and may no longer attend.

**Communication with Students:** Texas Lutheran University provides electronic mail for students, faculty, staff and others affiliated with TLU. The University routinely uses email for both formal and informal communication with students and they are expected to check their TLU accounts regularly for University communications.

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

**Dishonesty:** Any form of dishonesty is a violation of personal integrity and unworthy of an academic community. Such dishonesty includes cheating; lying; plagiarism; forgery; falsification of university records; supplying false information; unauthorized possession of University lists, records, or property; unauthorized entry into facilities; the misuse of student identification cards; misrepresentation of one's self. Violations of this policy will result in disciplinary action and may result in suspension or expulsion from the University.

**Disruption:** A student's right to petition and demonstrate will be respected; however, the University may regulate the time, place and manner of such demonstration. No individual or group may in any case disrupt the orderly functioning of the University.

**Drugs:** State and federal law is very explicit in regard to illegal drugs. Texas Lutheran upholds these laws and forbids the illegal use, sale, transportation, transfer or possession of drugs or any controlled substance listed in the current Texas Penal code, including but not limited to marijuana, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, rohypnol, GHB, ketamine, Ecstasy and other "club drugs", as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the students' parent(s) or guardian(s) and may cause suspension or expulsion from the University.

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

**Enforced Withdrawal:** The University reserves the right to require, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, whose presence tends to lower the standard of conduct of students, or who cannot remain without danger to his/her own physical/mental health or the health of others. (See Student Code of Conduct, Article V for additional information.)

**FERPA Policy:** See Access to Student Records and FERPA Notification.

**Financial Aid:** Financial aid, including scholarships, grants and loans are awarded by the office of financial aid. Students wishing to receive need based scholarships, grants and loans must complete the Free Application for Federal Student Aid (FAFSA) each year as soon after January 1<sup>st</sup> as possible. Some scholarships and grants also require that students maintain a minimum cumulative grade point average for the scholarship/grant to be renewed.

*Accessing Your Financial Aid Award and Missing Information Letters*

Students receive e-mails from the office of financial aid with links to Your Electronic Award (YEA) where they can view their award and missing information letters 24/7. YEA is also available through TLU's web site at [www.tlu.edu/my\\_financial\\_aid](http://www.tlu.edu/my_financial_aid) and then clicking on Your Electronic Award.

### Financial Aid Disbursements and Refund Checks

The office of financial aid reviews every student's enrollment status and financial aid awarded before the aid is "disbursed" to the student. This review takes place on census date (12<sup>th</sup> class day) each semester. Refund checks for students whose aid is more than the charges posted on their student accounts are generally available the next day.

Disbursed: Posted to the student's student account.

Refund: The difference between the charges on the student's account and the aid disbursed when the aid is more than the charges.

### Renewal of Financial Aid

To remain eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP). In general, this means that the student must maintain a minimum cumulative grade point average (CGPA) of 2.0 and must complete 75% of all course work for which he or she registers for in an academic year. Students not making satisfactory academic progress will be placed on probation for a period of one year during which they must meet the minimum standards. If the minimum standards are not met at the end of the year of probation, students will lose eligibility for financial aid. A copy of the complete Satisfactory Academic Progress policy is located on TLU's financial aid web page under financial aid policies.

Some scholarships, as indicated below, require a higher minimum CGPA for the student to be eligible for renewal.

TLU Scholarships and Grants: A student may receive TLU scholarships and grants for a maximum of 8 semesters of enrollment. None are awarded for summer sessions.

<b>Grant/Scholarship Name</b>	<b>Minimum CGPA required for Renewal</b>
Pacesetter Award for College Excellence (PACE)	3.25
Presidential Scholarship	3.0
Academic Excellence Award	3.0
Commendation Award	2.75
Heritage Award	2.5
Janota Scholarship	3.0
Scholastic Achievement Award	2.5

### State and Federal Awards

<b>Award Name</b>	<b>Renewal Criteria</b>
Tuition Equalization Grant (TEG)	Student must complete a minimum of 24 credit hours each academic year and maintain a 2.5 CGPA to be eligible for renewal.
Federal Academic Competitiveness Grant (ACG)	Student must complete at least 24 credit hours during the first year with a 3.0 or higher GPA to receive for a 2 <sup>nd</sup> year.
Federal SMART Grant	Student must complete at least 12 credit hours per semester and maintain a cumulative GPA of 3.0 or higher to receive for a 2 <sup>nd</sup> year.

### Changes in Enrollment

- Dropping a Class: Financial aid eligibility is set as of 12<sup>th</sup> class each fall and spring semester. Students who drop classes before 12<sup>th</sup> class and who are less than full-time will have their aid eligibility recalculated. In general, dropping a class after 12<sup>th</sup> class day will not affect a student's financial aid eligibility for that semester as long as the student remains enrolled. However, dropping classes may affect academic progress and eligibility for renewal of financial aid for future semesters. See satisfactory academic progress policy for more information.
- Withdrawing from/Failing All Classes: Students who withdraw from all of their classes or who fail all of their classes in any given semester may owe a refund of their federal financial aid. Per federal regulations, students are not considered to have earned all of their financial aid until they have attended at least 60% of the semester, i.e., students must attend through October 29, 2007 for fall and March 24, 2008 for spring.

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

#### Student Employment and Applying for a Job

Part-time on-campus jobs are available to students who are in good academic standing. Some off-campus jobs are available to students awarded Federal Work-Study (see office of financial aid for more information). Preference is given to students with financial need, but particular job skills and departmental referral occasionally take precedence. Normally students work six to ten hours per week. Students are paid biweekly at minimum wage rates unless otherwise specified by the employer.

Campus employment opportunities are posted online at [www.tlu.edu/student\\_employment](http://www.tlu.edu/student_employment) and in the offices of career services, human resources, and financial aid.

**Financial Obligations:** Students must meet all of their financial obligations to the University in accordance with the payment deadlines established by the business office. Students who issue a check without sufficient funds to cover it may risk losing check writing privileges on campus both for personal use and payment of charges.

**Fireworks and Hazardous Substances:** Possession and/or use of fireworks (including sparklers), or explosives of any kind is prohibited on campus.

Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) and other hazardous chemicals are prohibited on campus (except by authorized personnel such as maintenance).

**Grievance Procedures:** Most problems between students and faculty/staff can and should be resolved between the parties involved. Hence, a student should initially go directly to the faculty or staff member involved. If the concern/conflict cannot be resolved at this level, the student should see the department chair or, in the case of a conflict in a University sport, the athletic director or, in the case of a conflict with a staff member, the staff member's supervisor. If circumstances preclude discussing the concern/conflict with the department chair, athletic director, or supervisor, a student may send a written complaint to the office of the provost.

**Harassment:** The University will not tolerate any form of harassment relating to gender, race, sexual orientation, religion, age, color, national origin or physical ability. The term harassment includes, but is not limited to, slurs, jokes, or unwelcome verbal, written, graphic, electronic or physical conduct. Broadly, the term harassment may include any and all conduct that is unwanted and interpreted as malicious in nature. Violations of this policy will result in disciplinary action. Violations may result in suspension or expulsion.

**Hazing:** Hazing on the part of students, faculty, or staff is strictly prohibited both on and off campus. Violations of this policy will lead to disciplinary action. Hazing with or without the consent of a student is prohibited by TLU, and a violation of prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Hazing is also prohibited by state law in educational institutions and can lead to legal action. The hazing bill is found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936. The hazing bill may be viewed in its entirety at the "Texas Legislature Online" website at: <http://www.capitol.state.tx.us/statutes/ed/ed0003700.html#ed047.37.151> & <http://www.capitol.state.tx.us/statutes/ed/ed0005100.html#ed237.51.936>.

#### Definition

*Hazing* is any intentional, knowing, or reckless act, occurring on or off 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, initiation, affiliation, membership, or holding office in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- 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;
- 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;
- Any activity that intimidates or threatens the student with ostracism, 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 description;
- Any activity that causes or requires the student to perform a task that involves a violation of the Texas penal code.

Examples include but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- the eating or ingestion of any unwanted substance;
- the wearing or carrying of any obscene or physically burdensome article
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside the confines of the university and not directly related to the purposes of the fraternity;
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- physical or psychological shocks;
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing or objects; or public apparel which is conspicuous and not normally in good taste, or requiring shaved hair;
- engaging in public stunts and buffoonery;
- assigning pranks such as stealing, painting objects, harassing other organizations;
- morally degrading or humiliating games and activities;
- late work sessions or activities that interfere with scholastic activities, including exhausting and time consuming projects that are disruptive to normal study patterns;
- physical disfigurements (temporary or permanent) including tattooing or branding (simulated or actual);
- deprivation of normal sleep (less than six uninterrupted hours per night);
- memorization of information not directly related to the fraternity/sorority;
- requiring boxing matches or fights for entertainment;
- demeaning names;
- yelling and screaming;
- any activity considered morally offensive by an individual participating;
- and any other activity which is not consistent with University policy.

### Offense

Individuals:

A person commits an offense if the person

- Engages in hazing;

- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Intentionally, knowingly, or recklessly permits hazing to occur;
- 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 in writing to the dean of students or the director of student activities what one knows.

**Organizations:**

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent

It is not a defense for the person engaging in hazing to maintain that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Complicity

No instructor, officer, director, advisor or other person may knowingly permit, encourage, or assist any student in hazing or willfully acquiesce in the commission of such an offense or fail to report promptly what is known to university officials. Hazing is any act of omission or commission of this type.

Violation

Students found to be involved in hazing may be immediately suspended or expelled from the University. Student organizations found to be involved may be suspended and/or have their organizational charter revoked and lose institutional affiliation.

Immunity

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the vice president and dean of student life and learning or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and includes fines from \$500 to \$10,000 and/or confinement for up to two years.

Reporting

If you think that you may have been hazed or if you have questions about hazing, please contact the director of student activities (x6040), the vice president and dean of student life and learning (x8060), and/or University police (x0).

**Jackson Park and the Student Activity Center Usage:**

- **Purpose:** Jackson Park and the Student Activity Center are intended for events such as parties, receptions and other recreational or social meetings for groups as large as three hundred fifty (350) persons. Jackson Park is available with or without the indoor Student Activity Center. These events may involve TLU student groups and TLU departments.
- **Scheduling:** Scheduling will be through the director of student activities. Event arrangements and requirements will be coordinated when the reservation is accomplished. Scheduling for on-campus events will be on a first come-first-served basis.
- **Reservations Policy:** The University will accept reservations based on the following considerations: (1) Availability is determined by the academic calendar, University-events calendar, heating/AC availability, and

the suitability of your event for the facilities and the University's mission. (2) The TLU organization/department must notify the director of student activities within ten calendar days of the event to be canceled. The University reserves the right to cancel this contract in the event of mechanical, electrical, food service, or technical problems, or when an event of higher priority must be scheduled, or when your event proves to be unsuitable for the facility. Every effort will be made to be sure an event is scheduled without complications. (3) A priority system is used flexibly in the acceptance of reservations: first, TLU student events, then, in descending order of priority, TLU sponsored events, University or church related conferences, standing meetings, personal events of University personnel or alumni, and lastly events for the surrounding community. (4) All student organizations and University departments have first priority with regard to reservation requests. After October 1<sup>st</sup> each year, reservation requests are open to the public. (5) Needs for special set up and equipment should be arranged at the time of the reservation with Ron Sozzi at extension 6003.

More information regarding Jackson Park and the Student Activity Center is available in the office of Student Activities.

**Medical Leave:** When a student experiences serious medical or psychological problems while enrolled as a student at Texas Lutheran, he or she may request to take a voluntary medical leave of absence. If approved by the vice president and dean of student life and learning (or provost in the vice president and dean of student life and learning's absence), the student will leave campus, be granted grades of "W" in all enrolled courses (even if the normal deadline for withdrawal without penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to TLU after the problem has been treated and resolved.

Similarly, TLU may require a student to take a medical leave of absence if the student (a) poses a threat to the lives or safety of himself/herself or other members of the TLU community, (b) has a medical or psychological problem which cannot be properly treated in the university setting; or (c) has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the TLU community. The vice president and dean of student life and learning, or in their absence, the executive vice president and provost is the University official designated to make judgment about the need for a medical leave and to implement procedures for the student.

*(Note: In making the decision to require a student to take a medical leave, the vice president and dean of student life and learning and/or the provost must act out of concern for the student and his or her rights, concern for the other students, and concern for the University as a whole. The vice president and dean of student life and learning and/or provost will have to consider whether the University is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others, and/or to what extent the student seriously interferes with the rights of others in the community to carry on their educational pursuits.)*

For both voluntary and required leaves, the policy on refunds contained in the catalogue will apply.

#### Readmission Requirements for Medical Leave

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

A student on medical leave who wishes to return, must initiate a request for readmission by writing a letter to the vice president and dean of student life and learning detailing what has been accomplished during the absence. The student's letter must be accompanied by the Office of Counseling Services Readmittance Form to be completed by the appropriate healthcare personnel, and a signed release of information form for the appropriate TLU personnel and healthcare professionals to enable communication. The student's letter and supporting documentation are the bases upon which the dean makes the judgment that the health circumstances causing the student to leave have been adequately addressed and that there is a reasonable assurance that the student will be able to resume his/her studies.

The information gathered is reviewed by the appropriate healthcare professional at TLU and by the vice president and dean of student life and learning. The decision to readmit a student from a medical leave of absence is a provisional judgment which may be reversed if a student fails to be a responsible member of the TLU community. When a student is permitted to return, special conditions or requirements may be outlined at the time, and upon return, the student may be expected to meet periodically with the vice president and dean of student life and learning. Similarly, it is advisable for the student, during the first term back, to establish a professional relationship with a member of the TLU Counseling Services Office.

- **Students Exhibiting Life-Threatening Behavior:** Texas Lutheran University attempts to assist students in resolving typical young adult developmental issues, as well as stresses brought on by the college experience. Among other offices, TLU maintains the Counseling Center to provide counseling or serve as a referral source for students who are suicidal. It is the policy of the University to regard all threatened/attempted suicides as serious regardless of the specific degree of lethality involved in the attempt.

If a student threatens/attempts suicide or exhibits life-threatening behavior, the University's first priority is to attempt to ensure the student's safety and well being. If it is known that a student is threatening/attempting suicide, the TLU police department will be notified and they will transport the student to the hospital. In many cases, the student will need to be removed to a more appropriate setting. The vice president and dean of student life and learning as well as the campus counselor will be notified and the family will be contacted.

When a student threatens/attempts suicide, other people in the University feel the effect and the University has an interest in protecting them from the emotional stress and crisis atmosphere that accompanies attempted suicide. This could apply to fellow residents in the University housing, instructors and fellow students in class, teammates and others who have significant contact with the student or who may feel threatened or extremely anxious as a result of a suicide or suicide attempt.

The University regards a suicide attempt or threat as an indicator that the student may be so taxed beyond his or her psychological means that she or he is not stable enough to continue at the University at that time. TLU will use the **Medical Leave Policy** to withdraw a student who has attempted suicide or exhibits life-threatening behavior unless there is compelling evidence that the student is no longer at risk to himself or herself or to others, and that continuation at the University is in the student's best interest.

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

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

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

I. Procedures for designation of emergency contact information

A. Students age 18 and above and emancipated minors

Students will be given the opportunity during each semester registration process at Texas Lutheran University to designate an individual or individuals to be contacted by Texas Lutheran University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

B. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set

forth below, Texas Lutheran University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

## II. Official notification procedure for missing persons

- A. Any individual on campus who has information that a residential student may be a missing person must notify Texas Lutheran University police department at x8000 as soon as possible. The Texas Lutheran University police department at the time of the report will immediately notify the office of the vice president and dean of student life and learning, and provide the same office with the name and student I.D. number of the missing student. Both the Texas Lutheran University police department and the office of the vice president and dean of student life and learning will work as a team in all missing person cases involving students and staff of Texas Lutheran University.

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

- B. Texas Lutheran University police department will gather all essential information about the residential student from the reporting person and from the student' acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description, information about physical and emotional well being of the student, an up to date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
- C. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), Texas Lutheran University police department enter the person as a missing person in TCIC and NCIC. The Texas Lutheran University police department will coordinate with the Seguin police department or Guadalupe County sheriff's department in an effort to locate the student and conduct a joint investigation with said agencies.
- D. No later than 24 hours after determining that a residential student is missing, the vice president and dean of student life and learning will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18 ) that the student is believed to be missing.

## III Campus communications about missing students

- A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communication regarding missing students will be handled by Texas Lutheran University police department with the assistance of the office of university relations and the vice president and dean of student life and learning. All inquiries to Texas Lutheran University regarding a missing student shall be referred to Texas Lutheran University chief of police or his designee.

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

**Official Directives:** If asked to report to a University official, a student is expected to respond immediately. When asked, students are expected to identify themselves through the presentation of their TLU ID card, to leave a crowd, or to respond to any reasonable directive of university personnel acting in an official capacity. University personnel are all regular employees of TLU including student staff members such as resident assistants.

**Parking and Streets:** Students are to follow all parking and street regulations as outlined in the parking brochure issued by the TLU police department and to follow all directives of the University police officers. Tickets will be issued and fines assessed as appropriate, especially for parking in restricted areas or specially designated parking

spaces (i.e. handicap, University Owned, or area coordinator spaces). Individuals who accrue five tickets are charged automatically with breaking the code of conduct. Students who are charged with a code of conduct complaint enter the TLU judicial process and the incident is viewed as a disciplinary violation. The University reserves the right to revoke parking privileges and to enforce towing policies for violations of the parking policy.

**Personal Behavior:** Disciplinary action is taken for personal conduct which is considered (a) indecent, lewd, or obscene, (b) dangerous to the physical or mental well-being of themselves or others, (c) destructive to property, (d) malicious, mischievous, or disruptive in nature, (e) lacking in respect for the rights and dignity of others, (f) in violation of civil law, and/or (g) in violation of all other policies stated within this handbook, particularly policies regarding academic honesty, alcohol, hazing, and residential living.

Individuals who are present in their own or any other residence hall room or area where university policies are being violated are subject to the same disciplinary action as the host of that room and/or the sponsor of the event.

**Sexual Assault:** Texas Lutheran offers informational programs on the issue of sexual assault (including rape or acquaintance rape) through its residence life, University police, student life and learning, and center for women's studies programs. All students should alert themselves to the dangers, preventative measures, and responses needed to sexual assault.

#### Definitions

Broadly defined, sexual offenses include any sexual act directed against another person, forcibly and/or without that person's consent; or where the victim is incapable of giving consent.

#### Consent

The burden of obtaining consent is on the party seeking to initiate a sexual encounter. Affirmative consent is required, either verbally, or by voluntary acts unmistakable in their meaning. This definition also covers incidents in which a victim was incapable of giving legal consent, which is not the same as factual consent as people may be able to give factual consent as a result of the use of alcohol, drugs or rape drugs, but not be legally capable of so doing.

### **PROCEDURES TO FOLLOW IF A SEXUAL ASSAULT OCCURS**

The director of counseling center is the initial contact person for the TLU Campus.

- **Self Care and Safety:** After an assault, the survivor may be in a state of shock. Although the first reaction will be to bathe or shower, DO NOT. Instead, the survivor is advised to wrap in something warm, such as a blanket or coat. Staying warm, instead of cleaning up right away, will accomplish two important things:
  - 1) It will help in recovering from the shock.
  - 2) It is less likely that the evidence will be disturbed or destroyed if the survivor decides to prosecute.
- **It is extremely important that survivors. . .**

#### DO

- \*get to a safe place
- \*call the police for help
- \*lock doors and windows
- \*keep warm
- \*get medical attention
- \*write down all they can remember
- \*take a change of clothing with them to the hospital or sexual assault center. If they must change their clothes, put them in a paper bag to give to the police (plastic destroys evidence).

#### DO NOT

- \*shower or bathe
- \*brush or comb hair
- \*douche
- \*urinate (if possible)
- \*change clothes
- \*eat or drink anything
- \*brush or rinse teeth or smoke
- \*touch things at the crime scene

- **Call someone:** Survivors are advised to call someone for support immediately. Survivors react to sexual assault in different ways; some are upset, some are angry and some are very calm and controlled. Whatever the

reaction, one may make better decisions by talking to a trusted friend or relative, or someone who is professionally trained to deal with sexual assault. In addition, this person can serve as a vital source of emotional support.

- **Seek Medical Attention:** It is very important that the survivor seek medical attention as soon as possible after a sexual assault. A medical exam is important for two reasons: (1) it ensures that the survivor receives the appropriate medical treatment, and (2) it is essential in the collection of physical evidence if the survivor decides to prosecute.
- **Call Seguin police, 911 or University police:** The Texas Lutheran University police department (TLUPD) is a full service legislated police agency that serves students, faculty, staff, and visitors within its jurisdiction. Students are encouraged to report any sexual assault, including acquaintance rape, to the University police and/or Seguin police, taking care to preserve all relevant evidence. The safety and well-being of sexual offense survivors is the primary concern of the police. Normally, the police will conduct a criminal investigation, and report the findings of that investigation to the State's Attorney. University police officials can also assist sexual assault survivors in notifying other law enforcement authorities, as appropriate

### LEGAL PROCEDURES AND RESOURCES

- The student life and learning division is responsible for student discipline on campus. A sexual assault survivor or the campus police may file a complaint with the office of the vice president and dean of student life and learning if the accused is a student and judicial proceedings will be initiated as described in this handbook. The proceedings are designed to sensitively protect the rights of both the accused and the accuser. If the University's disciplinary proceedings find the accused to be guilty, penalties up to and including expulsion from school may be assessed. The University will also assist the victim, if requested, in notifying other civil and law enforcement officials. Other personal assistance is available through the University's counselor, the campus pastor, as well as through individual faculty and staff members. Referrals to supportive services off campus are also available. Assistance in restructuring classes or living arrangements as a consequence of the incident is available through the director of registration and records and residence life respectively.
- When a survivor contacts the University police and/or the office of the vice president and dean of student life and learning, these offices have the responsibility to actively investigate the incident. However, if a sexual assault is discussed with a counselor or medical professional, this information will be kept confidential, as provided by law.
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**Sexual Harassment:** In accordance with our stated mission to be a community of learning and a community of faith, any behavior which denies another person his or her human dignity is unacceptable. Such behavior limits a person's participation in the community, thereby limiting that person's intellectual and spiritual growth. "Sexual harassment is a form of sexual discrimination and is prohibited by federal laws. Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 are the federal statutes under which the majority of sexual harassment complaints are brought against higher education institutions and their employees. The Civil Rights Act of 1991 provides additional rights and remedies to sexual harassment complainants" (*Sexual Harassment in Higher Education*). Sexual harassment is not acceptable and will not be tolerated in the Texas Lutheran community.

#### Definition

Unwelcome sexual advances, requests for sexual favors, verbal or written remarks or physical, graphic, and/or electronic conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or of participation in university activities; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions, academic decisions or evaluations affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive, or debilitating working, living, or academic environment. At Texas Lutheran University, this environment is influenced by all members of the University community--faculty, administrative staff, hourly employees and students.

#### Examples

Conduct that may constitute sexual harassment includes any speech or behavior of a sexual nature that is unwanted

and unwelcome. Examples include, but are not limited to:

- Unwelcome physical touching, such as patting, hugging, brushing against a person's body, fondling, grabbing, or assault;
- Direct or implied threats that submission to sexual advances may favorably affect employment, work status, promotion, grades, letters of recommendation; or that rejection of sexual advances may negatively affect any of these;
- Proposals of sexual activity;
- Sexual comments or jokes, remarks or questions about sexual activity or experiences or unwelcome remarks about a person's body or clothes;
- Sexual gestures, leering, staring or other suggestive facial expressions that are humiliating, embarrassing or discomfiting; or
  - Generalized sexist remarks and/or behavior, including those pertaining to sexual orientation.

#### Pre-Grievance Procedures

Pre-grievance procedures are designed to facilitate the effort to address perceived sexually harassing behavior without filing a formal or legal complaint. These optional pre-grievance procedures are outlined here in order to inform the community both of the resources available to it and to empower the individual to take action in a difficult situation. All members of the Texas Lutheran community are expected to act responsibly and to respect the confidence of all involved in any of the pre-grievance procedures.

Anyone involved in a pre-grievance procedure should maintain a personal record of all communication and its results. All such personal records should include dates, place(s), nature of the original and any ensuing behavior, and the names of any witnesses.

If a member of the University community believes she or he has been sexually harassed, that person should follow one or more of the following procedures before initiating a more formal complaint (The order of the following procedural suggestions does not necessarily represent a recommended order of action.).

#### Direct verbal communication

If a student believes that s/he is being sexually harassed, s/he should inform the perceived harasser immediately that his/her behavior or language makes the student uncomfortable. Request that it stop. Such non-confrontational education can usually solve the problem faster than any other method.

#### Direct written communication

Write a short, informative note to the harasser detailing the perceived inappropriate behavior and asking that it stop. The student may wish to include a copy of the Texas Lutheran University Sexual Harassment Policy Statement and/or other informative literature on the nature of sexual harassment. Be sure to retain a copy of the note for one's personal files.

#### Confidential Mediation

In some cases, the director of human resources may arrange for confidential mediation between the student and the perceived harasser.

#### Grievance Procedures

Grounds for filing a formal complaint: if the perceived problem cannot be solved through pre-grievance procedures, a formal complaint may be filed in the office of the vice president and dean of student life and learning if the complaint is against another student. If the complaint is against a faculty or a staff member, a written complaint setting forth all matters complained of should be filed with the director of human resources.

#### Investigation

The director of human resources, or designee, will promptly and diligently investigate all reported allegations of sexual harassment. In determining whether the alleged conduct occurred and, if it did, whether it constitutes sexual

harassment in violation of this policy, the director of human resources will look at the totality of the circumstances. A determination regarding the violation of this policy will be made from the facts of a particular situation on a case-by-case basis. The director of human resources may enlist the assistance of outside resources in conducting the investigation and in making the determination.

#### Corrective Action

Upon a determination that the reported conduct occurred and that it constituted sexual harassment under this policy, Texas Lutheran University will take appropriate corrective action(s) against the offending person such as oral or written warning, referral to counseling, probation with a warning of suspension or termination for continuing or recurring offenses.

#### Confidentiality

Every practical attempt will be made to keep all information obtained in connection with a report or investigation of alleged sexual harassment confidential, provided that, however, the director of human resources may disclose information to those individuals inside and outside Texas Lutheran University whom s/he reasonably believes have a need to know the information in connection with the investigation, correction, or prevention of sexual harassment in the workplace.

#### Retaliation

No individual shall be permitted to retaliate in any way against an individual who files a complaint or participates in an investigation under this policy. Retaliatory action, including by way of example and without limitation, demotion, discharge, unfavorable academic decisions, unwarranted reprimands, deprivation of normal workplace benefits, false accusations, or intimidating comments is a serious violation of this sexual harassment policy and should be reported immediately to the person or office with whom the original complaint was filed. Any person found to have engaged in retaliatory conduct against another individual for reporting sexual harassment or for participating in any investigation of such will be subject to appropriate disciplinary action of the same types as provided for sexual harassment offenders.

#### False Accusations

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to the same disciplinary action provided for sexual harassment offenders.

#### Interpretation

It is the third definition of sexual harassment where the most latitude for interpretation exists. What constitutes "hostile" or "intimidating" behavior for one person in one situation does not for another. What is a joke for one person is very serious for another and may be perceived as highly injurious. "A reasonable woman and a reasonable man are likely to differ in their judgment of what is offensive." (Stephanie Riger, ctd. In "Sexual Harassment: Research and Resources," 1991, 5.)

Recognizing and confronting sexual harassment may be difficult for a variety of reasons. Sexual harassment is not simply a question of sexual desire; it is an abuse of power and trust. Some types of sexual harassment may even conform to role expectations and thus appear to be condoned by cultural guidelines or norms. Victims of sexual harassment frequently do not come forward with their complaints because 1) they believe any formal complaint would result in little or no action; 2) they believe they will be blamed and often even blame themselves for inciting the offensive behavior; 3) they are concerned about the harasser's reputation. In addition, many fear the loss of privacy and/or retaliation. Although there is no typical harasser, a typical response to an accusation of sexual harassment may be to denounce or defame the accuser. This may be a natural response if the harasser fails to recognize his or her actions as harassment, but its intimidating posture makes confronting the issue difficult.

**Stalking:** Definition of Stalking: A person commits stalking when engaging in single or repeated acts toward another individual, including following the individual when such following is unwelcome and under circumstances

which demonstrate an intent to place the individual in fear of bodily injury or intent to cause emotional distress. The University considers stalking a form of harassment; therefore, all disciplinary sanctions listed under harassment shall apply to stalking.

**Theft:** Individuals found to have attempted or completed theft of property or who are in unauthorized possession will be subject to disciplinary and possibly criminal charges.

**Telecommunications:** Misuse or abuse of the University's telephone system or computing systems is prohibited. For detailed information about information services policies, procedures, and regulations, read a copy of the *TLU Information Services Handbook*, or the "Policies" section of the TLU Intranet. Special attention is called to *spamming*, which is flooding the Internet with unsolicited messages. A student found committing this offense will have access denied for one month and will need to go to the computer center in the ASC to gain supervised access for necessary assignments. A second offense will result in more serious disciplinary action. All computers on the TLU network must have current anti-virus software. Any contaminated personal computer will be removed from the network until it is cleaned and verified by the information services staff.

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

**University Resources:** It is illegal to possess or make copies of university keys for an unauthorized purpose. Unauthorized entry into or use of TLU buildings, facilities, equipment or resources is also prohibited. Violation of this policy will result in disciplinary action and possibly criminal charges.

**Weapons:** Possession or use of weapons or ammunition is not permitted on campus. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint ball guns, bow and arrows, switch blades, knives (except a common pocket knife with a blade less than 3.5 inches in length), nun chucks, martial arts or medieval weapons, and sling shots. However any object used as a weapon will be considered a weapon. Students who reside on campus may transport their hunting and target firearms directly to the police department and check them in for storage. The firearms may not be loaded or kept in public view on campus while being transported to and from the police department. Unless the above conditions are met or the TLU Board of Regents grants prior written authorization, firearms on campus are in violation of Section 46.03 of the Texas Penal Code and violations may result in prosecution.

Any object which could potentially inflict injury or cause harm when used in a threatening, careless, or aggressive manner and shoots a projectile will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition, air guns, bb guns, paint ball guns, gun replicas, bows, incendiary and/or explosive devices, slingshots, knives, razors, swords, and martial arts or medieval weapons, are prohibited. Possession and/or use of fireworks, including sparklers, is prohibited. Possession and/or use will result in immediate confiscation of the item(s) and disciplinary action.

## V. RESIDENCE LIFE

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

Texas Lutheran University policy supports retention research which demonstrates that students who reside on campus are better able to form an important linkage with peers and faculty in the social and academic areas. Further, there is some evidence that residential students achieve higher grades than their non-residential counterparts. Students who become involved as members of the college community will be more likely to invest greater effort in learning. In support of the educational mission of TLU, all regularly admitted full-time students on the Seguin campus are required to live in University housing unless they meet at least one of the following criteria: (1) 21 years of age or older as of the first day of fall semester classes, (2) married, (3) attainment of no fewer than 90 semester hours as of the first day of fall semester classes, or (4) commuting within a 50-mile radius from their parents' or legal guardian's permanent primary residence. Full-time students who begin the academic year in residence on-campus commit themselves to a full academic year of residence in University housing except for marriage, graduation, or withdrawal from the University. The University reserves the right to request students who drop to part-time status to live off campus. Requests for exceptions are to be directed to the residence life office. Students found in violation of the housing policy will be placed on disciplinary probation and still be charged for on-campus housing.

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

### GENERAL HOUSING INFORMATION

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

**Area Coordinator (AC):** A professional staff member with responsibilities for a designated housing area. The AC lives in the designated area. The AC supervises the resident assistant staff for the designated area and assumes responsibilities for programming, facility oversight, and student conduct issues.

**Break Periods:** All University housing is officially closed during the Christmas break period.

Residents are encouraged to return home during other break periods. While University police are available during break periods, all departments, including residence life, operate with a minimal staff. Meals, maintenance, housing, and other issues will not be addressed during these periods.

**Bulletin Boards:** Bulletin boards provide residents information on issues, activities, events, services, policies, and general information. All decorations, flyers, brochures, and information must be approved by residence life prior to posting. Flyers, bulletins, brochures, and other materials may not be posted on walls, columns, furnishings, or windows of any housing areas. There are bulletin boards designated in each hall for flyers. The bulletin board is marked at the top with the word “information”. Use masking tape, staples, or a push pin when posting on the bulletin board. Postings using any other adhesive may be removed and the person(s) or group(s) sponsoring the posting(s) may be billed for any damages resulting from the use of the inappropriate adhesive. Damaging and/or destroying the materials approved and appropriately displayed on residential bulletin boards may be considered vandalism and sanctioned accordingly.

**Cable Television:** Each room/apartment and various lounges within the residence halls are connected to cable. Seguin Hall cable outlets are only in the suites. Any problems with cable service should be reported to ext. 6000. Private satellite dishes are not permitted. Splicing cable into rooms is not permitted.

**Card Access:** Residential students use their TLU student identification card to access the residential areas for which they have approved access. Use of another student’s identification card and/or providing one’s card for use by another individual to gain access to the TLU residential facilities is not permitted.

**Check-In:** Prior to the students’ arrival, all rooms and apartments are carefully inspected by staff members utilizing a room inventory report (RIF). At check-in, the student will be asked to thoroughly inspect the room/apartment and note any additional conditions or discrepancies on the RIF prior to receiving a room/apartment key. The student will be held responsible for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the RIF. Students who move in without completing the check-in and inventory process properly may be fined.

**Check-Out:** Students must schedule an appointment to personally check-out with a member of the residence life staff/or where available express check-out. The staff member will compare the current condition of the room/apartment to the condition noted on the room inventory report completed when the student moved into the room/apartment. The room must be cleaned and free of all personal belongings prior to being reviewed by staff. Professional housing staff will make an inspection after the semester ends to make any assessments of fines. The student will be held responsible for damage(s) or change(s) in the condition of the room/apartment not previously indicated on the RIF. Only professional housing staff may determine room conditions and/or assess fines. Students who do not properly complete the check-out procedures may be fined.

Things to check when moving out:

- Remove decorations and decorating materials from all surfaces (walls, doors, windows, desks, shelves, dressers, etc.)
- Lower all beds to the level specified by hall staff.
- Empty and clean closets, cabinets, and drawers
- Take all trash to the dumpsters
- Sweep floors. Vacuum carpet if applicable
- Clean mirrors, sinks, toilets, showers, tubs, counters, windows, refrigerators, microwaves, stoves, and ovens
- Dust all furniture and windowsills

Failure to clean the room/suite/apartment may result in a fine in addition to charges for cleaning and/or restoring the room to an acceptable condition. Other assessments may result if damage is found to the room or its furnishings.

Failure to check-out properly may result in a fine. Improper check-out is defined as:

- Failure to return keys (a lost key charge will also be assessed)
- Failure to sign room/apartment inventory upon departure unless using express check-out
- Failure to vacate prior to the time established by the residence life office.
- Failure to move within 24 hours or, if changing rooms, to fully vacate previous room.
- Failure to follow procedures set by the residence life office.

Students must check-out within 24 hours after their last exam. Graduating seniors and students involved in the graduation ceremonies must check out by noon the morning after graduation.

**Deliveries:** Students who request deliveries to the residence halls must make arrangements to receive such

deliveries in person in the lobby of the residence hall or at the switchboard. No deliveries may be made directly to individual rooms.

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

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

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

**Housing Opening & Closing:** Residence halls and apartments open for returning students at 1:00pm the day before registration at the beginning of each term. Early arrivals are typically not permitted, and requests for early arrivals must be approved by the director of residence life. Students are expected to vacate their assigned housing no later than 24 hours after the student's last final exam. Graduating seniors are expected to vacate their assigned housing no later than noon on the day following graduation.

**Incident Report:** The incident report documents occurrences within the housing areas, including alleged violations of residential and/or University policies, procedures rules, and/or regulations. The incident report is completed by the residence life staff and submitted to the residence life office. The report documents the facts and observations of the occurrence. An incident report is completed and submitted to document relevant and pertinent information regarding an occurrence, and the submission of an incident report does not automatically mean a violation is alleged.

**Inventory Form:** The inventory form states the condition of the residence hall room/apartment, including furnishings. The student receives this document when s/he moves into the room/apartment and is expected to inspect the room/apartment and review the report. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the report. The student returns the signed inventory report and receives his/her keys. The inventory report is kept on file in residence life until the student moves out of the room/apartment. At that time, the inventory report is used to inspect the room/apartment. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the inventory report. Upon receiving the form students have 48 hours to return the form.

**Kitchens:** Food preparation in the residence halls is limited to snacks and occasional entertaining and should be confined to hall kitchens or lounge areas specifically equipped for such activity. Cooking is not permitted in residence hall rooms.

**Laundry:** Each residential area on campus has card-operated washers and dryers. Cards are available in the ASC for an initial cost of \$5.00 (which includes a \$1.00 card fee) and can be recharged up to a maximum of \$25 at the student's convenience. Machines cost \$1.00 to either wash or dry one load of clothing. There will be no refunds for lost, stolen, or unused cards. Any problems with the machines should be reported immediately to the residence life office.

**Maintenance:** Contact the resident assistant in the area to request maintenance assistance. Repeated concerns should be directed to the area coordinator.

**Meal Plan:** Every student living in TLU's residence halls is required to select a meal plan. Apartment residents may choose to select a meal plan but are not required to do so. Meal plan choices may be changed the first official day of class registration verification. No changes may be made after that date. Residents may change meal plans during the designated time prior to the beginning of the next semester.

**Occupancy Conditions:** Occupancy periods of the residential facilities by the assigned students are governed by the academic calendar. Residence halls and apartments may be occupied only by the assigned students and their

guests in accordance with the visitation policies. Assigned students cannot reassign or transfer occupancy to another person. Roommates assigned to an individual room, suite, or apartment must be of the same gender.

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

**Occupancy Terms:** The terms of occupancy shall be for the fall and spring semester. If a student moves into campus housing after the beginning of a semester, the terms of occupancy shall be for the remaining portion of the academic year. Occupancy during session(s) other than the academic year requires a separate contract. Any student occupying a room or apartment without authorization from residence life after the contract period ends will be liable for late check-out fees until the premises are vacated. **The fee for unauthorized late check-out is announced by residence life prior to the end of the contract period.**

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

**Parking:** All residents are required to display a current University parking permit and to park only in the lot(s) designated by their permit.

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

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

**Property Insurance:** The resident assumes the risk of theft, loss, damage, or destruction of personal property which may occur in the housing area. It is strongly recommended that residents cover their personal property through a family or personal insurance policy.

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

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

**Residential Housing Association (RHA):** RHA serves as the voice for residential students. Every student living on campus is a member of this student organization that provides leadership opportunities, seeks to improve on-campus living by gathering student opinions on important housing issues, and provides community programming. Each area selects designated representatives to serve as voting members. Interested students should contact their RA or AC to take advantage of this exciting opportunity.

**Room Changes:** Room changes are made during a designated period approximately two weeks after the beginning

of the fall and spring semesters. All move requests begin in the residence life office with move slips issued on Fridays. A student must get a move slip before moving. Room changes must be completed within 48 hours of approval and completed by 8:00a.m. Monday with student property checked out of his/her old room and the key turned into residence life. Unauthorized room changes carry a \$30 fine. A resident requesting a change due to difficulties with a roommate should discuss the situation first with the RA prior to requesting a change. The RA will work with residents and assist them in resolving the conflict. If no workable agreement can be reached after sincere attempts at resolution, a move will be considered.

**Room Consolidation:** After the first two weeks of a semester, students who are without a roommate for any reason in double rooms or apartments and have not requested a paid single room may be required to move to consolidate room usage. This policy ensures that all persons having the privilege of a private room are treated equitably. Being required to consolidate means the student must either select a new roommate or move to another room. Students will be given the option to choose their own roommate if possible. The area coordinator is always available to help by providing names of persons who need roommates. In our experience, students are happier and learn the most from the experience when they are able to select their own room and/or roommate.

Students may not elect a change that places another student in the consolidation category. Students may select as a roommate another resident who is currently without a roommate, accept a roommate selected by the residence life office, be reassigned to another room, or, if sufficient space is available, may be given the option to pay for a single room. First time freshmen and/or students with less than 24 credit hours are not typically eligible for the single room option. The choice must be made within one week of notification from the residence life office. Failure to comply may result in disciplinary action and additional fees. If students fail to make their own arrangements or fail to request the University administratively reassign them, the University reserves the right to assess the private room fee, to reassign them to another room/apartment, or to assign them a new roommate. Once the University has taken action, the new assignment shall remain for the rest of the semester.

**Room Decorations:** Posters and decorations may be used as long as they do not present a fire or safety hazard and are considered in good taste. **Alcohol containers are inappropriate in an educational environment, even if desired for decorative purposes, and are therefore prohibited.** Certain items will typically cause damage to surfaces and furnishings within the residential facilities and are not permitted in the residence halls and apartments. No nails, screws, pins, tacks, tape, glue, putty, or any type of adhesive or mounting material not approved by residence life may be used to hang items to the walls or woodwork. Nothing should be taped or affixed to the ceiling tiles or braces, including “glow in the dark” decorations. Rooms may not be painted. Fines will be assessed for any violations of this policy.

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

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

Although not required, the University will normally attempt to notify the resident(s) when University personnel have entered or plan to enter their living quarters as a courtesy. A security check is made of all rooms and apartments at the beginning of each break period and periodically throughout the year. The resident(s) may or may not be present during the inspection. The director of residence life or his/her designated representative and at least one other staff member are required for entry. Staff members have the authority to enter the room/apartment even if the resident(s) is/are not home at the time of the inspection.

**Room Search:** The director of residence life will determine if probable cause exists to search a student's room or apartment. If probable cause is determined, the student will be informed of the basis for the search. If possible, the search will be conducted in the student's presence. However, the student's absence will not prohibit a search. A student living in University residential facilities is not immune from a legal search by law enforcement officers.

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

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

**Sign-up:** During the spring semester, housing sign-up guidelines will be available in the residence life office.

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

**Storage:** The University does not have storage areas for students.

**Telephones:** Each room and apartment is pre-wired for telephone service within the University's telecommunications system that includes voice mail. There is no cost for the basic service but students pay for their own long distance and must provide their own touch-tone telephone. Cordless phones must be a frequency of 900 MHz or less. 2.4 GHz phones are not permitted in the residence halls because they interfere with the wireless Internet service and their use may result in sanctions.

Telephone communications from residence life and other campus offices are made by calling the campus telephone number assigned to the student. Students are expected to set up and use their campus voice mail and to check for messages daily.

Students may request a long distance access code for their personal use only by dialing 6000 on campus. Each student is responsible for the security of their telephone long distance code. All calls made on a student's code are that student's sole financial responsibility and liability, even if the calls were made by another person with whom the code has been shared. Any misuse of the phone service or failure to pay monthly long distance phone bills may result in loss of service and/or disciplinary action. Both 900 and 976 prefixes are blocked from access to the campus. Trouble with telephone lines should be reported to the residence life staff.

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

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

**Withdrawals:** A student who withdraws from the University must vacate his or her residence hall/apartment and check out within 24 hours of the withdrawal unless permission to stay longer is granted by the director of residence life. After the first day of class in any given semester, there will be no refund in housing charges.

## RESIDENTIAL LIVING POLICIES

**Alcohol:** Alcohol is prohibited in all residence halls. All students are expected to read and be aware of the University's policy on alcohol as outlined in the general regulations and policies section of the student handbook.

**Balconies & Patios:** Balconies and patios are to be kept neat and free from garbage, towels, clothes, University furniture or other items that may detract from the appearance of the campus. Failure to maintain balconies and

patios in an appropriate manner will result in disciplinary action, including fines.

**Barbecue grills:** In compliance with state fire code regulations, barbecue grills are not allowed in or on apartment facilities (including balconies and patios). However, there are some built-in barbecue pits around campus for public use.

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

**Candles:** The possession or burning of candles is strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated and the violator will be fined.

**Cleanliness:** Students are expected to maintain a clean and orderly residence. Residents will be held financially responsible at check-out time for damages and the cost of cleaning. Residents who abuse residential facilities will face disciplinary sanctions. Residents are responsible for keeping the area outside of the residence free from trash including cigarette butts. Aluminum cans and glass bottles should not be stored outside unless placed in appropriate receptacles.

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

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

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

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

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

**Contact Paper:** The use of contact paper on furniture, shelves, walls, floors, ceilings, or other surfaces is prohibited. Charges will be assessed to the student(s) for its usage.

**Damages:** The residents of each room are responsible for keeping the room and its contents in good order and free from damage. The room includes the outside of the room door. Prior to residents moving in, a room inventory and

condition report is completed. When residents move out, the room is checked again for possible damage which may have occurred during the residents' occupancy. Residents will be charged for any damages and/or excessive cleaning, including removing trash from the room or the common areas. **A \$25.00 administrative fee will be assessed in addition to the actual damage, cleaning charges, and/or lost key(s).**

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

**Drugs and Paraphernalia:** Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician of over the counter and/or prescription medication is also prohibited. All students are expected to read and be aware of the University's policy on drugs as outlined in the general regulations and policies section of the student handbook.

State and federal law is very explicit in regard to illegal drugs. Texas Lutheran upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance listed in the current Texas Penal Code, including but not limited to marijuana, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, rohypnol, GHB, ketamine, Ecstasy and other "club drugs", as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the students' parent(s) or guardian(s) and may cause suspension or expulsion from the University. Drug paraphernalia or any item(s) which may facilitate drug usage are prohibited.

**Electrical Appliances:** Electrical appliances must be U.L. (Underwriters Laboratories) approved and must not cause a disruption to the electrical circuits or disturb other residents. Students may not use toasters, toaster ovens, stoves, grills, electric frying pans, hot plates, or any appliance with open filaments in residence hall rooms. Students may use microwave ovens of 700 watts or less. Insurance regulations prohibit the use of halogen lamps and space heaters. If such items are found, the items will be confiscated and the violator will be fined. Students residing in the residence halls may bring a refrigerator that is 4.3 cubic feet or less. The use of surge protectors is recommended. The overloading of electrical circuits is a dangerous fire hazard and therefore not allowed. Electrical appliance and equipment must be used in accordance with the manufacturer's instructions. The University reserves the right to deny use of any appliance and/or to confiscate any unapproved appliance.

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

Members of the committee are the senior vice president (chair); vice president for finance; associate vice president for finance; director of facility services; director of marketing communications; chief of the university police department; university nurse; director of information technology; and director of residence life. The committee meets at least monthly.

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

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

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

Recommended responses to several possible emergency situations (e.g., severe weather, fire) are included in a

brochure entitled “What To Do In Case Of . . .” that should be posted in every office, residence hall room and apartment on campus. For a copy of this brochure or for additional information about TLU’s emergency preparedness policies and procedures, contact Steve Anderson, senior vice president and chair of the Safety and Emergency Management Committee ([sanderson@tlu.edu](mailto:sanderson@tlu.edu); phone ext. 8020).

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

**Fire Alarms:** All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the residence life staff on site.

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

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

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

**Flammable Items:** The possession or burning of incense, candles, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, explosive devices or materials, sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated, and the violator will be fined.

For safety reasons, ceilings, air vents and light fixtures may not be covered by paper or other flammable materials such as wrapping paper, fishnets, parachutes and large flags. Students are encouraged to purchase renters insurance. TLU accepts no liability for loss of property due to fire.

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

Furnishings in common areas may not be removed to individual residences. Removing furniture from its designated location may result in disciplinary action, including fines. Damage to University furniture will require restitution for the cost of the property in addition to additional sanctions, including fines **and a \$25 administrative fee in addition to other fines.**

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

**Gambling:** Texas law prohibits raffles, lotteries, or games of chance that do not meet strict state regulations. Gambling, which includes any exchange of money for a chance at a greater prize, is prohibited within the residence halls and apartments.

**Guests:** Residents are fully responsible for the actions of their guests. All guests must be escorted by their resident host at all times while in the housing facilities. Guests are expected to abide by all University and residence life

rules, regulations, policies, and procedures. The office of residence life reserves the right to deny guest privileges to anyone who does not abide by all rules, regulations, policies, and procedures or who fails to conduct him/herself in a responsible and respectful manner.

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

**Hallway & Door Decorations:** Consideration must be given to the floor and TLU community when decorating and posting items on the outside of the room door and in the hallway. Items that interfere with the educational mission of the University are prohibited in hallways, outside of rooms, and window displays. These include, but are not limited to, abusive, indecent, profane, or vulgar language, offensive materials determined to be racist, harassing in nature, threatening to an individual or group, pornographic, and/or displaying or promoting illegal substances.

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

**Halogen Lamps:** Halogen lamps or halogen bulbs are not permitted in any residential facilities.

**Housing Security:** All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to residence life staff and/or to the police. Propping exterior residence hall doors open is a security threat and therefore prohibited. Fines will be assessed to the individual(s) responsible. If those responsible are not identified, fines may be assessed to all residents of a wing, floor, and/or hall. To provide a more secure environment, students:

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

**Incense:** Incense is not permitted in the housing facilities at any time.

**Keys:** All residence hall and apartment keys are the property of Texas Lutheran University and may not be duplicated. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited. Students are charged \$30 for each lost or missing key and lock replacement. Lost keys are to be reported to the residence life staff immediately. Failure to notify a residence life staff member of a lost key within 24 hours of the loss may result in a fine. Locks and keys will be changed when considered necessary by the staff. Residents should keep their room doors locked and their keys with them at all times. A \$25 administration fee will also be assessed for a lock change.

**Ledges, Roofs, and Window Frames:** No persons or property are allowed on ledges, fire escapes, roofs, or window frames of University buildings. Violators will be fined and subject to disciplinary action.

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

**Lock-Outs:** Students who are locked out of their rooms or apartments for any reason may contact a residence life staff member for assistance. A student is permitted two free lock-outs during the year. The third and any subsequent lock-outs will result in a \$5.00 fine per lock-out.

**Noise:** Residents are expected to be considerate of other residents in the hall and keep noise to a reasonable and considerate level. Generally, if the noise can be heard easily in another room, the volume level must be lowered to a level where it is no longer a disturbance. It should not be necessary to repeatedly approach a resident about noise.

**Overnight Guests:** With prior permission from one's roommate(s), students may occasionally host an overnight guest no longer than three consecutive nights. All overnight guests must be registered with the area coordinator and be of the same sex as the occupants of the room. The host is responsible for informing the guest(s) of the University's rules and regulations, and the resident host is held accountable for the actions and conduct of the guest(s).

**Pets:** No pets except for **fish** in small aquariums are allowed in the residence halls and apartments. Prohibited pets include turtles, frogs or anything not meeting the scientific definition of fish. Violations will result in a disciplinary write-up. Twenty-four hours are allowed for removal of the pet. If after 24 hours, the pet remains or reappears in any campus residence, the original owner will be written-up for a second violation and the animal will be taken to a Seguin area animal shelter. Students will be responsible for any damages and cleaning to the residential facilities, including the cost of outside pest control companies, as deemed necessary by the University.

**Postings:** All postings within the residential facilities must be approved by either the respective area coordinator or the director of residence life.

**Quiet Hours and Dead Week:** Quiet hours help ensure students' rights to an appropriate environment for sleep and study. Quiet hours are from 10:00 p.m. to 10:00 a.m. in the residence halls. Quiet hours in the apartments are midnight to 10:00 a.m. Courtesy hours are in effect during all other times. This means that students should respect their neighbors' rights by controlling noise levels at all times. Twenty-four-hour-a-day quiet hours exist during Dead Week—the time beginning at noon on the day of the last lecture and ending at noon on Sunday following graduation. Violations of quiet hours and/or Dead Week hours may result in disciplinary sanctions, including fines.

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

**Sales and Solicitation:** Solicitation is prohibited in all housing areas. Individuals, including residents and/or other students representing on or off campus organizations, may not see or solicit within the residential facilities or on the property. Door-to-door or commercial sales activities are not permitted. Please notify residence life staff or contact the University police if such activity occurs. Surveys conducted in the residential areas or in the Alumni Student Center must have the approval of the director of residence life or director of student activities respectively.

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

**Smoke-Free/Tobacco Free:** Acknowledging the clear scientific evidence that smoking—including the use of smokeless tobacco products and the effects of second-hand smoke—is injurious to health, and acknowledging the University's desire to promote healthy living/working environments and a considerate community life, the University has declared all administrative, classroom, public buildings and housing areas on the campus to be *smoke free and tobacco free facilities*. This includes all residence halls and apartments. Supervisors of individual buildings and/or personnel are responsible for the enforcement of this policy. Violations may result in disciplinary sanctions, including fines.

**Vandalism:** Vandalism is prohibited in all housing areas. Any action by a student or a student's guest which results in damage to the facilities or grounds of the housing areas and/or to the property of others may be defined as vandalism. All expenses resulting from intentional or accidental vandalism and/or its repair will be assessed to the responsible person(s) or group(s). Whenever the individual(s) responsible for vandalism can be identified, the individual(s) will be held accountable. In such cases disciplinary sanctions, fines, and repair/replacement costs will be assessed. If the individual(s) cannot be identified, the costs will be spread evenly among all residents of the wing, floor, hall, or apartment through a group billing procedure.

## **Visitation Policies:**

Limited – Residents living in Baldus, Hahn, Kraushaar, and Knutson may have guests from 10:00 a.m. to 12:00 midnight, Sunday through Thursday and from 10:00 a.m. to 2:00 a.m. on Friday and Saturday.

Self-Governed – Residents living in Clifton, Trinity, and Seguin Hall may vote on their hall's visitation policy at the beginning of each semester. Eighty percent of the students in a building must vote for the vote to be accepted. The winning option must receive 80% of those voting in a specific building. Options include: limited visitation (same as listed above); 10:00 a.m. – 12:00 midnight, Sunday through Thursday and 24 hours from 10:00 a.m. Friday through 12:00 midnight Sunday; or 24-hour visitation.

Apartment – Apartment residents may establish their own policies for their unit by agreeing to and writing those agreements in the apartment mate contract.

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

With prior permission from one's roommate(s), students may occasionally host an overnight guest no longer than three consecutive nights. All overnight guests must be registered with the area coordinator and be of the same sex as the occupants of the room. The host is responsible for informing the guest(s) of the University's rules and regulations, and the resident host is held accountable for the actions and conduct of the guest(s).

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

**Water Beds:** Water beds and other water filled furnishings are prohibited in all housing areas.

**Weapons and Firearms:** Possession or use of weapons or ammunition is not permitted on campus. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint ball guns, bow and arrows, switch blades, knives (except a common pocket knife with a blade less than 3.5 inches in length), nun chucks, martial arts or medieval weapons, and sling shots. However any object used as a weapon will be considered a weapon. Students who reside on campus may transport their hunting and target firearms directly to the police department and check them in for storage. The firearms may not be loaded or kept in public view on campus while being transported to and from the police department. Unless the above conditions are met or the TLU Board of Regents grants prior written authorization, firearms on campus are in violation of Section 46.03 of the Texas Penal Code and violations may result in prosecution.

Any object which could potentially inflict injury or cause harm when used in a threatening, careless, or aggressive manner and shoots a projectile will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition, air guns, bb guns, paint ball guns, gun replicas, bows, incendiary and/or explosive devices, slingshots, knives, razors, swords, and martial arts or medieval weapons, are prohibited. Possession and/or use of fireworks, including sparklers, is prohibited. Possession and/or use will result in immediate confiscation of the item(s) and disciplinary action.

**Windows:** Windows, other than sliding glass doors found in the apartments, are not to be opened because buildings heat and cool more effectively when windows remain closed. Items should not be thrown, hung, or placed outside of any window. Decorations and signs, unless authorized by the area coordinator, should not be displayed from windows. Any person found entering or leaving a room through a window may be fined. In addition, a resident allowing someone to enter through a window may be fined.

**Window Screens:** Window screens must remain securely fastened to the window frames at all times. Screens from campus residences may not be removed, except in an emergency. Residents may be fined for removing the screen and charged any applicable charges for damaged and/or missing screens.

## VI. STUDENT CODE OF CONDUCT

### Student Code of Conduct

#### Preamble

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

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

It is the intention of this code to clarify the standards of behavior essential to TLU's educational mission and its community life. While the code is comprehensive and applicable to all students, it is not written with the specificity of a criminal statute, it is not an exhaustive attempt to codify every possible type of problematic behavior, and it is not a contract between the University and its students. The code is enforceable both on campus and off campus.

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

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

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

Students are asked to assume positions of responsibility in the enforcement of the code of conduct at TLU in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the president of the University and his/her designees. The vice president and dean of student life and learning shall have authority from the president of TLU to assign adjudication of cases to the student conduct coordinator, judicial council, appellate body, or administration.

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

- Residence life policies
- Parking and vehicle policies
- Food service policies
- Telecommunication policies
- Academic policies

#### ARTICLE I: DEFINITIONS

1. The term "**University**" means Texas Lutheran University.

2. The term “**student**” includes all persons taking courses at the University, both full-time and part-time, and pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with TLU or who have been notified of their acceptance for admission are considered “students” as are persons who are living in the University’s residence halls or apartments although not enrolled in this institution. This student code does apply at all locations of the University.
3. The term “**faculty member**” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of the faculty.
4. The term “**University official**” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “**member of the University community**” includes any person who is a student, faculty member, University official or any other person employed by the University. The vice president and dean of student life and learning shall determine a person’s status in a particular situation.
6. The term “**University premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “**organization**” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “**judicial body**” means any person or persons authorized by the vice president and dean of student life and learning to determine whether a student has violated the code of student conduct and recommend imposition of sanctions.
9. The term “**student conduct coordinator**” means a University official authorized on a case-by-case basis by the vice president and dean of student life and learning to impose sanctions upon students found to have violated the student code. The vice president and dean of student life and learning may authorize the same student conduct coordinator to impose sanctions in all cases. Generally there are two student conduct coordinators: the associate dean of student life and learning and the director of residence life.
10. The term “**appellate body**” means any person or persons authorized by the vice president and dean of student life and learning to consider an appeal from a judicial body’s determination as to whether a student has violated the student code or from the sanctions imposed by the student conduct coordinator.
11. The term “**shall**” is used in the imperative sense.
12. The term “**may**” is used in the permissive sense.
13. The **vice president and dean of student life and learning** is that person designated by the University president to be responsible for the overall administration of the student code.
14. The term “**policy**” means the written regulations of the University as found in, but not limited to, the student code, the *TLU Student Handbook*, the University web page and computer use policy, and the *Texas Lutheran University Catalog*.
15. The term “**cheating**” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, test, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “**complainant**” means any person who submits a charge alleging that a student violated this student code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this student code as are provided to the complainant, even if another member of the University community submitted the charge itself.
18. The term “**accused student**” means any student accused of violating this student code.

## **ARTICLE II: STANDARDS AND PROCESS IN CONDUCT CODE VIOLATION CASES**

The purpose of a disciplinary proceeding is to provide an evaluation of an accused student’s responsibility for violating the student code of conduct. Formal courtroom rules need not and will not be applied. Deviations from the outlined procedures may occur on occasion and will not invalidate a decision or proceeding unless, in the sole discretion of the vice president and dean of student life and learning or his/her designees, a significant prejudice to a student or the University may result or has resulted.

The University disciplinary hearing system should not become excessively legalistic or adversarial. The hearing bodies may find it necessary frequently and firmly to remind parties or advisers that the proceedings are not criminal or civil trials, that criminal or civil standards of due process and rules of evidence are not controlling and that the hearing bodies shall enjoy considerable discretion to interpret, vary, and waive procedural requirements.

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

## **ARTICLE III: STUDENT CODE AUTHORITY**

The vice president and dean of student life and learning is designated by the Texas Lutheran University president to be responsible for the development of policies and the administration of the student code of conduct.

The Student Conduct Coordinator:

1. Shall determine which judicial body will be authorized to hear each case.
2. Shall determine the disciplinary charges to be filed pursuant to this code.
3. Is designated by the vice president and dean of student life and learning with the power of imposing sanctions upon students found responsible for violating the student code of conduct.
4. Shall uphold policies for the administration of the disciplinary program, procedural guidelines for the conduct of the hearings, and guidelines for recommending appropriate sanctions which are not inconsistent with the provisions of the student code of conduct.
5. May consider alternative forms of conflict resolution, such as mediation or arbitration, in cases that do not involve a violation of the student code of conduct. Mediation/arbitration shall be conducted only if all parties agree to the mediation/arbitration, and when the parties so agree, they shall be bound by the decision with no right of appeal, except that the vice president and dean of student life and learning shall have ultimate authority to overturn the arbitration decision when deemed appropriate in his/her sole discretion.

Except as indicated above, decisions made by the student conduct coordinator shall be final, pending the normal appeal process.

The Judicial Council:

1. Shall be comprised of four faculty members (appointed by the president), four students (representative of each class and appointed by the student government association), with the associate dean of student life and learning serving as liaison.
2. Is designated by the vice president and dean of student life and learning with the power of determining responsibility or not of violations of the student code of conduct.
3. Shall uphold policies for the administration of the disciplinary program, procedural guidelines for the conduct of the hearings, and guidelines for recommending appropriate sanctions to the student conduct coordinator which are not inconsistent with the provisions of the student code of conduct.

Except as indicated above, decisions made by the Judicial Council shall be final, pending the normal appeal process

## **ARTICLE IV: PROSCRIBED CONDUCT**

### **Jurisdiction of the Texas Lutheran University Student Code**

The Texas Lutheran University student code shall apply to conduct that occurs on University premises; at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The student code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The vice president and dean of student life and learning shall decide whether the student code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

### **Standards of Classroom Behavior**

Students are expected to have high standards of behavior in the classroom, and rules of reasonable behavior should prevail. Classroom behavior should follow guidelines established by the individual professor. Students who engage in prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds generally will be preceded by a disciplinary hearing, as set forth in Article VII of this code. The University reserves the right, however, to suspend students, pending hearings, when determined necessary to protect members of the University community or otherwise determined by the University to be appropriate.

The term "prohibited acts" would include behavior prohibited by the instructor (e.g., persistent speaking out without being called upon, refusing to be seated, disrupting the class by leaving and entering the room without authorization, etc.). It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with the instructor is not in itself disruptive behavior.

### **Conduct – Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in [Article V](#):

1. Violation of federal, state or local law on University premises or at any University sponsored or supervised activity that occurs off campus.
2. Violation of published University policies, rules or regulations including, but not limited to:
  - a. Residence life policies.
  - b. Parking and vehicle policies.

- c. Food service policies.
  - d. Telecommunications policies.
  - e. Academic honesty policies.
  - f. Department or course statements relating to class and lab behavior.
  - g. Failure to comply with the reasonable directions of or verbally abusing or threatening University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
3. Acts of dishonesty, including but not limited to:
    - a. Furnishing false information to any University official, faculty member or office.
    - b. Forgery, alteration or misuse of any University document, record or instrument of identification.
    - c. Tampering with the election of any University-recognized student organization.
    - d. Cheating, plagiarism, or other forms of academic dishonesty.
  4. Violations of fire/life safety provisions including, but not limited to:
    - a. Arson or attempted arson.
    - b. Use, possession, or manufacture of explosives, including, but not limited to, fireworks.
    - c. Intentionally or recklessly misusing or damaging fire/life safety equipment.
    - d. Initiating or causing to be initiated any false warning of emergency or life-threatening circumstances.
    - e. Class and/or lab behavior which endangers self or others.
  5. Possession and/or use of weapons, regardless of their legality, on University premises, with the exception of the following:
    - a. Any student wishing to store hunting weapons shall register the weapon(s) and any accompanying ammunition with the TLU police department. All registered items shall be stored by the TLU police department in a location authorized by the chief of police. Weapons may not be kept in student rooms.
  6. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities including its public service functions on- or off-campus or other authorized non-University activities when the act occurs on University premises.
  7. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  8. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  9. Careless conduct which, by its nature, creates an unnecessary risk of physical harm including, but not limited to:
    - a. Riding on the top of an elevator.

- b. Climbing or rappelling from walls or other physical structures.
  - c. Unauthorized entry into the campus steam tunnels, air handling ducts, plumbing, electrical, or other utilities conduit or systems.
  - d. Unauthorized access to rooftops, closed sections of buildings, or other restricted access areas.
  - e. Failure to obey posted traffic control signs when operating a motor vehicle on campus.
  - f. Class and/or lab behavior which endangers self or others.
10. Attempted or actual theft of and/or damage to property or services of the University or property of a member of the University community or other personal or public property or knowingly possessing stolen property.
  11. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
  12. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by or participated in by the University.
  13. Other actions or behaviors which by their nature disrupt the life of the academic community or intentionally cause harm of any kind.
  14. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person including, but not limited to, the following forms:
    - a. Direct oral expression or physical gesture or action.
    - b. Notes, letters, U.S. mail, campus mail or other forms of written communication.
    - c. Phone calls or phone messages.
    - d. E-mail or other computer-based methods of communication.
  15. [Sexual assault](#) or other non-consensual sexual contact or activity.
  16. [Sexual harassment](#), including, but not limited to:
    - a. Unwelcome verbal or physical conduct of a sexual nature on University premises or at functions sponsored by or participated in by the University.
    - b. Harassment on the basis of another's nationality, race, disability, religion, or sexual orientation.
  17. [Hazing](#).
  18. Use or possession of drug paraphernalia and/or use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
  19. Use, possession or distribution of alcoholic beverages on University premises zoned as alcohol free.
  20. Consumption of, possession of, or attempts to purchase/obtain alcoholic beverages by students who are not 21 years of age at any time or location.
  21. The intentional or negligent distribution of alcoholic beverages to students who are under 21 years of age: at any time or location.

22. Theft or other abuse of computer time, including, but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
  - b. Unauthorized transfer or copy of any file or software.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - e. Use of computing facilities to send obscene, abusive or harassing messages.
  - f. Use of University-owned or supported equipment to access, download, store or distribute pornographic materials.
  - g. Use of computing facilities to interfere with normal operations of the University computing system.
23. Unauthorized or inappropriate use of the University name or logo, or the names or likenesses of identifiable organizations or features of Texas Lutheran University. These include, but are not limited to, the names or logos of University athletic teams or organizations; recognized student organizations, residence halls and other campus buildings; images and descriptions from University publications. Inappropriate use includes, but is not limited to:
  - a. Use of University names and images for commercial purposes without permission.
  - b. Use of University names and images by groups not recognized by Texas Lutheran University.
  - c. Use of University names and images in conjunction with activities not in accordance with Texas Lutheran policies.
24. Abuse of the campus judicial system, including, but not limited to:
  - a. Failure to obey the summons of a judicial body or University official.
  - b. Falsification, distortion or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the code of conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

## **Violation of Law and University Discipline**

Texas Lutheran University students are expected to abide by federal, state and local laws, regulations and ordinances. Violations of federal, Texas, Guadalupe County and/or City of Seguin laws may be referred to the appropriate outside agencies for disposition in addition to or in lieu of any University disciplinary action. In the event of complaints from community citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties.

Action which results in a student being involved in legal proceedings in civil or criminal court does not free the student of responsibility for his or her conduct in the University disciplinary system. If a student is charged in both jurisdictions, the University generally will proceed with its own judicial process according to its own timetable. Disciplinary action at the University will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

TLU also reserves the right to itself initiate disciplinary proceedings against students who have been formally charged by legal authorities with criminal violations that occurred off campus or who may have otherwise committed an action off-campus which may be related to the security or safety of the University community or the integrity of the educational process or otherwise constitute a violation of the student code of conduct. Such discretion rests with the president of the University, the provost, or the vice president and dean of student life and learning.

## **ARTICLE V: STUDENT CONDUCT CODE PROCEDURES**

In the interest of providing a reasonable, fair, and orderly manner in which to process student code violations, the University uses the following procedures. However, in cases of a confidential, sensitive, or urgent nature, the vice president and dean of student life and learning may reserve the right to adjudicate the case, refer the incident to the student conduct coordinator, or to the University administration. Also, during the first three weeks and last three weeks of the semester, the dean may adjudicate the case or postpone a hearing until the following semester.

### **Charges**

1. Any member of the University community may file charges against a student for violations of the student code. A charge shall be prepared in writing and directed to the student conduct coordinator. Normally, this may be accomplished by filing a report with TLU police department, completing and filing a residence life incident report, or submitting a photocopy of an official police report. Any charge should be submitted as soon as possible after the event takes place.
2. Charges will be directed to one of the two student conduct coordinators; with the division generally being that the director of residence life handles cases arising from policy violations within University housing and the associate dean of student life and learning handles cases arising from policy violations within the community at large.
3. The student conduct coordinator will determine the disposition of the charges and may decide among the following options:
  - a. The charges have no merit.
  - b. The charges have merit and may be administratively settled by mutual consent of the involved parties on a basis acceptable to the student conduct coordinator. Such disposition shall be final, and there shall be no subsequent proceedings.
  - c. The charges have merit and are appropriate for hearing by the appropriate judicial body. These include:
    1. Staff Hearing: Most cases arising from policy violations in University housing. Generally heard by area coordinators or other professional members of the residence life staff.
    2. Administrative Hearing: Cases heard by one of the student conduct coordinators.
    3. Judicial Council Hearing: Cases heard by the Judicial Council which is comprised of faculty, staff, and students.

- d. The charges have merit but are not appropriate for hearing and will be handled administratively by other means.
4. In cases involving a charge of sexual assault or sexual harassment, the student conduct coordinator will meet with the victim and discuss the possible campus judicial alternatives available to the victim, including:
    - a. Administrative hearing (case heard by the student conduct coordinator)
    - b. Judicial Council hearing
    - c. Administratively handled by other means

If the alleged victim does not elect to pursue a hearing, the University may itself direct the student conduct coordinator to initiate a hearing or may pursue other disciplinary processes.

## Process

The following process generally shall apply to a student in any University disciplinary hearing.

1. Written notice of the charges shall be provided to the affected student whenever formal action upon such charges is initiated. If possible, notice is to be given within 60 class days of the alleged violation and at least five class days in advance of the date set for the hearing, with sufficient particularity as to the facts that the student may reasonably investigate the charge and prepare his/her defense. Generally, hearings shall be held not more than 15 class days after the affected student has been noticed. Deadlines and time limits may be extended at the discretion of the student conduct coordinator.
2. Hearings shall be conducted according to the following guidelines:
  - a. Hearings shall be conducted in private and shall not be open to members of the college community or members of the community at large, unless permission to attend is granted both by the judicial body and the vice president and dean of student life and learning. At all times the judicial body and the vice president and dean of student life and learning shall have authority to determine whose presence at a hearing shall be permitted or not permitted.
  - b. The complainant and the accused shall be permitted to appear in person and provide witnesses, statements or other evidence. The complainant and the accused shall be permitted to suggest to the judicial body persons who he/she believe should be questioned by the judicial body and questions which he/she believes should be asked of those persons. The judicial body shall have authority to determine which witnesses it shall call, which questions shall be asked, and which documents or other tangible evidence shall be considered. Generally, all questioning of witnesses shall be done by members of the judicial body. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. The judicial body shall, in making its determinations as to which evidence to admit and consider, give consideration to factors such as justice, fairness, efficiency, avoidance of unnecessary duplication of evidence, and other goals it deems appropriate.
  - c. The complainant and the accused must notify the person or the chair of the judicial body hearing the case of the names of his/her suggested witnesses at least three class days prior to the hearing date.
  - d. Written notification of the results of any disciplinary hearing shall be sent within five class days of that hearing, unless that period is extended by the vice president and dean of student life and learning.
  - e. Appeal requests shall be based on the criteria outlined in the [appeals](#) section.
  - f. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the student hearing shall be at the discretion of the student conduct coordinator and/or the Judicial Council.
  - g. In hearings involving more than one accused student, the judicial body may permit the hearings concerning each student be conducted either separately or jointly.
  - h. The complainant and the accused have the right to be assisted by an adviser of their choice. Guidelines for advisers are:
    1. Advisers must be a current member of the TLU community or an immediate family member and may not be an attorney.
    2. The purpose of the adviser is to support a student in the judicial process. Advisers should be chosen for their ability to understand the circumstances, assist a student with the process of preparing for a hearing, and guide the student through the actual hearing.

3. Advisers may confer with the student involved, but they do not actively participate in the hearing. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a judicial body.
4. Advisers do not represent the student. That is, information will be directly communicated to, released to, or accepted from involved students, not advisers. All information concerning any case may be made available to advisers with the written permission of the involved student.
  - i. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a student conduct coordinator and/or the Judicial Council at the discretion of the chairperson.
  - j. All procedural questions are subject to the final decision of the student conduct coordinator or the chairperson of the Judicial Council.
  - k. After the portion of the hearing concludes in which all pertinent information has been received, the student conduct coordinator or the Judicial Council shall determine whether the accused student has violated each section of the student code which the student is charged with violating.
  - l. The student conduct coordinator or the Judicial Council's determination shall be made on the basis of whether it is more likely than not that the accused student has violated the student code.
  - m. Formal rules of process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, are not used in student code proceedings.
3. There shall be a single verbatim record, such as a tape recording, of all student hearings before a student conduct coordinator or Judicial Council with the exception of staff hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University and generally will be maintained in the possession of the vice president and dean of student life and learning office for a period of four years following the hearing.
4. An accused student may voluntarily waive his/her right to appear before a judicial body for a hearing. However, if properly noticed of the date, time, and location of the hearing failure of the accused to appear shall not result in the cancellation or postponement of the hearing. The hearing will be held in the absence of the accused student, unless such absence is excused by the vice president and dean of student life and learning.
5. An accused student may also waive their rights concerning the timing of hearings in agreement with the student conduct coordinator.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or college official, no student may be found to have violated the code of student conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered, even if the charged student fails to appear.
7. The student conduct coordinator and/or Judicial Council may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in sole judgment of the vice president and dean of student life and learning to be appropriate.

## **Sanctions**

Students who choose to violate University policies can expect consequences to follow. The following are examples and definitions of specific sanctions that may be imposed upon any student found to have violated the code of conduct. Other sanctions may be imposed or deemed appropriate in certain circumstances.

### **Level I (First-time, less serious violations):**

- **Warning** - a notice in writing to the student that the conduct is violating or has violated the code of conduct or community standards.
- **Attend an educational program** related to the incident.
- **Restitution and/or apology to affected persons.** Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- **Discretionary Sanctions** - work assignments, service to the University, or other related discretionary assignments (such assignments must have the prior approval of the student conduct coordinator).
- **Fines** - previously established and published fines may be imposed. In some instances, appropriate discretionary fines may also be imposed.
- **Loss of Privileges** - denial of specified privileges for a designated period of time.
- **Other sanctions as appropriate.**
- **Referral** to appropriate University staff.
- **Referral for alcohol/drug screening or assessment**, if substance abuse was involved,

Please note that students may receive a lesser sanction if it is determined they were present and aware of an activity where a violation took place, but were not directly responsible for the action.

**Level II (Repeated or more serious first-time violations):**

- **Confidential notification** of parents, academic advisor, athletic coach, co-curricular program directors, or others as appropriate.
- **University Housing Probation** (further violation can result in reassignment of or removal from housing).
- **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation may be imposed for at least one semester and not more than one calendar year; the student is automatically removed from probation at the end of the time period. There is a probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during this probationary period. During probation the student is not able to represent the University in any honorary capacity, hold an elected office, participate in intercollegiate athletics, or participate in other co-curricular groups or activities. If such positions are held when the probationary period begins, the appropriate faculty/staff advisors, coaches, and/or sponsors will be notified.
- **Other sanctions appropriate to violation.**

**Level III (Most serious violations, including but not limited to flagrant violations of policy; abuse of or non-cooperation with University staff; incidents involving threats or violence; or repeated violations of policy):**

- **University Housing reassignment, suspension or expulsion.** University Housing Suspension - separation of the student from University housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. University Housing Expulsion - permanent separation of the student from University housing.
- **Disciplinary Suspension** – Separation of the student from the University for a one semester or up to one calendar year after which the student is eligible to return. Conditions for readmission may be specified. Disciplinary suspension indicates that a student is no longer enrolled at the University, that the student did not withdraw voluntarily, and that the student is not permitted on campus. The student is prohibited from registering or attending any TLU classes for credit or non-credit, from participating in or taking leadership in any campus organization, or from participating in activities of the University.
- **Enforced Withdrawal** – This sanction is the same as suspension except the period of suspension is indefinite, and the student’s return to TLU is dependent on his/her reapplying for admission and receiving clearance for readmission from the vice president and dean of student life and learning.
- **Expulsion** – The University imposes this permanent severance after repeated violations of University policies and/or after a violation of such severity as to warrant this action.
- **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
- **Withholding Degree** - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all sanctions imposed, if any.
- **Other sanctions appropriate to violation.**

1. Depending on the circumstances, Level I, II or III sanctions may be implemented at any time and in any order.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Sanctions are cumulative and must be completed by the assigned date. Incomplete sanctions will result in a student being unable to register for the following semester.

4. Other than University expulsion, disciplinary sanctions shall not be made a part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, University suspension or University expulsion at the discretion of the student conduct coordinator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or University expulsion shall be expunged from the student's confidential record five years after the final disposition of the case or one year after graduation from TLU, whichever comes first.
5. The following sanctions may be imposed on groups or organizations:
  - a. Those sanctions listed above.
  - b. Deactivation: loss of all privileges, including University recognition, for a specified period of time
6. In each case in which a judicial body determines that a student has violated the code of conduct, the sanction(s) shall be determined and imposed by the student conduct coordinator. In cases in which persons other than or in addition to the student conduct coordinator have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the student conduct coordinator in determining and imposing sanctions. The student conduct coordinator is not limited to sanctions recommended by members of the judicial body.

Following the hearing, the judicial body and the student conduct coordinator shall advise the accused in writing of its determination and the sanction(s) imposed, if any. The vice president and dean of student life and learning shall have final authority to determine the appropriateness of sanctions.

## **Appeals**

1. A decision reached by the student conduct coordinator or a sanction imposed by the student conduct coordinator may be appealed by the accused student(s) or complainant(s) within three (3) school days of the decision. Such appeals shall be in writing and shall be delivered to the office of the vice president and dean of student life and learning.
2. The vice president and dean of student life and learning or a designee shall determine whether the matter is appropriate for appeal based on whether the information contained in the written request for appeal gives reason to believe that:
  - a. The original hearing may not have been conducted fairly in light of the charges and evidence presented and/or may not have been conducted in conformity with University guidelines (that give the complaining party a reasonable opportunity to prepare and present evidence that the code of conduct was violated, and that give the accused party a reasonable opportunity to prepare and to present a rebuttal of those allegations); or
  - b. The decision reached regarding the accused student may not have been based on substantial evidence, that is, the facts in the case may not have been sufficient to establish that a violation of the code of conduct occurred; or
  - c. The sanction(s) imposed may not have been appropriate for the violation of the code of conduct which the student was found to have committed; or
  - d. New evidence may exist which is sufficient to alter the decision, and such evidence was not brought out in the original hearing because such evidence was not known to the person appealing at the time of the original hearing.
3. The vice president and dean of student life and learning will forward appeals to the appropriate appellate body. The general guidelines for determining the appropriate appellate body are:
  - a. Cases originating from staff hearings are normally appealed to the director of residence life/student conduct coordinator.
  - b. Cases originating from administrative hearings normally are appealed to the Judicial Council.
  - c. Cases originating from the Judicial Council are normally are appealed to the vice president and dean of student life and learning.

4. Except when testimony or written statements shall be required for the presentation of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents.
5. While the matter is under appeal, the sanctions assessed, if any, are not carried out and the accused student(s) and/or complainant(s) academic status, ability to live on campus, and attendance in classes is not to be suspended unless the vice president and dean of student life and learning or the University provost has reasonable cause to believe that a student's continued enrollment poses some danger, disruption, or consequence not in the best interests of the University community. In such a case the dean or provost may impose temporary disciplinary action from among the sanctions cited above to remain in effect until the completion of the appeals process. The dean or provost will inform the student immediately and in writing of such an action.

### **Commentary**

An appeal must not be confused with a new or second hearing. The role of an appellate body is to consider an appeal, not to re-hear a case, that is, the basis for the appeal must fall within one or more of the aforementioned guidelines. Disagreement with the result of the hearing or any sanctions levied does not itself constitute the basis for an appeal.

1. If an appeal is upheld, the appellate body may:
  - a. Overturn all or any part of the original decision and issue a new decision.
  - b. Remand the matter to the original judicial body and student conduct coordinator for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).
2. In cases involving appeals requested by students accused of violating the code of student conduct, review of the sanction(s) by the appellate body may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appellate body may, upon review of the case, reduce, but not increase, the sanctions imposed by the student conduct coordinator.
3. In cases involving appeals requested by persons other than students accused of violating the code of student conduct, the appellate body may, upon review of the case, reduce or increase the sanctions imposed by the student conduct coordinator or remand the case to the original judicial body and student conduct coordinator.

### **ARTICLE VI: INTERIM SUSPENSION**

The vice president and dean of student life and learning or a designee may evict from University housing or suspend from the University a student pending disciplinary proceedings or other outcome. The interim eviction and/or suspension shall become immediately effective without prior notice. Interim suspension shall be considered an excused absence.

1. Interim suspension generally will be imposed when deemed appropriate by the University in circumstances including but not limited to:
  - a. ensuring the safety and well being of members of the University community or preservation of University property;
  - b. ensuring the student's own physical or emotional safety and well being; or
  - c. avoiding the threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, a student shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the vice president and dean of student life and learning or the student conduct coordinator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct hearing, if required.

## **ARTICLE VII: INTERPRETATION AND REVISION**

1. Any question of interpretation of application of the student code shall be referred to the vice president and dean of student life and learning or his or her designee for final determination.
2. The student code shall be reviewed every two years under the direction of the vice president and dean of student life and learning.

## VII. STUDENT ORGANIZATIONS

All student organizations are to register officially with the Student Government Association and the student activities office. Organizations are subject to all rules, regulations, policies, and procedures of Texas Lutheran University. Organizations are not regarded as authorized agents of the University; the University assumes no responsibility for the actions of organizations. Organizations are to work closely with the director of student activities, the Student Government Association, and the dean of students for guidance and compliance with campus regulations.

### Organizational Guidelines

**Membership:** By the end of the third week of each semester all organizations are to file a membership listing of active and non-active members presently enrolled. Active members of any non-academic or honorary organization must have a minimum of a 2.0 grade point average. The registration and records office will confirm students' GPAs. Members of social fraternities and sororities must be full-time students at the University. Students placed on academic or disciplinary probation or suspension are automatically disqualified from active membership.

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

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

**Events:** Organizational events occurring on campus must be registered in the student activities office. Such events include those taking place in the name of the organization or those attended by the membership of the organization. Failure to register events can result in disciplinary action. Officers of the organization are responsible for the observance of University policies. The campus calendar announces all registered events. Events should not be held during scheduled worship times, during other major University events, or dead week. Any events involving official printing projects need to have the projects approved by the office of publications in Beck Center.

**Fundraising:** Fundraising activities must have the approval of the director of student activities; outside groups are not allowed to solicit funds on-campus. Students wishing to conduct fundraising activities in the Seguin community must have prior written permission from the University's vice-president for development. This includes direct or indirect solicitation in the community, and the sale of advertisements, materials, or services by students, faculty, or staff in any way related to the University.

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

**Pledging:** Activities that can do mental, emotional, or bodily harm to any person or that violate the dignity of any individual are not condoned. All pledging activities, on or off campus, must be consistent with the University's policy on hazing. This applies to orientation, initiation, activities, and publications of student organizations, classes, and teams.

- All Greek pledges, officers, and sponsors must attend a required information session one week prior to pledge

season. This meeting will be set up by the director of student activities.

- The Inter-Fraternity Council, Inter-Sorority Council and other organizations which establish pledge periods are to design their activities to be consistent with University policies and state law.
- New students must be enrolled at least one semester at TLU before they are eligible to pledge a fraternity or sorority.
- Recruitment standards must be consistent with the University's policies. Actions that violate the University policies or standards may result in disciplinary sanction against all individuals and organizations involved. This includes, but is not limited to, the policies regarding discrimination, harassment, alcohol, and hazing.
- New members of an organization must be informed about initiation activities before they begin. Consent to participate does not excuse an organization from taking responsibility for the types of activities required of new members.
- Initiation events should (i) not interfere with any academic endeavors, (ii) have minimal effect on campus life and (iii) respect the rights of non-participating students.
- A careful assessment of the physical condition of a pledge will be made by the organization before physical activity is undertaken.
- Hazing is prohibited and may lead to arrest as well as disciplinary action by the University.
- Using, administering, or requiring the taking of any stimulant, narcotic, or other drugs (including alcohol) is prohibited. (See also Hazing in the University Regulations & Policies section.)

**Religious Groups:** Campus Ministry at Texas Lutheran University is a coordinated program administered by the Campus Pastor guided by the Campus Ministry Mission Statement, and the Texas Lutheran University Mission Statement. The Campus Ministry Program is strengthened by the presence of dynamic and diverse religious student organizations. These student organizations are approved by both the Religious Activities Committee and the TLU Student Government Association. The Religious Activities Committee ensures that all religious organizations are guided by the Campus Ministry Mission Statement, and are part of a "culture of civility" in which all groups are valued and respected, common ground is celebrated, and differences are discussed in constructive conversation. The TLU Student Government Association oversees all student organizations on campus, and administers the allocation of student activity funds.

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

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

**Service:** Student organizations are strongly encouraged to support the mission and work of the University and to have a positive effect on our campus and community. In particular, members of organizations are encouraged to be involved in volunteerism.

**Violations:** The University's disciplinary system (see the Student Code of Conduct section) handles any violation of University policy by student organizations. Officers of the organization are to represent the organization at the hearings. Violations can result in reprimand, probationary terms, organizational suspension, or revocation of charter. Individuals associated with organizations may also receive judicial sanctions for violating the student handbook's organizational guidelines.

## **Recognized Organizations**

### **Departmental Organizations**

Athletic Training Club  
Mathematical Association of America  
Pi Rho (Chemistry)  
Psychology Club  
Society of Physics Students  
Texas Academy of Science (TAS)

### **Honorary Greek Organizations**

Alpha Chi (national honor society)  
Alpha Lambda Delta (first-year honor society)  
Alpha Mu Gamma (foreign language)  
Beta Beta Beta (Biology)  
Delta Epsilon Iota (national honor society)  
Delta Mu Delta (business)  
Lambda Pi Eta (communication)  
Phi Alpha Theta (history)  
Psi Chi (psychology)

### **Professional Organizations**

Alpha Kappa Psi  
American Marketing Association (AMA)  
Texas Student Education Association (TSEA)

### **Campus Ministry and Religious Organizations**

Campus Ministry Leadership  
Canterbury Club (Episcopal)  
Catholic Student Organization (CSO)  
Fellowship of Christian Athletes (FCA)  
Wesley Foundation (Methodist)

### **Campus Organizations**

Admissions Advocates  
Cheerleaders  
Goldstar Dance Team  
Peer Mentors  
Residence Hall Association (RHA)  
Student Alumni Association  
Student Ambassadors  
Student Government Association (SGA)

### **Service and Social Organizations**

Black Student Union (BSU)  
College Republicans  
Environmental Action (EnAct)  
Global Student Organization (GSO)  
Habitat for Humanity  
Lions Club  
Mexican American Student Association (MASA)  
Straight & Gay Alliance (SAGA)  
Students Making a Difference (SMAD)

TLU Gamers  
Women's Inc.  
Young Democrats

### **Social Greek Organizations**

Greek Council  
Inter-Fraternity Council  
Inter-Sorority Council

#### Sororities:

Beta Alpha Sigma  
Delta Alpha Delta  
Kappa Pi Gamma  
Xi Tau

#### Fraternities:

Alpha Phi Alpha  
Omega Tau  
Sigma Phi Theta  
Zeta Chi

### **Theatre Organizations**

TheatreXpress  
(Students of all majors are encouraged to audition for the fall and spring productions)

### **Musical Organizations**

Bulldog Band Association  
Bulldog Pep Band  
Mid-Texas Symphony  
TLU Chamber Winds  
TLU Women's Choir  
Kappa Kappa Psi (band fraternity)  
Tau Beta Sigma (band sorority)

TLU Concert Band  
TLU Jazz Band  
TLU Choir  
Kantorei Chamber Choir  
TLU Drumline  
TLU String Ensemble

### **Student Publications**

Lone Star Lutheran (newspaper)  
Sidewalk

### **Fitness and Campus Recreation**

Aerobics  
Basketball  
Dodgeball  
Flag Football  
Racquetball

Sand Volleyball  
Softball  
Tennis  
Volleyball

### **Intercollegiate Athletics**

Student Athlete Advisory Committee

#### Women's:

Basketball  
Cross Country  
Golf  
Soccer  
Softball  
Tennis  
Track and Field  
Volleyball

#### Men's:

Basketball  
Baseball  
Golf  
Soccer  
Football  
Tennis

### **Student Media Advisory Council**

The Student Media Advisory Council membership consists of one student media organization representative, to rotate among the media on a semester-by-semester basis, students appointed by the SGA president and approved by the student senate, two faculty members with relevant expertise appointed by the University president, and one staff member from the university relations department appointed by the University president. The vice president and dean of student life and learning serves as an ex officio member of the council and as a liaison between the council and the University administration and SGA. The committee members will elect their chair annually. The council is responsible for editorial policy, the maintenance of journalistic standards, the selection of all editorial staff, and the formulation of journalistic ethics.

### **Guidelines for National Clubs and Organizations at Texas Lutheran University**

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

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

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

### **Student Organization Sponsored Event**

All University recognized student organization sponsored events must meet the following criteria:

- All state and local laws must be obeyed.
- Group sponsors must be present at all times and keep a copy of the party permit with them at all times.
- Advisor must be present at all times.
- Security must be arranged for and must be provided by the TLU police department.
- All student-sponsored events for which alcohol is authorized will employ a state-licensed purveyor of beer and wine.
- Sponsors of student organizations holding authorized events at which alcohol is permitted are responsible for helping enforce the University's alcohol policy and for informing the TLU police and the vice president and dean of student life and learning of infractions of which they are aware.

Failure to meet these requirements will result in administrative sanctions against the sponsors and/or sponsoring organization as well as to the individuals identified as violating the TLU policy. In addition, failure to meet the above requirements will result in the party being shut down by University police.

**Designated Areas:** Only Jackson Park and the Student Activity Center may be used for student-sponsored events where alcohol is to be consumed.

**Boundaries:** The event must be confined to the designated area and to the times approved, which cannot conflict with the laws of the state, city or county. Guadalupe County law states that alcohol may not be consumed publicly, after 12 midnight Sunday through Friday, or after 1:00 a.m. Saturday night/Sunday morning. Federal, state, county, and local laws will be enforced. Events must have identifiable boundaries that provide security with the ability to control access.

**Party Permits:** On-campus events where alcohol is to be served must be approved by the vice president and dean of student life and learning at least ten days in advance. The party permit will indicate all the important information about the event, its sponsors, and its conduct and will require that the organization's officers sign that they are aware of this alcohol policy and are assuming all responsibility for their event. No permits will be approved when final exams take place on the day following the event. Party permits are available through the office of student activities. Organizations are responsible for the damages incurred during their event and will be billed accordingly.

Note: The biology field station at Lake McQueeney is considered an on-campus location.

**Off-campus Event Registration:** Students planning off-campus events are to register the event in the student activities office. No promotional activities will be permitted for the event until it is registered. Texas Lutheran assumes no responsibility or liability for events sponsored by students or student organizations off campus; such responsibility is entirely that of the sponsoring students or organization. Event organizers are expected to know and abide by the requirements of state and local laws and are encouraged to determine their legal responsibilities when participating in any sanctioned off-campus activity.

**Hosting:** The members of the sponsoring organization are to see to it that no minors are served, that intoxicated individuals are denied further alcohol, and that no alcohol is carried from the designated area. Sponsors and advisors are responsible for the conduct of the groups under their administration.

**Quantities:** The amount of alcohol present at an event must remain in proportion to the number of guests of legal age expected. The alcohol must be consumed only during the times stated on the event form. Exiting an event with an open container will not be permitted.

**Alternative Beverages:** Events at which alcohol is available must offer equal quantities of non-alcoholic beverages. So-called beer blasts, trash can punch, or all-you-can-drink functions are prohibited. The quantity of non-alcoholic drinks must be proportionate to the number of minors and non-drinkers present.

**Food:** Food in sufficient quantities must be provided to help offset the negative effects of alcohol.

**Clean Up:** The members of the sponsoring organization are responsible for all clean up after the activity. The organization will be billed for any cleaning performed by the University.

**Security:** On-campus events are to have a sufficient number of police officers present for the size of the group expected as approved by the chief of University police. One officer is normally required for a group of up to 25 persons, two officers for 26-100, and three officers for more than 100. A minimum of two officers are required when alcohol has been approved for the event. More officers may be necessary at the discretion of the police chief based on the amount of attendees. Exceptions may be discussed with the dean of students and the chief of police. Cost of police personnel is to be covered by the persons/groups sponsoring the event.

## VIII. CAMPUS SERVICES & FACILITIES

### **Academic Advising**

(ASC, ext. 8060)

Academic Advisors play a key role in inspiring students with an awareness of skills and competencies associated with academic success, the ability for meaningful self-reflection, and the use of sound decision-making skills. Freshmen students' advisors are their FE134 instructors. Once this course is complete, students are then moved to an advisor in their major area of interest. All advisors are full-time faculty members of TLU and help to facilitate student learning. Questions about academic advising or changing of advisors should be directed to the Student Life and Learning Office, 830-372-8060.

### **Academic Support Center**

(Meadows Center, ASC, ext. 6305)

The Academic Support Center, located in the Alumni Student Center, is a resource for all TLU students who want to work toward greater academic success. Activities include peer and group tutoring, study skills workshop, individual instruction on time management, goal setting and study skills, development of individual learning plans, and various resources for self-management and study. The center coordinates the Supplemental Instruction and Peer Tutoring programs that are offered at no cost to all students enrolled at TLU. For more information, see the Academic Support website at [www.tlu.edu](http://www.tlu.edu) under Academics.

### **Supplemental Instruction**

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

### **Peer Tutoring**

The mission of Peer Tutoring Services is to provide academic support in a safe and friendly setting for all TLU students who need assistance gaining the confidence, skills and/or knowledge necessary to achieve their academic goals and to help them become independent learners. Our program provides trained and carefully selected tutors who are eager to help others achieve individual learning goals and ultimately create a successful educational experience.

### **Bookstore**

(ASC, ext. 8140)

The bookstore carries a complete line of textbooks, clothing, school spirit, gifts and personal items. The bookstore is open from 8:30 a.m. to 4:30 p.m. Monday through Thursday, Friday from 8:30 a.m. to 4:00 p.m., and Saturday from 11:00 a.m. to 1:00 p.m. Hours vary with special events.

### **Bulldog Bucks**

(1<sup>st</sup> floor Beck, ext. 8010)

You may use Bulldog Bucks to pay for purchases in the bookstore, Hein Dining Hall and Lucky's Kennel. Bulldog Bucks may be purchased in the business office; the minimum amount is \$20. Bulldog Bucks roll over from semester to semester. Cash advances against the balance are not permitted.

Refund policy: Bulldog Bucks *are* refundable only upon graduation or withdrawal from the University. At that time any remaining balance, less a \$5 fee, will be refunded through the business office.

If you lose your ID card, contact registration and records to deactivate or replace your ID card. Also contact the business office, bookstore, Hein Dining Hall, or Lucky's to deactivate the value on your card. You will not be responsible for any amount charged to your account *after you notify* one of these offices and fill out the Lost Card Form.

### **Business Office**

(1<sup>st</sup> floor Beck, ext. 8010)

In addition to managing student accounts, the cashier's window at the business office is open from 8:30 a.m. to 4:30 p.m. so that students may cash personal checks (not to exceed \$50 per day), pickup and cash TLU payroll checks, sign up for payroll direct deposit, and conduct business with the University. Proper identification for any transaction

is required.

**Campus Ministry** (The Jon and Sandra Moline Center for Servant Leadership, ext. 8160)

The University is committed to providing an educational environment that reflects our love for the Christian tradition. As an institution related to the Evangelical Lutheran Church in America, the University offers students the experience of being a part of a community of learning and faith. It is a part of our campus' uniqueness and tradition that can enrich students' learning and growth. The campus ministry program offers a rich diversity of activities suitable for students of all religious backgrounds. Several religious life groups sponsor numerous worship, social, learning, and service events. The entire community is invited to gather for worship in chapel on Monday, Wednesday, and Friday mornings. The Campus Congregation gathers on Sunday evenings. A full time campus pastor, whose office is in The Jon and Sandra Moline Center for Servant Leadership, coordinates and supports our religious life.

**Career Development** (Meadows Center, ASC, ext. 8178)

This office provides students with assistance in assessing their interests and abilities, exploring the world of work, finding appropriate graduate schools, employment and internship opportunities, resume assistance, job skills assessment, conducting a job search and recruitment services including on and off campus interviewing in addition to a resource library.

**The Jon and Sandra Moline Center for Servant Leadership**  
(The Jon and Sandra Moline Center for Servant Leadership, ext. 8160)

The Jon and Sandra Moline Center for Servant Leadership establishes a presence in the campus community with faculty, staff and students. The center develops off campus, community relationships to introduce and establish a relationship with the community for future growth and service event collaborations. The center is a resource for student leadership development on campus and is also a resource for congregations and synods for servant leadership. The center utilizes the current student leadership in making a difference on enhancing students' opportunities and abilities for service and leadership growth on and off campus.

**Counseling** (Meadows Center, ASC, ext. 8009)

To assist students with changing environments, changing situations, stressful relationships as well as other concerns and problems faced by college students, TLU offers counseling services through a fully trained counselor capable of helping students. Conversations are confidential and referrals to community professionals are possible.

**Dean of Students Office** (Beck, ext. 8060)

The Division of Student Life and Learning is under the direction of the vice president and dean, and associate dean of students. The division administers Academic Advising, Academic Support, Career Development, Counseling and Disability Services, First Year and Campus Programs, Health Services, Residence Life, and Student Activities.

**Disability Services** (Meadows Center, ASC, ext. 8009)

TLU offers a variety of accommodations for students with disabilities based on appropriate documentation, nature of disability and academic need. In order to initiate services, students should meet with the ADA coordinator at the start of each semester to discuss accommodations.

**Financial Aid** (1<sup>st</sup> floor Beck, Enrollment Services, ext. 8075)

Information about loans, grants, scholarships, and student employment can be answered here 8:00 a.m. to 5:00 p.m. each weekday. Questions may also be sent via e-mail to [financialaid@tlu.edu](mailto:financialaid@tlu.edu).

**First Year and Campus Programs** (ASC, ext. 6404)

The first year and campus programs office coordinates new student orientation and a wide range of campus programs focusing on support for specialized student populations and campus wide retention efforts, including multicultural programming, first-generation programming, commuter issues, leadership programming, parent and family programming and a focus on the first year and students in transition.

**Food Service****(ext. 8085; Food Line ext. 4663)**

Sodexo campus service provides food in two locations: Hein Dining Hall and Lucky's Kennel. Hein Dining Hall has four dining areas and is available for regular meal service when the University is in session, special events, and all-University celebrations.

All students living in residence halls must choose from among options A, B, or C. Commuter and apartment occupants are encouraged to take advantage of the variety of options. The more meals purchased, the more value received for the money. Meals and meal plan dining dollars not used within a semester are not refundable and they do not carry over to the next semester.

Meal plan choices may be changed the first official day of class registration verification. No changes may be made after that date. If a student withdraws from the University prior to the end of the semester, the student will receive credit for the unused portion of his/her meal plan calculated on a pro-rata basis, less a \$25 cancellation fee. Meal plans are not transferable from one person to another.

- **The Dining Experience:** Common courtesy is expected in the dining hall. No bare feet, swimming suits, or other inappropriate attire is permitted. No food, beverages, or dining hall property are to be taken from the facility. Respect for others, mature behavior, and the busing of one's own dishes are expected.

**Health Center****(Clifton Hall Apartment, ext. 8068)**

The health center is located in the Clifton Hall apartment. Staffed by a registered nurse, it is open Monday through Thursday 8:30am to noon and 1:00pm to 4:00pm, and on Friday 8:30am to 12:30pm. Local physicians come to campus to see students, at no charge, twice a week. Students can be sent by the campus nurse to the doctor's office as well. All students are required to submit a health form, which should include current immunization dates for tetanus/diphtheria, measles, mumps, rubella, and polio. Immunization against Hepatitis B is recommended.

TLU also strongly recommends that all first year students, especially those living in on-campus housing, be immunized with meningococcal conjugate vaccine (MCV4). The Centers for Disease Control and Prevention (CDC) reports that college freshmen living in the close quarters of residence halls are at a higher risk for meningococcal disease compared with peers the same age who are not attending college.

Meningococcal disease strikes up to 3,000 Americans, killing 300 people every year. Ten to 12 percent of people with meningococcal disease die, and among survivors, up to 15 percent may suffer long-term permanent disabilities including hearing loss, limb amputation or brain damage. The disease often begins with symptoms that can be mistaken for common illnesses, such as the flu. However, meningococcal disease is particularly dangerous because it progresses rapidly and can kill within hours.

The vaccine, manufactured by Sanofi Pasteur and marketed as Menactra, is available at the TLU health center. The student is charged for the cost of the vaccine only. Contact the University nurse at [healthcenter@tlu.edu](mailto:healthcenter@tlu.edu) for more information.

**Information Technology Help Desk****(BML Basement, ext. 6000)**

The IT Help desk is available to students, faculty, and staff Monday through Friday between 8:00am to 5:00pm from the office in the basement of the Blumberg Memorial Library. Requests or questions can also be directed at any time via e-mail to [ishelp@tlu.edu](mailto:ishelp@tlu.edu). Student general accessible computers can be found in several buildings on campus. The ASC has 15 computer stations available 24 hours a day, seven days a week. Additionally, there are 27 computers available in the Blumberg Memorial Library, four in the Tschoepe Hall second floor lounge and six in the AT&T Science Center/Krost common areas during normal building hours. All locations have network printing capability.

**International Education Programs****(Langner Hall, ext. 8098)**

Studying abroad can be one of the most fulfilling experiences of one's college career. It is an exciting opportunity to meet new people, learn another culture, and earn credit – all at a cost similar to studying on campus at TLU. The IEP office provides information and assistance prior to, during, and upon returning from studying abroad. The IEP office also works with incoming exchange/degree-seeking international students. It provides orientation to aid in their understanding of U.S. culture. The office also ensures that international students comply with immigration regulations for studying in the U.S.

**Intramural Sports****(Fitness Center, ext. 6765)**

The University offers a well-rounded program of intramural sports open to all students, faculty, and staff with activities for individuals, groups of men or women, and coed groups. Competition can include teams from fraternities or sororities, independent students, and residence hall floors, and the like. The program includes flag football, volleyball, tennis, racquetball, bowling, soccer, basketball, dodge ball, beach volleyball, and softball. Information about the program is available in the Jones Complex, the Alumni Student Center, residence halls, and on the TLU website.

**Library****(BML, ext. 8100)**

Blumberg Memorial Library provides access to books, media, course reserves, computers, online information, and professional librarians. The building is centrally located near the student center and Alumni Plaza. In addition to supporting research, the library provides an ideal location for group or individual study.

*Library Policy on Late and Lost Items*

Students are responsible for returning library materials on time. Overdue and lost item fees are charged to individual student accounts. The library assesses a late fee of \$2 per overdue item; no daily fines are charged. Overdue notices are sent to students for items that are one week or more overdue. If items are not returned prior to semester's end, an additional handling fee of \$2 per item is assessed, as well as a lost item replacement fee for each item not returned. Near semester's end the library sends a complete list of items still on loan to each student who has outstanding loans. If outstanding items are not returned before the last day of finals, all late fees, handling fees, and lost item replacement fees are forwarded to the business office. The lost item replacement fee will be credited to the student's account if the item is returned. However, the student is still liable for all late fees and handling fees incurred. Students who have overdue items or outstanding fees are not allowed to check out library items until the overdue and fees are cleared. Students who have outstanding library charges may not be allowed to register for classes. Graduates who have outstanding library charges may not be allowed to receive a transcript.

*Damaged Library Items*

Charges for a damaged library item will be based on the extent of the damage and whether the item can be repaired or must be replaced. The charge for an item that can be repaired will be the cost of repair. If the item is also late, a processing fee not to exceed \$4.00 per item will also be added. If an item must be replaced, the charge will be the replacement cost of the item.

**Mail Service****(ASC, ext. 8048)**

U.S. mail is delivered daily (Monday through Friday) to the campus post office. All residential students are automatically assigned a campus mailbox. Students who live off campus must request a mailbox at the TLU post office if they would like to have one. There is no charge for the mailboxes. The same full range of services is offered as any post office with the exception of C.O.D. transactions, which are handled at the downtown Seguin office. Incoming mail need only be addressed to the student, TLU, 1000 W. Court St., Seguin, Texas 78155.

**Recreational Facilities****(Fitness Center, ext. 6981)**

The Mabee Aquatic Center is open August through October and March through May while school is in session and the summer months of May through August. Check the information board at the pool for current hours. The Jones Complex houses basketball courts, racquetball courts, and an aerobics room. The center is open for student use when not reserved for collegiate sports; the Dr. Burton E. Grossman Fitness Center is open Monday through Thursday 6:30 a.m. to 9:00 p.m., Friday 6:30 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 12:00 noon and 4:00 p.m. to 6:00 p.m., and Sunday 4:00 p.m. to 9:00 p.m. Nine lighted tennis courts and a one kilometer jogging track are

available for 24-hour use. There are three lighted sand volleyball courts, a softball field, and a soccer/flag football field.

**Registration and Records** (1<sup>st</sup> Floor Beck, ext. 8040)

All concerns related to course offerings, registering, adding or dropping a class, reviewing degree plans, applying for graduation, and statements of standing can be processed here each weekday between 8:00 a.m. to 5:00 p.m. Transcript service is between 8:30am and 4:30pm.

**Residence Life** (ASC, ext. 8065)

This office administers the residential component of TLU. As a primarily residential university the majority of our students live in campus owned residence halls and apartments. Our residential facilities provide an informal living and learning environment in which students pursue their academic objectives, while taking advantage of opportunities for social interaction with their colleagues and peers.

**Standardized Testing** (Financial Aid – Beck, ext. 8076)

The University is a testing center for many of the national standardized tests, including GRE, TASP, ACT, and SAT. For information contact the financial aid office.

**Student Activities** (ASC, ext. 6040)

The student activities office manages the campus calendar, manages Jackson Park and the ASC conference rooms, schedules events, provides guidance to the variety of student groups, maintains full records of organizational membership lists, coordinates SGA and Greek life activities, offers an annual calendar of entertainment for the campus, and looks for ways to provide all students with an enjoyable University experience.

**Student Government Association (SGA)** (ASC, ext. 8069)

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

**University Police** (Bogisch Apartments, ext. 0)

While everyone is responsible for helping the University maintain a safe and protected environment, the University police department exists to protect and serve our campus community. Certified peace officers provide 24-hour coverage seven days a week; they staff the office, patrol, investigate crimes and prepare criminal cases for prosecution with the county attorney and district attorney's office. They stand ready to enforce the laws of our state and the policies of our institution. They have full arrest powers. Officers assist students whenever possible with special needs, disabled vehicles, or the investigation of stolen property. They maintain the security of our facilities and property. Students are asked to assist in this effort by locking residences and automobiles, safely storing all personal property, staying in lighted areas after dark, and reporting any suspicious activity. To reach University police on campus, dial "0" from a University phone. To reach University police from off campus, dial 830-372-8000. (This also applies if you are using a cell phone.) To reach off-campus emergency services, dial 911 from any campus phone or any pay telephone.

- **Escort:** Students wishing to be escorted across campus late at night may ask a University police officer to escort them. The requests are honored as the officers are available.
- **Vehicle assist:** Contact the University police department for vehicle assistance.
- **Property engraving and bike registration:** Upon request.
- **Communications:** Police are responsible for supervising and training communications personnel who operate from the hub of the ASC.
- **Special Operations:** Police work special events and present educational programs periodically.

## **IX. STATEMENT ON UNIVERSITY GOVERNANCE**

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

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

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

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

The Student Government Association is the primary agency of student involvement in institutional governance. Students participate in the management of the residence halls through elected councils.

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

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

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

## **X. THE CONSTITUTION OF THE TLU STUDENT GOVERNMENT ASSOCIATION**

Adopted: November 28, 2006

### **PREAMBLE:**

We, the students enrolled at Texas Lutheran University (TLU), under the auspices of the Board of Regents of TLU, in order to provide a means of self-government, to promote the growth of the academic, social, and religious life at TLU, to further relations between individuals and groups both within and outside of TLU, and to manage our monies and properties, do hereby form this association and submit ourselves to be governed by this constitution and its bylaws.

### **ARTICLE I: NAME AND PURPOSE**

#### **Section 1: Name**

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

#### **Section 2: Purpose**

The purpose of the SGA at TLU is to provide a link between students, faculty and staff while representing the student body's needs. The SGA also supports student organization activities through an allocation process.

### **ARTICLE II: AUTHORITIES AND POWERS**

#### **Section 1: Establishing Authority**

The SGA of TLU is established under the authority granted by the students enrolled at TLU, under the auspices of the Board of Regents of TLU.

#### **Section 2: Granted Authority and Power**

The authority and power granted to the SGA by the students enrolled at TLU shall be exercised by the officers and the senate of the SGA or by its delegation to agents or agencies established under this constitution and its bylaws.

#### **Section 3: Final Authority**

Final authority on major resolutions is held by the president of TLU and/or the Board of Regents of TLU.

### **ARTICLE III: MEMBERSHIP**

All persons registered as full-time and part-time students shall be members (hereafter referred to as students) of the Texas Lutheran University Student Government Association. Students enrolled for a minimum of 12 hours of coursework may hold offices and will become active members until the end of their term. In their final semester, graduating seniors need only the number of hours necessary for graduation. All students are subject to the provisions of the constitution and bylaws.

### **ARTICLE IV: GOVERNING INDIVIDUALS AND GROUPS**

#### **Section 1: The Executive Branch**

The executive branch of the SGA shall consist of a president, vice- president and comptroller. Details shall be set forth in the bylaws.

#### **Section 2: The Legislative Branch**

The legislative body of the SGA shall be known as the senate. A quorum of the senate shall be two-thirds of the voting members of the senate. Unless otherwise provided in the bylaws, Robert's Rules of Order shall be the basis for conducting the parliamentary activities of the senate. Details shall be set forth in the bylaws.

#### **Section 3: The Judicial Branch**

All judicial responsibilities are referred to the Judicial Council for the institution overseen by the vice president and dean of student life and learning. Issues or concerns regarding SGA in particular should be brought to the attention of the advisors and ultimately the vice president and

dean of student life and learning.

**Section 4: Appointed Officials**

Appointed officials shall consist of a paid secretary appointed by the president, and a sergeant at arms and a president pro tempore elected by the senate. Details shall be set forth in the bylaws.

**Section 5: SGA Committees**

The SGA committees shall exist to assist in the execution of the operations of the SGA. Details shall be set forth in the bylaws.

**ARTICLE V: INITIATIVE, REFERENDUM, AND RECALL**

All members of TLU SGA shall have the rights of initiative, referendum, and recall within the SGA. Details shall be set forth in the bylaws.

**ARTICLE VI: BYLAWS**

The bylaws of the SGA shall be the means by which the precepts of this constitution shall be implemented.

**ARTICLE VII: INTERPRETATION OF CONSTITUTION AND BYLAWS**

Any student enrolled at TLU may make requests through the president of the SGA for an interpretation of this constitution and its bylaws.

**ARTICLE VIII: AMENDMENTS**

**Section 1: Placing Proposed Amendments on Ballot**

Articles of amendment or amendments to specific portions of this constitution may be placed on a SGA ballot by two-thirds vote of the senate, or by a petition containing the signatures of 15% of the current students enrolled at TLU. Figures for said percentage shall be based upon the enrollment at the Seguin campus. Such proposed amendments to this constitution shall be presented to the senate in writing.

**Section 2: Timetable for Election**

Upon vote approval or receipt of petition by the senate, the senate shall direct the Elections Committee to hold an election on the proposed amendment no less than 10 days or more than three weeks after being proposed.

**Section 3: Publicizing Proposed Amendments**

Proposed amendments to this constitution shall be publicized in the official student newspaper, the Lone Star Lutheran from the time of the senate directive for election until the time of that election.

**Section 4: Adoption of Proposed Amendments**

Proposed amendments to this constitution, having been duly publicized, shall be adopted by a two-thirds vote of those students enrolled at TLU casting ballots on the proposal, as certified by the Election Committee.

**Section 5: Implementation**

Proposed amendments to this constitution that are adopted by the students enrolled at TLU shall come into effect upon certification of passage by the Election Committee, and approval by the Board of Regents of TLU.

**ARTICLE IX: RECOGNITION OF STUDENT ORGANIZATIONS**

**Section 1: Requirements of All Organizations**

The senate of the SGA shall have the power to give temporary or full charter to any student organization voted by the senate to be in accordance with the SGA constitution. Any and all student organizations recognized by the senate shall be deemed legitimate organizations subject to the rules and regulations of the TLU SGA constitution and bylaws.

**Section 2: Additional Requirements for Social Greek Organizations**

Any student organization seeking to be chartered as a social Greek organization must first be approved by the Greek Council to be in accordance with the Greek Council constitution.

**ARTICLE X: PUBLICATIONS POLICY**

**Section 1: Officially Recognized Publications**

The SGA of TLU recognizes the official student newspaper as being the Lone Star Lutheran, and the official school yearbook as being The Growl.

**Section 2: Procedure for Approval of Additional Publications**

All recognized student organizations that seek to publish and distribute a student organization publication must abide by the libel and slander laws of the state of Texas.

**ARTICLE XI: RATIFICATION OF CONSTITUTION AND BYLAWS**

This constitution and its bylaws shall become operative upon a two-thirds vote of those students enrolled at TLU casting ballots on the proposal, as certified by the Elections Committee, and upon approval of the Board of Regents of TLU. Upon ratification of this document, all other constitutions and their bylaws shall become null and void. (NOTE: Copies of the by-laws are available in the Student Government Association office in the ASC and in the Student Activities office.)

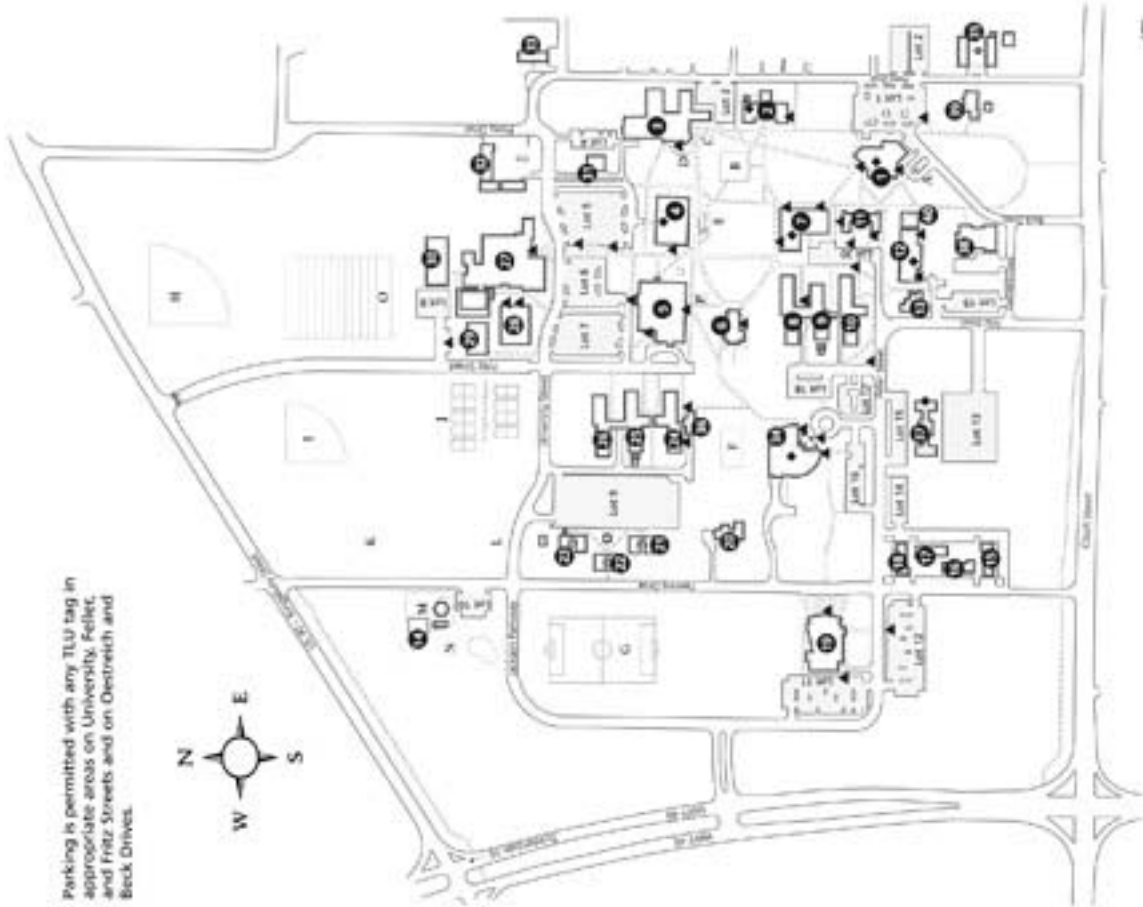
## XI. RESOURCE DIRECTORY

	SEE (Building)
FOR	
Academic Information .....	Academic Advisor (Faculty Office)
Academic Support (study skills, tutoring, etc.) .....	Meadows Center (ASC)
Adding/Dropping a Course .....	Academic Advisor (Faculty Office)
Applying for Graduation .....	Registration and Records (BC)
Assignment of Academic Advisor.....	Associate Dean of Student Life and Learning (BC)
Attendance Regulations.....	University Catalog/Instructor
Auditing a Course.....	Registration and Records (BC)
Changing a Major.....	Associate Dean of Student Life and Learning (BC)
Transcripts.....	Registration and Records (BC)
Withdrawal from University .....	Registration and Records (BC)
Accounts-Student .....	Business Office (BC)
ADA (Americans with Disabilities) .....	Counseling Center (ASC)
Admissions .....	Admissions Office (BC)
Re-Admission.....	Registration and Records (BC)
Transfer Credits.....	Registration and Records (BC)
Alumni Affairs.....	Alumni Office (BC)
Athletics	
Intercollegiate.....	Director of Athletics (JC)
Intramurals .....	Jones Complex Office (JC)
University Police .....	Bogisch Apartments
Catalogs of Other Universities.....	Registration and Records (BC)
Class Absences .....	Instructor
Counseling	
Academic.....	Academic Advisor (Faculty Office)
Career .....	Career Development Office (ASC)
Pastoral Care .....	Campus Pastor's Office (CFSL)
Personal .....	Counseling Center (ASC)
Employment	
On-Campus and Off-Campus Work Study.....	Office of Financial Aid (BC)
Off-Campus, Part-time .....	Career Development Office (ASC)
Events Scheduling, Reserving Space	
ASC/Jackson Park/Party Permits .....	Student Activities Office (ASC)
Other Areas .....	Building Supervisors (various)
Financial Assistance	
Student Loans & Scholarships .....	Office of Financial Aid (BC)
Health Services.....	Clifton Apartment
Housing Reservations/Cancellations .....	Residence Life Office (ASC)
Identification Cards .....	Registration and Records (BC)
Keys Issued or Lost .....	Residence Life Office (ASC)
Lost and Found.....	Switchboard (ASC)/Residence Life Office (ASC)
Mail: U.S., Express Mail, Special shipments.....	Post Office (ASC)
Parking Permit .....	Bubble (ASC)
Publicity.....	University Relations (BC)
Standardized Testing .....	Office of Financial Aid (BC)
Telephone .....	Information Services (ASC)
Veterans Affairs.....	Registration and Records (BC)

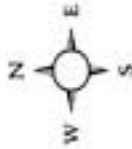
## Some Abbreviations

AC .....	Area Coordinator
ASC .....	Alumni Student Center
ATT .....	AT&T Science Building
BC.....	Beck Center (Administration)
BML .....	Blumberg Memorial Library
CFSL .....	The Center for Student Leadership
(C)GPA.....	(Cumulative) Grade Point Average
CWS .....	Center for Women's Studies
EF .....	Emma Frey Hall
FA.....	(Schuech) Fine Arts
HH .....	Hahn Hall
IM .....	Intramurals
JA.....	Jackson Auditorium
JC.....	Jones Complex
KCC.....	Katie Conference Center (Hein Hall)
LH.....	Langner Hall
MASA .....	Mexican American Student Association
MS .....	Moody Science Hall
RA .....	Resident Assistant
SGA .....	Student Government Association
SI .....	Supplemental Instruction
TH.....	Tschoepe Hall
WLT .....	Wupperman Little Theater

## XII. THE CAMPUS MAP



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



- A. Martin Luther Sculpture
- B. Alumni Park
- C. Three Graces Sculpture
- D. Brandes Plaza
- E. Joe K. Menn Plaza
- F. Sandlot Volleyball Courts
- G. Gustafson Soccer Field
- H. Katt Ibbel Baseball Field
- I. Morck Softball Field
- J. Tennis Courts
- K. Intramural Fields
- L. Krost Fitness Trail
- M. Jackson Park
- N. Golf Practice Area
- O. George Kiefler Football Practice Field
- P. Strong Chapel Plaza

**Designated parking\* (gray areas on map), 7:30 a.m.-4:00 p.m., Monday through Friday**  
 (Please observe signs specifying areas within each lot.)

**Visitor Parking Lots:**  
 1, 2, 7, 8, 10, 11, 12, 16

**Commuter Parking Lots:**  
 1, 2, 4, 5, 7, 10, 11, 12, 19

**Resident Parking Lots:**  
 7, 9, 10, 11, 12, 13, 14, 15, 17, 18, 20

**Faculty/Staff Parking Lots:**  
 1, 2, 3, 4, 5, 6, 8, 19, 20

**Wheelchair accessible areas:**

- Elevator
  - ▲ Ramp
- \* Lot 6, between the Alumni Student Center and the Jones Complex, is considered an open parking lot between the hours of 2 p.m. and 7:30 p.m. except for the visitor slots. Curb Markings: Red/White Lane Yellow/White Parking White, or Unmarked—Parking as Specified

- 1. Beck Center
- 2. Langtor Hall
- 3. Fiedler Museum & Rock Garden
- 4. Mexican American Studies Center
- 5. Schuech Fine Arts Center
- 6. Wupperman Little Theatre
- 7. Ayers Recital Hall
- 8. Annetta Krauthaar Gallery
- 9. Blumberg Memorial Library
- 10. Alumni Student Center
- 11. Bookstore
- 12. Post Office
- 13. Snack Bar
- 14. Chapel of the Abiding Presence
- 15. Weinert Memorial
- 16. Tuboospe Hall
- 17. Balbus Hall
- 18. Trinity Hall
- 19. Clifton Hall
- 20. Health Center
- 21. Emma Frye Hall
- 22. Moody Science Hall
- 23. Krost Center
- 24. Student Activity Center at Jackson Park
- 25. Lange Hall
- 26. Brandes Hall
- 27. Kramer Hall
- 28. Steger Hall
- 29. Jackson Auditorium
- 30. President's Residence
- 31. Strunk Hall
- 32. Renner Hall
- 33. Linnar Hall
- 34. Hahn Hall
- 35. Krauthaar Hall
- 36. Knudson Hall
- 37. Jones Physical Education Complex
- 38. Malbee Aquatics Center
- 39. Memorial Gymnasium
- 40. Tostmogard Activity Center
- 41. Grossman Fitness Center
- 42. Keller Kinology Lab
- 43. Rinn Field House
- 44. Central Plant
- 45. Maintenance Buildings
- 46. Glazemer Apartments
- 47. Hein Dining Hall
- 48. Leona Biotech Apartments
- 49. Police Department
- 50. Moline Center for Servant Leadership
- 51. Campus Ministry, Church Relations
- 52. Seguin Hall
- 53. Lutheran Ministry Center
- 54. Fritz Homestead
- 55. AT&T Science Facility

### **XIII. HOURS OF OPERATION**

#### **Alumni Student Center**

Sunday, 10:00 a.m. through Friday midnight

Saturday, 8:00 a.m. to midnight

#### **ASC snack bar/Lucky's Kennel**

Monday & Wednesday: 7:30 a.m.- 8:00 p.m.

Tuesday & Thursday: 7:30 a.m.- 11:00 p.m.

Friday: 7:30 a.m.- 4:30 pm

Saturday: 11:30 a.m.- 4:30 p.m.

Sunday: 5:00 p.m.- 11:00 p.m.

#### **Beck Center offices**

M-F 8:00 a.m. - 5:00 p.m.

#### **Bookstore**

M-Th 8:30 a.m.-4:30 p.m. / Fri. 8:30 a.m.-4:00 p.m. / Sat. 11:00 a.m.- 1:00 p.m. with hours to vary with special events.

#### **Business office**

M-F 8:30 a.m. - 4:30 p.m.

#### **Student Activities office**

M-F 8:00 a.m. - 5:00 p.m.

#### **Career Services office**

M-F 8:00 a.m. - Noon / 1:00 p.m. - 5:00 p.m.

#### **Chapel**

MWF Chapel Service 10:00 a.m. - 10:20 a.m.

Sunday Service 6:00 p.m.

#### **Counseling office**

Mon. - Fri. 8:00 a.m. - 5:00 p.m. by appointment (ext. 8009)

#### **Fitness Center**

M-Th 6:30 a.m.- 9:00 p.m.

Friday 6:30 a.m.- 6:00 p.m.

Saturday 10:00 a.m. – 12:00 p.m. and 4:00 p.m. – 6:00 p.m.

Sunday 4:00 p.m.- 9:00 p.m.

#### **Health Center**

Monday – Thursday 8:30 a.m.-Noon and 1:00 p.m.-4:00 p.m.

Friday 8:30 a.m. – 12:30 p.m.

Doctors' hours: Tuesday and Thursday 1:00 p.m. - 2:00 p.m.

#### **Hein Dining Hall**

M-F:	Breakfast	7:15 a.m. – 10:30 a.m.
	Continental Breakfast	10:30 a.m. – 11:00 a.m.
	Lunch	11:00 a.m. – 1:30 p.m.
	Continental Lunch	1:30 p.m. – 4:30 p.m.
	Dinner	M-Th 4:30 p.m. – 7:15 p.m.
		F 4:30 p.m. – 7:00 p.m.

Sat- Sun:	Breakfast	9:30 a.m. – 11:00 a.m.
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	Brunch	11:00 a.m. – 1:30 p.m.
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	Dinner	4:30 p.m. – 7:00 p.m.
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#### **Information Technology Help Desk**

M-F 8:00 a.m. – 5:00 p.m.

#### **Jones Complex facilities**

Mon.-Thurs.: 6:00p.m.- 9:00p.m.

Sun.: 7:30p.m.- 9:00p.m. (Oct.-Mar.)

**Library**

M-Th 7:45 a.m. – 11:00 p.m. / Fri. 7:45 a.m. - 5:00 p.m.  
Sat. 1:00p.m. - 5:00 p.m. / Sun. 1:45 p.m. – 11:00 p.m.

**Mabee Pool**

Check the information board at the pool for current hours.

**Post Office**

M-F 9:00 a.m. - 4:00 p.m.

**Sandlot Volleyball Courts**

Sun.-Thurs. 10:00 a.m. - Midnight

Fri.-Sat. 10:00 a.m. - 1:00 a.m.

**University Police**

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

**Writing Lab**

M-Th 6:00 p.m. to 9:00 p.m.