

violation and assignment of additional sanctions with the Office of Student Conduct as outlined in the *Code of Student Conduct*.

NOTE: Additional Academic Integrity information is available from the [Office of Student Conduct](#) and [TTU Ethics Center](#)

SECTION C. ANTI-DISCRIMINATION POLICY

The university does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the University's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

(<http://www.depts.ttu.edu/opmanual/OP40.02.pdf>)

1. Discriminatory Harassment

- a. Discriminatory harassment is verbal or physical conduct that shows hostility toward an individual based on or related to sex, race, national origin, religion, age, disability, sexual orientation, gender identity, genetic information, or other protected categories, classes, or characteristics and that creates an intimidating, hostile, or offensive educational environment; has the purpose or effect of unreasonably interfering with a student's educational performance; adversely affects a student's educational opportunities; and is sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive, or offensive educational environment which interferes with the student's ability to realize the intended benefits of the University's resources and opportunities.
- b. Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:
 - Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
 - Display of explicit or offensive calendars, posters, pictures, drawings, cartoons, screen savers, e-mails, or other multi-media materials in any format that reflects disparagingly upon a class of persons or a particular person in a protected category;
 - Derogatory remarks about a person's national origin, race or other ethnic characteristics;
 - Disparaging or disrespectful comments if such comments are made because of a person's protected status;
 - Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
 - Disparate treatment without a legitimate business reason; or
 - Other threats, discrimination, hazing, bullying, stalking, or violence based

on the referenced above a protected category, class, or characteristic.

2. Sexual Harassment

- a. Unwelcome verbal, written, or physical conduct of a sexual nature that is severe, persistent, or pervasive such that it unreasonably interferes with the student's educational experience. When submission to such conduct is made, either explicitly or implicitly a term or condition of education; submission to or rejection of such conduct is used as a basis for decisions affecting education; or such conduct has the purpose or effect of interfering with the individual's educational performance or of creating an intimidating, hostile, or offensive educational environment.
- b. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
 - Sexual teasing, jokes, remarks, or questions
 - Sexual looks and gestures;
 - Sexual innuendoes or stories;
 - Communicating in a demeaning manner with sexual overtones;
 - Inappropriate comments about dress or physical appearance;
 - Gifts, letters, calls, e-mails, or materials of a sexual nature;
 - Sexually explicit visual material (calendars, posters, cards, software, internet materials);
 - Sexual favoritism;
 - Pressure for dates or sexual favors;
 - Inappropriate discussion of private sexual behavior;
 - Non-consensual video or audio-taping of sexual activity;
 - Exposing one's genitals or inducing another to expose their genitals;
 - Unwelcome physical contact (touching, patting, stroking, rubbing);
 - Sexual assault; or nonconsensual sexual intercourse or contact;
 - Stalking;
 - Interpersonal or Relationship violence;
 - Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.
 - *Note: While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.*

4. Reporting Concerns

Students wishing to report an incident of discrimination or harassment, including gender-based discrimination, sexual harassment, or sexual assault, should contact the Deputy Title IX Coordinator for Students. Additional reporting information can be found at titleix.ttu.edu/students. Students reporting discrimination or harassment in their employment capacity should contact the Office of Equal Opportunity. An online reporting form is also available:

https://www.depts.ttu.edu/titleix/students/Report_an_Incident.php

5. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, <http://www.ed.gov/ocr>.

6. Retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, assists someone in reporting a complaint, or participated in any manner in an investigation. Retaliation is defined as any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a conduct process, civil rights grievance proceeding, or other protected activity.

7. Confidentiality

Confidentiality of both the involved parties will be honored to the extent possible without compromising the University's commitment and obligation to investigate allegations of discrimination or violations of law, to protect the university community, and to the extent allowed by law. The willful and unnecessary disclosure of confidential information by the involved parties may affect the integrity of the investigation and may result in appropriate disciplinary measures against the offending party.

8. Faculty/Staff and Student Relationships

Texas Tech University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships, including affectionate liaisons or other intimate or close relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct or indirect teaching, training, research oversight or direction, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean, Provost's Office or the Dean of Students.

9. Grievance or Complaint Processes

A grievance is a formal complaint pertaining to adverse actions taken on the basis of a student's protected status or other violation of law or TTU policy. A violation of a University policy alone does not necessarily constitute a violation of law or an action prohibited by law. For additional information regarding the complaint process, see TTU Operating Policies 40.02 and 40.03.

10. Grievances or Complaints and Investigations – Involving Employees, Whether Faculty, Staff, or Students

- a. This grievance or complaint process is applicable to all students who choose to complain about discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is an employee, whether faculty or staff.
- b. All grievance or complaint investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
- c. The filing of a grievance or complaint shall not affect the ability of TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance or complaint.
- d. A student may consult with the Office of the Dean of Students to determine if he/she wishes to file a formal grievance or complaint. Students wishing to file a grievance or complaint should complete the grievance or complaint form located at www.deanofstudents.ttu.edu. However, even if a formal grievance or complaint is not filed, the Dean may notify key personnel at their discretion about the allegation, and other action may be taken by TTU as deemed appropriate. Other actions include, but are not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility and informing the responding party of TTU's policy and educating departments and supervisors as needed on this and other policies.
- e. If the grievance or complaint involves the Dean of Students, the grievance or complaint should be presented to the Equal Opportunity Office.
- f. Student grievances or complaints of discrimination or harassment by an employee will be investigated jointly by the Office of the Dean of Students and the Office of Equal Opportunity.
- g. The Investigation may consist of the review of the grievance or complaint and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the Investigation and its procedures will be determined by and at the discretion of the Dean of Students or the Office of Equal Opportunity. Any findings in the Investigation will be based upon a preponderance of the evidence.
- h. After the investigation is complete, the Office of the Dean of Students or the Office of Equal Opportunity or designee will provide a written determination to the student who has filed the grievance or complaint, the responding party and the appropriate administrators.
- i. The finding of the Office of the Dean of Students or the Office of Equal Opportunity is final and not appealable.
- j. In the event a finding of a violation of this policy is made, appropriate disciplinary action will be taken as determined by the appropriate administrator.
- k. If either party disagrees with the imposed disciplinary action, or lack thereof, he or she may appeal within the time period and through the procedures established in OP 32.05 for faculty and OP 70.10 for staff.
- l. Any disciplinary action taken in connection with a grievance or complaint filed

pursuant to this policy shall be reported in writing to the Office of the Dean of Students and the Office of Equal Opportunity at the time the disciplinary action is implemented. Confirmation of the disciplinary action can be provided via a copy of a counseling or other written disciplinary action, resignation, termination document, etc.

- m. At the conclusion of the Investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the Office of Equal Opportunity. Likewise, in the event the student believes unlawful retaliation for filing a grievance or complaint has taken place, the student should contact the Dean of Students or the Office of Equal Opportunity, and/or file a grievance or complaint for retaliation.
- n. In the event of a finding of a violation of this policy, the Office of Equal Opportunity will follow up with the reporting party within 60 days to ensure that the complained of behavior has ceased.

SECTION D. CLASS ABSENCES

1. Class Absences

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the University reserves the right to deal at any time with individual cases of non-attendance. In case of an illness requiring an absence from class for more than one week, the student should notify his/her academic dean. Texas Tech University Operating Policy 34.04 provides complete information regarding class attendance and reporting student illness and emergencies.

2. Religious Holy Day Absences

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. More information is available in Texas Tech University Operating Policy 34.19.

3. Student Absence due to Sponsorship of Student Activities and Off-Campus Trips

- a. According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).
- b. According to Texas Tech University Operating Policy 34.06, students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.