

STUDENT SERVICES

COUNSELING SERVICES

The mission of the University Counseling Center (UCC) is to help students enhance their academic and personal well-being. The UCC seeks to provide crisis intervention, grief counseling, outreach, and other referral services to TSU students. The UCC also offers consultation, education, training, and prevention strategies to faculty, staff, and the University community, and seeks to encourage an environment of inclusion and personal development.

Confidential counseling services are made available for all currently enrolled TSU students at no charge. Primary responsibilities are to alleviate distress and promote healthy functioning by providing either short-term or ongoing counseling services. These services include, but are not limited to, individual, couples, group, consultation, referral, and public presentations for campus organizations and/or academic classes.

The UCC staff consists of mental health professionals from diverse clinical backgrounds. Some members are licensed mental health professionals. The UCC consults with psychologists, psychiatrists, and physicians, and this range of disciplines allows the staff to provide quality counseling, integrated care, referrals, consultation, and training. All UCC staff are trained and experienced in managing issues facing university students.

The UCC is located in 147 Fairchild Hall. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Call the UCC at 713-313-7804 either to make an appointment or for additional information.

STUDENT HEALTH SERVICES

The Student Health Service offers medical care and educational programs to all students currently enrolled at Texas Southern University. Students who have a validated ID card and a physical examination form with current immunization report on file are eligible for clinic services.

The Student Health Center is located off Tierwester Street at parking lot D. It is staffed by one physician, two nurses and supportive administrative/clerical personnel. To provide care when needed, the Clinic is open year-round and operates on a walk-in basis. The nurses are on duty Monday-Friday from 8:00am-5:00pm. The physician is available from 3:00pm-5:00pm daily. Students may call the Clinic at (713) 313-7173.

The center is designed and equipped to render service for minor and acute ailments and injuries. On-hand medications and medical supplies available at the Clinic are dispensed free of charge to all students with a validated ID card for the current semester. Specific medications may be obtained from any pharmacy with a prescription written by the school physician. There are no facilities for overnight stay. Two rooms are available for short-term day observation.

For services beyond the scope of the University physician, students are referred to local health care providers. Expenses for services of these providers are the responsibility of the student, not the University. Consultations made within the University are free of charge.

No one can get information from your medical record without your written consent or a court ordered subpoena. A federal regulation, "HIPAA" (Health Insurance Portability and Accountability Act), requires protecting the privacy of your health information.

Insurance. Students who reside in University dormitories are provided a basic hospitalization/accident insurance plan. The premium is included in the housing fee. This plan is available to ALL University students for a small fee. The premium is low and the coverage is minimal. Information is available at the Clinic.

After Clinic hours and on weekends, residence hall students should report any emergency situation or illness to the Dormitory Director. Students living in other University housing should contact Campus Security at (713) 313-7000.

Health Awareness Programs. HIV counseling and testing is available in the Center every week. The Center will be presenting informative health programs throughout the fall and spring semester. Information regarding these programs will be posted campus wide. The pamphlet on HIV infection developed by the Texas Department of Health is available.

STUDENT GRIEVANCES

Notice of Title IX Coordinator

Advisement on matters related to Title IX is readily available in the Office of General Counsel. Although informal resolution is in most cases highly desirable to any parties involved, any claims based on a violation of Title IX should be directed to the Texas Southern University Title IX Coordinator:

Title IX Coordinator
Office of General Counsel
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004-9987

The Title IX Coordinator may be reached in the Office of General Counsel, 310 Hannah Hall, by phone at (713) 313-7950, or by fax at (713) 313-1906.

Title IX Student Grievance Procedure

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs or activities that receive federal financial assistance. It is the policy of Texas Southern University not to discriminate on the basis of race, color, national origin or sex in its educational programs, activities, or employment.

The following procedure governs any case in which a student has a complaint, including but not limited to a complaint, of discrimination on the basis of race, sex, sexual orientation, color, religion, and national or ethnic origin, against a member of the faculty, staff or administration of Texas Southern University. It shall not be utilized for sexual harassment complaints. Sexual harassment complaints shall be resolved pursuant to Texas Southern University's Sexual Harassment Policy and Sexual Harassment Investigative Procedure.

Inasmuch as an instructor's evaluation of the quality of a student's work is final, this procedure does not apply in any dispute about a grade assigned to a student by a member of the faculty unless it is alleged that the determination of the grade resulted from discrimination based on race, sex, sexual orientation, color, religion, or national or ethnic origin. Similarly, this procedure does not apply to any matter inherent in the academic freedom of an instructor, such as the syllabus or contents of a course of instruction. The procedure may not be used to complain about the quality of a course or the quality of instruction in a course. Such concerns should be addressed directly to the department in question.

A. Informal resolution. If at all possible, the student with a complaint (Complainant) is encouraged to bring a problem directly to the attention of the person whose actions he or she has found to be objectionable. Whether or not this is done, the Complainant may seek assistance and advice on how to secure an equitable solution of the problem from any administrator or faculty member of any school.

B. Filing of a written complaint. If the problem cannot be resolved by informal discussion or if the Complainant has chosen not to discuss the matter informally, the Complainant should submit a letter to the Office of the Dean of Students describing the complaint and the facts upon which it is based (insofar as the facts are known to the Complainant), specifying the issue or issues in question and indicating what redress or resolution of the grievance is sought. The complaint should be brought to the attention of the dean of students as soon as possible after the action giving rise to it, but in no case may a complaint be submitted later than forty-five (45) days after the action upon which it is based.

The dean of students shall investigate within three (3) weeks after the submission of the complaint and may try to resolve the complaint informally. At the Complainant's request, the dean of students may agree to discuss informally the complaint with the person complained against without identifying the Complainant; however, further investigation will not be undertaken until the Complainant is ready to be identified. If the complaint has not been resolved within this three-week period, the dean of students shall refer it to the Student Services Advisory Committee on Student Grievances ("Advisory Committee") unless the Complainant indicates that he or she does not desire such a referral, in which case the complaint shall be dismissed. Within twenty-one (21) days of receipt of the referral from the dean of students, the chair of the Advisory Committee shall convene a hearing attended by the parties to the complaint to hear the complaint.

C. Review by the Dean of Student's Advisory Committee on Student Grievances

- 1. Composition.** The Advisory Committee shall be composed of five (5) members appointed by the provost. The Advisory Committee shall be a standing committee with members appointed annually at the beginning of the academic year. One student member and at least two faculty members shall be appointed to the committee. The remaining two members may be administrators, faculty members, or other individuals employed by the University. The committee shall elect a chair from among its members.

The dean of students shall serve as an ex-officio non-voting member of the committee and will participate fully in the committee's deliberations. The dean of students will be available to conduct such further investigation, as the committee deems appropriate.

Members of the committee who may be directly involved in the subject matter of any complaint are to recuse themselves during the review of that complaint. The Complainant and the person against whom the complaint is lodged shall have the right to challenge individual members of the Advisory Committee where such challenge is based on cause (e.g., close personal contact with one of the parties), but peremptory challenges will not be entertained. The Advisory Committee, excluding that person being challenged, will decide the disputed issues in cases of challenge, and its decision will not be subject to appeal. When members are excused or are otherwise unavailable to participate in the deliberations or have been successfully challenged for cause, the provost will designate appropriate substitutes to serve for the duration of the pending case.

- 2. Deliberations.** The Advisory Committee shall inform both parties in writing that it is reviewing the complaint. The person against whom the complaint has been lodged will be given a copy of the Complainant's letter describing the complaint if this has not already been done. Reasonable time (in no case less than one week and ordinarily within two weeks) is to be allowed between the receipt of the written notification and the date of the commencement of the review in order to provide the participants time to prepare for a meeting with the committee if either of the parties or the committee wishes it.

At the Advisory Committee hearing, the Complainant and the person complained against may each be accompanied by a member of the Texas Southern community (i.e., student, faculty member, administrator, or other employee of the University); however, these advisors may not act as legal representatives for the Complainant. These proceedings are non-adversarial in nature, and the advisors, although they may counsel the individual whom they are accompanying, may not participate directly in the proceedings.

The Complainant and the person complained of will have the opportunity to present information and witnesses deemed relevant by the Committee. The committee chair shall decide in the event of a disagreement regarding relevant witnesses or information. All documents considered by the Committee that relate to the actions of the person against whom the complaint has been filed may be inspected by that person. The Complainant will be permitted to inspect those documents or parts of documents directly relating to the Complainant's specific complaint that the committee deems relevant and concludes were not written under a presumption of confidentiality. Ordinarily both parties may be present when either party or any witness is being interviewed; however, the Committee may enter into closed session with or without one or both parties upon the vote of a majority of the members of the Committee (except that when any witness is being interviewed either both or none of the parties will be present as the Committee deems appropriate).

The Advisory Committee, having thus conducted its inquiry and having interviewed whatever further witnesses it deems necessary, will then deliberate without the presence of the parties and will, within twenty-one (21) days from the date of conclusion of the hearing, prepare and adopt a written report (1) stating its findings of fact and the conclusion, if any, it has drawn from these facts and (2) including a summary of the substance of testimony that the Advisory Committee has relied on in reaching its conclusions and that was heard in closed session if allowed by law. In a separate section of the report, the Committee may outline what actions, if any, it recommends be undertaken by the University to resolve the matter. The report of the Committee will be adopted only upon the majority vote of the members of the Committee who participated in the Advisory Committee's inquiry.

The Complainant may challenge the appropriateness of the provost as the final arbiter of the complaint but must do so before the Committee's investigation has concluded. If it is shown by the Complainant to the Committee's satisfaction that the provost cannot fairly decide the matter, then the Committee shall so inform both the parties and the provost, and the Committee shall submit its report to the president, or his or her designee, who will substitute for the provost in the resolution of the complaint.

D. Final Resolution of the Complaint by the Provost. The Committee will submit its report to the provost ordinarily within seven (7) days after adoption by the Committee. The dean of students will permit the Complainant and the person against whom the complaint was lodged to inspect the Committee's findings of fact, conclusions, and summary of testimony in the report. Because the report is a confidential document advisory to the provost, only the provost is entitled to a copy of it. Neither of the parties is entitled to a copy of the report. The confidentiality of the report shall be maintained in accordance with the Family Educational Rights and Privacy Act and any other applicable state or federal law.

The provost shall accept the Committee's findings of fact unless the provost believes that the findings are not substantiated by the evidence presented to the Committee. The provost may accept, modify, or reject the conclusions of the Committee and any recommendations it might have made. However, in any case where the provost does not believe it is appropriate to follow the recommended actions of the Committee, the provost will discuss the matter with the Committee and explain the reasons for not doing so. The provost will then make a decision on the matter and convey his or her decision in writing to the Complainant, the person against whom the grievance was lodged, and the Committee; the provost's decision will include his or her conclusions about the issues raised in the complaint and the remedies and sanctions, if any, to be imposed.

The provost's decision shall be final. The provost's decision may be to take any actions as may be within his or her authority (e.g., issue any oral or written warning or reprimand to the individual against whom the complaint was lodged; permit a Complainant to participate in an educational program or activity; institute academically appropriate procedures whereby a Complainant's grade may be reviewed). If the remedy deemed appropriate by the provost is beyond his or her authority, the provost will recommend the initiation of such action (disciplinary or otherwise) in accordance with applicable University practices and procedures.

The Provost's decision should ordinarily be rendered within thirty (30) days after the provost receives the Committee's report.

E. Time Guidelines. If Texas Southern University is not in session during part of these proceedings or in instances where additional time may be required because of the complexity of the case or unavailability of the parties or witnesses, any of the time periods specified herein may be extended by the provost. If a period is extended, the Complainant and the person against whom the complaint has been filed will be so informed.

F. Retaliation is Prohibited. It is contrary to state and federal civil rights laws and to University policy to retaliate against any person for asserting his or her civil rights, including filing a claim of discrimination or participating as a witness in an investigation. Retaliation or reprisals against any participant in an investigation will not be tolerated by the University. Retaliation against a person who files a claim of discrimination (including sexual harassment) is grounds for a subsequent claim by that person under the University's Retaliation Policy and Investigation Procedure. If a Complainant believes that he or she has been retaliated against as a result of filing a grievance, he or she may pursue a separate complaint charging retaliation by means of the University's Retaliation Investigation Procedure.

ANTI-RETALIATION

Policy. It is the policy of Texas Southern University that positive employee relations and morale can best be achieved and maintained in an environment that promotes ongoing open communication among administration, staff, faculty, and students, including open and candid discussions of problems and concerns. The University encourages staff, faculty and students to express their issues, concerns or opinions without fear of retaliation or reprisal. Therefore, the University wishes to make clear that it considers acts or threats of retaliation to constitute a serious violation of University policy.

Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging discrimination, making a discrimination or harassment complaint, or assisting in a discrimination or harassment investigation. The EEOC has determined that there are three essential elements of a retaliation claim: 1) engaging in a legally protected activity, 2) an adverse employment action, such as suspension, demotion, or termination and, 3) a causal connection between engaging in the protected activity and the adverse employment action. Other examples of adverse employment actions include but are not limited to harassment, intimidation, threats or coercion.

Retaliation against any person who seeks assistance from the Offices of General Counsel, Internal Audit, Institutional Compliance or Human Resources, or who files a claim of discrimination, including sexual harassment, is prohibited. Direct or indirect retaliation against anyone who, in good faith, raises or points out compliance-related violations or issues is also prohibited. There shall be no retaliation against any participant or witness in an investigation of a complaint, grievance or compliance violation. Any employee who retaliates against a fellow employee or a student in violation of the law and/or this policy is subject to disciplinary action, up to and including termination of employment.

Procedures. All administrators, managers and faculty should take proactive measures to assure staff or students that the University encourages the reporting of problems and prohibits retaliation or reprisal for reporting such problems. Allegations of retaliation will be investigated pursuant to the University's Retaliation Investigation Procedures. Any employee who is found to have retaliated against a fellow employee or a student in violation of the law and/or this policy is subject to disciplinary action in accordance with the University's Discipline and Termination Policy, up to and including termination of employment.

An employee who has a complaint of retaliation by anyone at work, including any supervisor, co-worker, or visitor, should report such conduct to his or her supervisor. In addition, the employee should report the retaliation to the University's Employment Compliance Manager. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee should go directly to the Compliance Manager. If the complaint involves the Compliance Manager, the employee should make a report to the University's Office of Human Resources. For more information, call the Office of Human Resources at (713) 313-7520.

SEXUAL HARASSMENT

Policy. It is the policy of Texas Southern University that all employees have the right to work in an environment free of discrimination and sexual harassment. As such, the University has a no-tolerance policy on sexual harassment. That means that any employee who sexually harasses a fellow employee or a student is subject to discipline, up to and including termination of his or her employment.

The University's sexual harassment policy is designed to apply to employment and academic relationships among faculty, administrators, staff, and students and prohibits male-to-female, female-to-male, faculty-student and same-sex harassment. Every employee of the University must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work. Furthermore, the University's guidelines apply to all sexual advances, regardless of whether they are made in the office, outside the office, or during social or business occasions.

Definitions. Texas Southern University has adopted and incorporated the regulations of the Equal Employment Opportunity Commission (EEOC) and case law that define sexual harassment and hostile work environment. Prohibited conduct and activities include

1. Unwelcome sexual advances;
2. Requests for sexual favors, whether or not accompanied by promises or threats relating to the employment relationship or in any way influencing any personnel decision regarding a person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
3. Any verbal or physical conduct of a sexual nature that threatens or implies, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding his or her employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with an employee's ability to do his or her job;
5. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment;
6. Certain conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel, including but not limited to references to an individual's body; use of sexually degrading words to describe an individual; offensive comments; off-color language or jokes; innuendoes; and sexually suggestive objects or behavior, books, magazines, photographs, cartoons or pictures; and
7. Retaliation against employees who report sexual harassment or assist the University in investigating a complaint is illegal and prohibited. Retaliation includes, but is not limited to, refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers and escalating the harassment.

Prohibitions

1. It is a violation of the University policy for anyone to engage in sexual harassment as defined above.
2. It is a violation of the University policy for anyone who is authorized to effectively recommend or take personnel or academic actions affecting faculty, staff members or students to engage in sexual harassment as defined above.
3. It is a violation of University policy for anyone to offer sexual favors in order to obtain preferential treatment with regard to conditions of employment or academic standing.
4. It is a violation of the University policy for an administrator/supervisor to take personnel or academic actions as a reprisal or in retaliation against an individual for reporting sexual harassment.
5. As with other university policies, it is also a violation of University policy for anyone to make false accusations of sexual harassment or other misconduct.

Responsibilities of the University

1. Whenever there is a violation of this policy, prompt corrective action shall be taken by the University consistent with existing rules, regulations, and policies. The University shall take preventive and corrective disciplinary action, up to and including termination of employment, against any employee who engages in sexual harassment.
2. The University's Compliance Officer shall be responsible for the coordination, dissemination, and implementation of this policy and shall work closely with senior academic and non-academic administrators to assure compliance with the provisions of this policy. The Office of General Counsel and the Human Resources Department shall serve as resources with regard to sexual harassment-related matters.
3. Each dean, director, department chairman and/or administrative officer of an operational unit shall cooperate with the Compliance Officer in the implementation and dissemination of this policy and in providing an environment free of sexual harassment. Such officials shall refer complaints arising under this policy to the Compliance Officer.
3. It is the obligation of every faculty, student and staff member of the University to adhere to this policy. Failure of supervisors promptly to investigate and report allegations of sexual harassment or failure to take timely corrective actions is a violation of University policy and may be considered a violation of the law. The University shall take appropriate disciplinary action, up to and including termination of employment, against any supervisor who fails to investigate, report and/or take timely corrective action in cases of sexual harassment.
4. The University shall exercise reasonable care to prevent and promptly correct any sexual harassing behavior, to safeguard against sexual harassment, and to prevent any harm that could have been avoided.
5. The person affected by sexual harassment from another must make an attempt to take advantage of a reasonable preventive or corrective opportunity provided by the University or otherwise to avoid harm.
6. Retaliation against an employee who reports sexual harassment or assists the University in investigating a complaint is prohibited; any individual who retaliates against an employee under these circumstances will be subject to appropriate disciplinary action, up to and including termination of employment.

Complaints. An employee who has a complaint of sexual harassment by anyone at work, including any supervisor, co-worker, or visitor, should report such conduct to his or her supervisor. In addition, the employee should report the harassment to the University's Compliance Officer. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the worker should go directly to the Compliance Officer. If the complaint involves the Compliance Officer, the employee should make a report to the University's Office of Human Resources. The University will work to investigate all complaints as quickly and as professionally as possible. When investigations confirm the allegations, appropriate corrective action will be taken.

In the event the University learns that an employee has made a sexual harassment complaint in bad faith or has knowingly provided false information regarding a complaint, appropriate disciplinary action may be taken against the individual who provided the false information.

Confidentiality. The University will make every attempt to keep the information provided in the complaint and investigation process confidential to the fullest extent permitted by the circumstances and allowed by law. However, confidentiality cannot be guaranteed.

AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504 POLICY

A. Purpose

The purpose of this operating policy/procedure is to ensure understanding of the University's responsibilities regarding the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 as amended (Section 504). It is the policy of Texas Southern University (TSU) to provide reasonable accommodations upon request for qualified individuals with a disability who are students, employees, or applicants for employment. TSU will adhere to all applicable state and federal laws, regulations and guidelines with respect to providing reasonable accommodations as required in an effort to offer equal opportunities to qualified disabled individuals. The provost and the dean of students will review this policy on an annual basis and forward any recommendations for revisions to the Human Resources Department.

B. Introduction

The Americans with Disabilities Act (ADA) of 1990 mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services and benefits derived from them. Section 504 of the Rehabilitation Act of 1973, as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities and services of recipients of federal financial assistance. Both the ADA and Section 504 are civil rights statutes which prohibit discrimination on the basis of disability, obligate colleges and universities to make certain adjustments and accommodations, and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities.

Section 504 states "a handicapped person is anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working."

For federally assisted programs or activities operated by post-secondary education recipients, the specific obligations with regard to handicapped or disabled students, faculty or staff, include but are not limited to the following:

- All programs and activities must be offered in the most integrated setting appropriate.
- Academic requirements must be modified, on a case-by-case basis, to afford qualified handicapped or disabled individuals an equal educational and/or work opportunity;
- A recipient may not impose upon disabled individuals rules that have the effect of limiting their participation in the recipient's education program or activity; for example, prohibiting tape recorders in classrooms or guide dogs in campus buildings.
- Students with impaired sensory, manual or speaking skills must be provided auxiliary aids such as taped texts, interpreters, readers and classroom equipment adapted for persons with manual impairments.

Texas Southern University provides all educational and other university-sponsored programs and activities to persons with disabilities in the most integrated setting appropriate. Students, employees, applicants and other individuals with disabilities served by TSU are not segregated, separated or treated differently. TSU does not require persons with disabilities to take advantage of all adjustments, accommodations or special services.

C. Scope

This policy applies to students, staff, faculty, job applicants, and other beneficiaries of the programs, services, and activities of TSU.

D. Definitions

1. "ADA/Section 504 Coordinator". The University's Employment Compliance Officer acts as the ADA/Section 504 Coordinator for faculty, staff and students, and ensures the University's compliance with relevant federal and state laws regarding the ADA.
2. "Disability". A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.
3. "Qualified individual with a disability". An individual who has a physical or mental impairment as defined above, has a record of such impairment, or is regarded as having such impairment, who possesses the requisite skills, education, experience and training for a position, and who can, with or without a reasonable accommodation, perform the essential functions of the position the individual desires or holds.
4. "Reasonable Accommodation". A modification or adjustment to the job application process or the work or academic environment that enables a qualified person with a disability to be considered for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment and academics as are enjoyed by similarly situated employees or students

without disabilities. Reasonable accommodations include, but are not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, providing readers or interpreters, and modifying work sites.

5. “Substantial limitation”. An impairment that prevents the performance of a major life activity that the average person in the general population can perform, or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the average person in the general population.

6. “Undue hardship”. An action that is unduly costly extensive, substantial, disruptive, or an act that would fundamentally alter the nature or operation of the business. An “undue hardship” is determined in accordance with the Americans with Disabilities Act (ADA), the Texas Commission on Human Rights Act, and relevant case law. Factors to consider in determining whether an accommodation would impose an undue hardship, include, but are not limited to, the nature and cost of the accommodation, financial considerations, the impact of the accommodation upon the nature and operation of the department and how the request affects the health and safety of other employees or students.

E. Information

Any communications from the University shall be made accessible to all students and employees concerning ADA and Section 504 related information. This includes student and employee policies, procedures, emergency evacuation plans, and other related information that shall be published in the student course selection booklet, student catalogs and handbooks, employee handbooks and the University’s Staff Operating Manual.

F. ADA Oversight Committee

The ADA oversight committee has been charged by the President with overseeing all aspects of the University’s compliance with ADA laws. The members of the committee serve for a term of two (2) years. The President may appoint new members at the expiration of the two year term. Representation will include an individual from the Office of the General Counsel, Student Affairs, Human Resources, Thurgood Marshall Law School, Maintenance and Operations, Department of Special Events and three (3) members from the student and faculty body, totaling nine (9) members for the Oversight Committee.

The Oversight Committee will ensure that TSU will make such modifications to its campus, classrooms and testing requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Specifically, the procedures will address the following:

1. certifying that an individual has a disability;
2. undertaking reasonable steps to obtain a professional determination of whether academic adjustments/auxiliary aids are necessary and if they are, what kind;
3. determining, on an individual basis, what academic or workplace adjustment(s)/auxiliary aid(s) TSU will grant, and ensuring that the academic or workplace adjustment(s)/auxiliary aid(s) granted is/are of an acceptable level of quality and effectiveness for each student/employee making such a request on the basis of a disability;
4. providing students/employees a justification for denial of an academic or workplace adjustment/auxiliary aid, or for the selection of another academic or workplace adjustment/auxiliary aid, if the provided academic or workplace adjustment/auxiliary aid is different from that requested by the student/employee;
5. providing students/employees a reasonable opportunity to submit additional information to TSU, if their initial documentation does not support the request for academic or workplace adjustments/auxiliary aids; and
6. ensuring that decisions regarding requests for academic or workplace adjustments/auxiliary aids are made in a timely manner.

G. ADA/Section 504 Coordinator

The University’s ADA/Section 504 Coordinator, in conjunction with the ADA Oversight Committee and ADA Hearing Committee, is responsible for ensuring that the University is in compliance with all applicable state and federal laws regarding the ADA and responding to requests for information from outside agencies regarding ADA concerns and/or complaints.

H. ADA Hearing Committee

The ADA Hearing Committee is responsible for hearing all ADA complaints submitted by students or employees. The Committee is composed of three (3) students, two (2) faculty members and two (2) administrator/staff members. The two (2) faculty members who serve on the Committee shall be appointed by the Faculty Senate at the beginning of the academic year and shall serve for the entire fiscal year (September 1 – August 31). One of the faculty members or administrator/staff members shall serve as Chair of the Committee.

I. ADA Building Representative

A designated representative in each building (Hannah Hall, Bell, Fairchild, School of Business, Library, Student Center, etc.) serves as the point-of-contact for all ADA and Section 504 accessibility issues. That individual is responsible for ensuring that all residents in the building are properly notified regarding ADA and Section 504 announcements and emergency evacuation plans. The representative also works with the Maintenance and Operations Department to ensure that the buildings that the University owns and/or operates are maintained within the standards of compliance required by the relevant provisions of the ADA and Section 504.

PROCEDURES FOR REQUESTING ACCOMMODATIONS

A. Introduction

All offices and individuals responsible for reviewing and analyzing the request shall maintain the confidentiality of all medical and ADA information. Records and information obtained about employees as part of a request for accommodations shall be maintained in a secure location in the ADA/Section 504 Coordinator's office. Records and information obtained on students as part of an accommodations request shall be kept in a secure location in the Office of Disabled Student Services (ODSS). All information shall be kept confidential, to the extent allowed by law, and shall be shared on a limited need-to-know basis to implement the accommodation request.

The University may, at the University's expense, request an independent medical opinion concerning the impairment for which an employee or student seeks an accommodation. Failure of an employee or student to cooperate in obtaining such an opinion will result in the cancellation of the request for accommodation.

B. Student Requests

Students requesting eligibility for accommodation and services may initiate a request for accommodation(s) by contacting the ODSS in the Fairchild Building, Room 145. Individuals will be required to provide a recent medical statement that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, or inconsistent, according to the guidelines set forth by the ODSS.

All documentation and information submitted with a request for accommodations shall be reviewed and considered by the University. The University may consult with an outside expert, who will assess the request and make recommendations for modifications. If a student is dissatisfied with the determination on accommodations, he or she may initiate a request for reconsideration with the ODSS and may include additional information. The ODSS and/or its consultant will review the determination and consider any additional information. The ODSS will then issue a written notice of reconsideration of the student's request. If a student is still dissatisfied with the determination, he or she may file an ADA complaint under the procedures outlined in Section II below.

C. Staff/Faculty Employee Requests

Staff/faculty employees of TSU may request an accommodation by notifying the ADA/Section 504 Coordinator in writing stating the nature of their disability and the accommodation requested. Employees may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Employees may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the employee does not provide the required documentation and information within thirty (30) days, the request for accommodations may be cancelled for lack of necessary information.

In the event that a supervisor receives a request for accommodation, the supervisor shall immediately notify the ADA/Section 504 Coordinator so that the request may be processed in a timely manner. Any supervisor who, in the course of job performance counseling, is informed by an employee that a physical or mental condition may be affecting the employee's work performance shall refer the employee to the ADA/Section 504 Coordinator.

The ADA/Section 504 Coordinator will analyze the request and confer with the employee and the supervisor to ascertain the employee's requirements and input on a reasonable accommodation, and make a determination regarding which accommodations are necessary. If the employee is unable to demonstrate a disability, or does not request a reasonable accommodation under the guidelines set forth in this policy, the request may be denied.

Employees or supervisors may obtain information concerning disabilities and accommodations from the ADA/Section 504 Coordinator in the Office of General Counsel. Employee requests for information and the provision of information by an Office of General Counsel staff member concerning disabilities and accommodations is not considered a part of the accommodation process.

D. Job Applicants

Applicants for employment may request accommodations by contacting the Office of Human Resources in Hannah Hall 126, the department in which they will be interviewing, or the chair of the search committee, when applicable. Upon receipt of a request, the chair of the department or search committee shall immediately notify the Office of Human Resources or the ADA/Section 504 Coordinator regarding the request. If the Office of Human Resources receives a request, the request should be forwarded to the ADA/Section 504 Coordinator, who will assist the Office of Human Resources in determining what reasonable accommodations may be offered to a potential job applicant.

Applicants may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Applicants may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the applicant does not provide the required documentation and information within thirty (30) days, the request for accommodations may be cancelled for lack of necessary information.

E. Beneficiaries of Programs, Services and Activities

Beneficiaries of programs, services and activities may request accommodations by contacting the department or organization hosting the event, program, or activity. A designee of the event, service, or activity shall immediately notify the ADA/Section 504 Coordinator regarding the request. The ADA/Section 504 Coordinator shall determine, on a case-by-case basis, what reasonable accommodations may be offered.

Individuals may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the individual does not provide the required documentation and information within a reasonable time prior to the event, service, or activity, the request for accommodations may be cancelled for lack of necessary information.

COMPLAINT AND HEARING PROCEDURE

A. Purpose

The purpose of this procedure is to provide the primary process for addressing student and employee complaints based on disabilities under the ADA and Section 504 of the Rehabilitation Act of 1973. Texas Southern University has adopted an internal complaint procedure providing prompt and equitable resolution of complaints alleging any action prohibited by Title II of the ADA and/or Section 504 of the Rehabilitation Act. Any individual who believes he or she was denied a reasonable accommodation or received insufficient accommodations in violation of this policy or disability laws may file an ADA complaint with the appropriate University official.

B. Complaints

All student ADA complaints should be addressed to the:

Dean of Students
TSU Office of Student Services
Student Recreation Center, Room 212
3100 Cleburne
Houston, Texas 77004
(713) 313-1038

All other ADA complaints should be addressed to the:

ADA/Section 504 Coordinator
Texas Southern University
Office of General Counsel
3100 Cleburne Avenue
Hannah Hall, Suite 310
Houston, Texas 77004
(713) 313-7950

C. Complaint and Hearing Procedure

1. A complaint should be filed in writing, contain the name, address and telephone number of the complainant, and briefly describe the alleged violation of the regulations. The complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
2. After receiving an ADA complaint, The University's ADA/Section 504 Coordinator shall schedule a hearing before the ADA Hearing Committee and submit a copy of the complaint and any other relevant documents to the committee. The hearing shall be scheduled within twenty-one (21) days from the date the ADA/Section 504 Coordinator receives the complaint.
3. The hearing shall consist of opening statements, if desired, by the complainant, the institution or their representatives, and testimony by any witnesses called by the complainant or the institution. During the hearing, both parties and the members of the Hearing Committee shall have the right to question witnesses and introduce any relevant exhibits to the committee. The complainant shall have the responsibility of presenting relevant facts and circumstances to establish the validity of the complaint. Formal rules of evidence will not apply during the hearing. The proceeding shall be non-adversarial in nature.
4. The Chairperson shall control the hearing and take appropriate action to insure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Witnesses will be heard one at a time, and may be excused from the hearing by the Chairperson after testifying.
5. Either party may request in writing at least ten (10) working days prior to the hearing that the proceedings be tape-recorded. At the conclusion of the testimony, both parties will be permitted to make a closing statement. Following the hearing, the Hearing Committee will retire to deliberate and will submit a written report of its recommendations to the ADA/Section 504 Coordinator within seven (7) days after hearing the complaint.
6. The complainant may request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for an appeal should be made within five (5) business days of receiving the decision of the Hearing Committee to the:

ADA/Section 504 Coordinator
Texas Southern University
3100 Cleburne Ave.
Hannah Hall, Suite 310
Houston, Texas 77004

D. Appeals

The Dean of Students shall appoint the ADA appeals committee to hear appeals related to the ADA and Section 504. The Appeals Committee is composed of three students, two faculty members and two administrators/staff members. A faculty member or administrator/staff member shall serve as Chair of the Appeals Committee. The ADA Appeals Hearing shall be conducted in accordance with the hearing proceedings outlined in Section C above. Upon completion of the appeal, a copy of the final resolution resulting from the complaint procedure shall be provided to the ADA Coordinator who will notify the appropriate persons in the department where the violation has occurred.

OFFICE OF VETERAN AFFAIRS AND THE RESERVE OFFICERS' TRAINING CORPS (ROTC) PROGRAMS

The Office of Veteran Affairs functions as part of the Office of the University Registrar and supports the educational process of persons who have served in the Armed Forces of the United States and who are eligible for educational benefits at the University. The office provides counseling to facilitate acquiring benefits from the Veterans' Administration, and advisement for the Reserve Officers' Training Corps (ROTC) Programs of the U.S. Army and U.S. Air Force. The office may be contacted by calling (713)-313-7071. Of special note is the fact that students who participate in either ROTC Program at Texas Southern University are also cross-enrolled at the University of Houston.

ARMY ROTC PROGRAM

The U.S. Army ROTC program exists as a series of college elective courses and field training activities which, when successfully completed, leads to a commission as a second lieutenant in the Active U.S. Army, the U.S. Army National Guard, or the U.S. Army Reserve. Military science courses are taken in conjunction with academic course loads. Participants must be full-time students to enroll in Army ROTC, and their securing of Army commissions is entirely separate from the pursuit of academic degrees. Academic degrees may be pursued in such fields as accounting, chemistry, history, etc.; however, they will not be in military science.

Most ROTC cadets first enroll in the two-year Basic Course (with no military obligation incurred) followed by enrollment in the two-year Advanced Course. Veterans may receive credit for the Basic Course and may earn commissions by enrolling in ROTC for two academic years in conjunction with the completion of one six-week summer camp. Four-year and three-year Green to Gold scholarship winners are also required to participate in the Basic Course military science courses. A baccalaureate degree must be conferred in order for a participant to return to Active Duty as a commissioned officer or to participate as a second lieutenant in the Reserve Forces.

There are monetary benefits to be derived from participation in the ROTC program. For each month of enrollment in the Advanced Course, participants will receive an allowance of \$150.00 up to \$1,500.00 per year for each of the two years. Participants are also paid for attending the six-week summer camp, usually between the junior and senior years of enrollment. Participants will also retain and receive all educational benefits earned while on Active Duty, even if they receive ROTC scholarships.

In the ROTC program, participants are not members of the Active Army so they earn no Active Army benefits. As a Green-to-Gold scholarship cadet, participants may not be in a Reserve Component; however, a two-year Green-to-Gold non-scholarship cadet may be in a Reserve Component. For the latter case, participants will be entitled to reserve pay and certain benefits.

As referenced earlier in this document, scholarships are available to students participating in the U. S. Army ROTC program. Detailed information on these scholarships, including the Green to Gold scholarships referenced above, may be obtained by calling (713)-743-3875 or on-line at www.uh.edu/rotc.

AIR FORCE ROTC PROGRAM

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world's greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc.

Although registration for these classes is done through Texas Southern, the actual courses and physical training sessions take place at the University of Houston. Flight orientation occurs at airports in the Houston metropolitan area.

Course Credit

ROTC classes may be taken for elective credit toward any degree offered at Texas Southern University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

Four-Year Program

The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory once each week. During the first two years, the student will learn about the Air Force and the historical development of aerospace power. During the summer preceding the junior year, the student will compete for the opportunity to attend a four-week Field Training Unit. Successful completion of field training is mandatory for entrance into the Professional Officer Course (POC), the junior and senior years of the four year program. As a junior, the student will study the core values, leadership, teamwork, and management tools required to become an effective Air Force officer. During the senior year students study the national security policy process, regional and cultural studies, and complete final requirements for commissioning as second lieutenants.

AFROTC Scholarship Opportunities

Air Force ROTC offers various scholarship opportunities for students at Texas Southern University. The Express Scholarship Program is operated on a fully qualified basis, those who meet the qualifications are awarded the scholarship. Students who are fully qualified are eligible for a **non-competitive** scholarship up to 3.5 years. The express scholarship pays up to \$15,000 tuition per year and \$900 per year for books. Minimum qualifications to be eligible for this scholarship include a minimum cumulative GPA of 2.5, successfully passing the physical fitness test and Air Force Officer Qualifying Test and a physical. The processing of the scholarship award is completed at the local detachment.

Stipend

All AFROTC scholarship recipients and POC cadets receive a nontaxable monthly stipend. The annual stipend amount ranges from \$2,000 per year to \$4,000 per year depending on the recipient's enrollment year.

Flight Orientation Program

All cadets can volunteer to participate in a joint Air Force ROTC/Civil Air Patrol flight orientation program. This consists of eight flights, four in the front seat of a small passenger aircraft and four additional flights in the back seat as an observer. In addition, an abbreviated flying ground school course is taught in the ROTC classrooms using FAA textbooks. The flight orientation and ground school course are both free for all cadets.

Physical Fitness Training

Cadets meet two times per week at 0600 at the University of Houston Alumni Center to perform physical fitness training. The training is mandatory and emphasizes push-ups, sit-ups, and running in order to pass the USAF physical fitness test.

Summary

For more information call the Unit Admissions Officer at 713-743-4932/3703 or visit the University of Houston Air Force Web Site at www.uh.edu/afrotc.

SUBSTANCE ABUSE PREVENTION, EDUCATION AND INTERVENTION PROGRAM (SAPEI)

The total health and welfare of the students at Texas Southern University (TSU) is of paramount concern of all staff, faculty, and administrators. Realizing that students are striving to achieve a quality education and prepare to enter the work force, alcohol and other drugs often become a part of their social interaction. TSU, as well as all other federally funded institutions of higher learning, is mandated by The United States Department of Education to have a program on campus that will address the use of alcoholic beverages and illicit drugs by students.

The unit charged with this responsibility is the Substance Abuse Prevention, Education and Intervention Program (SAPEI) of the University Counseling Center. SAPEI is an outcome of the Higher Education Amendments of 1986. This amendment states that the SAPEI program "is to be accessible to any officer, employee, or student at this institution." TSU's Board of Regents has approved policies to regulate the use of alcohol, drugs, and other controlled substances on campus.

The SAPEI program utilizes a variety of approaches to educate our students, but primarily does via classroom presentations, dissemination of educational materials (pamphlets, brochures), campus-wide observances (i.e., National Collegiate Alcohol Awareness Week, health fairs, etc.), and co-sponsoring programs with various student organizations on campus. Individual, family, and group counseling are provided at no charge to all currently enrolled students.

SAPEI is located in the main office of the University Counseling Center, 147 Fairchild Hall. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Call SAPEI via telephone at 713-313-7800, either to make an appointment or for additional information.

COOPERATIVE EDUCATION AND PLACEMENT SERVICES CENTER

Cooperative Education and Placement Services has the major objective of assisting students and alumni with their employment related needs. The Career Services staff seeks to assist students with choosing their major and career interests, gaining relevant work experience, as well as providing guidance in their full-time professional job search, through four interlocking components: **Career Awareness; Job location and Development (JLD); Cooperative Education (Co-Op)/Internships and Career Planning and Placement.**

Cooperative Education and Placement Services also focus on developing strong relationships with employers and assisting them in their recruiting needs. Provided services include career fairs, on-campus recruitment, and resume referrals that assist in meeting each organizations needs. If the need is filling internship, cooperative education, or full-time employment opportunities, Cooperative Education and Placement Services is dedicated to providing each organization personal and prompt service.

Whether you are a student, alumni, or employer, Cooperative Education and Placement Services is committed to assisting you in meeting your goals. The Center is located in 150 Fairchild Hall. For further information, students should call (713)-313-7346.

UNIVERSITY TESTING SERVICES

Through the University Testing Services program, the following functions and services are rendered:

1. Provide local and national testing programs for its clientele.
2. Collect relevant and reliable psychometric information about the learner.
3. Collect relevant and reliable psychometric information about prospective students of Texas Southern University.
4. Provide test services and test consultations for various components within the University.
5. Provide counselors and admission officers with test profiles on all freshman students.
6. Provide academic advisors with test profiles and other relevant test data compiled on their advisees.

The University Testing Services program offers two specific programs: national testing programs and institutional testing pro-

grams.

- A. National Testing Programs are testing programs which are administered nationwide in terms of date and time. They are controlled by test service centers external to the University. Those national testing programs which are currently conducted by University Services are
- American College Testing (ACT) Program Test
 - Medical College Admission Test (MCAT)
 - Law School Admission Test (LSAT)
 - General Education Development (GED) Test
 - Test of Spoken English (TSE)
- B. Institutional Testing Programs are programs that are conceived, designed, implemented, and controlled by the University.

STUDENT SUPPORT SERVICES PROGRAM
“The Learning Enhancement Center”

Funded by the United States Department of Education, Texas Southern University’s Student Support Services Program (SSSP) is designed to provide academic assistance and counseling to “TRIO” eligible students who are pursuing a baccalaureate degree. All services are provided free of cost so as to empower participants to realize their academic and career goals.

Specific programmatic services include the following:

TUTORING

All participants are eligible to receive tutoring. Each participant will be assessed by a staff member to identify critical academic support needs. “Learning Enhancement” tutor/mentors will provide academic support assistance in numerous disciplines.

COUNSELING

The assistant director and academic advisor/counselor will interview and assess each eligible applicant. Together, they will identify the student’s academic and self-development needs. Additionally, students will have access to career, personal and academic related counseling services.

SEMINARS

Seminars offered by the program include, but are not limited to, the following: financial aid assistance, test-taking skills, career planning, time management, note-taking skills, GRE, GMAT, LSAT, and MCAT test preparation seminars and graduate and professional school information. Each seminar is carefully designed with the student’s best interest in mind.

FINANCIAL AID ADVISEMENT

The program provides assistance in completing the Free Application for Federal Student Aid (FAFSA) and facilitates seminars/workshops relative to accessing financial aid resources.

CULTURAL ENRICHMENT

Participants are offered an opportunity to attend activities that foster cultural enrichment (i.e., Broadway plays and University theatrical productions).

COMPUTER/COPIER/INTERNET ACCESS

So as to advance academic research, participants are afforded access to educational support resources such as a copier, computers, laptops, printers, and the internet.

SSSP ELIGIBILITY CRITERIA

To qualify for program participation, students must be U.S. citizens, or permanent residents, and have a need for academic support. Additionally, students must satisfy one of the following criteria:

- be a first-generation college student (neither parent/nor guardian has a four year college degree);
- have an economic need as established by Department of Education income guidelines; and/or
- manifest a documented learning or physical disability.

SSSP LOCATION AND HOURS OF OPERATION

The Learning Enhancement Center’s main office and tutorial laboratory are located in E.O. Bell Hall, Suite 129.

HOURS OF OPERATION: 9 a.m. – 6 p.m., Monday thru Friday.

For additional information, please call Student Support Services’ administrative office at (713) 313-7998/4207 and/or access the project’s Web Site at www.tsu.edu.

RESIDENTIAL LIFE AND HOUSING PROCEDURES

The demand for student housing is quite large, facilities may not be available for all students who apply. To process applications expeditiously, students must request and submit the appropriate application for the type of accommodation desired.

Along with the application, the student must remit a security deposit and a non-refundable application fee at all housing locations. The application fee will not be credited toward the amount of room and board to be paid at registration. The deposit will remain with the University as long as the student is under the terms of the Housing-Food Service Contract.

Housing Deposit/Application Fee Refund Policy

A housing/food service contract may be obtained by students for one academic year (that is, for the fall and spring semesters), and a deposit is required. Any student with a contract who does not return for the spring semester will forfeit his or her housing deposit. The deposit will also be forfeited if the student cancels his or her contract after residence halls open for one of the semesters covered by the contract. The deposit is refundable when the student cannot be accommodated. All student requests for refunds of deposits must be made in writing at the end of the contract year, but before the residence halls open for the first summer term of the academic year for which the deposit was made. Refunds are made after verifying that the housing balance has been paid in full, room vacated, left clean, and in good order. Cost for damages to facilities, furnishings, and special cleaning are charged to the student. Where responsibility cannot be determined, costs will be divided among the occupants of the room/floor/building involved in the damages.

Housing Reservations

Reservations are made on a “first come, first served” basis. All domestic and international students should make applications with applicable fees as early as possible prior to the semester or term in which they wish to attend. **Applicants must be accepted to the University before applying for housing accommodations.**

Assignments are made beginning in April for the fall semester, and are made in December for the spring semester. Every effort will be made to honor specific room requests; however, room/hall assignments are made on a space-available basis.

Resident's Responsibilities

Students are cautioned to read carefully all terms and conditions stated on the application form, information bulletins, and housing/food service contracts. Students will be held accountable for adherence to the contents of all contractual information. Once a student is assigned to a room, he/she is responsible for its maintenance (i.e., keeping the room in good condition) and shall be held responsible to the University for damages to equipment and furnishings. Charges will be assessed for damages or defacements beyond normal wear and tear.

All residents are expected to familiarize themselves with and abide by the Housing Rules and Regulations and the Student Code of Conduct. Violation of University Rules and Regulations could result in disciplinary actions taken by the Housing Judiciary Committee, Head Resident Counselor, and/or the Office of Judicial Affairs.

The Residential Life and Housing Office is located in 126 Lanier West, and the telephone number is (713)-313-7206.

ERNEST S. STERLING STUDENT LIFE CENTER

As the “Hub of University Life,” the Student Center is a laboratory of citizenship and provides an educational experience for the development of successful leadership skills in numerous broad-based college union activities. The Center provides educational, cultural, social, and recreational programs as well as leisure activities for the entire University community.

This four-story structure in the center of the campus contains a 1,000-seat cafeteria, a pizza and fried chicken shop, and the university bookstore. Offices for the Student Government Association, the University Program Council, and Student Publications (**Herald Newspaper and Tiger Yearbook**), are also located here. Social events, special meetings, luncheons and receptions are held in the Tiger Room and the President’s Lounge. The Center houses a student computer lab, a bowling facility, barber and beauty shops, a game room, a television room, reading lounges, a meditation room, and a terrace on the roof. It is also equipped to receive closed circuit television. Special features include an automatic teller machine for banking services, METRO bus pass service, and graphic services for campus clubs and organizations.

UNIVERSITY PROGRAM COUNCIL

The University Program Council is composed of students, staff, faculty, and administrators who work in collaboration with the Office of Student Services in implementing programs for the University community. The Council’s charge includes sponsoring a comprehensive list of social, cultural, intellectual, and recreational programs which enhance the total development of students.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the supreme governing body of Texas Southern University students. Comprised of three branches, Executive, Legislative and Judicial, the Student Government Association serves as a means whereby students’ opinions, views, and aspirations may be properly discussed and acted upon.

Participation in the co-curricular laboratory environment provided by the Student Government Association maximizes opportunities for leadership development and ensures student participation on University committees. Weekly meetings of the Student Government Association are held in the Student Center and are open to all students.

CAMPUS ORGANIZATIONS

The Office of Campus Organizations, which is housed in the Student Center, certifies over seventy (70) campus organizations each year serving the special interests of the campus community. Among those recognized organizations are undergraduate chapters of national fraternities and sororities and social, academic, recreational, religious, and para-professional organizations.