

Manual of Policies and Procedures for Student Affairs
Chapter 1
Student Affairs

Sec. 1.1

I. Mission

a. The Department of Student Affairs supports the mission of the University of North Texas at Dallas by providing programs and activities designed to meet the needs of a diverse student population.

II. Purpose

b. The purpose of Student Affairs is to enhance the educational experience of students by engaging students in programs designed to create a smooth transition to college, promote learning, involvement, free inquiry, leadership, service, and to build community. This is accomplished by partnering with students, faculty, staff, and alumni as we prepare citizens for leadership in a global society.

c. The fundamental role of the Department of Student Affairs is to support and enhance the University's mission. We recognize that students and their development are the primary focus of our office and at the core of all we do is a commitment to promote student learning and development, assist students in reaching their goals, and enhance the student experience. To this end we aspire to:

1. Provide students, faculty and staff with an environment to come together for discussion, learning, recreation, and an opportunity to build relationships that extend outside of the classroom;
2. Create and educate students about opportunities to learn and exercise responsible and ethical citizenship;
3. Provide experiences that will help students to think critically and make effective and socially responsible decisions;
4. Support and challenge students in the exploration, identification, pursuit, and integration of personal and professional values and goals;
5. Encourage student participation in programs that will help build an appreciation of individual diversity and expression, communication skills, leadership abilities, self-discipline, self- understanding, and self-confidence; and
6. Foster community and campus partnerships to create opportunities that prove to be mutually beneficial to our students, the University, and the South Dallas community.

Manual of Policies and Procedures for Student Affairs

Subchapter 1.2-100 Campus Activities

Sec. 1.2-101 Purpose

I. Purpose

a. The Campus Activities program at The University of North Texas at Dallas is designed to complement the academic experience and to enhance the student experience through the development of a wide range of activities, programs, and services.

b. These events encourage exposure to and participation in a variety of social, cultural, intellectual, spiritual, recreational, and governance opportunities.

c. Activities, programs and services are developed based on the needs and desires of students and provide opportunities for the development of student interests, which empower students both academically and socially.

d. The Campus Activities program encourages students to enhance their personal growth, acquire skills through their involvement in planning activities and programs, establish interpersonal relationships, build conflict resolution and problem solving skills and develop leadership qualities.

e. We sponsor and assist in the creation of a variety of campus programs that are engaging, developmental and experiential for all participants and support and aid in the establishment of campus traditions and student retention through the implementation of annual campus and community events.

Sec. 1.2-102. Definitions

a. In this chapter, unless the context requires a different meaning,

1. "Organization" means a student group holding a valid registration on file with the Department of Student Affairs;
2. "Student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
3. "University" means The University of North Texas at Dallas;
4. "Campus" means The University of North Texas at Dallas;
5. "Faculty or staff" means a current employee of The University of North Texas at Dallas.

Subchapter 1.2-200. Administration

Sec. 1.1-200. Administration

a. The Assistant Dean of Students for Student Engagement from the Department of Student Affairs serves as the Advisor for the Student Government Association, who act as a programming board, and reports to the Dean of Students.

Subchapter 1.2-300. Programs

Sec. 1.2-300. Programs

a. Student Government Association acts as the programming board and is responsible for developing and marketing a variety of campus programs that are engaging, developmental and experiential for all participants. These programs include but are not limited to:

1. Welcome Week
 - Week planned at the beginning of each semester to welcome new students and returning students to campus.
 - Week has continuous programs every day for the first week of school.
 - Traditions include:
 - Welcome Week Kick-Off Luncheon
 - Meet the Greeks
 - End of Summer Bash
 - Jags Give Back
2. Homecoming (Formerly Jag Week)
 - Week planned during the Fall semester, usually in October, as a Spirit Week
 - Traditions include:
 - Kick-Off Party
 - Jags Got Talent
 - Jags Give Back
3. Spring Fest
 - Festival week planned in the Spring semester as a Student Appreciation Week
 - Traditions include:
 - Crawfish Boil
 - Jaguar 360
 - This program is a combination of a Family Day and UNT Dallas' Preview Day
4. Concerts/Comedians/Poetry
 - Programming in this category includes entertainment, music, poetry, social and cultural awareness
 - Music concert events are planned at least once a month
 - Examples: Tunes at Noon, Country Night, Latin Night
 - Comedy events are planned at least once a semester
 - Poetry events are planned at least twice a semester
5. Movies
 - Programming in this category requires a license for each movie shown unless shown in coordination with a course for educational purposes
 - Movie events are planned at least twice a semester
 - Examples: Documentaries, new releases, Jaguar Night at the Movies (rent a theater)
6. Off-campus trips
 - Programming in this category consists of planning events for students at various locations throughout the DFW metroplex
 - Examples: Ranger games, Mavericks games, Six Flags, etc.
 - These trips do not normally include travel
 - Any travel over 25 miles away must abide by the University Travel Policy 7.014

https://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.014%20Student%20Travel.pdf

7. Novelty programming
 - Programming in this category consist of events with take away items for students
 - Examples: Street Signs, License Plates, Stuffed Jaguars, etc.
 - Novelty programs should be monitored in order to ensure the items are for students first and foremost

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Manual of Policies and Procedures for Student Affairs

Chapter 1.3 Career Services

Subchapter 1.3-100. General Provisions

Sec. 1.3-100 Purpose

Employer relationships are key to the success of developing a unique UNT Dallas portfolio of employers, establishing sustainable relationships with employers and key university personnel; as well as, for the purpose of collecting hiring statistics for current, new graduates and first destination career related employment. The Office of Career Services is charged with the documentation of employers interested, prospecting and/or currently hiring UNT Dallas students and alumni and the tracking of employment offers to students and alumni.

Sec. 1.3-200. Definitions

- a. In this chapter, unless the context requires a different meaning,
1. "student" means a person enrolled in residence at the university or a person accepted for admission or readmission to the university while, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus; "university" means The University of North Texas at Dallas; and
 2. "faculty or staff" means a current employee of The University of North Texas at Dallas.
 3. "alumni" a person who has graduated from UNT Dallas effective the day after graduation.
 4. "NACE" is the National Association of Colleges and Employers

Subchapter 1.2-300. Administration

Sec. 1.3-301. Clients served

- a. All currently enrolled students at The University of North Texas at Dallas are eligible to utilize the services offered by the Office of Career Services free of charge.
- b. In partnership with the Alumni Association, alumni may participate in services for free up to 6 months post- graduation.
- c.

Sec. 1.3-302. Services offered

- a. College Central Network is a web-based career management system that is unique to UNT Dallas. Full-time professional, part-time, and internship, fellowships, and co-op employment opportunities are available via our online database. Students and alumni can then self-register for College Central Network and create their own unique password to access employment opportunities on a 24-hour basis. Students and alumni can also upload and publish resumes via College Central Network to take advantage of the resume referral service with reputable employers.
- b. Job Fairs: All job fairs and internship fairs held on the University of North Texas at Dallas campuses must be sponsored and coordinated through the Office of Career Services. University colleges and departments may not individually host job fairs without the joint sponsorship with Career Services. Outside agencies, third-party recruiters and

other schools may not hold job fairs on any of the UNT Dallas campuses.

- c. Career Services also provides the following programs and services:
 - 1. Career Exploration
 - 2. Career Resources
 - 3. Job Search Assistance
 - 4. On-Campus Interviews
 - 5. Special Career Events

Sec. 1.3-303. Evaluation and tracking of employment

- a. Hiring Data and the First Destination Tracking: Career Services will provide infrastructure, tracking and reporting of all hires for current students and first destination tracking.
- b. Pre-Graduation: It is the collective responsibility of faculty, staff, Dean's and the Alumni Association to provide employments information regarding employment status of currently enrolled students to Career Services. They may do so directly to the office or via Jaguar Jobs.

Subchapter 1.3-400. Employer Development

Recruitment Sec. 1.3-401. Employer Development

a. The Office of Career Services is responsible for the recruitment of all employers for The University of North Texas at Dallas for on-campus career development activities for students and alumni and for the purpose of hiring UNT Dallas students and Alumni. These activities include but are not limited to: campus interviews, job fairs, practice/mock interviews, information tables, classroom visits, meet the firms; and, all career, industry and job fairs. Career Services invites and tracks employer activities on-campus for following reasons:

- 1. Employment (Fulltime, Part-time, Internships)
- 2. Career Development programming (practice interviews, resume writing, information sessions, interview skills, career fairs)
- 3. Employer Recruitment for the On-campus Interview program
- 4. University wide job fairs which includes industry specific jobs fairs.
- 5. The documentation of employer visits on-campus.
- 6. Employer visits off-campus for the purpose of site visits and employer development.

b. All employer related services offered by Career Services are guided by the Principles for Career Service and Employment Professionals and Third-Party Recruiters from the National Association of Colleges and Employers [NACE].

c. Employers who wish to conduct employment interviews with students on the University campus must register with Career Services and abide by the regulations governing the conduct of such interviews.

- 1. Employers who fail to do so may be barred from conducting future employment interviews on the University campus.
- 2. All interviews must be scheduled by the Office of Career Services.
- 3. Employers must conduct interviews in facilities provided or approved by Career Services.

Sec. 1.3-402. Reporting Employer Visits

a. Employers visiting campus for the expressed purpose of developing job and

internship opportunities must include contact with the Career Services Employer Relations Specialist or designee. Offices other than Career Services may invite employers to campus independently, but must inform the Director of Career Services or Employer Relations Specialist of the meeting and purpose. Campus representatives who engage with employers off-campus, where employment or internship development is discussed, must provide employers with Career Services contact information and inform the Director with relative information.

Sec. 1.3-402. Disclosure of Student Information

a. All University faculty and staff must follow NACE procedures outlined below and in A Faculty Guide to Ethical and Legal Standards in Student Hiring to ensure the privacy of students and minimize individual liability resulting from unauthorized disclosure of FERPA information.

1. As required by the Family Educational Rights and Privacy Act (FERPA), any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Both career services professionals and faculty will exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases.
2. Any recruitment activities through student associations or academic departments should be conducted in accordance with the policies of the career services office and accepted ethical, equal employment and legal practices.

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Manual of Policies and Procedures for Student Affairs

Subchapter 1.4 Greek Life

Subchapter 1.4-100. General Provisions

Sec. 1.4-100. Purpose

- a. Fraternities and sororities are organizations founded on Christian-Judeo principles to promote service, foster academic success, facilitate friendships, and develop leaders. They are designed to create a more intimate environment for their members that will be conducive to establishing friendships and easing students' transition to the University.

Sec. 1.4-200. Definitions

- a. In this chapter, unless the context requires a different meaning,
 1. "University" means The University of North Texas at Dallas;
 2. "Student" means a person currently enrolled in residence at the university.
 3. "Greek Advisor" refers to the staff member in the Department of Student Affairs whose job description includes coordinating the Office of Greek Life.
 4. "Chapter" means the chartered group or student organization, officially recognized by an inter/national fraternity or sorority.
 5. "Council" refers to the governing body of the UNT Dallas fraternities and sororities.

Subchapter 1.3-300. Administration

Sec. 1.4-301. Advisors

- a. Each chapter must select a minimum of two advisors chosen at the discretion of the organization. In accordance with the policies set forth for student organization registration in MOPP subchapter 1.11, at least one of the two advisors must be a member of the University staff or faculty, though that person need not be a member of the organization he/she advises. Unaffiliated advisors need not be a part of private/ritual events; however, the chapter may choose to invite these individuals to be initiated as honorary or alumni/alumnae members.

- All advisors must be at least three years removed from their undergraduate graduation and they must live within 60 miles of the University. The Department of Student Affairs must approve exceptions.
- All advisor information will be included on the Student Organization Registration Form filed through the Department of Student Affairs annually and updated as necessary through the Greek Advisor.
- All advisors will be expected to communicate effectively with the leadership of the student organization as well as with the Greek Advisor. They are expected to be familiar with Inter-National policies and procedures of their organization and their council.

- b. The Greek Advisor will assist chapters in identifying advisors, particularly among

the faculty and staff, though the responsibility of securing advisors that meet the criteria falls upon that individual organization. A list will be maintained in the Department of Student Affairs to identify faculty and staff members who are affiliated with Greek-letter organizations.

Sec. 1.4-302. Affiliation with non-UNT Dallas fraternities and sororities

a. UNT Dallas will not endorse a student to participate as a member of a fraternity or sorority chapter on another campus, regardless of whether that organization has a chapter at UNT Dallas. If a student is interested in starting a particular fraternity or sorority, he/she should contact the Greek Advisor working with fraternities and sororities to learn about the process to begin a Greek-lettered organization on campus.

Sec. 1.4-303. Auxiliary groups

a. Fraternity-chapter women's auxiliary groups and sorority-chapter men's auxiliary groups will not be recognized under any circumstances. Association with an auxiliary group is immediate cause for a chapter to appear before their council's judicial board and could result in disciplinary action.

Sec. 1.4-304. Forms & Documents

- a. Academic Action Plan: Chapters must have an academic improvement plan reviewed for actions required by individual members below 2.5 cumulative GPA.
- b. Anti-Hazing Commitment Form: Chapters looking to complete recruitment and/or membership intake must have a form on file for the semester the plan to do so.
- c. Chapter Roster: Each chapter president is expected to maintain an updated roster of his/her members with the Department of Student Affairs per student organization registration guidelines, as well as maintain a current roster through the Office of Greek Life. The deadline for submitting these rosters will be designated by the Department of Student Affairs as well as through the Office of Greek Life.
 - Semester grade calculations will be made based on the roster of each chapter on the listed census day during each long semester and including any additional members attained after that date.
- d. Grade Release Form: Every member of a chapter should have a signed Grade Release on file with the Department of Student Affairs. This should be completed and submitted within 72 hours of a new member accepting a bid. Failure to do so could result in disciplinary action.
- e. Liability Insurance: Chapters must submit liability insurance each year to continue to host activities, recruit new members, and participate in any other chapter and/or council activities.
- f. New Member Education Plan: Chapters must submit an outline of their member education and/or intake programs.
- g. New Member Notification: Any chapters participating in membership intake must provide a list of individuals names and contact information within one (1) week of those individuals beginning the membership education/intake program.

Sec. 1.4-305. Greek Council

Fraternities and sororities at UNT Dallas must be a member organization of the governing council(s) to retain its recognition at the University. This council is run by student leadership, and will abide by its bylaws/constitution.

Sec. 1.4-306. Greek Standards

- a. Chapters must complete the Greek Standards process each year. All recognized fraternities and sororities are held accountable to expectations, as set forth by the Office of Student Affairs and the Greek council. Failure to meet expectations or for violations of policies, university officials and the Office of Student Affairs can impose sanctions, which may include the loss of privileges and/or recognition.

Sec. 1.4-307. Hazing

- a. Hazing with or without the consent of a student inflicting the hazing or the person submitting to the hazing is not permitted and subject to immediate discipline. In addition, as a part of the registration process each semester, each organization must sign a written statement acknowledging that the organization does not engage in hazing activities which may be dangerous, harmful, or degrading to the student.

- b. For enhanced penalties for disciplinary offenses related to hazing, see MOPP chapter 8, section 8- 804(a).

Sec. 1.4-308. Membership

- a. Active membership in a fraternity or sorority recognized through the Office of Greek Life is limited to those students that are currently enrolled in classes and in good standing at the University.
- b. Any

Sec. 1.4-309. Registration and Recognition

- a. Each fraternity and sorority is expected to register with the University through the Department of Student Affairs, as does every student organization each semester. This should be completed by the designated deadline each year in the spring. In addition, the chapter should provide any additional details as requested by the Office of Greek Life in a timely manner.

- b. It should be noted that the Office of Greek Life will only recognize single-sex Greek-lettered organizations/fraternities and sororities as recognized by Title IX criteria and not formed or operating for professional or honorary purposes that are members of the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), or the National Association of Latino Fraternal Organizations (NALFO), or another approved National affiliation that associates with and becomes a member of one of the recognized governing councils of these National organizations at the University, *and* that have gone through the appropriate governing council's expansion/extension process. The University supports expansion and growth of fraternities and sororities; however, it also appreciates a structured and healthy growth of the community that will allow for the best support of new and existing chapters.

- c. If an organization loses recognition by either entity (the corresponding governing council or the University) for any reason, the organization will become inactive for the time period as determined by the University and/or the governing council. Inactive organizations will be subject to a loss of privileges awarded to active student organizations provided by the University specified in MOPP subchapter 1.11. Once the specified time period has passed, an organization shall petition the University and the appropriate governing council for re-admission and recognition provided

University requirements are met through the chief student affairs officer.

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Manual of Policies and Procedures for Student Affairs

Subchapter 1.5 Leadership Development Programs

Subchapter 1.5-100. General Provisions

Sec. 1.5-101. Purpose

- a. The purpose of leadership development programs is to provide students with opportunities to learn and practice leadership skills on and off campus. All activities are based on the overall goal of student success and graduation.
- b. Leadership development programs provide students with opportunities to develop and enhance a personal philosophy of leadership that includes the understanding of self, others, and community and acceptance of responsibilities inherent in community membership.
- c. Leadership development programs promote student involvement and learning in varied leadership experiences.
- d. Educate students on what it takes to be a leader.
- e. Focus on student cognitive, ethical, and social development through a variety of leadership development programs.
- f. Assist students in developing leadership principles within the scope of their interests

Sec. 1.5-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
 1. “university” means “The University of North Texas at Dallas”.
 2. “student” means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while the person is on campus.
 3. “organization” means a student group holding a valid registration.
 4. “faculty or staff” means a current employee of The University of North Texas at Dallas.

Sec. 1.5-103. Introduction

- a. Leadership development at UNT Dallas helps students understand who they are, how to work in groups, and how to be an active member in the community. The goal is to provide students with a skill set that will help them develop into global leaders while they are in college and after they graduate.

Subchapter 1.5-200. Administration

Sec. 1.5-201. Administration

- a. The Assistant Director will collaborate with faculty, staff, and students and assist all interested parties in connecting them with opportunities to be engaged in

- leadership programs.
- b. The Assistant Director will assemble a committee designed to coordinate, develop, and implement leadership development programs.

Subchapter 1.5-300. Programs

Sec. 1.5-301. Programs

- a. The Leadership Development committee along with the Assistant Director will serve as the programming board and reports to the Assistant dean of Student.
1. Jags L.E.A.D. workshops (Learn Engage and Develop)
 - At least one workshop per month throughout the semester that focus on various topics
 - Workshops are facilitated by faculty, staff and guest speakers
 2. Jag Mentors
 - Mentor program geared towards helping freshman transition to college life
 - Sophomores, Juniors and Seniors serve as mentors to incoming freshman
 - Applications are located at the Student Affairs front desk
 - Applications are submitted to student organization president
 3. Comedians/Poetry
 - Programming in this category includes entertainment, poetry, social and cultural awareness events
 - Music concert events are planned at least once a month
 - Comedy events are planned at least once a semester
 - Poetry events are planned at least twice a semester
 4. Leadership Summit
 - Annual summit held in the spring
 - Open to campus community and surrounding universities

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Manual of Policies and Procedures for Student Affairs

Chapter 1.6 Housing and Residence Life

Subchapter 1.6-100. General Provisions

Sec. 1.6-101. Purpose

- a. The Office of Housing and Residence Life exists primarily to provide on-campus housing for full time UNT Dallas students.
- b. The Office of Housing and Residence Life oversees the student housing process including; processing applications, billing, assignments, move-in, room change requests, and move out. The Office of Housing and Residence Life is the primary contact for prospective and current students with questions about living on campus.
- c. The Office of Housing and Residence Life will support UNT Dallas's mission by supporting the development of a strong community environment among the on-campus residents.
- d. The Office of Housing and Residence Life will create, review and enforce policies and procedures related to student housing.
- e. The Office of Housing and Residence Life supports the long-term success of its residents by working to maintain a high retention rate to UNT Dallas.
- f. The mission of the Office of Housing and Residence is to actively engage in students' development as the CONNECT in inclusive communities, EXPERIENCE new opportunities, LEARN from peers, and SUCCEED academically.

Sec. 1.6-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
 1. "Assistant Director" means the Assistant Director of Housing and Residence Life
 2. "on-campus housing" means the housing facilities located on UNT Dallas's property and that students may live in. This facility is University Hall Residence Hall.
 3. "RLC" means residence life coordinator, a full-time professional staff member
 4. "university" means The University of North Texas at Dallas.
 5. "resident" means a student who resides on campus at University Hall.
 6. "applicant" means a student who has applied to live on campus.
 7. "RA" means resident assistant
 8. "DR" means desk receptionist

Subchapter 1.6-200. Residence Life

Sec. 1.6-201. Administration of Residence Life

- a. The assistant director will plan, coordinate, and/or direct all activities related to the Housing and Residence Life program. In carrying out these duties, the assistant director is responsible to and shall work closely with the Housing and Residence life staff.

Subchapter 1.6-202. Resident Assistant Program

Sec 1.6-301. Residence Life Coordinators (RLC)

- a. The RLC is a full time professional staff member who assists with the daily administration of the housing department. The RLC lives off campus. The RLC assists with supervising the RAs, managing the programming and community development activities, maintaining correct rosters and serving as a judicial officer for violations of housing and UNT Dallas policies. The RC also works on special projects for the department, such as summer camps and conferences.
- b. The RLC for the Residence Life Office is a full-time staff member who assists with daily and special operations of the residence life office. This RLC assists with RA selection and training, staff development, and student conduct.

Sec. 1.6-302. Resident Assistants (RAs)

a. RAs are returning residents or students with previous experience living on campus who have demonstrated leadership skills, responsibility and a commitment to community development. RAs are responsible for knowing the residents on their assigned floor, coordinating social and educational activities for their residents, and confronting and documenting violations of residence life rules and regulations that take place in campus housing or that involve residents. Due to the responsibilities of these positions, it is vital that RAs follow the standards set out for them during RA training and outlined in the RA agreement.

b. RAs are selected through an application and interview process that involves the assistant director and the RLC. RA candidates must complete the application, a group process and an individual interview to be considered for employment as an RA. Mandatory training is provided prior to the beginning of each semester for all RAs.

Sec. 1.6-303. Desk Receptionists (DRs)

- a. Desk Receptionists are residents employed to work at the front desk in the residence hall. DRs are expected to demonstrate excellent customer service at all times. DRs are selected through an application and interview process with the Residence Life Staff.

Manual of Policies and Procedures for Student Affairs

Subchapter 1.7 Disability Services

Subchapter 1.7-100. General Provisions

Sec. 1.7-101. Purpose

The mission of Disability Services is to provide students equal access to all educational, social, and co-curricular programs through coordination of services and reasonable accommodations, consultation and advocacy. We work collaboratively with students, faculty, and staff to create an inclusive educational environment.

Sec. 1.7-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
1. "case manager" means a university employee in Disability Services who provides direct services to students with accessibility needs and consultation services to faculty and staff regarding on-campus situations which constitute an accommodation challenge.
 2. "ADA Coordinator" means the university employee who monitors compliance with Federal Laws related to disability and university students. The ADA coordinator is often the same employee as the case manager.
 3. "Faculty Notification Letter (FNL)" is a letter issued to the faculty listing approved eligibilities /accommodations that the student is entitled to use.
 4. "qualified professional" means a professional who has particular expertise in the area of the condition/disability.
 5. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
 6. "university" means The University of North Texas at Dallas;
 7. "faculty or staff" means a current employee of The University of North Texas at Dallas.

Sec. 1.7-103. Introduction

a. Disability Services offers services to all eligible (currently enrolled) students at The University of North Texas at Dallas. Disability Services views disabilities as an integral part of diversity here at The University of North Texas at Dallas. In general, we believe that disability in and of itself is simply an individual difference not a deficiency. Disability Services strives to be progressive in our operations and creative in student and faculty support, actively promoting awareness and successful experiences that encourage independence and self-reliance.

b. Students learn about accessibility services through a variety of avenues. Some of these include: Disability Services brochure, internet, e-mail, new student orientation, outreach days, The University of North Texas at Dallas catalog, registration advertisements, and student newspaper; faculty and staff referrals.

Sec. 1.7-104. Application

a. A student who would like to be considered for accommodation services must request services themselves through Disability Services. The student requesting services should obtain an application information packet from the Disability Services office.

b. After the application and documentation has been received the student will receive an e-mail directing them to make an appointment with a case manager or ADA coordinator. A personal history interview with the student and the case manager is necessary in order to provide proper accommodations or assess what type of documentation may be needed in order to proceed with determining eligibilities.

c. Once specific eligibilities have been determined by the case manager and student, has met with a case manager, Faculty Notification Letters (FNL) are sent electronically to the instructors. Additionally, the student has access to an electronic copy. To assure that accessibility services are received the first week of class, the student must request accessibility services at least 15 days prior to the beginning of each succeeding semester.

d. The student should discuss with the faculty member relevant information that will assist in providing the approved accommodation. The faculty member will assure that the student receives the approved accommodation(s). The case manager is available to the student and faculty member for consultation.

e. Grievance Procedures – Unresolved issues with an instructor can be brought to the students' case manager for mediation. Complaints concerning the Disability Services office can be brought to the attention of the Director of Student Services in person or in writing. A written decision will be mailed to the complainant within ten (10) working days of its receipt.

f. Retaliation - No student will be penalized, disciplined or prejudiced for exercising the right to make a complaint, filing a grievance or discrimination complaint, or who has assisted or participated in the investigation of a complaint under the Americans with Disabilities Act of 1990 (ADA), its amendments or The Rehabilitation Act of 1973, Section 504.

g. The Disability Services Office is open 8:30am – 5:30pm Monday through Friday.

Sec. 1.7-105. Description of Services

a. Academic accommodations and other services are addressed and provided on an individual basis determined by student self-report, personal history interview, and if determined necessary, supporting documentation. Some of the services available to qualified students are:

1. FNL listing approved eligibilities provided to faculty
2. Extended time, readers, or scribes for in class coursework and examinations
3. Volunteer note takers
4. Sign Language Interpreters/real-time captioning/transcription services
5. Supportive counseling
6. Accessibility information
7. Alternate format textbooks/materials
8. Registration assistance
9. Referral to other campus and community resources
10. Consultation with faculty and staff regarding on-campus situations which constitute an accommodation challenge
11. Sponsored student support group

b. Computer software equipment and technologically designed for individuals with specific disabilities is available in the Disability Services lab and Testing Center. Some equipment is available for check-out according to approved eligibilities. (Failure to return equipment in good working condition may result in referral for disciplinary action including withholding grades and transcripts until item is returned or payment for replacement of item is received.)

Sec. 1.7-106. Requirements of Qualification

a. In order to receive accommodations, the student must meet the requirements of qualification which include: student self-report via intake forms, personal history interview with case manager, and supporting documentation when determined necessary by case manager.

b. To establish that an individual is covered under the ADA and guidelines established under ADAAA, 2008, documentation may be required in order to provide verification information and appropriate academic support (this may not apply to physical, sensory or learning disabilities that are determined permanent or unchanging. If documentation is required it should include:

1. specific diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
2. psychological, psychiatric and/or medical history relevant to the disability for which accommodations are being requested;
3. statement as to permanency of each condition/disability;
4. information on how each condition/disability affects the individual with regard to physical, emotional, or cognitive limitations and the severity and limitations within the classroom environment;
5. treatments, medications, assistive devices, services currently prescribed or in use;
6. described and justified specific recommendations for accommodations such as extra time for testing, note taking assistance, auxiliary aids, etc;
7. credentials of the diagnosing qualified professional including information about license or certification and area of specialization;
8. correspondence that is typed or printed on the evaluator's official letterhead.

c. A Qualified Professional Must Conduct the Evaluation.

d. Diagnoses of disabilities documented by family members will not be accepted due

to professional and ethical considerations even when the family members are otherwise qualified by virtue of training and licensure/certification. The issue of dual relationships as defined by various codes of professional ethics should be considered in determining whether a professional is in an appropriate position to provide the necessary documentation.

Revised: 7/1/17

Manual of Policies and Procedures for Student Affairs

Subchapter 1.8. Student Counseling Services

Subchapter 1.8-100. General Provisions

Sec. 1.8-101. Purpose

a. The purpose of Student Counseling Services is to promote student success by facilitating personal and academic growth, contributing to lifelong learning. We serve students through counseling, crisis management, and advocacy, as well as provide resources and consultative services to the campus community

Sec. 1.8-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
1. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
 2. "university" means The University of North Texas at Dallas;
 3. "weekday" means Monday through Friday except for official university holidays; "day" means calendar day;
 4. "faculty or staff" means a current employee of The University of North Texas at Dallas.

Sec. 1.8-103. Eligibility for Services

- a. Student Counseling and Wellness Services offers mental health services to all currently enrolled students at the University of North Texas at Dallas. All services are made available through the use of student service fees. There is no additional charge for services.
- b. Student Counseling and Wellness Services are available weekdays from 8:00 a.m. to 5:00 p.m. Additional appointment times can be made outside regular business hours upon request.

Sec. 1.8-104. Confidentiality

a. By law, everything discussed with a Licensed Professional Counselor (LPC) within a counseling session remains confidential, with only a few exceptions. A client must give signed permission before an LPC can share information with anyone about any aspect of counseling, including whether or not a student has made an appointment. This includes, but is not limited to:

1. parents
2. spouses
3. romantic partners
4. friends
5. co-workers
6. employers
7. professors
8. university officials outside Student Counseling Services, even if the student was referred by this person.

- b. No information becomes part of a student's academic record.
- c. The common situations in which a client may give permission include:
 - 1. A new counselor wanting to use records from a previous counselor to provide continuing care
 - 2. Attendance only information for a referring faculty or staff member
 - 3. Collaboration with another agency or professional in a client's treatment.
 - 4. If a client does give permission, they will have an opportunity to specify who should receive information, what information they are allowed to receive, the purpose for which they may use the information, and the period of time which they are granting permission.
- d. The following situations override confidentiality:
 - 1. Information disclosed about the physical, emotional, or sexual abuse of a minor (17 years or younger) must be reported to Child Protective Services (CPS)
 - 2. Information disclosed about the physical, emotional, or sexual abuse of an elderly person or a person with a disability must be reported to state officials.
 - 3. Information disclosed about a person from whom you sought counseling in the state of Texas behaving toward you in a sexually inappropriate manner must be reported (your identity may remain anonymous at your request).
 - 4. If a client is involved in a criminal case, the judge can order the file to be turned over to the court.
 - 5. If a client makes statements that indicate intention to harm self or others, the counselor may report that information to medical or law enforcement.
 - 6. These situations rarely arise. Should such a situation occur, a counselor will make every effort to fully discuss it with a client before taking any action.
- e. For consultation purposes, counseling staff within the department may consult with each other to provide the best possible professional services. The consultant is, of course, also legally bound to keep the information confidential.
- f. Client Records
 - 1. Intake paperwork, assessments, and information about any interactions with counselors (e.g., visits, phone calls, etc.) are stored in locked file cabinets in the office of the Assistant Director of Counseling.

Sec. 1.8-105. Professional Qualifications

- a. There are three types of counseling service providers available through Student Counseling Services.
 - 1. Licensed Professional Counselors (LPC) hold a Master's Degree in Counseling or related field, have completed at least 3,000 hours of supervised experience, passed a board exam, and are regulated by the Texas State Board of Examiners of Professional Counselors.
 - 2. Licensed Professional Counselor-Interns (LPC-Intern) hold a Master's Degree in Counseling or related field, have passed a board exam, and are in the process of completing the 3,000 hours of supervised experience under the LPC-S. They are also regulated by the Texas State Board of Examiners of Professional Counselors.

3. Graduate Interns or Practicum Students from the UNT Dallas School of Human Services as well as Graduate Interns from other surrounding universities' Counseling Departments who are toward the end of their Master's program and are currently enrolled in Supervised Practicum in Counseling or Internship I or II. They are directly supervised by the Assistant Director of Counseling and Wellness an LPC, LCSW Supervisor.
- b. Other mental health services and resources include but not limited to:
1. Case Management Services provided by Graduate Student Case Managers from University of North Texas at Dallas Social Work Department who are toward the end of their Master's program and are currently enrolled in advanced practicum or internship. They are directly supervised by the Assistant Director of Counseling and Wellness an LPC, LCSW Supervisor.
- c. Emergency Procedures
1. For Clients in Crisis During Office Hours
 - A. A Licensed Professional Counselor and counseling interns are available for consultation with students, faculty, and staff and/or crisis counseling with students who may be in crisis and require immediate assistance. The Assistant Director of Counseling and Wellness may be contacted at 972-338-1779.
 - B. The following are considered to be emergency situations:
 - expression of suicidal thoughts
 - expression of homicidal thoughts
 - severe loss of emotional control
 - gross impairment in thinking ability
 - impaired speech or disjointed thoughts
 - bizarre behavior
 - C. If danger appears imminent, Campus Police will be called for emergency assistance at 972- 338-3000.
 2. For Clients in Crisis After Office Hours
 - A. If a faculty or staff member comes in contact with a student who is in an emergency situation (see emergency situations above), and the danger appears imminent, they should call Campus Police at 972-338-3000 or 911.
- d. Referrals
1. Referrals for services will depend on individual client needs.
 2. For situations where one counselor/counseling intern in Student Counseling and Wellness Services is unable to see a client for ethical reasons (e.g., dual relationship) that client may be referred to another counselor/counseling intern in Student Counseling and Wellness Services.
 3. Referrals to various other offices on and/or off campus may be made according to client need.
 4. Students who request services for substance abuse detox/inpatient treatment or serious chronic psychiatric disorders; students requesting psychological, psychiatric, or disability evaluations; or individuals needing evaluations, assessments for legal purposes, or expert testimony in court will be referred to professionals in the community who provide those services.

Sec. 1.8-106. Student Counseling Services

a. Individual Counseling

1. Provided to currently enrolled students only. If a student was enrolled in the spring and/or is enrolled in the fall semester, they may receive services during the summer months.
2. Variety of topics: study skills, deciding on a major, relationship issues, anxiety, depression, time management, stress management, etc.
3. For instructions on study skills assessment and career counseling assessments, please contact the Assistant Director of Counseling and Wellness at 972-338-1779.

b. Group Counseling

1. Various types of groups may be arranged throughout the year for currently enrolled students. Group members are typically referred to groups by a counselor.
2. Group members must sign confidentiality and group consent forms.

c. Couples Counseling

1. Couples may be seen for relationship issues only if both clients are currently enrolled students.
2. Couples must sign release of information to the other member and consent forms to address confidentiality issues.

d. Crisis Management

1. Although it is best to call ahead to make sure that a counselor is available, a currently enrolled student may walk in for an appointment Monday through Friday 8:00am-5:00pm. After hours, for non-life-threatening emergencies, call Hickory Trail Hospital at 972-298-7323 or Dallas Behavioral Healthcare Hospital at 972- 982-0900.
2. When on campus, contact UNT Dallas Police at 972-338-3000 for emergency services.
3. For life-threatening emergencies, call 911 or go to the nearest hospital emergency room.

e. Consultation

1. LPCs in Student Counseling and Wellness Services may be called to consult with students, faculty, or staff regarding a student who they are concerned about but unsure of how to help.
2. They may call or come by the office. An appointment can also be made. An intake is not necessary when a student sets up a "consultation appointment."

f. Outreach Programs

1. The counselor may provide presentations and/or educational programming regarding a variety of topics. The counselor works with faculty and staff to schedule presentations that meet students' needs.
2. Presentations range from general service information, to stress or time management, to issues such as eating disorders, depression, or other mental health concerns.

g. Practicum and Internship Program

1. Practicum students are referred by the School of Human Services - typically the current instructor(s) for the Graduate Interns and Supervised Practicum in Counseling courses- and supervised by the Assistant Director of Counseling and Wellness in Student Counseling and Wellness Services.
2. LPC-Interns can only be supervised and evaluated by an LPC-Supervisor. Interns who wish to work in Student Counseling Services will apply and, after being accepted must already have obtained and be under contract with a LPC-Supervisor, as currently the Assistant Director of Counseling and Wellness is not a LPC Board Approved Supervisor. LPC- Interns are able to receive on campus support and guidance from the Assistant Director of Counseling and Wellness, but will have all paperwork and documentation signed off by their LPC- Supervisor.

h. Web-based resources

1. Self-help resources are available through the Counseling and Wellness Services website.
2. Stress Management/Mindfulness Techniques are available through the Counseling and Wellness Services website.
3. Free online screening programs (i.e. depression, general anxiety, alcohol/drug use, Post-Traumatic Stress Disorder, Bipolar Illness) are also available through the website.

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Manual of Policies and Procedures for Student Affairs

Chapter 1.9. Student Government Association

Subchapter 1.9-100. General Provisions

Sec. 1.9-101. Purpose

- a. The Student Government Association has as its primary purpose to serve as a recognized forum for student opinion. Originally formed as the UNT Dallas Student Association, the Student Government Association is elected by the student body annually.

- b. The Student Government Association shall operate within the laws of the State of Texas, the Rules and Regulations of The Board of Regents of The University of North Texas System, and follow the procedures established and/or adopted by The University of North Texas at Dallas.

Sec. 1.9-102. Definitions

- a. As used in this chapter, unless the context requires a different meaning,
 1. "University" means The University of North Texas at Dallas;
 2. "Chief Student Affairs Officer" means Dean of Students and Associate Vice President for Student Access & Success or his/her delegate or representative;
 3. "Student" means a person who is currently enrolled in residence at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus;
 4. "Elections" refers to any election held by the Student Government Association, including officer and senator elections;
 5. "Student body" includes those individuals who are currently enrolled in residence at the University in the semester that a particular election is taking place;
 6. "Officers" means the Student Government Association President, Vice President, Secretary, Finance Officer, Programming Officer, Public Relations and Parliamentarian, as outlined in the SGA constitution and by-laws.

Sec. 1.9-103. Introduction

- a. The activities of the Student Government Association include, but are not limited to the following:
 1. Assisting The University of North Texas at Dallas in identifying the interests, programs, and goals of the majority of students.
 2. Communicating to The University of North Texas at Dallas those interests, programs, and goals which are of interest to the majority of students; and
 3. Assisting The University of North Texas at Dallas in providing students with programs to meet students' needs.

Subchapter 1.9-200. Elections

Sec. 1.9-201. Elections

- a. Seven officers, two senators from each school, the freshman class, transfer student population, graduate school, and student body, and one senator from the residence hall and the veteran student population are elected annually by the student body, a total of 25 elected members.

- b. The elections are conducted according to the Election Code of the Student Government Association, which are found in the Student Government Association by-laws.

Subchapter 1.9-300. Officer Compensation

Sec. 1.9-301. Purpose

- a. The officers of the Student Government Association are to be compensated in accordance with Section 1.9-302. Officers are financially compensated in order to:
 1. Partially compensate officers for time involved in performing their duties.
 2. Elevate the level of accountability of officers.

Sec. 1.9-302. Amounts and Payments

- a. As part of the annual University budget process, the Student Government Association Advisor will recommend a payment structure to the Student Services Fee Advisory Committee (SSFAC). The payment structure will be presented to the SSFAC as part of the proposed SGA budget.

- b. The SGA Stipends will be as follows:
 - President: \$1000/semester
 - Vice President: \$750/semester
 - Programming: \$750/semester
 - Treasurer: \$500/semester
 - Public Relations: \$500/semester
 - Secretary: \$250/semester
 - Parliamentarian: \$250/semester

They are expected to hold weekly office hours, attend SGA meetings, complete position requirements as outlined in the SGA constitution and by-laws, be accessible to students and submit bi-weekly time sheets to the SGA advisor for review in order to receive payment.

Subchapter 1.9-400. Advisor

Sec. 1.9-401. Appointment

- a. The SGA Advisor shall be appointed by the Dean of Students. They shall provide support and serve as a resource to the Student Government Association.
- b. The Dean of Students may appoint a co-advisor as necessary to provide support and serve as a resource to the Student Government Association in the advisor's absence.

Manual of Policies and Procedures for Student Affairs

Subchapter 1.10.4 Student Health and Wellness

Subchapter 1.10-100. General Provisions

Sec 1.10-101. Purpose

a. The mission of Student Health and Wellness is to support student learning by creating opportunities, programs and policies that empower students to reach their full potential, take responsibility for themselves and others, and contribute to the creation of a healthy, safe and socially just learning environment.

Sec. 1.10-102. Definitions

a. In this chapter, unless the context requires a different meaning,

1. "chief student affairs officer" means the chief student affairs officer or their designee;
2. "hearing officer" means a person appointed by the president to conduct hearings of alleged violations of a regents' rule, university regulation, or administrative rule;
3. "organization" means a student group holding a valid registration;
4. "president" means the president of The University of North Texas at Dallas;
5. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
6. "university" means The University of North Texas at Dallas;
7. "university facility" means a classroom, auditorium, student housing, other building, or outdoor area owned or controlled by the university;
8. "weekday" means Monday through Friday except for official university holidays; "day" means calendar day;
9. "faculty or staff" means a current employee of The University of North Texas at Dallas.

Sec. 1.10-103 Introduction

a. Student Health and Wellness services are available for all currently enrolled students of The University of North Texas at Dallas. Certain programs, such as health fairs and presentations are also open for UNT Dallas faculty and staff. Programming and services are provided upon request on the Longview and Palestine campuses.

b. Services are made available through the Medical Service Fee. A fee may also be charged for participating in a judicial sanction program. There is no additional charge for other programs.

c. Student Health and Wellness is located in the University Health Clinic. Judicial sanction appointments are scheduled and conducted by wellness professionals or practicum students in the Student Counseling Center in UC 3170. Student Health and

Wellness professionals may be contacted weekdays from 8:00 am – 5:00 pm. Presentations for various student groups may be available after hours by request.

Sec. 1.10-104. Student Health and Wellness Programs

a. Mandated Programs

1. Alcohol, Tobacco, and Other Drugs (ATOD) Programs: Meets the requirements of the Drug Free Schools and Communities Act Amendments of 1989 including annual notifications, evaluation, and the Biennial Review
2. Safety Programs: Contributes to the Cleary Act by providing educational programs that promote various safety issues such as AOD and sexual assault
3. Interpersonal Violence Programs: Addresses Title IX, a federal civil rights law that prohibits discrimination in educational programs and activities on the basis of sex; discrimination can include sexual violence—such as rape, sexual assault, sexual battery, and sexual coercion- domestic and dating violence, stalking, and harassment.
 - A. Prevention and response programs include Campus Assault Response Effort (CARE) and Safety-Net Training.

b. Other Health Programs include but are not limited to:

1. Annual Health Fair: Collaboration with The College of Nursing and Health Sciences, Recreational Sports, University Health Clinic, Campus Police, Environmental Health and Safety, Community Relations, and Human Resources
2. Sexual Responsibility
3. Recreational Sports Wellness Education Lunch speakers
4. Safe Spring Break
5. Bystander Intervention

c. Student Health 101

1. Student Health 101 is a monthly health and wellness magazine for UNT Dallas students and their families, as well as faculty and staff. Each issue contains valuable information that will help students make better decisions and can help others gain a better understanding of the health and wellness challenges that face today's students.
2. Each month, an e-mail with the latest issue of Student Health 101 will be sent to all student e-mails, the campus bulletin board, and parents registered with the Parent and Family Programs.

d. Alcohol EDU and Haven

1. **As part of our comprehensive prevention program for new students, freshmen are required to complete on-line programs on alcohol abuse prevention (Alcohol EDU) and sexual assault prevention (Haven).**
2. **All new students are expected to complete Haven prior to arriving on campus.**
3. **This program is also available to any UNT Dallas student, faculty, and staff.**

Sec. 1.10-105. Judicial Programs

a. Students may be referred to Student Health and Wellness as a part of a judicial

sanction related to a violation of campus policy regarding alcohol, drugs, or other health education issues. Referral sources may consist of the Assistant Vice President of Student Affairs, the Director of Residence Life, Housing Coordinators, Resident Assistants, Athletic Coaches and others.

b. Students may be referred to an individual prevention education program that may consist of completing a substance abuse screening, participating in a computer-based educational program, and/or meeting with a counselor or health educator to discuss healthy decision-making issues. Students who complete a judicial program must sign a release of information in order for a letter to be sent to the referral source regarding participation in the program.

c. There is a \$55 fee for judicial programs, and sessions are by appointment only.

Sec. 1.10-106. Peer Education and Internships

a. Peer Educators are trained students who are interested in communicating with other students in order to encourage a change in behavior or improvement in knowledge about various student issues. Students have the option of working as peer educators independently or by creating a student organization. We are an affiliate of the NASPA BACCHUS Initiatives, an international student organization for peer education.

b. Internship positions are open to students in various majors. Past examples are Psychology Undergraduate Internship and Health Studies Internship.

Sec. 1.10-106. Consultation and Outreach

a. Student Health and Wellness collaborates with other campus entities to provide resources and programming as needed, and serves as a referral resource for the University Health Clinic for sexual health, interpersonal violence, and substance abuse education.

b. Health-related issues may include sexual responsibility, stress management, life balance, bystander intervention, personal safety, and others.

c. Wellness may provide support and information for various campus activities, such as homecoming, new student orientation, and Jaguar Days.

d. Student Health and Wellness works closely with community resources with similar goals and objectives

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Manual of Policies and Procedures for Student Affairs

Subchapter 1.11 Student Organizations

Subchapter 1.11-100. General Provisions

Sec. 1.11-101. Definitions

- a. In this chapter, unless the context requires a different meaning,
1. "director" means the director of Student Affairs or designee;
 2. "hearing officer" means a person appointed by the president to conduct hearings of alleged violations of a regents' rule, university regulation, or administrative rule;
 3. "organization" means a student group holding a valid registration;
 4. "president" means the president of The University of North Texas at Dallas;
 5. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus;
 6. "university" means The University of North Texas at Dallas;
 7. "university facility" means a classroom, auditorium, student residence, other building, or outdoor area owned or controlled by the university;
 8. "weekday" means Monday through Friday except for official university holidays; "day" means calendar day;
 9. "faculty or staff" means a current employee of The University of North Texas at Dallas;
 10. "consultant" means any community member who is not university faculty, staff or student
 11. "Authorized representatives" means any student members authorized to conduct business with the university on behalf of the student organization.

Subchapter 1.11-200.

Registration Sec. 1.11-201. Registration Required

- a. The university encourages student development and participating in organizations as an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the academic program.
- b. The university encourages student advocacy within the limits necessary to accommodate academic needs and ensure public safety, and welcomes its students' involvement with the political, moral, and social issues of the day.
- c. Each student group that seeks to use university facilities shall apply to the Department of Student Affairs for registration as an organization each long semester.
- d. Five or more students with a university faculty or staff advisor are entitled to register as a new organization. A new student organization is one that has not registered in at least one academic year. At least three students are required to re-register as a student organization (non-new organization).

e. No organization or group may be registered if the actions or activities of the organization or group, in the opinion of the president and/or the chief student affairs officer, are inimical to the educational purpose and work of the university.

Sec. 1.11-202. Eligibility

1. A group is eligible for registration if its membership is limited to students, faculty, and staff of the university;
2. its membership is not denied on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, disability, or veteran status;
3. it is not under disciplinary penalty prohibiting registration; and
4. it conducts its affairs in accordance with local, state, and federal laws; the Regents' Rules, university regulations; and administrative rules.

Sec. 1.11-203. Application

a. A group shall apply to register by completing in full and submitting a registration form prescribed by the director and available online with hard copies available in the Department of Student Affairs.

b. The registration form shall include

1. Names, student IDs, and contact information for the prescribed number authorized representatives; ;
2. Name and contact information for the faculty or staff advisor;
3. Organization purpose/mission statement;
4. A fundraising report.

c. As a part of the registration process, all authorized representatives *and* the listed faculty/staff advisor must attend a student organization orientation session each academic year. All authorized representatives and the faculty/staff advisor must also sign and submit the Orientation Completion form, which includes the membership agreement and non-hazing statement.

d. A group must also submit a membership roster, constitution, and risk management policy to be kept on file in the Department of Student Affairs.

e. All of the above components must be completed and submitted before the group's application for registration will be considered.

f. Though all organizations must complete the registration process in full as noted above each fall semester, groups have the option to complete a simpler version in the spring semester in accordance to the Student Organization Handbook, located on the student organization website.

Sec. 1.11-204. Action on Application

a. The director shall consider the application unless the applicant is ineligible under subsection 1.11- 201(e), or section 1.11-202 or 1.11-203.

b. An organization is not registered until the director signs the application form and places the registration paperwork on file.

- c. The organization will receive confirmation of registration by letter from the director, which is valid for the current long semester.
- d. If an organization is refused registration, the director shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal in accordance with section 1.11-404.

Sec. 1.11-205. Use of University Name or Sponsorship

- a. Only an organization that is sponsored by the university may use the name of the university or an abbreviation of the name of the university as part of its name.
- b. A student, group, or organization may not use the name of the university or an abbreviation of the name of the university as part of its name. A student, group, or organization may use terms such as "campus" as part of its name. An organization may only use the university name to identify with the university [ex: the name Mathematics Association at UNT Dallas is permissible. The name UNT Dallas Mathematics Association is not permissible].
- c. A student, group, or organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the university.

Subchapter 1.11-300. Rights

Duties Sec. 1.11-301. Recognition and Activities

- a. An organization is entitled
 - 1. to be listed as a registered student organization;
 - 2. to sponsor or present a public performance or exhibition on university property in accordance with MOPP subchapter 7-200;
 - 3. to raise funds or make other permissible solicitations on university property in accordance with MOPP subchapter 7-200;
 - 4. to reserve the use of university facilities in accordance with MOPP subchapter 7.200.

Sec. 1.11-302. Membership

- a. An organization must restrict its membership to students, faculty, and staff of the university, but it may not deny membership on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, age, disability, citizenship, sexual orientation, or veteran status.
- b. An organization must maintain an advisor who is a faculty or staff member of the university and who must sign organization registration forms and other applicable forms for student organizations to conduct activities on campus. An organization may have a consultant who is not a faculty or staff member of the university but the consultant is not eligible to sign organization forms to conduct activities on campus or conduct business on behalf of the organization.

Sec. 1.11-303. Fiscal Procedure

- a. Student organizations may establish accounts with private financial institutions.

b. Texas law allows a registered student organization to be relieved from state sales tax liability for fund- raising sales occurring one day per month or less where sales are for the benefit of the registered organization and do not involve another entity not authorized for solicitation.

Sec. 1.11-304. Rules and Regulations for Student Organizations

a. Student organizations must register once a semester with the Department of Student Affairs. In order to register, a student organization must follow the application procedure outlined in section 1.11-203. Provided they comply with the guidelines stated here, student organizations' registration is valid through the end of each long semester and through the summer months.

b. The name of The University of North Texas at Dallas or the name of The University of Texas System cannot be used as part of a student organization's name.

c. A student organization is not allowed to suggest or imply that it is acting with the authority or as an agency of The University of North Texas at Dallas.

d. A seal of either The University of North Texas at Dallas or the University of Texas System cannot be used by a student organization in connection with any activity of the organization. In addition, a student organization is not allowed to use such seal or seals as a part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization. Only registered students, faculty, and staff of The University of North Texas at Dallas are eligible for membership in a student organization. As a part of the registration process each semester, each student organization or group must sign an agreement that it does not, and will not during the semester, have as a member any individual who is not a student, faculty, or staff member at The University of North Texas at Dallas.

e. A student organization that has as a member anyone who is not a student, faculty, or staff member at The University of North Texas at Dallas may not use any facility of The University of North Texas at Dallas.

f. The president and the chief student affairs officer have the power to deny registration to any student organization or group whose actions or activities in their opinion are adverse to the educational purpose and work of The University of North Texas at Dallas.

g. A student organization whose registered status has been cancelled cannot re-apply for registration for at least one calendar year following the date of cancellation.

h. A student organization that owes a delinquent monetary debt to the university will not be allowed to use the facilities of the university until such debt is paid.

i. Hazing with or without the consent of a student inflicting the hazing or the person submitting to the hazing is not permitted and subject to immediate discipline. In addition, as a part of the registration process each semester, each organization must sign a written statement acknowledging that the organization does not engage in hazing activities which may be dangerous, harmful, or degrading to the student. For enhanced penalties for disciplinary offenses related to hazing, see chapter 8, section

8- 804(a).

j. A current copy of an organization's constitution must be submitted at the beginning of each semester and whenever amendments to the constitution are made.

k. All signs, posters, and fliers must be approved by the Department of Student Affairs unless they are posted on a bulletin board or other designated location that is occupied and controlled by an academic or administrative unit per chapter 6, section 6-506.

Sec. 1.11-305. Risk Management Policy (In compliance with Texas Education Code 51.9361)

a. At least once during each academic year, a risk management program will be provided to members and advisors of student organizations as a component of the student organization orientation session. Several opportunities will be given during each long semester for required student organization members and advisors to attend this program as part of the required student organization registration process as outlined in section 1.11-203.

b. All faculty and staff advisors who serve in an advisory capacity to any student organization:

1. Must be older than 21 years of age.
2. May **not** be a current student of the postsecondary education institution at which the student organization is registered.
3. Must attend the risk assessment program unless the program was previously attended under this code. The institution is required to maintain documentation of attendance for up to three years.
4. Non-attendance by any faculty or staff advisor will result in that organization losing recognition as a registered student organization until the risk management program is completed.

c. Consultants who are not faculty or staff members of UNT Dallas may complete the risk management program through an appropriate computer-based risk assessment program.

d. The Department of Student Affairs will provide a risk management program for members of all student organizations as part of the student organization orientation session.

1. Any member of the organization may attend the program.
2. The designated authorized representatives of each student organization must attend the risk management program once per academic year.
3. Non-attendance by any one authorized representative or faculty or staff advisor of a student organization will result in the represented organization losing recognition as a registered student organization until the risk management program is completed.
4. The student organization may designate up to four authorized representatives. If a student organization has a vacant authorized representative position, the student organization will, to the extent practicable, identify and designate an equivalent authorized representative position and the person serving in that

position will attend the program.

5. Each advisor or authorized representative required to attend the program will report on the program's contents at a meeting of the full membership of the student organization. The report to the full membership must be documented and the documentation must include the names of all members in attendance. The organization must provide the documentation records to the Department of Student Affairs.

e. The Risk Management Program Curriculum may include additional appropriate issues as determined by the Department of Student Affairs but **must** include the following topics:

1. possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. hazing;
3. accessibility in compliance with The Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III;
- 4.. sexual abuse and harassment;
5. fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
6. travel to a destination outside the area in which the institution is located;
7. behavior at parties and other events held by a student organization; and
8. adoption by a student organization of a risk management policy.

f. Notification of the Risk Management Program requirements will include the following.

1. The Department of Student Affairs will provide notification of the Risk Management Program attendance and other requirements for registration in writing as a part of the Student Organization Handbook located on the student organizations website.
2. The time, location and date of all student organization orientation sessions, including the Risk Management Programs, will be posted on the, the Student Affairs website, on campus bulletin boards and electronic monitors and in the Student Affairs office.
3. The Department of Student Affairs will provide opportunities for program sessions on alternative dates and times to ensure adequate opportunities for attendance.
4. The Department of Student Affairs will collaborate with the Student Organization President's Council (SOPC) to effectively establish the times, location and dates of all programs through student feedback.
5. The Department of Student Affairs will develop and provide a computer-based program for consultants who are not faculty or staff of UNT Dallas.
6. The Department of Student Affairs will take attendance at each program.
7. Student organizations found in noncompliance at the conclusion of all published and offered program sessions by the published student organization registration deadline will be ineligible for the remainder of that semester to be a recognized and registered organization on campus until the requirement has been met by all required parties.
8. The Department of Student Affairs may impose reasonable sanctions on a person who is required to attend the program and fails to attend.
9. The Department of Student Affairs will maintain an appropriate record of

attendance and of notice provided until the third anniversary of the date of the program. These records will be provided to the Chief Student Affairs Officer at the completion of all programs on a semester basis.

Sec. 1.11-306. Release and Indemnification Agreement

a. Student organizations are required to have each individual member and their dependents fill out and sign a release and indemnification agreement before taking out-of-town trips as an organization. These agreements should be filed with the chief student affairs officer before taking the trip. For additional information and policies related to student travel and off-campus activities exceeding more than 25 miles, see MOPP chapter 13.

Revised: 8/12/2017

Manual of Policies and Procedures for the Veterans Resource Center

Chapter 1.12 Veterans Resource Center (VRC)

Subchapter 1.12-100. General Provisions

Sec. 1.12-101. Purpose

a. The mission of the Veterans Resource Center is to provide a pipeline of information including resources, support, and advocacy for student veterans and dependents to utilize in order to create successful leaders on campus, in the community, and Smith County. Services and programs hosted by the VRC are designed to meet a variety of goals including:

1. Supporting and securing benefits for Veterans to use for educational finance, personal growth, and academic success in a safe and confidential environment,
2. Providing space for educational, social, and personal growth for Veterans,
3. Providing resources and consultative services for Veterans from Veterans,
4. Providing a stress-free environment for Veterans to study, network, and relax to bring greater educational, personal, and professional growth.
5. Provide counseling to Veterans with Post Traumatic Stress Disorder (PTSD).
6. Provide a place of comfort for Veterans in order to enable Veterans to use their full potential in education, person, and professional accomplishment.

Sec. 1.12-102. Definitions

a. In this chapter, unless the context requires a different meaning:

1. "Coordinator" is a full time UNT Dallas employee who is in charge of veteran administration, counseling, community affairs, campus affairs, conferences, budgeting, assessment, development, work study positions, and public relations.
2. "Federal work study student" is a veteran who is a student at The University of North Texas at Dallas and assists the coordinator with counseling, community affairs, campus affairs, and public relations, who works for the Federal Government that is only able to assist the Veterans Resource Center by law.
3. "Active duty" is someone who is currently on active duty orders for any branch of the United States Armed Forces.
4. "Reservist" is someone who is currently in the reserve for any branch of the United States Armed Forces.
5. "Veteran" is someone who has served and been discharged from any branch of the United States Armed Forces.
6. "Dependent" is someone who is a child or spouse of a Veteran who has served and been discharged from any branch of the United States Armed Forces.

Sec. 1.12-103. Introduction

The VRC can assist with finding veterans or dependents resources for everything and anything Veteran related: PTSD withdrawal for active military service, connecting to local veterans organizations, r state or federal Veterans benefits including but not limited to Hazlewood, G.I. Bill, etc. Services are available to all Veterans or their dependents in the state of Texas. Services are also available to any active duty military

personal or reservist of the United States Armed Forces.

Subchapter 1.12.200.

Administration Sec. 1.12-201. Administration of VRC

- a. The VRC is staffed by a coordinator and federal work study students.
- b. Veterans and dependents should be aware that during peak enrollment times the VRC may require appointments to be made with the coordinator to be best assist all students. During non-peak enrollment, the coordinator will be available to meet with veterans and dependents to assist without appointment.

Revised: 8/14/2017