

WHEREISIT and HOWDOI?

**A Brief
Informational
Guide to UT
Permian Basin**

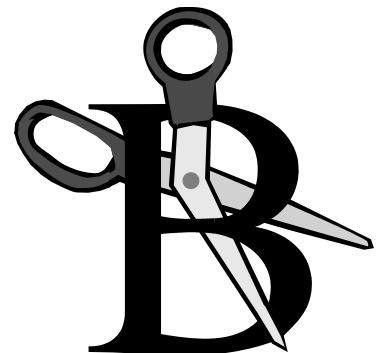
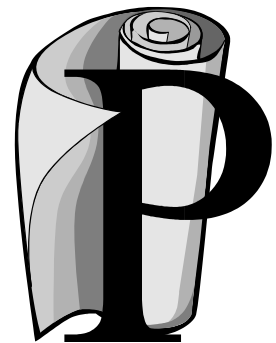
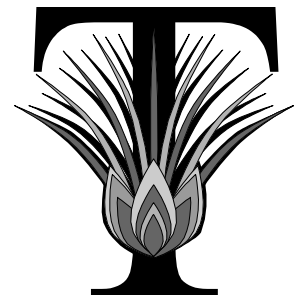
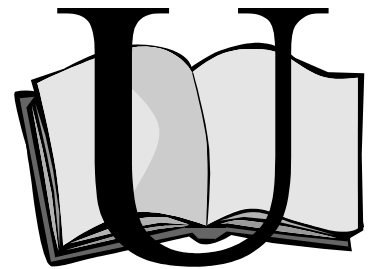


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IF YOU NEED...

CAMPUS ACTIVITIES:	Student Life Office. (*2850)
COMPUTER HELP:	Information Resources Division. (*2415)
FINAL EXAM SCHEDULE:	Printed in each semester schedule.
FURNITURE FOR YOUR OFFICE:	See your dean/department chair.
HEATING & COOLING CONTROL:	Physical Plant. (*2760)
ID CARD:	Human Resources Office will provide card that must be presented at the Student Union for picture.
INSURANCE. RETIREMENT INFORMATION:	Human Resources Office (*2747)
OFFICE SUPPLIES:	Make request for supplies through your dean/department office.
PARKING PERMIT:	University Police. (*2780)
STUDENT INFORMATION:	Registrars Office. (*2635)
TRAVEL INFORMATION:	Dean/department chair office.
TV MONITOR & VCR:	Dean/department chair office.
UNIVERSITY VEHICLES:	See your dean/department chair. Physical Plant will provide form to be completed.(*2760).
VISUAL AIDS:	Publications & Special Projects. (*2540)
YOUR PAYCHECK:	Direct deposit is available. You may pick up your paycheck in the cashier's office (4th floor) on the first working day of the month between 9 A.M. and before 6 P.M. Check with the dean/department administrative assistant.

IF YOU NEED...

BUSINESS CARDS/NOTE PADS:	Publications & Special Projects. (*2540) (Or log onto the UTPB Home Page; Administration; President's Office; Business Cards and fill out the information).
CLASS ROSTERS:	Will be placed in your mailbox at the beginning of the semester.
COPYING CLASS MATERIALS:	See your dean/department administrative assistant.
FAX:	See your dean/department administrative assistant.
GRADE REPORT FORMS:	Available in the dean/department chair office at the end of the semester.
<u>HANDBOOK FOR OPERATING PROCEDURES:</u>	Your dean/department chair has a copy. A copy is also available in the Dunagan Library and can be found on-line on the UTPB Home Page.
STUDENT EVALUATIONS:	To be done according to the <u>Handbook of Operating Procedures</u> . Check with your department chair or area coordinator.
UNIVERSITY KEYS:	Key request form is available from the dean/department chair office and keys are picked up at the Physical Plant.

Instructional Technology Equipment:

The following instructional technology equipment is currently available from and/or supported by the UTPB Information Resources Division (IRD) 552-2415

Classroom Multimedia Pods

UTPB classrooms are equipped with basic multimedia capabilities. Available resources include multimedia computers with Internet connectivity, DVD playback capabilities, VHS VCR's, a copy stand camera and data/video projection capabilities. For a complete list of classrooms and capabilities visit:

<http://www.utpb.edu/ird/facilities/multimedia.htm>

Computer Classrooms

Hands-on computer classrooms (the Mesa Building PC Classroom and the Library Lecture Center Macintosh Classroom) are scheduled through the UTPB Registrar's office. Courses that intend to use these facilities heavily should be scheduled carefully to avoid conflicts with each other.

Computer on Wheels (COW) Units

These units consist of a current-technology computer system and projection system mounted on a cart. All units are available on a first-come-first-served basis; COW units are portable within the Mesa Building but will not leave the building.

Data/Video Projection Units

Various Makes and Models Available — please provide advance reservation.

Laptop Computers

- Various Models & Vintages
- Available for short-term (72 hour) check-out
- Maximum of **3** units for staff check-out
- Long-term check-out will require the approval of the agency IRM and written justification from the borrower.
- Laptop computers and projection units may also be available through various academic offices.

Software Facilities

Each classroom multimedia pod will have a basic software complement installed. Additional software can be installed with appropriate lead time and with appropriate proof of licensing. The basic software complement will consist of the Windows O/S and Microsoft Office (Word, Excel, PowerPoint).

TV/VCR Units

IRD currently has TV/VCR units for checkout. VCR playback and projection capabilities are also provided in most classroom multimedia pods.

Multimedia Labs

The University offers a variety of multimedia development and production support and facilities through the REACH program.

Overhead Projectors

Each classroom is equipped with a traditional overhead projector. IRD will maintain a collection of operational spares. Problems related to overhead projectors should be reported to RD using established problem reporting procedures.

Video Conferencing Facilities

The administrative videoconferencing facility is scheduled through IRD. The Facility is available on a first-come-first-served basis. All uses of UTPB administrative videoconferencing facilities are subject to being preempted by U. T. System priority usage. Early reservation of videoconferencing network resources is essential. A current administrative videoconference schedule is available at: <http://www.utpb.edu/ird/video/vc.htm>.

Check-out Procedures:

Instructional technology items which have been identified as available for check-out can be checked out by full-time faculty and staff. An official replacement cost price list will be utilized to establish the value of each piece of equipment being checked out. Students will not be allowed to check out instructional technology items. The use of these items for student presentations will require check-out by a faculty member. Instructional technology items which are available for on-site (only) use can also be checked out by adjunct faculty provided prior arrangements have been made for this check-out by the appropriate Dean. No instructional technology should be removed from the campus by adjunct faculty. Equipment check-out and check-in will be conducted in the IRD student lab office. For each identifiable piece of University-owned equipment, an Equipment Loan Form must be completed.

Faculty Travel & Instructional Development Funds

There are several accounts from which funds may be requested for travel. To travel to professional meetings to present papers, participate in performances, or participate in exhibitions, the Faculty Development Travel account is available. To attend instructional development for general and specific training in pedagogical techniques, language training, individual training and/or development, a proposal request should be submitted to the Faculty Instructional Development Fund Committee. See your department chair/dean for additional information.

I. Faculty Development Travel:

A professional travel fund was established in the 1994 academic year to provide limited funding for faculty members to attend professional meetings. The highest priority for travel funds is to be given to faculty members who present papers, participate in performances, or participate in exhibitions at these meetings. In any case, attendance at these meetings must contribute to the professional growth of the faculty member.

The guidelines for the use of the Faculty Development Travel (FDT) fund are:

Eligibility:

All permanent, full-time faculty, with the rank of Instructor, Assistant Professor, Associate Professor, or Professor except holders of endowed positions (named Chairs, named Professorships, named Faculty Fellowships), Fellows in named endowed positions, and Ashbel Smith Professors, are eligible to be considered. Faculty Development Travel support is provided within the funds available, for partial to full funding of travel within the United States, Canada, and Mexico. Travel should be for the purpose of attending an organized professional meeting, preferably one sponsored by a professional society.

Application Process:

Applications should be filed as soon as you decide on the meeting that you plan to attend. This should be at least two weeks prior to the date of the meeting.

The "Application for Faculty Development Travel" (the application form may be obtained from your dean/department chair or the form may be downloaded from the UTPB Homepage under Administration; Academic Affairs; University Forms. must be submitted through your department chair and dean. The form must be approved by the dean and forwarded to the vice president for academic affairs' office for final approval.) Once approved, a Request for Travel Authorization (VE-5) must be completed (by the department/dean's administrative assistant) indicating the Faculty Development Travel account as the source of funding for the trip.

Amounts:

Assistant Professor and Instructor - \$1,200 maximum per year, for trips within the United States, Canada, and Mexico. State of Texas travel reimbursement allowables and procedures are to be followed.

Associate Professor - \$1,200 maximum per year for trips within the United States, Canada, and Mexico. State of Texas travel reimbursement allowables and procedures are to be followed.

Professor - \$1,200 maximum per year for trips within the United States, Canada, and Mexico. State of Texas travel reimbursement allowables and procedures are to be followed.

How to Obtain Reimbursement:

Within ten days after your return, submit a State of Texas Travel Voucher (VP-5) along with the approved Travel Authorization in accordance with regularly followed travel regulations. (Your department/dean's administrative assistant will prepare the electronic Travel Voucher with information and receipts provided by you.)

II. Faculty Instructional Development Funds:

Faculty Instructional Development Funds are specifically targeted toward interested faculty seeking funds for the following:

- General and specific training in pedagogical techniques;
- Individual training/development with provisions for sharing experiences and insight with other faculty.

The funds are not for travel or presentation of papers at a conference unless the issue of teaching and learning new ways of presenting material to students is the topic of the event.

To apply for Faculty Instructional Development Funds, submit eight (8) copies of the proposal approved by your department chair and dean) to the Faculty Instructional Development Committee (committee members are listed in the University Committee Assignments listing which is distributed to all faculty).

III. Faculty Research Development Funds:

Contact the Office of Sponsored Research (552-2530) for information, requirements, and procedures concerning all funded research programs and external research grant proposals.

IV. Sponsored Project Development Funds:

Contact the Office of Sponsored Research (552-2530) for information, requirements, and procedures concerning all funded research programs and external research grant proposals.

V. CEED Research Enhancement Funds:

Contact the Office of Sponsored Research (552-2530) for information, requirements, and procedures concerning all funded research programs and external research grant proposals.

Prior to Any Travel:

A Travel Authorization must be completed prior to any travel. Even though you may not request reimbursement for your travel, completing a Travel Authorization prior to traveling on University business documents coverage for insurance or workman's compensation in the event an accident should happen. Please see your department/school administrative assistant for information. The Travel Authorization is prepared electronically and information regarding expenses, dates, and reason for travel must be given in order to prepare your request for travel. Allow sufficient time prior to travel for this process. Upon your return, complete the Travel Reimbursement form on file in the dean/department office and attach appropriate receipts for hotel, car rental, airfare, taxi fare, parking fees, etc., required for reimbursement. The dean/department administrative assistant will then prepare a Travel Voucher for electronic submission.

The travel reimbursement check will be direct deposited to the employee's account. The dean/department secretary will be notified when the deposit is made.

Requests for foreign travel by "state employees on state business, paid for with state funds" must have the prior approval of U. T. System Administration. A Request for Administrative Approval for State Employees Traveling to Foreign Countries form must be completed and approved prior to foreign travel. The request must be submitted to the President for final approval no less than 30 days before departure.

Course Syllabus Checklist

Before writing the course syllabus, the instructor should know how this course relates to other courses in the discipline, i.e., the courses that it builds on and the courses that follow, if any. In addition, the instructor should know how the goals of the course contribute to the Mission of UTPB and the program goals of the discipline. Prior to the first class meeting, you should prepare a sufficient quantity for each student to receive a copy. All items marked with an asterisk (*) are required by University or college regulations.

1. Names and Numbers

Course name, identifying number, and unique section number.

- a. Where the course meets and when
- b. Semester and year
- c. Instructor's name
- d. Instructor's office number
- e. Instructor's campus phone number (home number optional)
- f. Instructor's e-mail and FAX addresses
- g. Instructor's office hours
- h. Information concerning course/laboratory coordination, if applicable.

2. Course prerequisites and co-requisites.

- Cite the course(s) that the students should have successfully completed before enrolling in the course.
- Some instructors also specify what the students should be able to know and do before enrolling in order to increase the likelihood of successfully completing the course.
- State that there are no prerequisites if that is the case.

3. Course Content* and Outline

- Course overview with *course goals, objectives and outline.
- *A list of all critical dates for administration of the class including:
 - the last day to drop the class without penalty;
 - the last day to drop the class with a given grade;
 - exam dates, if possible;
 - final exam date (from Course Schedule);
 - Any other special days (field trips, special speakers, etc.).
- Preview of sequence of graded components, including major assignments, tests, papers and projects.
- Indicate the exact dates (if known) on which exams will be given, and on which major assignments, papers and projects are due.
- Some instructors provide a week-by-week schedule of topics.
- Sometimes it's not possible to stick with the course Outline. In such a case, students should be reminded often of changes.
- Problem assignments, reading assignments, etc., as far ahead as you think is proper (in some courses. it is possible to assign all of the semester's

homework at this time).

4. Text(s), Reading Materials, Supplies

- List the title of text(s) author(s), title, edition, publisher and date of publication.
- List supplemental readings, videotapes, software, etc.
- Note whether any of the reading materials or videotapes are available on reserve in the library.
- List required supplies (and estimated costs if not provided by The University via lab fees).
- Some instructors like to mention how the text and other readings were selected, and how the readings are related to the course activities.
- Information concerning availability of tutors, course files, etc., if applicable.
- Hints on taking notes, exams, etc.

5. Identify 3-5 General Goals* for the Course

- Inform students where all the reading and studying are leading, i.e., list what students should be able to know and do once they successfully complete the course. What should students have gained?
- The course goals should correlate directly with one or more of the program goals of the discipline.

6. Course Requirements and Methods of Evaluation*

The graded components of the course should be linked to the course goals and satisfy the instructor that the successful student did, indeed, achieve those goals. In general, the inquiring student should ask the instructor at any time, "How do I stand in this course?", and receive an accurate answer at that point in time.

- *A detailed description of how the course will be graded (how many quizzes, what percentage of the overall grade is made up from each quiz grade, homework, the final exam, policy on I & Z grades, etc.).
- Specify each component of the course that enters into the final grade.
- Preliminary information on term projects, if any, which will be required in the course.
 - Specify how much each graded component counts toward the final grade.
 - Specify how scores or marks on graded components are derived and converted to a final grade.
 - If one graded component is given more weight than another is, such weightings should be specified.
 - If active class participation is graded components of the course, specify what students are expected to do to receive a satisfactory grade.
 - Indicate whether graded components and the final grade will be graded on a curve or some set of absolute standards.
 - Describe how students will receive feedback on graded components in a timely manner.

- Details on how homework will be handled (grading, posting of solutions, late homework policy, etc.).
 - Describe penalties for late or missed graded components (or attendance).
- A statement concerning how examination conflicts will be handled if examinations are to be given outside of the regularly scheduled class period.

7. Course Policies

- Describe any special procedures, such as those related to self-paced, web-based, or interactive live video.
- Indicate policies governing classroom attendance or lab attendance.
- Details on how absences from class and/or laboratories will be handled.
- Describe policy on make-up exams.
- Describe policy for footnotes, parenthetical referencing, and bibliography forms.
- Describe safety regulations and emergency procedures as appropriate.
- Some instructors often provide their policy on incomplete grades.
- Describe policy on scholastic dishonesty (plagiarism and cheating), with reference to rules and procedures in the *Student Guide*. This discussion should include details concerning whether you encourage or discourage students working together on homework, etc., and to what degree. See details of UTPB scholastic dishonesty policy at website: http://www.utpb.edu/UTPB_AdmiStudentServices/OfficecfStudentlife/StudentInfo/s13_main_studentguide.htm.
- Instructor may wish to describe personal policy on the use of cellular phones in the classroom.
- A statement concerning your preference in answering student questions (when they arise, at the start or end of class, etc.).

3 Examples of University Policy Statements for syllabi for ADA

University Policies

Disability Accommodations – To request academic accommodations for a disability, contact Efren Castro, Director of the PASS Office in the Mesa Building Room 1160, 432-552-2631, castro_e@utpb.edu. Students are required to provide documentation of disability to the PASS Office prior to receiving accommodations. The PASS Office refers some types of accommodation requests to the University Counseling Center which provides diagnostic testing for learning and psychological disabilities. For information about testing contact Suzanne Rathbun, Director of the University Counseling Center, 432-552-2365, rathbun_s@utpb.edu.

Or,

UNIVERSITY POLICIES

Disability: Any student who feels that he or she may require assistance for any type of physical or learning disability should consult with me as soon as possible. To request academic accommodations for a disability contact Efren Castro, Director of the PASS Office in the Mesa Building Room 1160, 432-552-2631 or email castro_e@utpb.edu . Students are required to provide documentation of disability to PASS Office prior to receiving accommodations.

Or,

Americans with Disabilities Act: Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability must contact Dr. Efren D. Castro, Director, Programs Assisting Student Study (PASS) Office, 552-2630, no later than 30 days prior to the start of the semester.

The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.

Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids.

If you need accommodations because of a disability, if you have emergency medical information to share with the instructor, or if you need special arrangements in the case the building must be evacuated, please inform the instructor immediately. It is best to contact the instructor after class or during his/her office hours.

*Subheadings underlined are components of the syllabus expected in SACS' 1996 *Criteria for Accreditation*.

J.N. Olson and J. Tillapaugh generated syllabus considerations. 3-24-00

S. Thompson revision 8-15-05.

Teaching Tips:

Classroom Do's and Don'ts

The following is a list of suggestions which, if followed, will maintain a high quality learning environment in your classroom. These suggestions are highly recommended.

- In lectures:
 - Prepare thoroughly.
 - Try to give interesting presentations.
 - Be enthusiastic about the course and course material.
 - Be on time.
 - End the class on time.
 - Erase the blackboard at the end of class.
 - Talk to the students, not to the window or blackboard.
 - Establish frequent eye contact with students.
- In question and answer activities:
 - Be open to questions.
 - Never ridicule students for asking questions--if the student has misunderstood, your job is to remedy the situation.
 - Call on students by their names (hence, you must learn the names).
 - Give the student time to answer--poor replies result from attempts to answer questions without thought.
- Regarding quizzes:
 - Have enough quizzes to fairly evaluate the students, but not too many (3-5 depending on the class).
 - Communicate clearly and precisely what material will be covered in each quiz.
 - Work each quiz out ahead of time.
 - Avoid making quizzes too long.
 - Avoid trick questions.
 - Grade and return quizzes promptly.
- Attendance in Classes and Laboratories

The University has no uniform regulations concerning attendance in classes and laboratories; however, it is obvious that the student cannot do his/her best unless he/she attends regularly. Many students have attempted to do otherwise, with almost uniformly disastrous results. A faculty member *may* have special regulations concerning attendance that, if not complied with, could adversely affect grades. In these cases, the faculty member should inform the student of these regulations during the first week of classes.

General Information – Offices and Departments

ACCOUNTING: Alex Castillo (Director of Accounting) 552-2706

Services available include:

Distribution of Payroll
Travel Reimbursements

ADMISSIONS: Vickie Gomez (Asst. Vice President for Enrollment Management)
552-2608

Services available include:

Official evaluation of academic transcripts (for undergraduate transfer students)
Advisement of international students
Maintenance of official student records until student enrolls — records then forwarded to Registrar's or Graduate Office.

ADVISING OFFICE: Office - MB 1150

Louise Whelan - Academic Counselor II - 552-2663

Sharon Bidwell - Academic Advisor I - 552-2665

Sharla Cruse – Academic Counselor – 552-2132

Deborah Carroll – Coordinator of Undergraduate Business Studies – 552-2173

Dr. Corbett Gaulden – Coordinator of Graduate Business Studies – 552-2202

Dr. Roy Hurst - Certification Officer - 552-2132

Services available include:

Academic advisor assignment
Initial advising for entering students
Teacher certification information

BOOKSTORE: Maritza Molinar - (Bookstore Manager) 552-0220 x 11

Terry Gantenbein (Text Manager), 552-0220 x 13

Services available include:

Textbook Orders

Forms required obtaining complimentary copies of textbooks

BUSINESS OFFICE: Dr. Chris Forrest (Vice President for Business Affairs)
552-2700,

Services available include:

General Budget Information and Assistance

CENTRAL STORES: Charles Cox (Storekeeper) 552-2732

Services available include:

Office Supplies-(limited)

Central Receiving for large packages or UPS deliveries

Inventory Control

DEANS OFFICES:

COLLEGE OF ARTS & SCIENCES

Dean: Dr. Lois Hale
Administrative Asst. II: Mary Ellen Carrasco 552-2220

Department of Behavioral Science —
Chair: Dr. Kay Ketzenberger
Administrative Asst. I: Kim Rhyne 552-2325

Department of Humanities & Fine Arts
Chair: Prof. Chris Stanley
Administrative Asst. I: Sylvia Rede 552-2280

Department of Science & Mathematics
Chair: Dr. Emilio Mutis
Administrative Asst. I: Lisa Bryan 552-2230

SCHOOL OF BUSINESS

Dean: Dr. Geralyn Franklin
Administrative Asst. II: Carolyn Jennings 562-2170

SCHOOL OF EDUCATION

Dean: Dr. Ed Mills
Administrative Asst. II: Monica Parrish 552-2120

FINANCIAL AID: Robert Vasquez (Director), 552-2620,
Services available include:
Student financial aid information

GRADUATE STUDIES & RESEARCH: Dr. J. Tillapaugh (Asst. Vice President for
Graduate Studies) 552-2530
Services available include:
Graduate student records
Information on graduate programs at the University
Graduate Catalog

GYMNASIUM FACILITIES: Rob Rankin (Director) 552-2335.
Gymnasium 552-2336

Memberships and fees:

All recreational programs and facilities are available to U. T. Permian Basin students, faculty, staff, and alumni. A current UTPB identification card must be presented at the equipment issue desk of the gymnasium when using the facility or checking out equipment.

The fee structure is as follows:

Student	No Charge
Faculty and Staff	\$30.00 Annual Fee
Immediate Family Members of Students, Faculty and Staff	\$60.00 Annual Fee/Person
Guest Fee (University Members Only)	\$3.00 per visit with 3 visits max per semester
Current Dues Paying Alumni	\$30.00 Annual Fee
General Public	
Individual	\$75.00 per semester
Immediate Family Memberships	\$200.00 per semester

Locker fees are \$5.00 per semester. A \$5.00 locker fee is also assessed for the Summer Sessions. A \$5.00 lock deposit is required.

You may purchase memberships and locker fees at the Cashier's desk in the Accounting Department on the first floor of the Mesa Building, or at the Gym. Guest fees are to be paid at the Gymnasium.

Gym facilities and hours:

Gymnasium Hours (Fall and Spring Semesters)

Monday - Thursday	12:00 noon - 9:00 p.m.
Friday	12:00 noon - 6:00 p.m.
Saturday	12:00 noon - 4:00 p.m.
Sunday	1:00 p.m. - 4:00 p.m.

Lower Gym -- 2 basketball courts
2 volleyball courts
stage and bleachers

Upper Gym --1 basketball court
1 volleyball court
4 indoor racquetball/handball courts
4 outdoor lighted tennis courts

Weight room facilities and hours:

Weight Room Hours: (Fall and Spring Semesters)

Monday & Wednesday	7:00 a.m. - 10:00 a.m. & 12:00 Noon - 9:00 p.m.
Tuesday & Thursday	7:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. -10:00 a.m. & 12:00 Noon - 9:00 p.m.
Saturday	2:00 Noon - 6:00 p.m.
Sunday	1:00 p.m. - 4:00 p.m.

Multi-station exercise machines & free weights
treadmills
full-length mirrors
qualified supervision

Pool facilities and hours:

The pool is open during the summer beginning on March 15th

The fee structure is as follows:

Daily Swim Pass:

Faculty, Staff, Alumni:	\$1.00
Family Members of Faculty, Staff, Alumni:	\$1.00
Non-UTPB affiliated users:	\$2.00

Summer Swim Memberships:

Faculty Staff, Alumni	\$ 20.00
Faculty, Staff, Alumni + family	\$ 50.00
Non-UTPB affiliated individuals:	\$ 40.00
Non-UTPB (immediate family only):	\$100.00

Pool hours of operations are:

Monday-Friday	1:00 p.m. - 7:00 p.m.
Saturday	12:00 p.m. - 7:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

HUMAN RESOURCES: Linda Isham (Director) 552-2750, MB 4224
Doris Adams (Payroll) 552-2749, MB 4224

Services available include:

- Employee Benefits
- Teacher Retirement and Optional Retirement Programs
- Payroll Savings Plan
- Credit Union Information
- Tax-Sheltered Annuities
- UTFLEX Benefits
- UTPB Holidays

Group Insurance
Vacation/Sick Leave
Premium Sharing
Payroll

INFORMATION RESOURCES DIVISION: (Computer Services)

Keith Yarbrough (Asst. Vice President for Information Resources) 552-2415

Lab Hours:

Monday - Thursday	8:30 a.m. - 10:00 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

(Schedule is different during the summer semesters)

See page 2-4, Instructional Technology Equipment, for additional information.

INSTITUTIONAL ADVANCEMENT: (Public Information) Kay Bivens (Director)

552-2802

Services available include:

Fund Raising Efforts
Governmental Relations
Alumni Relations

Myra Salcedo (Public Information Officer) 552-2806

Services available include:

News Releases and Publicity
Assistance and Publicizing University Special Events

INSTITUTIONAL RESEARCH AND PLANNING: Cindy Olson (Director) 552-2116

Services include coordinating or producing:
Enrollment and Other University Data Reports
Federal, State, or Internal Reports and Surveys
Planning services include coordinating or producing:
Biennial 5-year Strategic Plan
Campus Facilities and Master Planning

DUNAGAN LIBRARY: Charlene Shults (Director) 552-2371, LL144

Services available include:

Online Public Access Catalogue
Current Periodicals and Professional Journals
Microform and Microfiche
Interlibrary Loan Service
Archives-Special Collections Section

MAIL SERVICES: Jerry Stacy, 552-2745,

Services available include:

United States Mail Pickup. 4:30 p.m., Monday - Friday
Stamp Machine
Certified Mail Assistance
Express Mail Service
Assistance in Weighing Packages

MATH CENTER: Jill Miller (Director) 552-3351

Services available include:

Face-to-face Math tutorials for all students

OFFICE FOR SPONSORED PROJECTS: Dr. J. Tillapaugh 552-2530

Services available include:

Centralized location for assistance in Grants and Sponsored Projects

OUTREACH PROGRAMS: 552-2106

Services available include:

Equal Employment Opportunity compliance
Historically Underutilized Businesses (HUB) Program
"Compact with Texans" customer service initiative
Liaison to regional business organizations
Confidential internal and external compliance reporting

P.A.S.S. OFFICE (Programs Assisting Student Study): Dr. Efren Castro
(Director of PASS Office) - 552-2630

Services available include:

Placement Services
Car Pool Matching
Tutor Referral Services
GRE/GMAT/LSAT Study Guides & Tutorials
Testing Room
Personal Computers, Study Guides & Books
Seminars

PHYSICAL PLANT: Rick Dempsey (Asst. Vice President for Facilities
Management) 552-2764 Physical Plant Building, South Campus

Services available include:

Scheduling of the Devonian Room, Falcon Room, Student Lounge, and Courtyard for group meetings, or other events. Notify the Physical Plant ten days in advance if tables or chairs are to be set up.

NOTE: Alcoholic beverages may be served on campus by University organizations only with prior written permission from the President of the University.

State Vehicle Reservation
Key Issuance

POLICE: Mike Tacker (Police Chief) 552-2781

There are University Police Department officers on duty twenty-four hours a day, seven days a week (including holidays). The on duty officer may be reached by calling 296-2590 (floating cell phone assigned to the senior on duty officer)

Services available include:

Entry assists

Vehicle Assists

Lost and Found

After hours drop point (7:00 a.m. – 11:00 p.m., Monday – Friday; 10:00 a.m. – 9:00 p.m. Saturday; 1:00 p.m. – 7:00 p.m. Sunday)

Parking permit issuance

PUBLICATIONS AND SPECIAL PROJECTS: Travis Woodward (Director)
552-2547

Services available include:

Layout, Design, and Writing of Displays and Publications (including posters, brochures, reports, ads, flyers)

Layout and Design of Instructional Materials (including book covers, charts, paper presentations, illustrations)

Photographic Responsibilities

Video and Audio Dubbing

Business Cards

PURCHASING: Sharon O'Donnell (Director) 552-2791

Services available include:

Catalogues

Contract Books

REACH PROGRAM CENTER: Dr. Doug Hale (Director) 552-2870

Onieta Burgess (Training Specialist) 552-2879

Services available include:

Distance education through interactive video

Support to faculty who develop courses for the Web

Web support for the University

REGISTRAR: Hector Govea 552-2640

Services available include:

Undergraduate Student Records

Graduation Assistance

Registration Information

Class Scheduling

Grades

Student Name/Address Change

Transcript Issuance

Honors Convocation
Veterans Representative
Classroom Assignments
Classroom Reservations
Residency Records
Add/Drop and Withdrawals
Grade Changes
Contract Study/Incompletes

REPROGRAPHICS: 552-2835

Services available include:

Printing of any item which requires fifteen copies or more
Brochures
Machine Drill and Staple Machine
Binding Service

STUDENT SERVICES: Dr. Susan Lara (Vice President for Student Services)
552-2600

Services available include:

Student Life Office
Student Counseling
Student Grievances

WRITING CENTER: Kellye Manning (Director) 552-2302

Services available include:

Face-to-face writing tutorials for all students
On-line writing assistance for distance learners and others who cannot come to the Center in person
Assistance with research papers, resumes, letters of application
Workshops and class presentations customized to instructor need
Line-by-line editing for faculty and staff

SWITCHBOARD:

The switchboard is located in the Police Department's Communication Center and is staffed as follows (7:00 a.m. – 11:00 p.m., Monday – Friday; 10:00 a.m. – 9:00 p.m. Saturday; 1:00 p.m. – 7:00 p.m. Sunday. For NON-emergency services dial 2787. For EMERGENCY service dial 2911. You may also dial "0" during the above stated hours for assistance. From an outside line, the automated, and voice activated, switchboard may be reached by calling (432) 552-2020.

Abbreviations Used

MB	-	MESA BUILDING
FB	-	FOUNDERS BUILDING
GW	-	GROUNDS WAREHOUSE
GYM	-	GYMNASIUM
LL	-	DUNAGAN LIBRARY
PP	-	PHYSICAL PLANT BUILDING
SL	-	STUDENT LOUNGE
VA	-	VISUAL ARTS STUDIOS

Student Conduct and Discipline Procedures

Student Conduct

All students are expected and required to obey Federal, State, and Local Law, to comply with The University of Texas System Board of Regents' Rules and Regulations, with The System and the University rules and regulations, with directives issued by an administrative official of the System or University in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution. Activities, which may result in disciplinary action, include, but are not limited to the following:

1. Conduct that violates The University of Texas System Board of Regents' Rules and Regulations, The System or the University rules and regulations,
2. Specific instructions issued by an administrative official of the University or The System acting in the course of his or her authorized duties, or
3. Federal, State, or Local Law. These actions are subject to discipline whether such conduct takes place on-campus or off-campus or whether civil or criminal penalties are also imposed for such conduct.
4. Scholastic dishonesty, includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
Handbook of Oneratin2 Procedures, (Part 5, Section 1)

- a. "Cheating on a test includes":
 - Copying from another student's paper;
 - Using during a test, materials not authorized by the person giving the test;
 - Collaborating with or seeking aid from another student during a test, without authority;
 - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test;
 - Substituting for another student or permitting another student to substitute for one's self to take a test; and

- Bribing another person to obtain a test or information about an un-administered test.
- b. "Plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit.
 - c. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
5. Illegal use, possession, and/or sale of a drug or narcotic on-campus of the University is subject to discipline if a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the University for a specified period of time and/or suspension of rights and privileges.
 6. Conduct that endangers the health or safety of any person on-campus of the University or on any property, or in any building, or facility owned or controlled by The System or the University is subject to discipline.
 7. Acting singly or in concert with others, obstructing, disrupting or interfering with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on-campus or on property or in a building or facility owned or controlled by The System or the University is subject to discipline. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, the University computers, computer programs, computer records or computer networks accessible through the University's computer resources.
 8. Communication, either oral or written, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
 9. The unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by The System or the University.
 10. Acting singly or in concert with others, engages in hazing. State Law prohibits hazing in state educational institutions. (Section 51.936, Texas Education Code) Hazing with or without the consent of a student whether on-campus or off-campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature, which is dangerous, harmful, or degrading to the student

and a violation of this prohibition renders both the organization and participating individuals subject to discipline. (See Hazing Policy).

11. Altering or assisting in the altering of any official record of The System or the University or submitting false information or omitting requested information that is required for or related to an application for admission, the award of a degree, or any official record of The System or the University is subject to discipline. A former student who engages in such conduct is subject to bar against readmission, revocation of degree and withdrawal of diploma.
12. Defacement, mutilation, destruction or unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by the University or The System.
13. Prohibited conduct that occurs while participating in off-campus activities sponsored by the University or The System including field trips, internships, rotations or clinical assignments.
14. In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution.
15. A student who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension. (The University of Texas System Board of Regents' Rules and Regulations, Part One, Chapter VI, Section 3.2)

A former student who has been suspended or expelled for disciplinary reasons is prohibited from being on-campus of the University during the period of such suspension or expulsion without prior written approval of the Chief Student Affairs officer of the institution at which the suspended or expelled student wishes to be present. (The University of Texas System Board of Regents' Rules and Regulations, Part One, Chapter VI, Section 3.3)

Disciplinary Procedures

The Vice President for Student Services shall have primary authority and responsibility for the administration of student discipline at The University of Texas of the Permian Basin. It shall be the Vice President for Student Services duty to investigate allegations that a student has engaged in conduct that violates The

University of Texas System Board of Regents' Rules and Regulations, the Rules and Regulations of the University or The System, specific instructions issued by an administrative official of the University or The System in the course of his or her authorized duties, or any provisions of Federal, State, and/or Local Laws. The Vice President for Student Services may proceed with the investigation and with the disciplinary process, notwithstanding any action taken by other authorities. (The University of Texas System Board of Regents' Rules and Regulations, Part One, Chapter VI, Section 3.4).

A student may be summoned by written request of the Vice President for Student Services for a meeting to discuss the allegations. The written request shall specify a place for the meeting and a time at least three (3) weekdays after the date of the written request. The written request may be mailed to the address appearing in the records of the registrar or may be hand delivered to the student. If a student fails to appear without good cause, as determined by the Vice President for Student Services, the Vice President for Student Services may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or he Vice President for Student Services may proceed to implement disciplinary procedures. The refusal of a student to accept delivery of the notice or the failure to maintain a current address with the registrar shall not be good cause for the failure to respond to a summons.

Pending a hearing or other disposition of the allegations against a student, the Vice President for Student Services may take such immediate interim disciplinary action as is appropriate to the circumstances, including: (a) suspension and bar from the campus when it reasonably appears to the Vice President for Student Services from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the University; (b) the withholding of grades, degree or official transcript when such action is in the best interest of the University.

When interim disciplinary action has been taken by the Vice President for Student Services, a hearing of the charges against the student will be held within ten (10) days after the interim disciplinary action was taken unless the student agrees in writing to a hearing at a later time or unless the student waives a hearing and accepts the decision of the Vice President for Student Services.

In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the Vice President for Student Services shall assess one or more of the penalties that is appropriate to the charges and inform the student of such action in writing. (See Penalties) The minimum penalty that the Vice President for Student Services may assess when a student admits illegal use, possession, and/or sale of a drug or narcotic on-campus is suspension from the University for a specified period of time and/or suspension of rights and privileges. The decision of the Vice President for

Student Services on penalty only may be appealed to the Chief Administrative Officer. (See Penalties)

Dispute/Hearing

In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial Hearing Officer.

Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at least ten (10) days written notice of the date, time, and place for such hearing and the name of the Hearing Officer. The notice shall include a statement of the charge(s) and a summary statement of the evidence supporting such charge(s). The notice shall be delivered in person to the student or mailed to the student at the address appearing in the registrar's records. A notice sent by mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday. The date for a hearing may be postponed by the Hearing Officer for good cause or by agreement of the student and the Vice President for Student Services.

The accused student may challenge the impartiality of the Hearing Officer. The challenge must be in writing, state the reasons for the challenge, and be submitted to the Hearing Officer through the Office of the Vice President for Student Services at least three (3) days prior to the hearing. The Hearing Officer shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the Hearing Officer disqualifies himself or herself, a substitute will be chosen in accordance with procedures of the University.

Upon a hearing of the charges, the Vice President for Student Services has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of the credible evidence.

The Hearing Officer is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The Hearing Officer shall rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the System. The Hearing Officer shall render and send to the Vice President for Student Services and the accused student a written decision that contains findings of fact and a conclusion as to the guilt or innocence of the accused student. Upon a conclusion of guilt, the Hearing Officer shall assess a penalty or penalties. Guilt of the illegal use, possession, or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the University for a specified period of time and/or suspension of rights and privileges.

The hearing shall be conducted in accordance with procedures adopted by the University that assures the University representative and the accused student the following minimal rights:

- (1) Each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of documents to be introduced at the hearing at least five (5) days prior to the hearing.
- (2) Each party shall have the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, the Vice President for Student Services advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise the Vice President for Student Services or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections or present argument to the Hearing Officer.
- (3) The Vice President for Student Services may recommend a penalty to be assessed by the Hearing Officer. The recommendation may be based upon past practice of the University for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the Vice President for Student Services. The accused student shall be entitled to respond to the recommendation of the Vice President for Student Services.
- (4) The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer, the official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Officer. At the request of the Chief Administrative Officer, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript. (The University of Texas System Board of Regents' Rules and Regulations, Part One, Chapter VI, Section 3.4)

Penalties

The Hearing Officer may assess by the Vice President for Student Services or the following penalties after a hearing:

1. Disciplinary probation.
2. Withholding of grades, official transcript, and/or degree.
3. Bar against readmission.
4. Restitution or reimbursement for damage to or misappropriation of the University or The System property.
5. Suspension of rights and privileges, including participation in athletic or

extracurricular activities.

6. Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit.
7. Denial of degree.
8. Suspension from the University for a specified period of time.
9. Expulsion (permanent separation from the University).
10. Revocation of degree and withdrawal of diploma.
11. Other penalty as deemed appropriate under the circumstances.

Appeal Procedures

A student may appeal a disciplinary penalty assessed by the Vice President for Student Services. Either the Vice President for Student Services or the student may appeal the decision of the Hearing Officer. An appeal shall be in accordance with the following procedures:

Written notice of appeal must be delivered to the President of the University within fourteen (14) days after the appealing party has been notified of the penalty assessed by the Vice President for Student Services or the decision of the Hearing Officer. If the notice of penalty assessed by the Vice President for Student Services or the decision of the Hearing Officer is sent by mail, the date the notice or decision is mailed initiates the fourteen (14) day period for giving notice of appeal. An appeal of the penalty assessed by the Vice President for Student Services will be reviewed solely on the basis of the written argument of the student and the Vice President for Student Services. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written argument, must be filed with the chief administrative officer within fourteen (14) days after notice of appeal is given. At the discretion of the President, both parties may present oral argument in an appeal from the decision of the Hearing Officer.

The President may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that if the finding as to guilt is upheld in a case involving the illegal use, possession, and / or sale of a drug or narcotic on-campus, the penalty may not be reduced below the minimum penalty.

The action of the President shall be communicated in writing to the student and the Vice President within thirty (30) days after the appeal and related documents have been received. The decision of the President is the final appellate review. (The University of Texas System Board of Regents' Rules and Regulations, Part One, Chapter HI, Section 7).

Discipline Records

The University shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial, or revocation of degree and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five years unless the record is permanent in conjunction with the above stated penalties. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed and any other pertinent information. This disciplinary record shall be maintained separately from the student's academic record, shall be treated as confidential, and shall not be accessible to or used by anyone other than the Vice President for Student Services, except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena.

Student Due Process Procedures

Introduction

In order to educate undergraduate and graduate students of diverse backgrounds, it is essential that The University of Texas of the Permian Basin provide equal educational opportunities for all students. The University also should foster understanding of cultural diversity and cultivate the ethical and moral values that are the basis of human society. To fulfill these aspirations, the University must strive to establish and maintain an environment free of discrimination. In support of this environment, students have a system, by which to process discrimination grievances. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the University, The System, or any of its component institutions, on any basis prohibited by applicable law, including, but not limited to race, color, religion, national origin, sex, or handicap.

Discrimination shall be defined as behavior that excludes or denies a person equal treatment based on a personal characteristic such as disability, race, religious affiliation, ethnic or national origin, gender, or sexual orientation.

Sexual Harassment shall be defined as unwelcome sexual advancements or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by a fellow student, faculty member, or any of the University employees when (1) submission by a student to such conduct is made explicitly or implicitly a condition for opportunity of advancement; (2) submission to or rejection of such conduct by a student is used as the basis for decisions affecting that student; or (3) the intended effect or reasonably foreseeable effect of such a conduct is to create in intimidating, hostile, or offensive environment for the student.

Racial Harassment shall be defined as any behavior involving threats or communication or acts of violence, hatred, humiliation, ridicule, or other ill will of a racial nature. Any of the aforementioned acts resulting in, but not limited to, serious emotional distress, bodily harm, or the basic impedance of the learning process shall fall within the purview and constitute racial harassment.

A grievance shall be defined as a complaint, which deals with an allegation regarding any abrogation of a student's rights. Any student who believes that their rights have been abridged for any reason should seek redress abiding by the procedures set forth herein. If a student believes that he or she has been treated unfairly in a course or the awarding of a grade for a course, or when a student believes that he or she has been the victim of discrimination or harassment by any other student, professor, or any of the University employees, the following appeal procedures exist for the purpose of redress of grievances:

- Academic Appeal
- Appeal based on Academic Discrimination
- Non-Academic Appeal

Grounds for Appeal

Grounds for Academic Appeal

Grievances students have in regard to grades, the course syllabus, examinations, course content, the instructor's conduct, etc., are grounds for academic appeal.

Grounds for Appeal Based on Academic Discrimination

An appeal based on academic discrimination is relevant when a student believes that he/she has been treated differently in the classroom because of the student's race, religious affiliation, ethnic, national origin, gender, or sexual orientation.

Grounds for Non-Academic Appeal

Non-academic concerns are situations that occur outside of the classroom. An appeal based on such an issue is relevant if the grievance is between a student and one or more other students; a faculty or staff member, a student organization; or any other office or agency of the University. At each stage of the appeal process, it is understood that the accused will be afforded the opportunity to present separately their perspective of the nature and relative facts pertaining to the issue in question. The following steps should be followed with respect to seeking redress of grievances:

Academic Appeal

The student should first seek resolution of the grievance via a meeting with the instructor. If within five (5) working days the issue is not resolved:

The student has the option of consulting with the Student Rights Advocate. Once the Student Rights Advocate has been informed, the student may consult with the advocate throughout the duration of the appeal process. The Vice President for Student Services appoints the Student Rights Advocate.

If within five (5) working days, the student believes that the issue has not been resolved, the student should seek resolution through an appointment with the relevant Department Chair.

If the student and the relevant Department Chair cannot resolve the grievance within five (5) working days, or if the accused does not have a Chair or the accused is the Chair, the student should file a written complaint with the appropriate Dean and seek an appointment with him/her within five (5) working days following the meeting.

Upon receipt of the written complaint, the Dean will meet with the student. Following the appointment with the student, the Dean will elect to:

- Investigate the matter personally, or
- Seek guidance and counsel from the Student Rights Advocate.

In preparing a decision, the Dean should confer with the Student Rights Advocate to seek counsel on appropriate actions to ensure that the rights and integrity of all parties involved are upheld.

If the decision rendered by the Dean is unsatisfactory to the student filing the grievance, the grievance may be appealed to the Vice President for Academic Affairs within five (5) working days following the response from the Dean.

If within five (5) working days, the grievance is not resolved by the Vice President for Academic Affairs, the Student Rights Advocate will then inform and advise the President, who shall render a FINAL decision within five (5) working days.

Appeal Based on Academic Discrimination

To ensure fair treatment of individual cases where academic discrimination is alleged and to maintain the integrity of the institution's academic system, grievances alleging academic discrimination should be resolved through the expeditious use of the institution's internal procedures. Any grievances alleging academic discrimination should be resolved promptly. Students will not be penalized for filing with the University, complaints involving academic discrimination. Students are encouraged to use the following procedure:

Any student who believes that he/she may be a victim of academic discrimination should seek resolution of the grievance via an informal meeting with the instructor. If within five (5) working days the issue is not resolved:

The student has the option of consulting with the Affirmation Action Officer. Once the Affirmation Action Officer has been informed, the student may consult with the officer throughout the duration of the appeal process. If, within five (5) working days the issue has not been resolved, the student should seek resolution through an appointment with the relevant Department Chair or Dean, where appropriate.

If the student and the Department Chair or Dean, where appropriate, cannot resolve the grievance within five (5) working days, the student should file a written complaint with the Dean and seek an appointment with the Dean within five (5) working days following the meeting with the Department Chair or Dean, where appropriate.

Upon receipt of the written complaint, the Dean will meet with the student. Following the appointment with the student, the Dean will elect to:

- Investigate the matter personally, or
- Seek guidance and counsel from the Affirmation Action Officer.

In preparing a decision, the Dean should confer with the Affirmative Action Officer to seek counsel on appropriate actions to ensure that the rights and integrity of all parties involved are upheld.

If the decision rendered by the Dean is unsatisfactory to the student, the grievance may be appealed to the Vice President for Academic Affairs within five (5) working days following the response from the Dean.

If within five (5) working days, the grievance is not resolved with the Vice President for Academic Affairs, the Affirmative Action Officer will then inform and advise the President, who shall render a FINAL decision within five (5) working days.

Non-Academic Appeal

In order to reconcile grievances that are not academically related, students should:

First, attempt to resolve the grievance with the person with whom they have a grievance. In instances where the student has good reason not to attempt a resolution with this person, the student should make an appointment and discuss the issue with the next higher authority. If the grievance involves students only, the appeal may be directed to the Vice President for Student Services.

If within five (5) working days no resolution is found, the student should make an appointment to discuss the grievance with the Vice President for Student Services.

If within five (5) working days after meeting with the Vice President for Student Services the grievance still is not resolved, the student should make an appointment to discuss the issue with the President, who shall render a FINAL decision with five (5) working days. (Handbook of Operating Procedures, Part V. Section 2).

Insert UTPB System Map