

Student Handbook

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

Anti-Discrimination Statement

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

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Welcome from the Vice President

Dear Sul Ross Students:

On behalf of the Sul Ross State University community, welcome to the Lobo family. Here at Sul Ross we pride ourselves in providing “a heritage of service and a commitment to quality.”



At Sul Ross State University, you will gain scholastic knowledge from some of the finest instructors in the nation. You will also learn from your fellow students and grow as an individual through your day-to-day experiences. SR students will leave this campus with a quality education, life-long friends, a place to call home and a sense of pride and tradition.

It is my hope that you will take advantage of all SR has to offer you. From classroom experiences and student service programs, to fine arts performances and athletic events, to Sully Productions activities and much more, there is always something to do at Sul Ross.

This Student Handbook will provide you with important information to help you be successful while at Sul Ross. You will find not only rules and regulations, but also information about student organizations and campus activities. Contact information for offices on campus is available as is a list of frequently asked questions. It is my hope that this Student Handbook will be your guide to a successful year at Sul Ross State University

Please know we are here to help you succeed while you call Sul Ross State University your home. I wish you the best of luck on your educational endeavors and I look forward to working with you in the coming year.

Sincerely,

Leo Dominguez

Vice President for University Services and Dean of Students

UNIVERSITY BASICS

Mascot: Lobo

Colors: Scarlet (Red) and Grey

Brand: Bar-SR-Bar



Alma Mater:

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

Refrain

Ring! Ye Alpine hills with music
Joyous songs we'll raise.
Hail to Sul Ross University!
Thee we gladly praise!

'Tis a land of pioneer spirit
Free as bracing air.
Where a handclasp means a welcome,
Friendship glad to share.

Refrain

There our Texas youths do gather
Heeding wisdom's call;
Learn to love our Alma Mater.
Love thee best of all!

Refrain

History of the University (APM 1.01)

Sul Ross State University, located in Alpine in Brewster County, was created by an act of the 35th Legislature in 1917 as a state normal college to train teachers. Named for Lawrence Sullivan Ross, Governor of Texas from 1887 to 1891 and President of Texas A&M College from 1891 to 1898, the institution was the successor to Alpine Summer Normal School. The bill creating the institution provided that the residents of the town would provide land, water, and utilities for the college and housing for the students. This condition was met, and following a delay occasioned by World War I, the Legislature in 1919 approved \$200,000 for buildings and equipment. Construction proceeded, and under the presidency of Thomas J. Fletcher, Sul Ross State Normal College began operations in the present Dolph Briscoe, Jr., Administration Building on June 14, 1920.

Seventy-seven students enrolled in the summer of 1920. They studied education and liberal arts subjects leading to teaching certificates and junior college diplomas. In 1923, the Legislature changed the name of the institution to Sul Ross State Teachers College, and advanced courses leading to baccalaureate degree was awarded in the summer of 1925. In 1930, course work at the graduate level was initiated, and the first master's degrees were awarded in 1933. By 1985, 10,925 bachelor's degrees and 4,862 masters' degrees had been conferred.

Under the leadership of President Horace W. Morelock from 1923 to 1945, the curriculum was expanded, additional academic buildings and dormitories were constructed, the college was admitted into membership in the Southern Association of Colleges and Secondary Schools, and enrollment increased to approximately 500 students. A decline in enrollment during World War II threatened the continued operation of the college but was offset by the establishment of a successful U.S. Navy pilot training program and a Women's Army Corps Training School on campus, bringing more than 1,500 military trainees and officers to Sul Ross.

Following the war, the return of veterans increased the annual enrollments and prompted the expansion of the curriculum. Richard M. Hawkins became president in 1945, and the college was reorganized into divisions of the Fine Arts, Language Arts, Science, Social Science, Teacher Education, and Vocations. Then in 1949, in recognition of the broadened mission of the institution to prepare students for a variety of careers and occupations, the name was changed to Sul Ross State College.

The enrollment grew to more than 1,000 in 1960 and to over 2,000 in 1970. During the presidencies of Bryan Wildenthal and Norman L. McNeil between 1952 and 1974, the academic programs continued to be strengthened; new fine arts, physical education, science and range animal science buildings and a new library were constructed; and several new degree programs were begun. In 1969, the Legislature again changed the name of the institution, this time signifying full state university status by the name – Sul Ross State University. The 1970s were years of stable or declining enrollments caused by the opening of several new colleges in West Texas. The general education requirements were revised; new degree programs were added in criminal justice, business administration, and geology; in 1973 an off-campus study center was established on the campus of Southwest Texas Junior College in Uvalde to provide opportunities for residents of the thirteen county Middle Rio Grande region. With campuses in Uvalde, Del Rio, and Eagle Pass citizens of the area can pursue courses of study leading to one of eleven undergraduate or seven graduate degrees in education, liberal arts, or business administration. The Legislature appropriated more than \$10,000,000 to renovate and modernize the academic buildings; and personnel changes brought to the University a new generation of faculty, consisting, in 1985, of approximately 100 persons of whom 74% held the doctorate.

Early in its history, Sul Ross became the cultural and educational center for the mountainous, remote Big Bend region. The state-supported Museum of the Big Bend was established in the 1930s as a depository for materials which depict the multi-cultural society and history of the Big Bend region, and in 1976, the Archives of the Big Bend in the Bryan Wildenthal Memorial Library was organized to provide a permanent depository and research facility for regional manuscript collections.

Now into its second century, the University promotes scientific research in biology, geology and range animal science, with particular emphasis on Chihuahua Desert studies. The Rio Grande Research Center engages in research into water conservation in the Rio Grande basin. The Borderlands Research Institute focuses on Range and Wildlife Management improvements. Through the University's Center for Big Bend Studies, research and educational activities are conducted in the historical, cultural, and economic development of the Trans-Pecos region and adjacent areas in Mexico and New Mexico. The Outdoor Summer Theatre of the Big Bend performs for hundreds of visitors each year, and musical productions and athletic events are popular attractions. The University was a founding member of the non-scholarship American Southwest Conference and was the birthplace of the National Intercollegiate Rodeo Association.

The Sul Ross State University Rio Grande College, an upper-level component of the University, offers junior, senior, and graduate work in selected programs in Del Rio, Eagle Pass, and Uvalde and is headquartered on the campus of Southwest Texas Junior College.

All of these activities complement the educational programs of the University, which in 2005, included 30 undergraduate major fields and 20 graduate fields, involving approximately 1,800 students on campus and 1,000 in the Rio Grande College. The governing body of the University is the Board of Regents, Texas State University System.

Twelve men have served as President of Sul Ross: Thomas Fletcher, Robert L. Marquis, Horace W. Morelock, Richard M. Hawkins, Bryan Wildenthal, Norman L. McNeil, Hugh E. Meredith, C.R. "Bob" Richardson, Jack W. Humphries, R. Vic Morgan, Ricardo Maestas, Bill Kibler, and Pete Gallego (assumed office 2020).

Mission Statement

The ultimate goal of higher education is to produce graduates who will be effective leaders in their chosen professions, valued members of their communities, and responsible citizens of the world.

Who We Are

Sul Ross State University is a public, comprehensive, Master's degree granting, multi-campus university, providing on-site and distance education in the Big Bend and US-México border regions of Texas.

Vision

Sul Ross State University seeks to be a national and international leader in achieving excellence among universities in the areas of Education, Research, Social Mobility, Service, Affordability, and Shared Governance.

Mission

Rooted in the distinctive surroundings and history of the Big Bend and the US-México border regions of Texas, Sul Ross State University provides accessible, comprehensive, and life changing education through high quality teaching, research, cultural awareness, creativity and service.

Values

- Excellence
- Ethics and Integrity
- Diversity and Inclusiveness
- Growth and Exploration
- Leadership and Service
- Personal Connection
- Effective Communication

University Symbols

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

1. The University's colors of scarlet and grey are worn by members of athletic teams, cheerleaders, and supporters. The University also uses these colors in brochures, décor, and other appropriate contexts.
2. The mascot of the University athletic teams is the Lobo, an animal native to the western United States. Graphics featuring the lobo are widely used for athletic events, items sold in the University Bookstore, etc.
3. The University's cattle brand, the Bar SR Bar, a longtime symbol of the University, was registered in 1922. It is most visible in the white rock formation on the east side of the campus. It is used in any situation where a simple graphic image is needed to identify the University or its interests.
4. The official symbol of the University is the Sul Ross seal, a circular graphic containing the words "Sul Ross State University" and "Alpine, Texas" around the outer edges of the circle. In the center of the seal is the Bar-SR-Bar brand graphic overlaid in front of a torch. The symbol of the torch is typically used to signify the light of wisdom, awakening and enlightenment. At the base of the torch is a five-pointed star representing Texas. Branches to either side of the torch and Bar-SR-Bar brand are suggestive of those from the State Seal of Texas: which are a live oak branch (representing strength) and olive branch (representing peace).
5. The University seal, cattle brand, Lobo graphics and other symbols are protected as registered trademarks. Use by non-university groups, individuals, or an entity requires written permission of the University president.

ACADEMIC BASICS

ABSENCES

An absence is defined as non-attendance in fifty minutes of class; for example, non-attendance in a one and one-half hour class will constitute one and one-half absences and non-attendance in a three-hour class will constitute three absences. An absence due to participation in an official University activity is considered to be an authorized absence.

When a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify the instructor(s) through the [Student Life Office](#) by providing a [“Team/Group Travel Authorization”](#) to the office. Instructors will give student participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

General absences will no longer come through the Student Life Office. General absences include those calls of death in the family, car troubles, illness, etc. The student is responsible for contacting each faculty member directly. It is up to the faculty member to decide how the absence will be treated.

ADDING OR DROPPING COURSES

Through the End of Late Registration

Graduate post-baccalaureate students may add or drop classes using LoboOnLine (Banner Self Service) through the end of late registration. One or more courses (*but not all*) may be dropped. (Dropping all classes constitutes a [withdrawal](#) from the University).

Undergraduates must return to their advisor to make schedule changes through late registration. The advisor may assist you in making the change through LoboOnLine or you may use the [Schedule Change Form](#).

If a registration or schedule change requires action by Enrollment Services (override for course pre-requisites, closed sections, etc.), you must utilize the [Schedule Change Form](#). For those at distance that are unable to come to campus for the necessary signatures, the [Email Request Process](#) may be used.

After Classes Begin

During the late registration period: An addition of hours to any current course load will increase the bill. There is no charge for dropping a course after classes begin. A complete withdrawal after classes begin does incur a financial obligation.

After Late Registration: All drops after late registration ends must be processed using the online drop form or at Enrollment Services, Room 100 of Lawrence Hall, between the hours of 9 a.m. - 4 p.m. Students may drop classes through the last day to drop/withdraw from the university listed in the official academic calendar. A student will not be allowed to drop a course after these dates.

After the 12th Class Day: Courses dropped after the 12th class day in a fall or spring semester or the 4th class day in a summer semester will be assigned a grade of “W”. Be advised that students that begin an undergrad program in 2007 or thereafter are subject to the six (6) drop rule.

APPLICATION FOR GRADUATION

A student is expected to submit an application for graduation during the semester preceding the final semester of enrollment. Students who are not able to complete degree requirements as planned will need to resubmit the application during the semester or summer term in which they expect to graduate and add a \$5.00 diploma insert fee. The University Calendar should be consulted for a specific deadline for applying to graduate. All forms may be obtained from the dean of the appropriate school. A fee is required by the deadline or a late fee will be administered, if applying after the deadline. You may pay this fee online or at the Center for Enrollment Services located in Lawrence Hall (LH100).

CHANGE OF ADDRESS

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

CLASS ATTENDANCE

Regular class attendance is important to the attainment of the educational objectives of the University. Each instructor may keep class attendance records. The instructor's policy on class attendance will be explained at the beginning of the semester or term.

The instructors may, at their discretion, drop a student from a course when the student has a total of nine absences. A student who is dropped from a course for excessive absences will be notified in writing by the Center for Enrollment Services after the drop has been approved by the Provost and Vice President for Academic and Student Affairs. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.

Sul Ross allows students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day. Arrangements must be made with the instructor five working days in advance, and any examinations or assignments must be completed within five working days after the religious holy day.

Distance Ed (Web-course) Non-Participation Statement

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

DEGREE PLANS

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

FERPA

FAMILY EDUCATION RIGHTS & PRIVACY ACT -OFFICIAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to a dean, director, head of the academic department, or the appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sul Ross State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605
5. The right to obtain a copy of the Sul Ross State University's Student Records Policy from the Office of the Registrar.

GRIEVANCES REGARDING GRADES

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

HOW TO FIGURE YOUR GRADE POINT AVERAGE

- A generates 4 grade points
- B generates 3 grade points
- C generates 2 grade points
- D generates 1 grade point
- F generates 0 grade points
- I generates 0 grade points (In-Progress. Used for non-completed course work)
- W generates 0 grade points (Withdrawal from university. No grade)
- WF generates 0 grade points (Is the same as an F and counts in attempted hours)

Grade point average (GPA) is calculated by adding semester hours attempted, adding grade points earned, and then dividing total grade points by total semester hours attempted. If a grade of "I" (incomplete), "NG" (no grade) or "PR" (progress) is assigned, the semester hours are not attempted and no grade points are generated and, therefore, such a course is not considered in calculating GPA. **Example:**

Courses	Grade	Credit Hours	Grade Points
MATH 1315	A=4	3	12
ENG 1301	B=3	3	9
GEOL 1401	C=2	4	8
PE 1153	D=1	1	1
PSY 1302	F=0	3	0
		14	30

$$30 \div 14 = 2.14 \text{ GPA}$$

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

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

NAME CHANGE

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

SCHEDULE CHANGES

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

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

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

SEMESTER GRADE REPORT

Students can view and print their grades from Banner Self Service at <http://www.sulross.edu>. The Registrar no longer mails grades to students as standard practice.

STUDENT DIRECTORY INFORMATION

The following information is classified as Student Directory Information:

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

The information listed above will be released by various campus offices periodically, or published in appropriate University directories unless the student requests in writing that specific information are withheld. Students who do not wish to have any of the above Student Directory Information published or released should complete the required form in the Center for Enrollment Services on the Alpine campus on or before the “last day for late registration and schedule changes” as listed in the Sul Ross State University calendar for the appropriate semester or summer term. This applies to all

persons formerly enrolled at Sul Ross State University as well as those currently enrolled for course work offered on the main campus in Alpine or Rio Grande College.

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

TEXAS SUCCESS INITIATIVE ASSESSMENT (TSIA)

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

Under the rules of the **TSIA**, all students enrolling in Sul Ross State University (SRSU) will undergo an initial educational assessment preferably before the first semester of college coursework. The results of the assessment will be used to provide evidence of college readiness or identify deficiencies in reading, writing, and/or mathematics. Students not meeting minimum requirements on an assessment instrument will be required to meet with a TSI advisor and establish an Individual Developmental Education Plan (IDEP).

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

- ACT – Composite score of 23 or higher with at least a 19 on the English test and/or math sections
- SAT (pre May 2016) – Combined verbal and math score of 1070 with a minimum of 500 on the verbal test and/or math test
- SAT (post May 2016 -- Minimum score of 480 on the Reading and Writing test; Minimum score of 530 on the Mathematics test. There is no combined score.
- TAKS – Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11th grade TAKS (for a period of 3 years from the test date)
- STAAR -- Algebra II-Minimum score of 4000 for exemption in Math; English III-Minimum score of 4000 for an exemption in integrated Reading and Writing (for a period of 5 years from date of testing).
- Military Service – Veterans and active duty personnel serving for at least 3 years preceding enrollment.
- Transfer – Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily completed college- level course work in compliance with TSIA rules and regulations as determined by Sul Ross State University.

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

WITHDRAWAL FROM THE UNIVERSITY

Students dropping their entire course load during any semester, even if it is just one course, are **withdrawing** from the university. Please visit the [Withdrawal from ALL Classes](#) page for instructions.

Refunds

Refunds for dropped courses and withdrawals are made according to the [refund schedule](#).

Obligation to Repay Funds

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

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

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

Refund of Room and Board Fees

Housing applications must be accompanied with a **non-refundable** \$50 application fee. The \$200 housing deposit must be paid prior to the first day of classes and may be included in the student's financial aid award. Housing is assigned on a first-come, first-served basis using the date of the paid application fee.

If the student does not occupy their on-campus residence as reserved, the \$50 application fee will be forfeited. The additional \$200 deposit may be refunded after reservations have been canceled in writing, from the [Residential Living Office](#), by the following dates or the deposit is forfeited:

- August 1 – prior to the fall registration
- December 15 – prior to spring registration
- May 1 – prior to the first summer registration
- June 1 – prior to the second summer registration

Residential Living agreements are good for the entire academic year (August through May). Students enrolling in the spring semester will sign a Residential Living agreement for the spring semester only. Students who withdraw from the University will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damages incurred. Students who move out of Residential Living without proper authorization and remain enrolled in the university will not receive a refund of the deposit and all room, board and damage charges will remain on the student's account.

Students must complete the checkout procedures with the Residential Living staff. The living quarters must be clean and the key must be returned. You will be assessed for any damages sustained during the occupancy period and/or for a cleaning charge if your room or housing unit is left unclean. Such charges will be deducted from your housing deposit or unused housing payment. If charges exceed your deposit or unused payment, you will be billed for the remainder of the damage charge.

Return of Financial Assistance Funds Due to Withdrawal

As part of the withdrawal process, students are required to secure approval from the Financial Assistance office. As required by federal regulations, the Financial Assistance office will determine if the student must repay all or part of the aid awarded. Calculation of repayment is made at the time of withdrawal by determining the amount of aid the student was awarded, the amount of awarded aid the student earned, and ultimately the awarded aid the student did not earn that must be returned to the aid program(s).

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

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

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

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

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

STUDENT SERVICES

ACADEMIC ASSISTANCE

Academic Center for Excellence
FH-213, Box C-132
432-837-8408
432-837-8317 FAX

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

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

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

If you have missed class, you may want to ask another student for his or her notes. You should also let your instructor know anytime you miss more than two classes in a row. He or she may let you make up the course work you missed and help you get caught up. Be sure to become familiar with each of your instructors' attendance policy and try to avoid unnecessary absences.

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

ADVISING

[Tutoring Advising
Center](#) WML, Box
C-61 432-837-8982
432-837-8930 FAX

Entering college and becoming a successful student requires significant adaptations on the part of the student. Effective advisement can help students to adjust to university life and to learn effective self-management and decision-making skills. Academic advising is designed to assist in educational planning, including

clarification of career and educational goals, curriculum planning, and short-term course selection.

The Tutoring Advising Center, located on the 1st floor of the library, is responsible for providing academic advisement and other related services to entering freshmen who do not declare a major, who are admitted on probation, or who do not meet TSI (Texas Success Initiative) requirements. The TAC also clarifies University policies.

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

ATHLETICS

Location: PPGC 100, Box C-17
432-837-8226
432-837-8234 FAX

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

Intercollegiate Programs

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

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

Athletic events are a lot of fun for spectators, too. Your student ID allows you free admission into all of these events. Most of the athletic facilities are located within walking distance of the main campus. Softball is played at Lady Lobo Field across the street from Jackson Field where football games and track meets are held. Baseball is played at Kokernot Field. Basketball and volleyball games are held in the Gallego Center and rodeos are held in the lighted covered arena known as the San Antonio Livestock Exposition, or S.A.L.E. Equine Center, about one mile east of the main campus. Sul Ross is also a member of the American Southwest Conference (ASC), Texas' only grant and aid coeducational athletic conference. All scholarships in the ASC are awarded on an academic or need basis rather than according to the student's athletic ability. This concept was developed in 1976 by Sul Ross and four other Texas colleges and universities that realized it was not financially possible for small schools to compete on an athletic scholarship basis. Sul Ross and ASC member schools, Hardin-Simmons University, Howard Payne University, Concordia University at Austin, University of Mary-Hardin Baylor, University of Texas at Dallas, University of Texas at Tyler, LeTourneau University, East Texas Baptist University, University of the Ozarks, and Louisiana College are emphasizing the student who is an athlete,

rather than the athlete who happens to be a student. Student-athletes should familiarize themselves with the “[Student-Athlete Handbook](#)” available from the [Athletic Department](#).

Eligibility

To be eligible for NIRA, NCAA, and ASC competition, the student-athlete must be in compliance with the following:

1. Good Standing with the University and must NOT be on academic or disciplinary probation.
2. Satisfactory Progress, student-athlete must maintain at least a 2.00 overall cumulative grade point average for each season of participation.
 - Second Season, the student-athlete must have accumulated at least twenty-four (24) semester credit hours toward their degree plan.
 - Third Season, the student-athlete must have accumulated at least forty-eight (48) semester hours toward their degree plan.
 - Fourth Season, the student-athlete must have accumulated at least seventy-two (72) semester credit hours toward their degree plan.
3. Full Time Enrollment must be enrolled in at least twelve (12) semester credit hours for undergraduate students. Graduate students must be enrolled in at nine (9) semester credit graduate hours.
4. Repeat courses, undergraduate may count a maximum of one repeat course pass with a grade of “D” per semester or the Inter-Term towards satisfying the 12 hour enrollment rule. Repeat courses previously passed with a grade of “C” or better shall not count toward satisfying the 12 hour enrollment rule.
5. Inter-term courses. Courses taken during an Inter-term shall be included on the transcript for the Fall or Spring semester as determined by the aid cycle.
6. Development Courses, as required by the University may be used to satisfy the 12 semester credit hour rule and included in the student’s grade point average for eligibility purposes. However, developmental course may not be used to satisfy the total of required semester credit hours for the third and fourth seasons of competition.

Game Management Policy

This year’s athletic seasons are about to begin at Sul Ross State University. Administrators, coaches and student-athletes unite in this reminder to their fans to cheer for SRSU, not against visiting teams. SRSU competes under the direction of Division III of the National College Athletic Association (NCAA) in the West Division of the American Southwest Conference (ASC). This is a non-scholarship conference whose primary goal is to graduate student-athletes for future careers as coaches, teachers, and trainers, as well as numerous professional occupations not connected to athletics. The conference promotes high standards of ethical conduct, fair play, and student welfare.

Host institutions carry the responsibility for crowd control, security, and seating. Therefore, unsportsmanlike conduct by players, coaches, or fans can cause game penalties or in disciplinary action and suspensions against players, coaches, and the university. SRSU joins the Division III Commissioners Association’s and the Division III Student Athletic Advisory Committee’s “Be Loud, Be Proud, Be Positive” campaign and the NCAA’s “Respect – It’s the Name of the Game” program in an effort to educate fans and to provide and enforce a game management policy that promotes good sportsmanship. Unsportsmanlike conduct includes, but is not limited to:

- Any person who strikes or physically abuses an official, opposing coach, player or spectator.
- Any person who intentionally incites participants or spectators to violent or abusive action.

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

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

Educating spectators is a critical first step and foundation for the success of the Division III Fan Sportsmanship Program. The commissioners stress that "Unless we define our expectations and share them with all constituencies, our energy will be largely spent on reaction and punishment. Instead, education focuses on getting out a consistent message up front to every institution in every conference across the country. It allows us to link arms and speak with the same voice in promoting an atmosphere of positive fan behavior."

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

Lobo Online

Lobo Online allows you to check your financial status with the University, mid-term and final grades, and register for courses. You access Lobo Online from the Sul Ross web www.sulross.edu. Click on MY SRSU, login, and select Lobo Online. You will need your student identification number (usually your Campus Wide ID or Banner ID) and your personal identification number (PIN).

PINs may be obtained by calling the [help desk](#) at extension 8888 on campus or toll-free off campus at 1-888-837-2882.

BOOKSTORE

Morgan University Center, Box C-111
432-837-8194
432-837-8195 FAX

The bookstore is owned by the University and leased to TBC, Inc. Its purpose is to serve the campus community by stocking required books and academic-related supplies. The bookstore also stocks art and drafting supplies, gifts, souvenirs, novelties, drug items, and University imprinted clothing. Books may also be special ordered through the bookstore. Additional information may be found at the bookstore [website](#).

Refund and Return Policy

- Textbooks: Full refund, if returned within the first five (5) days of the semester with a receipt. Thereafter a full refund will only be given through the twelfth (12th) class day with a receipt and a drop slip.
- Study Guides and test preparation manuals are non-refundable. No refunds or exchanges are accepted on software.
- All other merchandise may be returned within three (3) days of purchase with a receipt
- New material must be returned in its original condition. Shrink-wrapped items can only be returned if unopened.
- A cash register receipt must accompany all refunds and returns.

Buy-back Policy

As a service to students, the bookstore offers to buy books no longer needed by the students.

The following criteria determine prices paid for books:

- At the end of each semester, the bookstore will pay up to one-half (1/2) of the purchase price for good condition books which are needed for sale in courses for the upcoming semester.
- Books not needed in courses for the upcoming semester, or books in excess of expected need, will be purchased at prices published in the Textbook Buying Guide.

Please remember: Some books may not be eligible for buy-back. For the protection of the students on campus, we always require those selling books to show current student identification.

CAMPUS ACTIVITIES

Morgan University Center RM 108
Box C-190
432-837-8191
432-837-8192 FAX

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

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

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

- A Club Fair is held at the beginning of the Fall semester. Many organizations (student, departmental and community) set up booths to share the purpose of the organization, display pictures and brochures describing the group's activities, and distribute information regarding meeting times.
- Check [The Skyline](#) (the SRSU newspaper) for information regarding student clubs and activities.
- Watch SRSU Channel 12 (SRSU television station) for information. The campus station will keep you up-to-date on current events.

STUDENT ORGANIZATIONS

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

Definition, Composition, and Authority

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

Faculty and Staff Advisors

Each registered student organization shall have a full-time Sul Ross State University faculty or staff advisor, whose name shall be provided to the Campus Activities Director as a part of the student organization registration process. The organization shall immediately report in writing any change in its advisor to the Campus Activities Director. Advisors to registered student organizations shall not have control of the funds and financial records of the student organization. Such control includes, but is not limited to, receipting of funds, check signing authority, authorization of expenditures, and preparing bank reconciliations. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.

Disciplinary Action

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

Requirements for Registration

As a condition to being a registered student organization or group, every registered student organization or group shall furnish to the Campus Activities Director at the beginning of each academic year an Organization Information Sheet listing the officers and other members who are authorized to speak for or represent the organization or group in its relations with the University and who are authorized to receive for the organization or group official notices, directives or information from the University. Each such list shall be current and accurately updated throughout the year by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed in the Campus Activities Office are authorized to speak for and represent the organization or group in its relations with the University and are authorized to receive official notices, directives, or information from the University.

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

The University will maintain all accounts and financial records of registered student organizations that are funded in whole or in part from University funds. Both the advisor of such organization and a designated officer of the organization must authorize any expenditure from the organization's account. In special instances, when a

documented need exists, student organizations may receive permission to maintain a bank account in an area bank for limited and special purposes. Only the President of the University, upon written request and documentation, may grant this exception. When an exception is granted, University personnel serving as advisors shall not have control, including check writing authority, of the bank account or financial records kept by the organization.

Registration Procedures

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

Responsibilities of Student Organizations

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

1. Be aware of the special role they enjoy as part of the University.
2. Act in the best interests of their members and the University.
3. Act in compliance with their constitutions; local, state, and federal laws; and University regulations and policies.
4. Read and understand the Handbook for Student Clubs and Organizations and the Student Handbook.
5. Exercise good judgment, good faith, and reasonable precautions in conducting their activities.
6. Conduct the business and financial affairs of the organization in accordance with good business practices, including (but not limited to) prompt discharge of all obligations.
7. Organizations must maintain all financial accounts in the Controller's Office at Sul Ross State University, unless the President of the University has granted prior approval for an off-campus account.
8. See that all financial obligations are paid, e.g. damage to facilities or equipment is repaired or paid for.
9. Realize they are responsible for members' behavior at all functions, including informal and unofficial meetings or parties.

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

Rights of Student Organizations

Student organizations have the right to:

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

CAMPUS DINING FOOD COURT

Morgan University Center
John Howle, Director of Dining
Services 432-837-8670

You've got enough to worry about on campus: classes, studying, work and extracurricular activities. You shouldn't have to stress about eating too. Having a meal plan lets you grab a meal with your friends, when you want it and where you want it. We have a variety of meal plans that fit into your schedule and provide an assortment of high quality choices, with all the types of food you like. Are you a little short on cash today? No worries, your meals are prepaid. Want something healthy? You've got it (Your parents will be proud). So whether you're looking to fill up or just hang out, we've got you covered.

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

Resident Dining Memberships:

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

Lobo Bucks

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

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

CHOOSE THE MEAL PLAN THAT WORKS BEST FOR YOU (current rates/plans are accessible at www.sulross.edu/reslife):

Platinum

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

Gold

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

Lobo Choice Plan

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

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

Block 30

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

Block 20

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

Block 10

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

LOCATIONS TO SATISFY ANY CRAVING

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

RFoC Campus Dining Food Court

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

The Lobo Den Café

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

C3 Express Convenience Store – Lobo Village 8

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

CAREER SERVICES and TESTING

Morgan University Center, Room 211-B/C/D
432-837-8178
432-837-8724 FAX

Career Services

The Director of [Career Services](#) is available to assist current students and alumni in initiating, developing and effectively implementing career plans. Services are offered to help students clarify their career and educational goals and bridge the gap between the world of education and the world of work.

Students are encouraged to utilize services throughout their academic career. The office provides assistance to:

- Entering students, in selecting a major by exploring career options and interests through Sigi3 as well as Myers Briggs Type Indicator (MBTI)
- First and second-year students in tailoring career decisions, assistance in securing internships, considering options such as graduate study, specializing in a chosen field and summer employment.
- Juniors and seniors, in selecting a graduate school, securing an internship, creating career portfolios, writing a resume and cover letters, preparing for interviews, job search strategies and accessing job openings.

Services include:

Career Advising

Consultations with the Career Services Director should be made by appointment and give individualized assistance to students on college and career related concerns.

Workshops

Scheduled presentations and workshops are given on various topics including:

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

Job Fairs & On-Campus Interviews

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

Resume /Career Portfolio

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

[Purple Briefcase](#) is an online career development social media platform for students to find job opportunities as well as career online resources.

Computer Resources

Computers are available for career exploration in UC 211-B. Several software programs are available for students to use. These include programs for résumé writing, job search strategies and resources, as well as Purple Briefcase online career development program. Check with the Director to use these or find out about other resources available or check out the Career Services web page. Students can use computers on a first come first serve basis.

On-Campus and Community Employment

Career Services offers assistance to students seeking employment while in school. Work Study positions are posted on the employment opportunities site on www.sulross.edu and local jobs are posted on the Job Board on the 1st floor of the University Center and on the [Career Services Center](#) website. Assistance with summer job placement and internships are also available.

Testing Services

Testing information is available at the center for the tests listed below. Correspondence course testing, professional licensing examinations and other test administrations are given by arrangement, telephone 432-837-8357 or 432-837-8178. The following exams are administered on campus on national test dates and fees are charged accordingly: Testing Services includes:

- [GRE](#) (Graduate Record Exam)
- [ACT](#) (American College Testing)
- [SAT](#) (Scholastic Assessment Test)
- [LSAT](#) (Law School Admission Test)

The following tests are also provided:

- [TSIA](#) (Texas Success Initiative Assessment)
- [TEAS](#) (Test of Essential Academic Skills; Nursing Entrance Exam)
- [THEA](#) (Texas Higher Education Assessment)
- [CLEP](#) (College Level Examination Program)
- [GED](#) (General Educational Development)
- [DANTES](#) (Defense Activity for Nontraditional Education Support)
- [TCLEDDS](#) (Peace Officer & Jailer Exam)
- [TExES](#) (Texas Examinations of Educator Standards)

CHILD CARE and FAMILY SUPPORT CENTER

805 E. Lockhart
432-837-0900

The [Child Care and Family Support Center](#) at Sul Ross State University provides affordable year-round care for the children of SRSU students, faculty, and staff members. Serving children ages 6 weeks to 3 years old, it is currently the only licensed center in Alpine providing care for children younger than 2 years.

The center strives to be a development center, not just a day care. The staff, which includes some students as well as members of the community, receives monthly training with an emphasis on the following areas:

- Development
- Setting developmentally appropriate goals
- Providing positive behavior management

Full time students receive discounted tuition rates. The center is licensed by the Texas Department of Protective & Regulatory Services. Funding is provided in part by the Department of Education grant as well as through tuition payments, fundraisers and donations.

COMPUTER LABS

The [Computer Labs](#) are located in the ACR Building in room 106, as well as the second floor of the Library. The Computer Labs are open to all registered students with a valid Lobo ID. ACR 106 and the Library Lab are open for regular use every day.

Students may log in to any lab computer by using the same Lobo ID (ex. abc19yz format) and password as their Sul Ross email account. Students unsure of their email username and/or password can call LTAC at extension 8888 on campus or toll-free off campus at 1-888-837-2882. The computer lab in the [library](#) is open during regular.

COMPUTER SERVICES

LOBO TECHNOLOGY ASSISTANCE CENTER (LTAC)

ACR 105

432-837-8888 (x8888)

888-837-2882 Toll Free

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

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

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

Having IT issues and can't find the solution on our site? Call Helpdesk at **432-837-8888** to find a solution to your IT problems.

[LTAC Ticket System \(click here\)](#)

Available 24/7/365

Please use your Lobo ID credentials to log in and submit requests for quicker response.

[LoboPass/Password Reset \(click here\)](#)

Please use your Banner "A" number and PIN (same as Self Service Banner) to log in.

MS Office Suite

As part of our Volume Licensing Agreement with Microsoft, faculty, staff, and students have access to download the Office Suite on up to five devices (desktops, laptops, tablets, and phones) for free.

COUNSELING and ACCESSIBILITY SERVICES

Ferguson Hall 112, Box C-122
432-837-8203
432-837-8363 FAX

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

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

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

Adjusting to college	Relationship issues
Homesickness	Substance and alcohol abuse
Depression	Self esteem
Anxiety	Eating disorders
Test anxiety	Personal growth and development
Suicidal thoughts/feelings	Other related mental health issues

Our services are free and confidential to enrolled students, staff, and faculty of Sul Ross State University and their spouses/partners and children. Please call, 432-837-8203, or stop by our office, Ferguson Hall 112, to speak with one of our licensed professional counselors. Our office is open Monday-Friday, 8am to 12pm and 1pm to 5pm.

ACCESSIBILITY SERVICES

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

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

Services available to all SRSU students include consultation, information and referral as well as personal counseling and academic advising. A student is eligible for disability services if s/he has been admitted to Sul Ross State University, have a documented physical or mental impairment that substantially limits one or more major life activities and have a record of such impairment. Qualified students with disabilities who need academic adjustments, auxiliary aids or services or other accommodations must register with the Accessibility Services Coordinator. It is the student's responsibility to bring disability documentation with them to an appointment with the Accessibility Services Coordinator to discuss their individual needs at this time. Each request is considered on an individualized, case-by-case basis. As considerable time

may be involved in obtaining complete and adequate documentation and arranging for qualified service providers, prospective and current students should request services in a timely manner, well in advance of the anticipated need.

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

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

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

FINANCIAL AID

Center for Enrollment Services
Lawrence Hall Room 100, Box C-2
432-837-8050
432-837-8411 FAX

Do you need [financial assistance](#) to help pay for educational expenses while you are attending college? If so, the Center for Enrollment Services might be able to help. Various types of assistance are offered including grants, work programs, scholarships, and loans. For maximum consideration, submit all necessary documents at least three months before enrollment begins. May 1 is the priority deadline for fall aid. Annual completion of the [Free Application](#) for Federal Student Aid is required and this form can be done online. Additional documents may also be required to be certain to complete your file as early as possible.

Scholarships

March 1 is the annual application deadline for the majority of [SRSU scholarships](#). Many scholarships are available to both new and returning students. Applications and scholarship guidelines are available on-line no later than January 1st prior the Fall Enrollment Period.

Work Study Authorization

Part-time campus employment can be found through the Federal College Work-Study Program or through institutional funds. Eligibility for the Federal College Work-Study Program is based on the annual results of the Free Application for Federal Student Aid. Notification of your eligibility will be sent to you through an award letter and/or by accessing the Financial Aid page of your Banner Self Service Student account.

Student workers in either program usually work an average of twenty hours per week and get paid once per month through the University payroll. Prior to working, you must have proof of work-study eligibility and clearance from the Human Resources office.

Refer to the [Career Services](#) section of this handbook for information about on- and off-campus jobs.

HEALTH SERVICES

Morgan University Center 211-G

432-837-8102

432-837-8474 FAX

Meningococcal Disease

Meningococcus is the bacterium that causes Meningococcal disease, which involves septic shock and inflammation of the brain-spinal cord lining. Students attending classes or living on campus are at increased risk for infection. If the symptoms are not treated early, permanent disability or death may occur. On June 19, 2009, the Jamie Schanbaum Act (HB4189) became Texas law. This action amended Chapter 51 of the Education Code. Meningococcus immunization is required for first-time and transfer students less than 22 years of age. They must submit documented proof of meningococcal vaccination within the past five years and no later than the 10th day before the semester begins. New and transfer students are encouraged to contact their local medical provider or pharmacy regarding the meningococcal vaccination. Incoming students under 19 years old may check with their area's Texas Department of State Health Services (DSHS) about availability of the meningococcal vaccination. Alpine's DSHS region 10 facility is located at 205 North Cockrell, phone (432)837-3877.

On-Campus Care

The Student Health office is located in Morgan University Center, Suite 211. It is staffed by a registered nurse. Services include nursing assessments, minor treatments, over-the-counter medications, basic first-aid supplies, and wellness talks. There is no charge to students for these services.

Off-Campus Care

Students are responsible for the cost of medical and healthcare services not offered by the university. There is an agreement with Preventative Care of Alpine to provide limited out-patient care. This service is paid for by the student medical fee and is only available during active enrollment periods. The receptionist will request a valid Sul Ross ID as proof of eligibility for student care. The clinic is open from 8 a.m. to 5 p.m. Monday through Friday. Sports physicals are provided at no cost to athletes and must be scheduled in advance. Preventative Care is located on Hwy 118 across from Alpine High School. For additional information or to make an appointment, contact Preventative Care at (432) 837-4812.

Emergency Services

Students are responsible for the cost of emergency care. Local ambulance service (EMS) is available by dialing 911. Medical emergencies are transported to the Big Bend Regional Medical Center (BBRMC), which is a level four trauma facility. Patients are usually flown out-of-town when a higher level of specialized care is needed. The Emergency Room physician chooses the method and source of transport as determined by a patient's condition. Students underinsured for air ambulance may contact BBRMC to inquire about air medical transport memberships. BBRMC is located along Hwy 118 North and is open 24 hours every day. Their phone number is (432) 837-3447.

Student Health Insurance

Domestic students are strongly encouraged to maintain comprehensive health insurance. Due to the university's remote location, having sufficient air ambulance coverage is crucial. International students must show proof of health insurance that is good within the United States. Helpful links are available on the student health webpage under www.sulross.edu, or call health services at (432) 837-8102.

INFORMATION

- For information on scheduled campus activities, contact the [Campus Activities](#) office in the Morgan University Center, Room 108, or call 432-837-8191.
- For campus directory information contact the [University Department of Public Safety](#) by dialing 432-837-8011. At this time, campus directory information is only available on weekdays (Monday to Friday) during the hours of 8 a.m. to 5 p.m.
- For information on local businesses or off campus activities, use the Alpine Telephone Directory.

LIBRARY

WLIB Box C-109
432-837-8123
432-837-8400 FAX

The [Bryan Wildenthal Memorial Library](#) has a collection of approximately 235,000 printed materials in addition to materials in microform and audiovisual formats. These materials include books, journals, newspapers, government documents, maps, videos, films, CDs, DVDs, photographs and manuscripts. Electronic resources include the Library's online catalog; approximately 135 electronic databases; full text from over 53,000 journal and newspaper titles; and over 51,000 electronic books. Remote access to these electronic resources is available to Sul Ross students, faculty, and staff through authentication using Sul Ross e-mail login and password. Special collections maintained in the Library include the Reference and Juvenile Collections, the Texas State Documents Collection, and Audiovisual Media. The [Archives of the Big Bend](#) houses the University archives, as well as photographs, oral histories, papers and records of families and businesses, primarily of the Big Bend/Trans-Pecos Area of Texas and Northern Mexico. Because the Archives' materials do not circulate, use of items is restricted to the Archives' reading room. The Archives is open 8:00 a.m. – 5:00 p.m. Monday through Friday.

Your student ID is required to check out materials. Library services include:

- Assistance in the use of the library's collections and services.
- Loan of library materials.
- Interlibrary loan (photocopies or electronic versions of articles and loan of books from other libraries).
- Electronic database searching.
- Duplication services (photocopying, printing from microform, reproduction of archival photographs).
- Availability of computers with Internet access and Microsoft Office and other software.
- Registration for a [TexShare](#) Library Card that permits SRSU students to borrow materials from other Texas libraries.
- Group Study Rooms and Viewing Rooms for A/V media.
- Flash drives, blank CD's, fax and lamination services available for a fee.

Library Hours

Monday-Wednesday	08:00 a.m. – 9:00 p.m.
Thursday	08:00 a.m. – 7:00 p.m.
Friday	08:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Special hours are observed during final exam weeks, holidays, and between semesters.

MORGAN UNIVERSITY CENTER

RM 108, Box C-190
432-837-8191
432-837-8192 FAX

The SRSU [Morgan University Center](#) (UC), named after Vic and Mary Jane Morgan in August 2009, is an integral part of the University and serves as the community center for all members of the University family, including students, faculty, administrators, ex-students, guests and visitors. The building, opened in January 2000, comprises a 51,719 square foot facility, housing a myriad of programs, services and amenities including:

Student Life Offices	Campus Activities Office
ARAMARK Dining Services	University Center Services Office
Student Health Services	Game Room
Career Services & Testing	Career Lounge
Meeting/Conference Rooms	Post Office
Bookstore	Student Government Association Office

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

MUSEUM OF THE BIG BEND

MOBB, Box C-101
432-837-8143
432-837-8901 FAX

Restored in 2007, the [Museum of the Big Bend](#) is located at Entrance 4 between the Morgan University Center and the Fine Arts Building. The purpose of the Museum of the Big Bend is to collect, study, and exhibit materials related to the Texas Big Bend region. Through the study of these artifacts, a better understanding of the historic role of humans in the region is acquired. Museum exhibits provide a means to make this knowledge available to the public. Archaeological and historic artifacts have been collected by the Museum for over 50 years, including the Yana & Marty Davis Map Collection which span over 500 years of Texas maps. Additionally, the museum provides public outreach through our children's and adult programming.

Information on the Museum is available by calling 432-837-8143, Monday through Friday or 432-837-8730 on weekends. The Museum's public hours are Tuesday through Saturday 9:00 a.m. to 5:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. The Museum is closed on Monday. General admission is free.

POST OFFICE

Morgan University Center; Box C-1
432-837-8193

The [University Post Office](#) is a contract station and provides full mail support with the exception of stamped cards offered by the city branch of the post office. It serves students, faculty and staff. **All students are required to have a local mailing address.** The campus Post Office has boxes available for rent at the following rates:

- Full-year rate (Fall Semester through the end of Summer Session II) \$17;
- Semester rates - Fall, \$6; Spring, \$6; Summer Session I, \$3; Summer Session II, \$3.

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

RECREATIONAL PROGRAMS

Graves Pearce, Box C-23
432-837-8792
432-837-8791 FAX

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

Intramural Sports Program

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

Check the schedule often to avoid missing the sign-up deadlines. This is a great opportunity for friendly competition and lots of fun.

Open Recreation

The majority of the activities in the Graves-Pierce is open recreation. The cardio room, dance room and weight room offer exceptional fitness equipment open to all members. Pick-up basketball or volleyball games offer participants with a less structured, non-tournament form of competition. Racquetball courts are also available and equipment can be checked out from the front desk. The facility includes a sauna, whirlpool, and locker rooms.

Club Sports

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

Instructional Classes

Open, non-credit fitness classes may also be offered during the year depending on availability of qualified instructors. If you are an instructor or interested in getting a class started, let us know and we will strive to help make it a reality.

Swimming Pool

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

Student Staff

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

RESIDENTIAL LIVING

Lobo Village8, Box C-53

432-837-8190

432-837-8291 FAX

The [Residential Living](#) program at Sul Ross State University is designed to be supportive of each student's educational experience. Besides providing convenient and cost effective housing arrangements, living on campus will give you a built-in opportunity to get acquainted with other students, be involved in campus life, participate in programs and activities, encounter challenging ideas, and develop new skills. Studies have shown that students living on campus are more likely to be successful in their college experience, advance more quickly, achieve a higher grade point average, participate in more social activities and have a more positive self-image than those [living off campus](#).

General [Housing Policy](#)

Single undergraduate students who are enrolled for 12 or more credit hours in the long semesters (fall and spring) and 6 or more credit hours in the summer semesters must reside in the residence halls for the first two full academic years of their education (4 long semesters).

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

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

Request for exemptions from the housing policy must be submitted in writing along with all supporting documentation prior to the first class day of the academic year. Any new student appealing for the spring semester must submit all necessary paperwork prior to the first class day of the spring semester. Off campus arrangements must not be made prior to receiving written notification from Residential Living that the appeal has been approved. The required forms to apply for exemption may be obtained from the Office of Residential Living or via their website.

A student who gives false information concerning housing will be subject to disciplinary action. A student found to be living off campus without approval would be required to return to on-campus housing. If this does not occur within 10 class days, disciplinary action will be taken and may include cancellation of class registration with no refund due.

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

Applying for Campus Housing

A \$50 housing application fee (non-refundable) is required when students apply for housing. A \$200 Housing Deposit must be paid before the student moves into the residence hall. A minimum of \$50 is required to be added to the reservation list. This \$50 will be applied to the damage deposit at check in. The remaining \$150 must be paid prior to the start of classes and may be included in the student's financial aid award. If the student does not occupy their on-campus residence as reserved, then any deposit paid will be forfeited. All students must sign a Residential Living agreement for the entire academic (Fall and Spring) year. Students entering in the spring will sign a Residential Living agreement for the Spring Semester only.

Students who move out of Residential Living before the contracted time has lapsed and withdraw from the university will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damage costs to the room. Students who move out of Residential Living without proper authorization and remain enrolled in the university will not receive a refund of the deposit and all room, board and damage charges will remain on the student's account. Students who fulfill the yearlong contract may request a refund of the Housing Deposit, less deductions for unnecessary wear and damage, at the completion of the required occupancy.

Fletcher Residence Hall

Fletcher Residence Hall rooms are rented by the academic year. A meal plan is required. Campus food service is provided in the Morgan University Center. Fletcher rooms are double occupancy bedrooms that share a bathroom with the adjoining room. Fletcher is currently equipped with window-mounted A/C units, minifridges, and coinless operated laundry facilities. Smoking is not allowed in any university facility.

Lobo Village Residence Halls

Residence hall rooms are rented by the academic year. A meal plan is required. Campus food service is provided in the Morgan University Center. All Lobo Village residence hall units are suite style rooms, where two student rooms will share a bathroom. Each residence hall houses 248 students. Each building has central air and heat; coinless operated laundry facilities, and is a smoke free environment.

Efficiency Apartments

The Efficiency Apartments provide housing to students who are 21 years or older or at least junior classification and enrolled full time each term. Each unit is fully furnished with kitchen appliances, bedroom furniture and a desk. Each building has central air and heat; coinless operated laundry facilities, and is a smoke free environment.

Double Apartments

The Double Apartments are two bedroom, fully furnished apartments: living room furniture, bedroom furniture, full kitchens, and stackable washer/dryer units. Rent includes wifi and all utilities except landline phones.

Family Housing Apartments

The Family Housing units are available to married couples, couples with children or single parents, who are enrolled full time each semester. These two bedroom units are furnished with living room furniture, bedroom furniture, kitchen appliances, washing machine and dryer. The rent includes Internet connections and all utilities, excluding telephone service.

Apartment rent begins when the key is issued and continues until the student moves out and the key is returned. Rent is calculated from the first day of one semester through the first day of the next semester, which will include holiday periods and semester breaks. Rent is due the first of each semester. If rent is not paid as scheduled, the resident may be asked to move out. These buildings are smoke free environments. Apartment residents are required to submit written notification of their departure, at least 30 days prior to their move-out in order to be eligible for requesting a deposit refund. The deposit balance would be credited toward any damage or improper checkout procedures prior to refund.

Overnight Guest Housing

Residence hall students may house same-sex guests in their rooms for limited periods (no more than three consecutive nights) at no additional cost. Residents may host one guest at a time and must be present during the time of the visit. The University reserves the right to withdraw guest privileges if a guest or host does not abide by University rules and regulations. An overnight guest housing agreement must be filed with the Residential Living Office.

Students who commute or take weekend classes, or family members who are visiting students, may make reservations on a space available basis to spend the night in the vacant rooms in the residence halls. Payment is to be made at check-in time, using check or money order (no cash or credit cards). Linens, towels, soap, toiletries, etc. are not provided so plan ahead. Reservations can be made by contacting the Residential Living Office at (432) 837-8190.

Check-in hours for guest housing are limited to the hours of 8:00 a.m. to 11:00 p.m. Keys and access cards should be returned to the Residential Living Office.

Visitation

In order to provide an atmosphere conducive to study, the residence halls maintain a visitation policy. All visitors will be escorted by their host while in the hallways, living areas, and rooms. A resident will be allowed no more than two visitors, at a time, and will be responsible for his/her guests' conduct. Visitation is limited to certain hours for all on-campus housing. Sunday through Thursday the visitation hours are from 10:00 a.m. until 1:00 a.m. On Friday and Saturday the visitation hours are from 10:00 a.m. until 2:00 a.m. The escort policy is in effect at all times.

Residential Living Rules

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

- Alcohol is not allowed in the residence halls, public areas, parking lots or yards.
- All weapons and ammunition are to be stored at UDPS and not in any University housing or vehicles parked on campus.
- Animals are not permitted on campus.
- Quiet hours are from 10:00 p.m. until 10 a.m. in and around all residential facilities.
- Illegal drugs are not tolerated.

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

STUDENT GOVERNMENT ASSOCIATION

Morgan University Center 201, Box C-189
432-837-8198
432-837-8309 FAX

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

The Legislative Branch of the Student Government Association is the Student Senate. Senators are elected at the beginning of the fall semester with one representative from each academic college and one undecided representative. Four seats are "at large" and members of the freshman, sophomore, junior and senior classes fill two seats each. A member of the graduate class fills one seat. Information on the elections will be posted on bulletin boards and in *The Skyline*.

The Judicial Branch is composed of five appointed jurors, one from each class level. They are referred to as the Student Court and handle constitutional related disputes, appeals of decisions made by the Election Committee, complaints filed against registered student organizations and other matters.

The Student Senate meets bi-weekly for a formal meeting. Meetings usually include committee reports, discussion of student concerns and updates on activities being planned, fund-raising and service projects. The Student Government Association office is located in the Morgan University Center Room 201. The phone number is 432-837-8198.

Participation in Student Government

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

Constitution and Bylaws Approved

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

Mode of Amending the Constitution and Bylaws

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

Amendment or Repeal by the Board of Regents

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

Amendment or Repeal by the President

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

Compensation by Student Government

All persons employed on salary or compensated for personal services in any manner

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

Annual Financial Reports

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

Rights and Obligations of Student Government

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

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

Stipends

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

President's Authority

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

STUDENT ID SYSTEM

Student Identification Cards

Each student enrolled at SRSU is provided a student photo identification (I.D.) card, which grants access to or use of facilities, programs and activities. This LoboCard signifies your status as an active member of the Sul Ross State University community, serving as your official student identification card and much more, and is governed by APM 7.19:

- The student must present his or her LoboCard when seeking access to or use of university facilities or amenities or when otherwise requested by a university official.
- Any falsification, misrepresentation or other misuse of the LoboCard is prohibited and subject to disciplinary action.
- Student LoboCards are nontransferable, that is, they may not be loaned, borrowed, or used by another person for identification on or off campus or for any other purposes. A student shall immediately report a lost or stolen LoboCard to the office responsible for issuing the LoboCard and have their card replaced immediately.

Obtaining a LoboCard

Upon acceptance to SRSU, the student must acquire a photoidentification card, the LoboCard. The LoboCard is activated upon receipt in order to utilize the card for services on the SRSU campus. Visit the LoboCard website (<http://www.sulross.edu/lobocard>) for contact information and hours for each site.

Requirements for Obtaining a LoboCard

- Be currently registered for classes
- Have a valid and current address listed on file with the University
- Have a photo taken with the LoboCard office. It is mandatory that a valid state or government issued photo ID be presented at the time that the photo is taken.

Activation and Usage

The LoboCard is for official university identification purposes and is required to be carried at all times. The card is nontransferable and its use is the responsibility of the individual to whom the card was issued and whose picture is on the card.

The LoboCard is required for dining, library usage, access to residence hall perimeters, entrance to all athletic events and university sponsored functions, access to the Recreational Sports facilities, the University Health Center, Cashier's Office, and much more.

After graduation, students may retain the LoboCard. Misuse of the LoboCard may subject the individual, to whom the card is issued, to disciplinary sanctions by the Dean of Students. Students must present their LoboCard when requested by any official of the university, including but not limited to, University Police, faculty, dining hall personnel, and residence hall staff.

Lost or Stolen LoboCard

A lost or stolen LoboCard must be immediately reported to the LoboCard Office in order to deactivate the card and create a new one. A \$20.00 fee is required for replacement cards, which can be assessed to the student's bill.

STUDENT PUBLICATIONS

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

[The Skyline](#), news magazine is produced biweekly during the fall and spring semesters by student staff. The magazine provides the university community with news concerning students, faculty and campus events as well as providing a forum for students to discuss ideas and express opinions. The magazine also provides a historical record of Sul Ross State University.

[The Brand](#), yearbook is produced annually by student staff. The yearbook serves as the official historical document of Sul Ross State University, providing documentation in both writing and pictures of each academic year.

[The Sage](#), the University's award-winning literary magazine, showcases essays, short stories, poems, art and photography from the student body of Sul Ross State University. The magazine won the Texas Intercollegiate Press Association (TIPA) Sweepstakes Award for 1999 and 2000, along with numerous individual awards. The newspaper and yearbook are supervised by the Student Publications Supervisor who can be contacted at 837-8061 or in BAB 108. The literary magazine is supervised by the Languages and Literature Department in MAB 114.

University Department of Public Safety (UDPS)

BAB100, Box C-19
432-837-8100
432-837-8014 FAX

The University Department of Public Safety ([UDPS](#)) maintains the safety and security of the entire campus and University community. UDPS Officers are commissioned Texas peace officers and are vested with all powers, privileges and immunities of peace officers in performance of their duties. Student should immediately report all crimes traffic accidents, or other offenses that occur on campus to UDPS. The UDPS office may be contacted 24 hours a day by calling 432-837-8100. The office is open Monday through Friday, 8 a.m. to 5 p.m. to provide assistance to the University community. After hours and weekend calls are answered by the Alpine Police Department with them relaying the information to a UDPS Officer.

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

CRIME PREVENTION

The University Department of Public Safety ([UDPS](#)), located in BAB 100, provides police services 24-hours a day, providing around-the-clock service to the campus community. The UDPS offers traditional police services as well as traffic and parking enforcement, criminal investigations, and crime prevention.

UDPS officers patrol the campus to assure a high level of good physical security. As a regular part of their assigned duties they look for any hazards such as defective lighting, unsecured areas, inoperative doors or locks, damaged sidewalks, and potential fire hazards. If you notice a safety or security problem on campus, please report it to the UDPS.

Students can help assume responsibility for their own personal safety and security of their personal belongings by taking some of the following precautions:

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

Sometimes students do not report crimes because they do not want to get someone in trouble (especially if they know the offender). They think it will not happen again or that it is too much trouble. It is important to remember that every student has the right to a safe campus environment. In cases such as personal assault or sexual assault, reporting the crime can provide students with personal assistance and the needed evidence if they choose to file a formal criminal complaint. The UDPS can direct persons to appropriate agencies for incidents occurring off campus, University counseling services, and other services that are available. Remember, a victim of a crime or someone who reports that a crime is being or has been committed, does not make an offender to get in trouble, the act of committing a crime does.

STUDENT'S OBLIGATION UNDER THE LAW

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

Animals

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

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

The University Department of Public Safety will handle complaints concerning animals on the Sul Ross State University campus.

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

BICYCLES

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

Bicycles must obey all motor vehicle laws in regard to signs, signals and speed limits. Bicycles at night must display lights in accordance with Texas State Law. Bicycles may be ridden on sidewalks with pedestrians having the right of way. Bicycles shall yield right of way to pedestrians. Bicycles driven on roadways should travel on the right side with the traffic flow. Bicycles in a group shall be driven in a single file. The only exception would be special events. Bicycles should be parked in racks provided or out of the way of vehicles and pedestrians. Bicycles should not be stored in university buildings or residential halls.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES IN-LINE SKATES AND IN-LINE SCOOTERS

Skateboards, roller blades, roller skates, in-line skates, in-line scooters, and hoover

boards may not be utilized anywhere on the Sul Ross State University campus including all sidewalks, parking lots, athletic facilities and buildings.

Changes

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

Crime Alerts

The University Department of Public Safety (UDPS) issues campus [“Crime Alerts”](#) promptly to the campus community upon the discovery of a crime that is determined to pose a threat to public safety on campus, or that are in the public interest. Crime Alerts are maintained at the UDPS office (Briscoe Administration Building Room #100) and are normally placed on the SRSU DPS website.

Current campus policy/practice that has been implemented in reference to Crime Alert Notifications to students, faculty, and staff includes multiple formats. When incidents are deemed to be an emergency that will affect the entire University Community and represent a serious or continuing threat to student and employees, the University may alert Faculty, Staff, or Students by other means that may include campus e-mail, posting on designated websites, through interdepartmental communications, building notification, through the campus phones, or by the Lobo Lookout emergency messaging system.

Crime Prevention and Statistics

The University Department of Public Safety (UDPS) provides the University with police services 24-hour a day, seven days a week. Sworn officers with full law enforcement powers and responsibilities, who are trained to enforce University rules and regulations along with federal, state and local laws, staff the department. Officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, parking control, enforcement of laws, regulating alcoholic beverages/controlled substances/weapons, and all other incidents requiring police assistance.

UDPS officers constantly patrol the campus to assure a high level of security. Academic buildings are open to the public during the daytime and evening hours when classes are in session. Because of the number of people in and out of the buildings throughout the day and evening, every student must assume responsibility for his or her personal safety and the security of personal belongings. UDPS Officers are able to provide suggestions on simple precautions every student should practice.

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

In compliance with the CLERY Act, campus crime statistics are available at the SRSU website or specifically located at SRSU [UDPS](#) website. A printed handout of the website information can be obtained upon request at the University Department of Public Safety office in Briscoe Administration Building room 100.

Sexual Assault, dating violence, domestic violence, and stalking reporting and prevention information can be obtained in the upcoming version of the “Annual Security and Fire Safety Report” on the UDPS website. Sexual offender information can be obtained at the [Texas Department of Public Safety](#) website or the UDPS office.

Daily Blotter

The University Department of Public Safety maintains a daily crime log at the UDPS office (Briscoe Administration Building Room 100) with the daily crime log information being placed on the [UDPS website](#) On a normal basis.

Annual Security Report

UDPS, with assistance from the Student Life office, maintains an Annual Security Report and Fire Safety Report at the UDPS office (Briscoe Administration Building Room 100) with the security and fire information being available also on the [UDPS website](#).

Emergency Sirens

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

Employee's Health & Safety Manual

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

Keys

Students who work for Sul Ross State University may be issued keys to certain facilities, provided that a completed Key Request form is submitted to the University Department of Public Safety by the respective department head/chair. The student must personally sign for the key at the UDPS office (Briscoe Administration Building Room 100). The student also must personally return the keys to UDPS upon termination of employment or withdrawal from the University.

If a student is to retain their keys at the end of semester an explanation in writing must be received from the respective department head/chair. If a key is lost, the student must immediately inform the UDPS office. The student will be financially responsible for all debt incurred to replace locks and keys as a result of the lost key. At no time are keys to be turned in to anyone other than UDPS in BAB100.

Lost And Found

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

PARKING and TRAFFIC REGULATIONS

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

Sul Ross State University assumes no responsibility for the care or protection of any vehicle or its contents at any time while parked in any campus parking area. Any parked or unattended vehicle may be removed from campus and impounded at the owners' expense if such vehicle in any way obstructs traffic, blocks parked cars, is abandoned, or creates a hazard to persons or property.

All vehicles driven on Sul Ross State University property must comply with all State of Texas Motor Vehicle Laws and with Sul Ross State University Rules and Regulations.

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

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

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

Vehicle Registration

All vehicles operated on campus must be registered with the University Department of Public Safety upon arrival. Every full-time or part-time student who uses a motor vehicle on campus must pay a vehicle use fee of \$30.00, \$35.00 for faculty and staff. This fee is valid for the fall, spring and summer sessions if purchased in the fall or spring. A fee of \$21.00 is charged for summer sessions only if the person has not registered in preceding semesters.

All vehicles must display a current registration permit that also serves as a parking permit, although possession of a parking permit does not guarantee a parking space.

Parking permits are not transferable. Permits should be removed from vehicles when validity expires or immediately upon change of ownership or disassociation from Sul Ross State University. Failure to do so may cause citations to be charged against the person to whom the decal was issued.

One or more of the following items or additional items of information will be needed when registering a vehicle:

1. Current payout receipt.
2. Current Sul Ross State University identification card.
3. License plate number (year/make/color of vehicle).
4. Valid driver's license.
5. Date of Birth/Social Security Number/University "A" number
6. Financial responsibility may be required.

Permit or Decal Display

The official Sul Ross State University parking permit must be displayed hanging on the rearview mirror. Motorcycles without a windscreen should affix the permit to the front right fork.

Lost permits will be replaced only after repayment of the vehicle use fee.

If a vehicle is to be operated on campus on a temporary basis, a temporary permit for a maximum of two (2) weeks must be obtained at the University Department of Public Safety office. The temporary permit is free of charge. Permits must correspond with the license plates for which the permit was issued.

Parking Zones

Sul Ross State University has an open parking policy for students, faculty and staff, unless otherwise posted. Reserved parking areas are so identified.

Visitors are always welcome and are required to obey traffic control signs, directions from University Department of Public Safety officers, and speed limits on the campus. Visitor parking areas are places other than those reserved for the disabled, University Department of Public Safety, motorcycles, fire zones, and service vehicles.

Accessible Parking

1. All [accessible parking spaces](#), together with their accompanying access aisles, curb ramps, and accessible routes leading to accessible entrances shall be provided in accordance with the U.S. Department of Justice's accessibility guidelines (ADAAG, Appendix A to 34 C.F.R. Part 36), and shall be provided and made available to students, faculty, staff, and the general public for all university programs, activities, and/or services, and should not be blocked or otherwise made unavailable.
2. If it determined to be necessary to temporarily block or otherwise make unavailable any accessible parking spaces on the SRSU campus an adequate number of alternative accessible parking spaces will be provided in close proximity to the blocked/unavailable accessible parking, which provides comparable accessible parking on the shortest accessible route of travel to an accessible entrance or university program, activity or services.
3. If temporary, alternative accessible parking is provided, it will be accompanied by adequate signage that informs students, faculty/staff, and/or general public of the existence and location of said parking.
4. The use and/or reservation of all SRSU facilities must first receive review and approval/denial by the SRSU Campus Activities Office, by means of the completion of a Facility Use Request Form. The SRSU Campus Activities Office is located in Morgan University Center, Room 108. The phone number is 837-8191.

Vehicle Parking Regulations

1. All vehicles must be parked within the confines of a designated parking space marked with white lines that are not fully enclosed. The fact that other vehicles are parked improperly shall not constitute an excuse for an infraction or violation.
2. Vehicles should not be parked facing the flow of oncoming traffic.
3. Parking is prohibited at any area where traffic cones or barricades have been placed.
4. All vehicles parked in parallel parking spaces must be parked within twelve (12) inches of the curb.
5. Vehicles being parked in marked spaces designated for angle or head-in parking must be parked with the front bumper next to the curb or curb line.
6. Double parking is prohibited.
7. Parking is prohibited in any area not specifically designated for parking purposes, to include lawns; neutral grounds; driveways; sidewalks; enclosed white painted lines, or within restricted or prohibited spaces indicated by signs or markings. Any yellow lines are a prohibited parking space. Enclosed white lines are also a prohibited parking space. Loading zones are for the use of authorized vehicles only. Emergency flashers should be on to designate loading and unloading of the vehicles. Restricted parking for motorcycles is marked in green, handicapped parking is marked in blue and fire zones are

marked in red. Motorcycles are allowed to park in designated vehicle parking spaces.

8. Overnight parking on campus is restricted to resident students, faculty and staff, and their official guest or guests of the University.
9. Parking for the disabled is designated in certain areas of the campus. Only vehicles with State-issued handicap license plates or decals are authorized to park in handicap areas. Vehicles parked in violation of handicap parking areas may be towed away at the operators' expense, in addition to a fine for parking in a handicap zone.

Moving Vehicle Violations

1. The maximum speed limit on campus is 20 MPH, unless otherwise posted. Vehicles may not be operated at any speed which is excessive for the conditions that may exist as a result of weather, traffic congestion, pedestrians, etc.
2. Traffic control signs, devices, crosswalks and directions of University Department of Public Safety officers must be obeyed. UDPS officers are authorized to make arrests and issue citations under the State of Texas Transportation Code for violations.
3. Operating a motor vehicle in an area other than a street, roadway or parking lot intended for motor vehicles is prohibited.
4. All accidents must be reported immediately to the University Department of Public Safety. Do not leave the scene of an accident or move vehicles until instructed to do so by the police officers.
5. U-turns are prohibited on all streets.
6. Texas Transportation Code governing the operation of motor vehicles, moving or otherwise, will be enforced at all times.
7. There are driving paths in the parking lots and vehicles being driven should avoid cutting through parking areas in order to avoid light poles strategically placed in the parking lots.
8. Radar and factory calibrated speedometers are used on campus as a means of enforcement of existing speed limits and as a deterrent.
9. Vehicles shall not be used to tow a rider on roller skates, sled, bicycle, wagon or contrivance.

Fines and Fees

Parking Fines must be paid or appealed within ten (10) days from issuance to avoid a late penalty. Total amount of parking fines can be paid at the Cashier's Office. Subsequent parking violations may result in vehicle impoundment at the owners' expense and/or vehicle immobilization with a vehicle immobilizer. Failure to pay parking fines will lead to a hold on student records and delays the registration process.

The University reserves the right to impound or have impounded any vehicle that is parked in a manner dangerous to vehicular or pedestrian traffic, or in flagrant violation of University parking regulations. The vehicle owner shall bear all costs involved in such vehicle removal.

1. Administrative Fee: All fines must be paid within ten (10) class days to avoid a \$5.00 late payment penalty.
2. Vehicle Use Fee: As required and explained in "Vehicle Registration."
 - a. Yearly decal beginning with fall semester \$30.00.
 - b. Summer decal, not previously registered \$21.00.
3. Fines: Moving violations are paid or appealed through the Alpine, Texas, Municipal Judge's office and/or through the Brewster County Justice of the Peace. Campus parking violations are paid or appealed through the University Department of Public Safety office. The parking fines are as follows:
 - a. Parked in a Handicap Zone \$200.00.
 - b. Falsifying Vehicle Registration and/or Altering Citation or Decals \$150.00
 - c. Parking in a Loading Zone or Blocking Dumpster \$150.00
 - d. Tampering with Impounded Vehicle \$150.00

- e. Improper Display of Permit \$50.00
 - f. No Display of Permit \$50.00.
 - g. Failure to Register a Vehicle with UDPS \$50.00.
 - h. Parked in a Reserved Area or in Visitor's Space \$10.00.
 - i. Parked Facing Flow of Traffic \$50.00.
 - j. Parked in a No Parking Zone \$50.00.
 - k. Failure to Park Within Marked Space \$50.00.
 - l. Failure to Park in Designated Parking Space \$50.00.
 - m. Other Violation \$50.00.
4. For the fifth unpaid parking citation during a semester, the loss of driving/parking privileges and/or disciplinary action will result. Upon receiving the fifth unpaid citation, a letter will be sent to the violator giving the violator ten (10) class days to resolve the citations. If the citations are not paid or if the fifth parking citation is not appealed after ten class days, notification will be mailed to the violator stating the time and date all driving and parking privileges are suspended. To reinstate driving/parking privileges, the violator must contact the University Director of Public Safety or his/her designated representative. Vehicle immobilizers or impoundment will be used by University Department of Public Safety officers for excessive citations (5 or more), failure to pay fines, and/or suspension of driving/parking privileges if the vehicle is located on campus. A vehicle that is impounded will be at owner's expense and will remain impounded until parking fines, towing and storage, and/or vehicle boot fees have been paid. Payment of parking fines and fees will be required to have the vehicle immobilizer removed.

Citations for violations of campus parking or Transportation Code need not be issued directly to owner/operator of a motor vehicle. Failure to receive a legally issued citation does not relieve the individual of responsibility for any fines resulting from the citation. A student's transcript will be held for failure to resolve parking citations.

Appeals

Appeals for student parking citations shall be adjudicated through the Traffic Appeals Committee or student forfeits right of appeal. All appeals must be filed with the University Department of Public Safety within ten (10) class days of the issuance of the citation. It is the violator's duty to contact the University Department of Public Safety office in person and fill out the proper forms. The schedule for the Traffic Appeals Committee shall be announced each fall and spring semesters to be posted at the University Department of Public Safety and the Student Government Association office.

General Provisions

1. Neither inclement weather nor special events will alter provisions of these regulations.
2. The person in whose name the vehicle is registered is responsible for the vehicle and parking citations issued to the vehicle on campus.
3. Failure to register a motor vehicle, falsifying parking citations, removing parking citations from parked vehicles, or abuse of driving privileges may subject the violator to disciplinary action.
4. Parking of utility trailers or boats or any pulled conveyance on University property is prohibited except in designated areas. Utility trailer space is available on campus at the Range Animal Science facility.
5. Students with indebtedness to the University because of parking citations will not be permitted to re-enroll or procure a transcript until such indebtedness is paid.
6. Disabled vehicles must be reported immediately to the University Department of Public Safety.
7. Major repairs and oil changes are not allowed on campus.

8. Students with severe and/or permanent disabilities or handicaps should contact the University Director of Public Safety to apply for a parking permit.
9. Pedestrians have the right-of-way over motor vehicles when crossing the street in areas marked as pedestrian crossings.
10. All persons riding in vehicles will ride seated in the vehicle.

UDPS REPORTING PROCEDURES

Making reports: Any suspicious activities, incidents, accidents, and/or crimes occurring on University property should be reported to [UDPS](#) by calling (432) 837-8100. Threats (from minor or vague to severe or specific) should be treated seriously and immediately reported to law enforcement.

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

ON-CAMPUS EMERGENCIES

Students, faculty, staff and visitors should **DIAL 911 or 9-911** from any campus phone to notify law enforcement. Non-emergency calls on-campus should be placed to the UDPS office at (432) 837-8100. Students living in residential halls are also encouraged to report crimes/incidents to their Residential Assistant and Residential Living Director.

OFF-CAMPUS EMERGENCIES

Students, faculty, and staff should DIAL 911 to notify law enforcement. In the event that you are not near a campus phone, you may DIAL 911 from your cell phone. Your call will be answered by the Alpine Police Department. You will need to provide them with your name, cell phone number and location.

NON-EMERGENCY CONTACT NUMBERS

(432) 837-8190: Lobo Village Residential Living office
(432) 837-8100: University Department of Public Safety

DIAL 911 for emergencies!

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

VISITORS (NON-STUDENTS)

Dining on Campus

The RFoC Campus Dining Food Court is located in the Morgan University Center. The RFoC Campus Dining Food Court is open 7 days a week with special hours on weekends. For additional information on campus dining, see "[Campus Dining Food Court](#)" in this handbook.

Parking

Visitors to Sul Ross State University are always welcome and may park in any area designated by white painted lines not fully enclosed or in designated visitor parking area, unless regulated by other restrictions listed below. All vehicles not owned by Sul Ross State University that are operated on campus must register with the University Department of Public Safety.

- Areas designated for visitor parking are marked on curbing indicating “visitor” and/or “visitor parking” signs. Specific areas for visitor parking are the Circle parking area on the west side of the Briscoe Administration Building, west parking area of the Lobo Village Community Center, east parking area of the Museum of the Big Bend, and roadway curbing southwest of Lawrence Hall.
- Areas designated for disability parking are marked with blue lines or curbing and “handicap parking” signs.
- Areas designated for motorcycle parking are marked with green lines or curbing and/or “motorcycle parking” signs. Motorcycles are allowed to park in parking spaces designated for vehicle parking.
- Areas designated for service parking are marked with yellow lines or curbing. Yellow lines indicate “no parking” with the only exception being for SRSU service vehicles.
- Areas designated for fire zones are marked with red lines or curbing.

Study Areas for Commuter Students

You may have blocks of time between classes that you plan to use for studying. Great! Listed below are several locations on campus that you can use, depending on your personal study habits.

- The Library has tables available for individual study and research. The library staff is happy to assist you in locating information.
- The Morgan University Center has tables set up for dining, but they can be used for individual and group study during non-meal hours. This area may be too noisy for you around meal times.
- The Student Lounge on the 2nd floor of the Morgan University Center has a sofa and comfortable chairs. It is often very quiet and a good place to stretch out and get comfortable.
- The lounges in the Residence Halls are good places to spend quiet time. They are also convenient meeting areas for students living on campus.
- Because of the climate, many students like to prop up against a tree and study outside. The mall area is very quiet while classes are in session.
- The Turner Range Animal Science Center has a comfortable lounge often used by students for both individual and group study. The Computer Lab is also a good study area at the RAS Center.

Overnight Accommodations

You may want to make arrangements in advance for a place to spend the night in case of bad weather. If you have a friend in town, ask if you can spend the night if you get caught by bad weather. If you need a place to stay, you can contact the Residential Living Office (432-837-8190) and make arrangements to stay in the Residence Hall for \$30.00/night in the new residence halls. Linens are not provided so you may want to keep an emergency supply of linens, towels, and toiletries in your car.

UNIVERSITY POLICIES and PROCEDURES

ADDRESS CHANGE

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

ADVERTISING ALCOHOL BEVERAGES & SALES IN UNIVERSITY PUBLICATIONS POLICY

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

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

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

ALCOHOL and DRUG POLICY

Alcohol

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

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

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

Drugs

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

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

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

Federal Law

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

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

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

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

Available Counseling and Treatment Program

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

Sul Ross State University
Counseling and Accessibility Services
Ferguson Hall 112
837-8203

Alpine & Midland
Alcoholics Anonymous
Meetings held at 502 E. Lockhart Ave
Alpine, TX 79830

Big Bend Frontier Division of Permian
Basin Community Centers
808 N. 5th Street
Alpine, TX 79830
837-3401

USE OF ILLEGAL DRUGS

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

CAMPUS VISITORS

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

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

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

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

COMPUTER UTILIZATION POLICY

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

1. Sul Ross students with current Lobo IDs may use the Computer Lab during the scheduled Lab hours.
2. Intentional abuse or misuse of the computer equipment or facilities, to include damage, excessive noise, or harassment to other persons is not tolerated. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes.
3. Sul Ross State University enforces all copyright laws. All of the software used in the computer labs is copyrighted. Therefore, copying software is not permitted. Users may not duplicate any copyrighted software brought into the Computer Lab. If a backup copy is needed, the Lab Consultants will assist in the procedure.
4. All of the preceding rules also apply to users accessing the Computer Lab remotely.

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

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

DEFINITIONS

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

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

DEMONSTRATIONS, PUBLICATIONS, POSTERS

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

1. No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the University campus any petition, handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous, or that advocates the deliberate violation of any federal, state, or local law. Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person

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

Posting Regulations

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

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

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

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

DRESS ON CAMPUS

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

DRUG PREVENTION PROGRAM

In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, Sul Ross State University has adopted and implemented a program to prevent the unlawful possession, use, distribution or dispensing of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. Sul Ross State University recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse. Listings of area resources for drug/alcohol counseling, rehabilitation and re-entry are available in the office of Student Life (UC 211), the Human Resources office (BAB 110), the Library and various self-serve racks across campus.

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

Disciplinary Sanctions

Students

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

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

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

Employees

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

Health Risks

Negative consequences may be exhibited through:

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

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

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

Drug and alcohol abuse counseling and referral are available through the Counseling Center (CAC) office located in Ferguson Hall Room 112. Additional information, both on the effects of specific drugs and alcohol and drug counseling resources in the Alpine and Midland/Odessa areas, is also available through this office.

Legal Sanctions

Students and employees found in violation of any local, state or federal law regarding

the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate University disciplinary action as stated in this publication.

FACILITIES USE POLICY

I. Introduction

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

B. This policy applies to the temporary use of specific facilities on Sul Ross State University campuses that are made available for meetings, activities, and events. General use areas such as hallways, game rooms, etc. may not typically be reserved.

C. As used in this policy, unless the context otherwise requires:

1. A “Student Organization” means a student organization currently registered with the Campus Activities Office.

2. A “University Group” shall mean a faculty and/or staff group or organization; an academic school, department or program; a University council or committee; or an auxiliary enterprise.

3. A “Non-University Group” shall mean an organization or group, or individual that is not included in the terms “University Group.”

4. A “Joint Sponsorship” shall mean an agreement upon the part of the University administration to serve as the cosponsor, with a Non-University Group, of an activity or event which involves financial commitments or the scheduling or use of facilities through which the name of the University is associated as a sponsor for purposes of promoting or advertising the event or activity. Joint sponsorship is governed by the policy and procedures as outlined in the Rules and Regulations, Texas State University System (Chapter VII, section 3.4).

II. General Guidelines

A. The Campus Activities Coordinator is responsible for scheduling the use of campus facilities. Requests for the use of facilities must be submitted through the Campus Activities Office. The Campus Activities Coordinator will schedule all space requests, updating the respective building coordinator, as appropriate.

B. Sul Ross State University facilities are reserved in the order in which request forms are received, with consideration being given to the size of the group, type of set up needed, and space available. Sul Ross State University reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of Sul Ross State University facilities.

C. Marshall Auditorium and Gallego Center 129 are heavily reserved spaces. In conjunction with II(B), the following prioritization is in place:

- Marshall Auditorium
- 1st priority: University Needs
- 2nd priority: Fine Arts Department Needs
- 3rd priority: Other Needs
- Gallego Center 129
- 1st priority: University Needs

- 2nd priority: Athletic Department Needs
 - 3rd priority: Other Needs
- D. Groups shall not engage in activities that interfere with the ongoing activities of the University or any other approved organization.
- E. The possession and/or consumption of alcoholic beverages on the Sul Ross State University campus is strictly prohibited except where permitted by established University policy. The purpose of the Policy on Consumption and/or Possession of Alcoholic Beverages (see Student Handbook, and Administrative Policy Manual 2.04) is to address those areas wherein the consumption and/or possession of alcoholic beverages is permissible and to establish under what conditions such consumption and/or possession is permitted.
- F. Advertising an event prior to event confirmation is prohibited and may result in denial of the request to use Sul Ross State University facilities.
- G. All advertising for fund raising activities sponsored by University Groups must prominently display the name of the sponsoring department or student organization.
- H. Non-University Groups are responsible for including the following statement in any printed materials related to a scheduled event. "Use of Sul Ross State University facilities does not imply University sponsorship."
- I. After a facility has been scheduled, food service and audio-visual arrangements can be made by the reserving party.
- J. Catering for events must be arranged through the contracted University food service provider. Any event where food is available must be arranged with the Sul Ross State University contracted agent after the appropriate facility has been scheduled. The requestor will be required to complete and sign a Food & Beverage statement, which will indicate if the Director of Food Services will cater or not cater an event.
- K. Groups are allowed to bring in A/V equipment but Sul Ross State University assumes no liability for outside equipment, nor will Sul Ross State University provide storage for it. Sound amplification equipment may not be used in any areas other than in the assigned facilities for scheduled events.
- L. All events must end one half hour prior to the closing time of the building, except by special arrangement.
- M. Groups with participants under the age of 18 must provide adequate adult supervision.
- N. Some sales or solicitations are permitted at Sul Ross State University, but only as part of the legitimate fund raising activities of a student organization or University Group (see Student Handbook). All of the profits generated by a sale or solicitation conducted at Sul Ross State University must be used for the activities of the sponsoring student organization, University Group, or their publicly stated cause, e.g., a charitable organization. All sales generated from student fundraisers must be deposited in their student organization agency account.
- O. Distribution of literature, petition drives, surveys and similar activities may be conducted only from a reserved location.
- P. Sul Ross State University is not responsible for any lost, stolen or damaged

property belonging to users of the facilities.

Q. All Sul Ross State University facilities are designated as tobacco-free.

R. The group sponsoring an event is held accountable for the actions of the participants throughout Sul Ross State University campuses.

S. Reserving Parties will not dismantle or otherwise adjust university furnishings without written approval from the University Center and Campus Activities Coordinator.

T. Groups with extended use needs of Marshall Auditorium are limited to bulk reservation requests with a maximum of 6 continuous, uninterrupted weeks. Additional reservations can be made by the same group, but will be considered with discretion for other group/university needs. Any major changes needed or additional structures added to the stage outside of the 6 week window must remain behind the mid-stage curtain, guaranteeing unobstructed use of the front of the stage (30'X14') for other users. Bulk use needs of other spaces will be reviewed individually for the best interest of the university.

U. Scheduling requests beyond the scope of the Facilities Use Policy may be sent to the Executive Committee of the University by the Campus Activities Coordinator for special consideration. These requests will be evaluated in terms of potential benefits to the University community.

V. Sul Ross State University Department of Public Safety (UDPS) reserves the right to require fire, police or other security personnel for events at Sul Ross State University. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the sponsoring organization. Events requiring security coverage will not be permitted if adequate security is unavailable. Security personnel must be coordinated in advance by Sul Ross State University Department of Public Safety (UDPS) to allow sufficient security for the event. The group sponsoring the event is responsible for all applicable security charges.

W. Groups using Sul Ross State University facilities shall obey and assume full responsibility for having read and understood the Code of Student Conduct, University policies, and the Texas State University System Rules and Regulations as well as all local, state and federal laws regarding the use of facilities, alcohol, speakers, etc. Access to the Sul Ross Facilities Use Policy with all laws, rules, and regulations as well as the TSUS web address will be provided to those wishing to use the facilities.

III. Scheduling Sul Ross State University Facilities & Services

A. The scheduling of any university space by a non-university group must be done through the Campus Activities Office, not directly with the building manager. Only the President's Office can waive reservation fees. If a space not on the reservation list is deemed appropriate, the Campus Activities Office will establish the appropriate fee per an approval process with the Student Life Office.

B. The use and/or reservation of all SRSU facilities must first receive review and approval/denial by the Coordinator of the SRSU Campus Activities Office, by means of the completion of a Facility Use Request Form. The SRSU Campus Activities Office is located in University Center, Room 108. The phone number is 432-837-8191.

C. Student organization reservations must have an authorized signature (Advisor) from the student organization to ensure that organizational funds are committed appropriately (if charges are applicable).

D. University Groups must provide the appropriate account information and the

approval of an authorized signature to confirm all services including facilities, catering and audiovisual services.

E. A minimum 50% of charge is required to confirm reservations under Rental Rate Categories I and II.

F. The balance of all charges including audiovisual services is due upon receipt of the invoice and must be paid in full prior to the event in the form of: a) a check or money order payable to "Sul Ross State University" or b) state agency purchase order.

G. In rare cases that access keys can be checked out, primarily Kokernot Lodge, a check must be submitted and marked key deposit (currently \$300). Upon timely return of full inventory of checked-out keys, the check is returned.

H. Groups wishing to claim a tax exemption must provide appropriate verification with the reservation request form.

I. Groups using either the Gallego Center, Kokernot Outdoor Theatre, SALE Arena, Marshall Auditorium, or the Studio Theatre, who need the use of the lighting and/or the sound systems, will be charged for authorized SRSU personnel to run the lighting and/or sound systems.

J. Accessible Parking:

1. All accessible parking spaces, together with their accompanying access aisles, curb ramps, and accessible routes leading to accessible entrances shall be provided in accordance with the U.S. Department of Justice's accessibility guidelines (ADAAG, Appendix A to 34 C.F.R. Part 36), and shall be made available to students, faculty, staff, and the general public for all university programs, activities, and/or services, and should not be blocked or otherwise made unavailable.

2. If it is determined to be necessary to temporarily block or otherwise make unavailable any accessible parking spaces on the SRSU campus, an adequate number of alternative accessible parking spaces will be provided in close proximity to the blocked/unavailable accessible parking, which provides comparable accessible parking on the shortest accessible route of travel to an accessible entrance or university program, activity or services.

3. If temporary, alternative accessible parking is provided, it will be accompanied by adequate signage that informs students, faculty/staff, and/or general public of the existence and location of said parking;

IV. Rental Rate Categories

A. The fees will be per day. This includes separate days needed for set-up and clean up. Additional fees such as technical, security, arena grooming, and other personnel may apply. Current rates are in Appendix A. Fees will be reviewed on an annual basis.

B. The following categories shall be used in determining the rental rates for Sul Ross State University facilities:

1. Category I events scheduled by all Non-University non-profit groups and subject to standard room rental charges.

2. Category II events scheduled by all Non-University for profit groups or individuals and subject to standard room rental charges.

3. Category III events scheduled by University Groups and registered student organizations whose primary audience is Sul Ross State University students, faculty or

staff with no admission charge or other solicitation of funds (i.e. donations) associated with the event are exempt from room rental charges with the exception of state, regional and/or national conferences.

C. Events scheduled by University Groups that jointly sponsor with a Non-University Group (non-profit or for profit) are subject to standard room rental charges for the category of the Non-University Group and to be paid for by the University Group. The University Group shall specify all arrangements including the fee in a written statement submitted for approval by the University President.

D. Events scheduled by individual University employees or current students are subject to standard room rental charges at Category II rates. Off-campus or private parties who reserve university space for a for-profit event where admission is charged or profit made would also be charged Category II rates.

E. Any group shall be assessed and held responsible for any damages, non-routine set-up, clean up, security, and/or charges incurred resultant of a scheduled event.

V. Advance & Late Scheduling

A. University Groups may schedule major campus events up to two years in advance. A "major event" is defined as a conference or similar activity requiring multiple rooms and where a commitment for facilities is required more than one year in advance.

B. University Groups may schedule non-major events up to 12 months in advance.

C. Non-University Groups may schedule an event up to 12 months in advance.

D. A tentative hold may be placed on a room until confirmed by a facility use request form and deposit, if applicable. Another group needing the same room, and prepared to confirm the space with a deposit, may place a request with the University Center and Campus Activities Coordinator. At that time, the group tentatively holding the room must either confirm or release the room. The University reserves the right to make a decision if either party is unreachable.

VI. Cancellations

A. If a Non-University Group fails to cancel a room reservation at least seven business days prior to their event, the group shall forfeit the deposit.

B. University Groups and Non-University Groups will be held responsible for all charges incurred resultant of any commitments made to facilitate an event, if it is cancelled.

VII. Decorations, Exhibits & Displays

A. Decorating and posting limitations must be discussed with the University Center and Campus Activities Coordinator at the time the event is scheduled. No tape, glue, tacks, Velcro or similar material, or nails are permitted on the walls, doors, floors, ceilings, glass or woodwork of Sul Ross State University facilities without approval of the respective building coordinator.

B. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

C. Light bulbs may not be placed where the heat from the bulbs might create a fire hazard.

D. Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., are not permitted without approval of the respective building coordinator.

E. Sul Ross State University is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.

F. Decorations, exhibits and displays must be removed immediately following the event or activity, unless the respective building coordinator has approved other arrangements.

G. The reserving organization is responsible for setting up and cleaning after the event.

H. Table centerpieces must be non-flammable or constructed of fire resistant materials.

I. Sul Ross State University does not permit the use of glitter, rice, or similar materials in decorations and activities.

J. Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by Sul Ross State University via the Campus Activities Office.

K. Any facility needing non-routine cleaning will result in a charge to the reserving organization.

VIII. Sanctions

A. Any group that violates any section of this policy may be denied the privilege of using Sul Ross State University facilities and may incur a fine, based upon violation or damages.

B. Appeals must be submitted in writing to the University Center and Campus Activities Coordinator within five working days of the issue being appealed. The appeals statement must contain grounds for the appeal and include all information presented for appeal. Decisions will be communicated to all parties within ten business days.

IX. Liabilities and Limitations

Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns explicitly disclaim any and all liability, damage, injury, or death resulting from the use of its facilities by University or Non-University Groups, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns. Further, individuals, University, or Non-University Groups, their officers, employees, agents, or assigns shall hold harmless and indemnify Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns from any and all liability, damage, injury, or death resulting from the use of its facilities, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns.

FINANCIAL AID and SATISFACTORY ACADEMIC PROGRESS POLICY

Lawrence Hall 100, Box C-2

Email: fa@sulross.edu

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

Undergraduate Students

GPA

All undergraduate students:

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

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

Completion

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

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

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

Time Limits

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

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

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

Graduate Students

GPA

All graduate students:

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

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

Completion

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

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

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

Time Limits

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

Financial Aid Suspension

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

Appeal of Financial Aid Suspension

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

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

A student whose appeal is **granted** will be reinstated on **Financial Aid Probation** and may receive financial aid for only one upcoming semester/term. A student on Financial

Aid Probation must complete the probationary period with at least a 2.0 GPA (3.0 for Graduate) and complete 67% of all their coursework.

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

Financial Aid may be reinstated under the following conditions:

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

TEXAS PUBLIC EDUCATION GRANTS AND LOANS

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

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

Criteria for Awarding Grants

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

Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.

7. Scholastic or Disciplinary Probation. Returning students who are not maintaining satisfactory academic progress and all students on disciplinary probation may be ineligible for grants.

Criteria for Awarding Institutional Loans

1. Eligibility. Loans are to be made only to students accepted for enrollment as a regularly admitted student and/or enrolled in good standing and maintaining satisfactory progress in a program leading toward a degree. Students paying tuition on a basis other than semester credit hours have the same eligibility criteria and loan terms as students paying tuition on the basis of semester credit hour loans. Students in default on other student loans are ineligible.
2. Need. Borrowers must evidence a need for the loan by submitting a loan application stating the purpose and amount of the loan requested, and the method of repayment.
3. Emergency Loans. Eligible student borrowers shall be assisted in obtaining emergency loans based on the order in which their applications are received.
4. Maximum Loan Amount. The maximum loan amount per student for each semester shall not exceed the tuition, fees, and room and board charges assessed for the semester in which the student is enrolling. The University may deduct the students' unpaid indebtedness, penalties, and late charges from the loan proceeds and apply them to this indebtedness.
5. Promissory Note. Each loan must be evidenced by a promissory note, which must be executed prior to the disbursement of funds. The University may require a borrower to secure a cosigner who evidences ability and willingness to repay in the event the borrower defaults.
6. Interest. The University may charge interest on these loans at an annual rate not to exceed five percent. In lieu of an interest bearing promissory note, the University may collect a loan origination fee for each loan, with such origination fee not to exceed an amount equal to the maximum amount of interest that could be charged for the loan. Appropriate truth-in-lending statements shall be executed.
7. Repayment. Except as provided in the two following sections, borrowers will have a maximum repayment period of 90 days from the date of execution of the promissory note. The repayment schedule should allow for three equal installments within the 90-day period or a term note payable 90 days from the date the promissory note was executed. The length of the borrower's enrollment will determine repayment of loans for summer sessions proportionately.
8. Deferred Repayment. A resident of Texas for tuition purposes, upon a finding by the University that such individual would be deprived of an education due to a lack of financial ability may defer repayment of the loan as allowed by law and in accordance with guidelines adopted by the Texas Higher Education Coordinating Board.
9. Forgiveness of Loans. The University will forgive loans in accordance with guidelines adopted by the Texas High Education Coordinating Board for the determination of extreme financial hardship and other instances in which the public interest is served if a loan is forgiven.

MEDICAL AMNESTY POLICY

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

Students needing medical assistance during an alcohol or other drug-related emergency will not face formal disciplinary action by the Student Life office for the mere

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

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

What does medical amnesty mean?

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

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

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

It is the expectation of the University that a student use the medical amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, after the first incident, the availability of medical amnesty to the student is at the discretion of the Student Life office.

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

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

MISSING PERSON POLICY

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

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

Missing Student Notification Policy

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

RELIGIOUS HOLY DAYS ABSENCES

(HB 256 78TH Legislature)

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

STUDENT DEATH RESPONSE & REPORTING PROCEDURES

I. Purpose and Scope: The death of a Sul Ross State University student is a tragic event for the family and friends of the deceased as well as a special loss for the general SRSU Community. When the death of a SRSU student occurs, whether on or off campus, it is incumbent upon SRSU officials and administrative offices to provide timely, caring, and professional assistance to the family and/or survivors of the deceased as well as provide support for those grieving in the SRSU Community.

A student death may require a range of actions from a variety of responders including SRSU Department of Public Safety officers, medical professionals, Dean of Students Office staff, Residential Living staff, and other pertinent SRSU officials and/or administrative offices. The specific types of actions provided by these responders will depend on whether the student death was the result of an accident, natural causes, a suspected suicide, a suspected homicide, or another type of emergency situation. Therefore, the purpose of this policy is to set forth the notifications that should occur immediately following the discovery of a student death, identify the general type of

responses expected, but not prescribe the specific actions of those responding to the death.

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

III. Definitions: A. SRSU Student: For the purpose of this procedure, a SRSU student is defined as an individual who is currently enrolled at SRSU, an individual who has pre-enrolled for classes for any future academic term if their death has been reported during the non-class periods between terms, or an individual who has completed the immediately preceding academic term and who is eligible for re-enrollment.

B. On Campus Student Death: The death of a SRSU student shall be regarded as having occurred on campus if the death takes place on property owned, leased, or maintained by the University or if the death takes place when the student is participating in an official University function.

C. Student Death Response Coordinator: The Dean of Students or designee serves as the SRSU Student Death Response Coordinator (SDRC) and is responsible for notifying pertinent SRSU officials and administrative offices and is responsible for coordinating other SRSU actions in response to a student death.

IV. Procedures: 1. On Campus Student Death: When an emergency occurs on the SRSU Campus, the SRSU Department of Public Safety (UDPS) should be contacted immediately to respond to the situation. If a student death is discovered as a result of the UDPS response, a representative of UDPS should notify the Dean of Students of the student death as soon as is practical. If the Dean of Students is not available, notification should be made to the President of the University.

On Campus Student Death Encounter at Residential Living

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

Admin Staff Protocol

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

Director Protocol

14. Contact Dean of Student Life Office
 15. Contact Director of Counseling Services to determine if Crisis team may need to be notified
 16. Rendezvous with on-site staff members
 17. Facilitate an emergency meeting with all Resident Assistants
 18. Prepare to provide Residential Living Services for the roommate
 19. Facilitate the transfer of deceased person's effects to appropriate parties with the Student Death Response Coordinator (Dean of Students)
2. Off Campus Student Death: When it is discovered that a student death has occurred off campus, the Dean of Students Office should be contacted to coordinate the institutional response. Information regarding a student death may be reported by SRSU faculty or staff members as well as by family and/or friends of the deceased student.
3. Notifications and Initial Actions: Upon receiving notification of a student death, the following notifications and actions will be initiated as appropriate to the circumstances of the situation:
4. Dean of Students Office/Student Death Response Coordinator (SDRC) a. Verifies that the individual reported as deceased was a SRSU student and collects other pertinent enrollment information. b. Collects available emergency contact information. c. Confirms the reliability of the report that a student has died. d. Notifies the President's Office. e. Notifies the Director of Counseling Services. f. Notifies the Public Relations Officer. g. Plans appropriate notifications of those close to the student after ensuring that official pronouncement of death was made: family (if law enforcement is unable to do so), on-campus involvements (club or sport teams), res hall staff and proximity residents (if on-campus student), etc.
5. SRSU Department of Public Safety (Student death on campus) a. In conjunction with the area hospital, EMS, and Justice of the Peace, confirms the student death and coordinates the notification of the next of kin. b. Secures the on-campus location as a possible crime scene as appropriate. c. Notifies the Dean of Students. d. Coordinates any police investigation as appropriate with pertinent law enforcement entities.
6. Residential Living Department (Student death in housing) a. Immediately notifies the SRSU Department of Public Safety. b. Notifies the Dean of Students Office. c. Secures the deceased student's room and personal effects. d. If the deceased student has a roommate, consults with the roommate and provides Residential Living services as appropriate. e. Consults with the Director of Counseling Services to provide counseling services to roommates and to the housing community as appropriate. f. Facilitates the transfer of the deceased student's personal effects as guided by the SDRC or Dean's Office and law enforcement.
7. Counseling Services a. Upon receipt of information about the death of a student Counseling Services will contact the roommate or members of the student organization in which the deceased student was a member to provide grief counseling. b. Upon request made by a faculty member Counseling Services will work to provide grief counseling in classes attended by the deceased student.
- D. Follow-up Actions: Upon verification of a student death, the Dean of Students Office will coordinate institutional follow-up actions as needed. These actions may include, but are not limited to:

1. Coordinates with the Office of the President, the Offices of the Vice Presidents. The Dean of Students to send letters of condolence on behalf of SRSU to the next of kin or other appropriate persons.
2. Notifies appropriate college and enrollment service units of verification of the student death.
 - a. Notifies Registrar.
 - b. Notifies Director of Financial Aid
 - c. Notifies faculty instructors on student's schedule; extends a request for leniency for those closely affected (roommate, classmates, friends).
 - d. Determines and notifies other campus offices as necessary
3. Interfaces with the family of the deceased to coordinate University services and resolve administrative details as needed.
4. Coordinates SRSU representation at and/or sends flowers to the deceased student's funeral or memorial service as appropriate.
 - a. Determines appropriate on-campus component: moment of silence, memorial, plaque, etc.
 - b. Coordinates other expressions of sympathy such as sending letters or cards and attendance at funerals and memorials.

SEXUAL ASSAULT/RAPE PROCEDURES

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

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

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

Immediately following a sexual assault:

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

Within 24 hours of a sexual assault:

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

In the days following a sexual assault:

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

The administration of student discipline at Sul Ross:

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

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

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

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

The University shall notify students that:

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

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

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

SEXUAL MISCONDUCT POLICY

Current Texas State University Policy can be found [here](#).

SOLICITATION

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

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

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

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

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

SPEECH and ASSEMBLY

Definition

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

Off-Campus Speakers in University Facilities

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

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

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

Speakers to be paid from state funds to speak on the University campus shall speak in a facility that is open to the public. This subsection does not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to see and hear the speaker. The number of students, faculty, staff, and guests may be limited to prevent a hazard to the safety of the audience.

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

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

Time, Place and Manner Restrictions

While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place

regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:

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

Assembly on Component Grounds

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

Clear and Present Danger

Proposed speech which constitutes a clear and present danger to the University's orderly operation by the speaker's advocacy (i.e., preparing the group addressed and steeling it to such action as opposed to the abstract espousal of the propriety of resort to force) may be prohibited. In determining the existence of a clear and present danger, the University President may consider all relevant factors, including whether, within the past five years such speaker has incited violence resulting in the destruction of

property at any public institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution. There must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purposes of the University.

STUDENT GRIEVANCE PROCEDURES

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

Filing a Grievance

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

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

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

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

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

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

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

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

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

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

Appeals

Either the grievant or the respondents may appeal the decision of the officer to the Vice President of University Services within five class days of the receipt of the written notification. The Vice President of University Services, after reviewing the circumstances, shall render a decision, in writing, within five class days of the receipt of the appeal.

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

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

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

STUDENT RIGHTS & RESPONSIBILITIES

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

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

STUDENT TRAVEL POLICY

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

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

TOBACCO FREE POLICY

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

1. Definitions.

- a. Tobacco. Tobacco includes, but is not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other products usually identified with tobacco use.
- b. Tobacco use. The use of tobacco products involves the smoking, dipping,

- chewing, or any other method of ingesting the chemicals contained in tobacco products.
- c. University property. University property includes all real estate, motor vehicles, and facilities owned, leased, or otherwise controlled by the University.
- 2. The use of tobacco products shall be banned on all University property, both indoor and outdoor including outdoor stadium and grandstands for athletic and recreational fields and parking lots under the supervision of the university.
- 3. Specific exceptions to the tobacco free policy are as follows:
 - a. Artists or actors who participate in authorized performances which require smoking or the use of another tobacco product as part of artistic productions are exempt from this tobacco policy if approved by the Provost and Vice President of Academic and Student Affairs.
 - b. Participants in academic research projects involving tobacco products are exempt if approved by the Provost and Vice President of Academic and Student Affairs.
- 4. Compliance
 - a. Students who violate the policy will go through the disciplinary process set out in the Student Code of Conduct.
 - b. Employees will be referred to their supervisor and shall be handled through the appropriate employee disciplinary process.
 - c. Visitors, volunteers, contractors, or other service providers will be asked to leave campus.
- 5. The Counseling and Accessibilities Center (CAC) is available to assist University community members in dealing with their addictive behaviors.
- 6. It is the responsibility of University community members to ensure that their guests and visitors to the campus are aware of the prohibitions on the use of tobacco.

TUITION and FEES

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

- 1. Student Services Fees. Sul Ross State University is authorized to charge and collect from students registered at the University fees to cover the cost of student services which the Board deems necessary or desirable in carrying out the educational function of the University based on *Education Code, Section 54.503*.
- 2. Additional Mandatory Fees. Sul Ross State University is authorized to charge and collect from students registered at the University other such mandatory fees as statutorily authorized.
- 3. Additional Voluntary Fees. Additional voluntary student services fees may be established with the approval of the President.
- 4. Installment Payments. The University shall provide optional installment payment plans for tuition and required fees during the fall and spring semesters in accordance with *Education Code, Section 54.007*. The University may also provide an installment method of paying campus housing, food service, or room and board contracts.
 - a. **Installment Fees.** Students paying tuition and required fees by installment may be charged a fee of up to \$15.00 for each installment, excluding any payment made at registration.
 - b. **Late Payment Fee.** A student making an installment payment after the due date shall pay a late payment fee of \$15.00 for each late payment.
 - c. **Reinstatement Fee.** A student seeking reinstatement to the University after withdrawing from the University without paying the full amount of tuition and fees due, or after having been dropped from the rolls of the University for failure to pay an installment payment or late payment fee, shall pay a \$100.00 reinstatement fee in addition to past due installment payments and late payment fees.
 - d. **Application of Student Aid.** All scholarships and awards provided by the University and all federal or state grants and loans provided to a student

must be applied toward the full amounts due to the University for the payment of tuition, fees and other charges before installment payments are scheduled. This provision does not apply to Guaranteed Student Loan Program (GSLP), to parent Loans for Undergraduate Students (PLUS), to Student Loan Supplement (SLS), or to other similar funds, which shall be disbursed by the University directly to the student in accordance with federal law and regulations.

WEAPONS POSSESSION POLICY

The possession, use, or sale of all firearms (any device designed, made or adapted to expel substance or any device readily converted to that use), weapons, any device powered by CO2 cartridges, large knives and blades greater than 5.5 inches (excluding kitchen knives in apartments), sling shot devices, fireworks, explosives and ammunition of any type is prohibited on campus and is subject to University discipline as well as criminal sanctions. The exception is a handgun and ammunition of a License to Carry holder in approved areas of campus. The resident is responsible for their handgun and to follow the state law regarding the security of the gun. For further information, the phone number to the University Department of Public Safety is (432) 837-8100.

STUDENT CONDUCT and DISCIPLINE

Acquaintance with Policies, Rules, and Regulations

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

ACADEMIC HONESTY

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. "Cheating" includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.

9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
11. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
12. "Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

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

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

CAMPUS DISRUPTIVE ACTIVITIES

Pursuant to *Education Code, Subsection 51.935 (Disruptive Activities)* Sul Ross State University shall adhere to the following *Rules and Regulations*. No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the University campus. Disruptive activity means:

1. Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration.
2. Seizing control of an area of the campus or any building or portion of a building for the purpose of interfering with any administrative, education, research, or other authorized activity.
3. Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the Sul Ross State University administration. A lawful assembly is disrupted when a person in attendance is

Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

DISCIPLINARY ACTION CODES

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

1. Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.
2. Violation of any Regents' rule, regulation, or order or University policy, rule, or regulation, including any rule or regulation governing residential living in University-owned facilities or breach of a residential living contract.
3. Failure to comply with the direction of a University official acting in the performance of his/her duties, or failure to heed an official summons to the office of a University official within the designated time.
4. Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding.
5. Failure to meet financial obligations to the University.
6. Unauthorized use or possession of ammunition, firearms or items that resemble firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on University property.
7. Conduct that significantly endangers the health or safety of other persons, including members of the University community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from University facilities.
8. Stealing, destroying, defacing, damaging, or misuse of University property (including misuse of fire or life-safety equipment or property) or property belonging to another.
9. Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.
10. Possessing and/or using, without authorization according to University policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, or faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.
11. Gambling in any form on University property.
12. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.
13. Advocating or recommending either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steeling it to such action as opposed to the abstract espousal of the moral propriety of a course of action.
14. Forgery, alteration, or misuse of University documents, forms, records, or identification cards, or issuance of a check to the University or its contractors without sufficient funds.
15. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object that is flammable or which could cause damage by fire or explosion to persons or property on University property.
16. Unauthorized entry into or use of University buildings, facilities, equipment, or resources, or possession or use of University keys for unauthorized purposes.
17. Failure to maintain a current official mailing address in the Office of the Registrar or giving a false or fictitious address to such University office or official.
18. Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of present, past, or future bombing, fire, offense, or other emergency that s/he knows is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room or aircraft, automobile, or other mode of conveyance.
19. Harassment where the individual intentionally threatens, in person, by

- telephone, electronically, in writing or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
20. [Academic dishonesty](#). (See section above).
 21. Campus disruptive activities or disorderly conduct on University-owned or controlled property or at a University-sponsored or supervised function which inhibits or interferes with the educational responsibility of the University community or the University's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays which tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner, or committing an act, that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or classroom activities.
 22. Using authority granted by state law, system rule, or University policy to deprive any person of his or her civil rights.
 23. Violation of University policy relating to electronic network facilities such as local area networks and the Internet.
 24. Failure to acquire and maintain a Sul Ross-issued student photo identification (I.D.) card; failure to replace a lost/stolen I.D. card; and/or any falsification, misrepresentation or other misuse of the student I.D. card
 25. Any attempt to commit these prohibited acts.
 26. [Sexual Misconduct \(Chapter III Paragraph 22 and Appendix A-6\)](#)

Suspended, Expelled, and Dismissed Student Restriction

No student who has been suspended, expelled or dismissed for disciplinary reasons from a component of the System shall, during the period of discipline, be eligible to enroll at any other System component. The registrar of a component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared.

ADMINISTRATION OF DISCIPLINE PROCEDURE

The Dean of Students shall have primary authority and responsibility for the administration of student discipline at Sul Ross State University and for investigating allegations that a student has violated System and/or University rules and regulations, or specific orders and instructions issued by an administrative official of the University. Any action taken is subject to review by the University president and the Board, and either of whom may approve, amend, or disapprove any action taken by the Dean of Students. The Dean of Students may designate an appointee to carry out disciplinary functions.

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

The officer will discuss his or her findings and his or her determination of an appropriate penalty with the student, if the student is available, and in any case will provide the student an opportunity either to accept or reject the officer's decision.

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

student waives all right to a formal hearing with the Disciplinary Hearing Committee.

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

Such charges shall be heard and determined by the Disciplinary Hearing Committee or by the Dean of Students' Office, but not by both.

FORMAL APPEAL HEARING PROCEDURES

The Dean of Students or a designated appointee initiates the formal hearing process after meeting with the student by preparing a written statement of charges, a statement of the evidence supporting such charges, including a list of witnesses and brief summary of the testimony to be given by each, and sending notification of such charges and statement to the accused student by Sul Ross email or by hand delivery of said document with the student signing a receipt.

Except in those cases where immediate interim disciplinary action has been taken under authority of Interim Disciplinary Action, or by agreement of the Dean and the accused student, the accused student shall be given at least five (5) class days written notice by the Dean of Student Life or a designated appointee of the date, time, and place for a formal hearing and the names of the current [Disciplinary Hearing Committee](#) members. When immediate interim disciplinary action (such as interim suspension) has been taken, hearings will be held under the procedures set forth below but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

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

1. Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel, at a reasonable time prior to the hearing. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. If the student fails to appear, the hearing may proceed.
2. Both the University representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of his/her designated representative or counsel. All questions shall be limited to relevant evidence.
3. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding and both parties will be furnished a copy for appeals purposes only.

Students Right to Challenge Impartiality

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

DETERMINATION of HEARING (Penalties)

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

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

17. Expulsion from the University. A student who is expelled from the University is not eligible for readmission to the University or to any other Texas State University System institution.
18. Dismissal from the University. A student, who is dismissed, is separated from the University for an indefinite period of time.
19. Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The University may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The University shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.

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

APPEALS

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

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

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

Both parties, at the discretion of the Vice President or Dean, may submit oral or written arguments to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments when appropriate, to the Vice President or Dean within five (5) business days after giving notice of appeal. The Vice President or Dean may approve, reject, or modify the decision. The Vice President or Dean also has the option of remanding the matter to the original hearing officer or hearing committee for reconsideration. The appeal office shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause.

Review of the Vice President of University and Student Services

The Vice President may review any disciplinary case and may approve, reject, modify the decision or remand the matter to the original hearing officer or committee for reconsideration.

President's Right to Review

The President may review any disciplinary case, and approve, reject, or modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.

Board of Regents' Right to Review

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

Interim Disciplinary Action

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

Civil Proceedings

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

HAZING ACT

Passed by State Legislature, 1987 (The following is excerpted from Texas State statutes and is binding on this University, its organizations, and students.) An act relating to offenses to hazing at or in connection with an educational institution; providing criminal penalties. Be It Enacted By The Legislature Of The State Of Texas:

Section 1. Section 4.01 through 4.50, Education Code, as amended, are designated as Subchapter A, Chapter 4, Education Code, and that chapter is amended by adding a subchapter designation immediately after the chapter heading to read as follows: Subchapter A. General Provisions Section 2. Chapter 4, Education Code, as amended by adding Subchapter B to read as follows:

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

1. "Educational institution" includes a public or private:
 - a) High school; or
 - b) College, university, or other post-secondary educational establishment.
2. "Pledge" means any person who has been accepted by, is considering an offer

- of membership from, or is in the process of qualifying for membership in an organization.
3. "Pledging," means any action or activity related to becoming a member of an organization.
 4. "Student" means any person who:
 - c) Is registered in or in attendance at an educational institution;
 - d) Has been accepted for admission at the educational institution where the hazing incident occurs; or
 - e) Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
 6. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.
 7. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

The term includes but is not limited to:

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

Sec. 4.52. Personal Hazing Offense

1. A person commits an offense if the person:
 - a) Engages in hazing;
 - b) Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - c) Intentionally, knowingly, or recklessly permits hazing to occur; or
 - d) Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Life or other appropriate official of the institution.
1. The offense of failing to report is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
2. Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.

3. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
4. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.

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

RACIAL HARASSMENT

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

1. Racial Harassment is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. No student, faculty, or staff employee may engage in racial harassment of any person on the Sul Ross campus or in connection with a University-sponsored activity.
2. No student, faculty or staff person may use authority granted by state law, by System rule, or by University policy to deprive any person of his /her civil rights on the Sul Ross campus or in connection with a University-sponsored activity.
3. If a violation of this policy is committed on campus and/or in connection with a University-sponsored activity because of the race, color, or national origin of any person directly harmed by such violation, the violator's discriminatory purpose will be treated as an aggravating factor for the purpose of determining the appropriate penalty.

Procedures for redressing racial harassment complaints of students, faculty, staff or visitors shall be in accordance with published procedures established by the university. All complaints shall be considered informal until they are filed in writing. Student complaints should be directed to the Dean of Student Life.

Once a disciplinary penalty is imposed, the accused, whether a student or a faculty or staff employee, shall have his/her full right to invoke applicable appeal procedures according to existing University policies.

SEXUAL HARASSMENT

No employee, student, or contractor of the University may sexually harass another person and will be subject to disciplinary action for a violation of this policy.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment.

2. In determining whether alleged conduct constitutes sexual harassment, the University shall construe any act or omission within the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. Each determination shall be made from the facts on a case-by-case basis.
3. The University may not dismiss a complaint once registered with an appropriate authority until the University has resolved the case. However, the University may take appropriate disciplinary action for any sexual harassment occurring in the employment or academic environment even in the absence of an individual complaint. Disciplinary action may consist of action up to and including termination of employment or, in the case of students, expulsion from the University or from the System.
4. The University has adopted a policy statement and procedures prohibiting sexual harassment and requiring prompt and appropriate corrective action for a violation of this policy and relevant federal and state laws on sexual harassment. This policy is outlined under the section Students Rights and Responsibilities on page 31.
5. To the fullest extent practicable, the University shall keep complaints of sexual harassment and the terms of their resolution confidential.
6. If disciplinary action is imposed on an individual for engaging in sexual harassment, the individual may invoke the applicable appeal procedures of the University.
7. The relief provided by the University to a complainant does not depend on any resolution of the complaint or disciplinary action against the accused individual.

STUDENT DEBTS

Debts of Students or Organizations

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

Students' Financial Obligations

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

Penalties for Failure to Pay

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

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

STUDENT EMPLOYMENT

Students being considered for employment at the University must be in good academic and disciplinary standing, enrolled at least half time, and making satisfactory

progress towards a degree. A student who has been admitted on probation and is employed will not be eligible for employment for more than one additional semester unless the academic probation is removed. A student will be relieved of his/her employment responsibilities at the time he/she receives a disciplinary penalty or probation or deferred suspension and will not be permitted to hold a position on campus until all disciplinary sanctions have been lifted.

A student placed on academic probation at the end of a semester in which he/she has been employed will not be eligible for employment for more than one additional semester unless the academic probation is removed or upon approval by the Counseling Center at the request of the department employing the student. This request is to be submitted to the Counseling Center who will review the student's status and make a recommendation for or against continued employment. A recommendation for continued employment shall include an academic progress plan (contract) signed by the student and a counselor. It is the intent of the Counseling Center to assist the student in overcoming his/her probationary status and achieve the desired G.P.A.

Additional information regarding [student employment](#) and employment application can be accessed at Career Services and Testing.

CAMPUS MAP



- | | |
|---|--|
| 1. <u>President's Home</u> | 13. <u>Industrial Technology Building</u> |
| 2. <u>Bryan Wildenthal Memorial Library</u> | 14. <u>Ceramics and Sculpture Building</u> |
| 3. <u>Morgan University Center</u> | 15. <u>Physical Plant</u> |
| 4. <u>Briscoe Administration Building</u> | 16. <u>Lobo Village Housing Complex</u> |
| 5. <u>Morelock Academic Building</u> | 17. <u>Residential Living Office</u> |
| 6. <u>Academic Computer Resource Center</u> | 18. <u>Graves-Pierce Complex</u> |
| 7. <u>Lawrence Hall and Cactus Garden</u> | 19. <u>Pete P. Gallego Center</u> |
| 8. <u>McCoy Building (Museum of the Big Bend)</u> | 20. <u>Tennis Courts</u> |
| 9. <u>Francois Fine Arts Building</u> | 21. <u>Swimming Pool</u> |
| 10. <u>Warnock Science Building</u> | 22. Zuzu Verk Memorial Amphitheater |
| 11. <u>Ferguson Hall</u> | 23. <u>Range Animal Science Center</u> |
| 12. <u>Fletcher Hall</u> | 24. <u>Mountainside</u> |

WHO IS SUL ROSS?

The following describes who Lawrence Sullivan Ross is.

LAWRENCE SULLIVAN (SUL) ROSS

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

Sul's love for action and horses involved him in his first Indian fight while he was still a boy. Although his early ambition was to be an Indian fighter like his father, he recognized the value of education and enrolled at Baylor University in Independence, Texas, and then at the Wesleyan University in Florence, Ala., where he obtained his A.B. degree in 1859.

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

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

With the coming of the Civil War he resigned from the Rangers. He subsequently joined the Masonic order. He married Elizabeth Dorothy Tinsley, daughter of a Waco planter, on May 28, 1861. After acting as state peace commissioner to various Indian tribes, he enlisted in mid-1861 in the Confederate Army as a member of the Waco Company raised by his older brother, Peter F. Ross, which was incorporated into the Sixth Texas Cavalry.

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

In 1873 the citizens of McLennan County elected Ross sheriff. In his two years in office he ended a reign of terror and helped form the Sheriffs' Association of Texas. He urged needed reforms and helped write the document that governs Texas today, the Constitution of 1876. Service as a constitutional delegate gave him experience in

public office and a reputation for honesty and ability. During the next four years Ross did not seek political office on his own, despite the willingness of his comrades to support him in a bid for the office of governor on the Democratic ticket. He did agree, however, to become a compromise candidate for the State Senate from the Twenty-Second District in the election of 1880.

As Senator, Ross made a record of solid achievement, but a reapportionment bill reduced his four-year term and he declined to run for reelection. Nevertheless, from the Senate it was an easy step to the governorship; by 1886 Ross's friends and supporters had persuaded him to enter politics on the state level, and he won easily on his first attempt. During his two terms (he was reelected in 1888 and served until 1891) the new Capitol was completed, the state attained new heights of industrial, agricultural and commercial growth, and state eleemosynary and educational institutions flourished.

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

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