



Revised 08-2011



STUDENT HANDBOOK

2404 North Grand Avenue | Tyler, Texas 75702
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PRESIDENT'S WELCOME

Texas College, established in 1894, is a four-year, coeducational, private liberal arts institution located in Tyler, Texas. The College takes great pride in addressing its motto which reads, "Give the people light and they will find their way." Our belief is that the motto represents a commitment to providing knowledge in the teaching-learning process that will assist students' development personally and professionally in becoming productive citizens.

As a Historically Black College and University (HBCU), we share a proud and great affiliation with the Christian Methodist Episcopal Church (CME) whose founding fathers created educational opportunities during periods of disenfranchisement. The College today with its diverse student, faculty and staff populations embraces new academic thrusts that are significant to the teaching and learning processes of the 21st Century. The College has a broad-based curriculum with 14 major areas of study designed to take students from skill development to professional development for their workforce entry and retention.

The college is proud to have core values that address and embrace knowledge acquisition, spiritual and moral integrity, personal enhancement, leadership and service. We open our doors to you and invite you to become a part of an environment that embraces a culture of learning. Welcome to Texas College!

Sincerely,

Dr. DWIGHT J. FENNELL

President
Texas College

**INSTITUTIONAL OVERVIEW:
A LEGACY OF STRENGTH AND EXCELLENCE**

Texas College is a historically black college that offers Associate and Baccalaureate degrees. Founded in 1894, by ministers of the Christian Methodist Episcopal (CME) Church, the College has continuously provided a liberal arts education. This legacy has been accomplished over the years through the financial support of the CME Church along with the many benefactors who believe in the mission of this institution.

Located on 25 acres in the heart of East Texas, Texas College is the oldest institution of higher learning in Tyler, Texas and is the lifeblood of the North Tyler community. The “Rose Capital of the World,” is popular for its lakes, woodlands, and azaleas. The College is conveniently located 100 miles east of Dallas, Texas and 90 miles west of Shreveport, Louisiana. Though environmental changes have occurred in higher education over the years, Texas College has maintained the purpose for which it was founded—affording accessibility to a quality educational opportunity for all.

Texas College offers 14 programs of study in the liberal arts and sciences: 12 baccalaureate degree programs and two Associate in Arts programs. Students can study within one of four major divisions—Business and Social Sciences, Education, General Studies and Humanities, and Natural and Computational Sciences. In addition to traditional academic programs, the College offers specialized programs that meet the needs of non-traditional students: the SUCCESS Program is an accelerated modular-based adult degree completion program in Business Administration for those who desire to obtain their bachelor’s degree while fulfilling their work and family obligations; and the post-baccalaureate alternative Teacher Certification Program.

Some of the best teachers in the country received their formal education at Texas College. The College’s strong science and social sciences programs ably prepare students seeking professional careers in computer science, medicine, and law. In addition, the business acumen acquired by graduates of the College’s business program has led them to productive and highly successful careers in a variety of business arenas. The College has established and continues to operate a superb teacher education program. Wireless Internet connectivity is available throughout the campus and teleconferencing and distance learning facilities are available in the academic buildings and the College Library.

Paramount to the College’s goal of improving access to higher education, Texas College remains resolute in its commitment to the policy of open admissions; therefore, the College provides a comprehensive student learning program that includes early assessment of learning needs, academic advisement, study skills assistance, tutoring, and personal guidance through the First- and Second-Year Mentoring Program.

TEXAS COLLEGE MISSION STATEMENT AND CORE VALUES

Texas College is a historical black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ***ensure that the student body experiences balanced, intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work.*** (Recast and approved by the Board of Trustees at the Annual Meeting, April 15, 2011).

To address the mission, the College incorporates the core values of:

- ***Academic Excellence*** - developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.
- ***Integrity*** - instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.
- ***Perseverance*** - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College,
- ***Social Responsibility*** - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.
- ***Tolerance*** - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.
- ***Community Service*** - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

STATEMENT OF ACCREDITATION

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. to award Associate and Baccalaureate degrees.

Southern Association of Colleges and Schools Commission on Colleges, Inc.
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone 404-679-4500
Fax 404-679-4556

APPROVALS

Texas College is listed with and approved by the Texas Education Agency and the Texas Higher Education Coordinating Board to offer certain licensure programs for teacher certification.

Texas College is approved for the training of veterans as prescribed by the Veterans Administration Office.

Texas College is an approved training site for the Texas Workforce Commission.

AUTHORIZATION

Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students.

INSTITUTIONAL MEMBERSHIPS

Texas College is a member institution of the following organizations:

American Association of Collegiate Registrars and Admissions' Officers
Association of Childhood Education International
Association of Collegiate Business Schools and Programs
Central State Football League
Council of Independent Colleges
Independent Colleges and Universities of Texas
National Association of College and University Office Business and Financers
National Association of Deans, Registrars, and Admissions' Officers
National Association of Independent Colleges and Universities
National Association of Intercollegiate Athletics
Red River Athletic Conference
Texas Association of Collegiate Registrars and Admissions' Officers
Texas Association of Developing Colleges
UNCF

NOTICE OF NON-DISCRIMINATION

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2342 office, (903)526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903)593-4277 fax.

ALMA MATER

TC, T C, God bless your heart
To my Texas College that I love so true,
My love for you will forever be true,
To my Texas College, that I love so true.

FIGHT SONG

There is a college down among the pines,
The best old school below the Dixon Line,
To thee we come and all our love unfold,
We'll forever be true to Purple and Old Gold.

(Refrain)

Love and Honor to old Texas,
A College old and grand
Proudly we shall ever hail thee, Over all the land.
Alma Mater how we praise thee
Sing joyfully on our way.
Love and honor to old Texas,
Forever and a day.

TEXAS COLLEGE COLORS

The Texas College colors are purple and gold.

TEXAS COLLEGE MASCOT

The Texas College mascot is the "Steer."

TEXAS COLLEGE MOTTO

"Give the people light and they will find their way"

PART I GENERAL INFORMATION

THE OFFICE OF ENROLLMENT MANAGEMENT

The Admissions Office is located in the Enrollment Center, formerly known as the President's House. Its primary objective is to enroll students who have the potential to succeed academically at the collegiate level. The Office of Admissions is involved in interviewing, counseling and recruiting students for Texas College. Texas College admits students without regard to race, sex, creed, national origin, age, or disability. At Texas College, we determine a student's potential for succeeding through evaluation of transcripts, SAT or ACT scores, letters of recommendation, and involvement in extracurricular activities.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

Texas College seeks to assist students with documented disabilities in accomplishing their educational goals. Although the College is not staffed or equipped to assist students with extreme challenges, the College works with students to creatively find solutions so that class attendance and test completion can be accomplished. Students who need special assistance should provide documentation of the disability to the Office of Academic Affairs.

ATHLETICS

Texas College is a member of the National Association of Intercollegiate Athletics (NAIA), Red River Conference. Students are actively engaged in eleven (11) sports; three of which are for men and women: Basketball (Men and Women), Soccer (Men and Women), Track (Men and Women), Golf, Volleyball, Baseball, Softball, and Football.

Sports activities at Texas College are provided to nurture the physical well being of the College community and to provide an opportunity for students to compete in sports in an educationally sound environment. The Athletic Program serves as a rallying point for students, faculty, staff, alumni and the surrounding College community.

BOOKSTORE

The Texas College Bookstore is located just outside the Dining Hall. The Bookstore offers a full selection of books needed for the classes being offered at the College. In addition, the bookstore offers school supplies, calendars, toiletries, Texas College clothing, souvenirs, and many other items. Please check the Steers Bookstore for hours of operation.

BULLETIN BOARDS

The Bulletin Boards serve to advertise official sources of information. Boards are located in various buildings on campus. Students should check the Bulletin Boards often for announcement of any class or schedule changes, special events, and other administrative information. Items must not be posted on Bulletin Boards without permission from Student Affairs. All posters, signs, or notices must be taken down within 24 hours after the activity.

No items should be posted on windows, doors, or walls of any building.

BUSINESS OFFICE

The Business Office is located on the 1st floor in the Martin Hall Building. This office is responsible for preparing student's bills, collecting tuition payments, and issuing work-study checks. Students are encouraged and expected to take an active role in managing their school finances. If this is done, the Business Office can render prompt and efficient service to students. Business Office clearance is required for graduation and the issuance of transcripts. For more information please call 903-593-8311, ext. 2284 between the hours of 8:30 a.m. to 5:30 p.m. Monday through Friday.

The Cashier's office accepts Cash, all Major Credit Cards, Cashier's Checks and Money Orders.

CAMPUS SECURITY

Texas College's campus security is a privately owned security force employed by Texas College. The Security Department consists of a Chief of Security and several Security Officers. The purpose of the security team is to protect and to serve, while providing 24-hour service to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College.

The security team is a part of the Student Affairs Department and is supervised by a Chief of Security. The campus security officers investigate, prepare, and submit incident reports to the Dean of Student Affairs and Chief of Security for further investigation and charges. Serial numbers of stolen items from the campus are reported to the local authorities.

Criminal actions or concerns of emergency can and should be reported by any student, faculty, or staff. The Physical Plant Area maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes; i.e., broken windows, locks, and doors. The Office of Residential Life and the Dean of Student Affairs assist the area by reporting potential security hazards.

College officials along with Security will observe the campus to maintain proper lighting and other items of concern for the well being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs.

The College facilities are open to the public during the day and evening hours when classes are in session with the exception of our residential halls. Residence hall staff should be informed of all visitors visiting the various rooms. The hall supervisor in charge must approve room visitation. During the time the College is officially closed, buildings are locked and cleaned and only dormitory personnel, physical plant, and other major officers have access to the facilities.

The campus security is responsible for traffic control, law enforcement, and security of the College. Security is on duty twenty-four hours a day, seven days a week and strives to serve the campus community in every way possible for safety, service and protection.

The campus security does not have the power to make an arrest. The security does work very closely with the Tyler Police Department. Violations of campus regulations are handled by campus security and those in violation are referred to the proper College administrative officials for disciplinary action. The Security Department maintains a working relationship with local, county, and state law enforcement agencies and the fire department.

A very important aspect of campus security is the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

VIOLATION OF CIVIL LAW

If a student is charged with an off campus violation of a criminal law, the College may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

- a. The College may impose sanctions for gross misconduct (Example: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) The etcetera consists of those actions which are illegal in the State of Texas and the United States.
- b. The College may reinstate the student if he is acquitted or the charges are withdrawn.
- c. The College may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.
- d. The College may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification, and any form of conduct inconsistent with that of Texas College policies, whether the violation occurred on or off campus.

TEXAS COLLEGE DRUG /ALCOHOL POLICY

The policies and regulations of the College governing the possession, use, distribution, and manufacturing of prescribed or illicit drugs, alcohol and drug paraphernalia by students of Texas College and their guests or visitors to the College premises are herein contained. It is the policy of Texas College that no illegal drugs may be used or possessed on Texas College property. Drug and alcohol abuse destroys families, careers, hopes, dreams, and lives. Texas College will strive to provide students with an environment free of alcohol and drugs. The College will comply with the Drug-Free Workplace Act of 1988 (41USC 701-707). **Texas College has a zero tolerance policy for drug and alcohol consumption.**

Unlawful manufacture, sale, distribution, possession, or use of a controlled substance is prohibited. Drug abuse includes the misuse of prescription drugs.

Use of any controlled substances without a valid prescription is prohibited. Students are expected to abide by the policies and procedures of Texas College, as well as federal and state laws regarding the use, sale, and distribution of controlled substances. Illegal substance such as drugs and paraphernalia are prohibited in the residence hall. There is a zero tolerance for drugs on campus and in the residence halls.

Alcohol or alcohol paraphernalia are not allowed on the campus of Texas College. Students found drinking or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to College Officials immediately and will face disciplinary action from the College. This is a penalty issue in accordance with the State of Texas Law. Any containers found in a resident's room will be discarded.

SMOKING

Smoking is prohibited in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. The smell of smoke is probable cause to enter a room and could result in disciplinary action. Smoking is permitted in designated areas ONLY.

WEAPONS

Weapons, ammunition, or explosives of any kind are **not allowed** on the College campus. This includes but is not limited to: firearms, guns, BB guns, Rifles, hand guns, paint ball guns, martial art equipment, swords, bows, crossbows, arrows, fireworks, and decorative weapons. Texas College retains the right to conduct inspections for the purposes of search and seizure to enforce this policy.

Any weapons found may be confiscated and appropriate action takes against the residents involved as *stated by Tyler, Texas Code of Ordinances:*

Sec. 4-96. Firearms; pellet guns; B-B guns; air rifles; discharge in city prohibited: (a) except as otherwise provided herein, it is unlawful to discharge any firearm, air rifle, B-B gun, or pellet gun within the City limits. (7)(c) As used herein, the term "firearm" means any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use but does not include a no-projectile "starter pistol" having no barrel of the kind commonly used at athletic events.

DRESS CODE POLICY FOR STUDENTS

The purpose or objective of this policy is to provide the students with general dress code parameters.

Students attending Texas College must adhere to the following:

- Female students are required to wear covering over the upper portion of their bodies.
- Low cut blouses are prohibited.
- Back out tops, blouses, t-shirts are prohibited.
- Micro mini shorts that expose the buttocks are prohibited.

- Any dress, shirt, short, etc. that distracts the teaching/learning process in the classroom are prohibited.
- Caps, head gear, do rags are prohibited in outside the dormitory areas.
- Male nor female students are not permitted to wear saggy pants.
- Male nor female students are not permitted to wear t-shirts (sleeveless/muscle shirts) in the classroom or on campus.
- Male students are required to wear a belt with pants.
- Shoes are required in the classroom and cafeteria.
- No house shoes/shower shoes are permitted on campus outside the dormitory areas.

All students are required to dress appropriately (church attire) during the following events:

- Chapel/Lyceum
- Convocations
- Founder's Day
- Baccalaureate Service and Commencement Exercise
- Special Assemblies

FINANCIAL AID

The Financial Aid Office is located in the Enrollment Center. A broad range of financial assistance is available to students who apply and qualify for such aid. Financial Assistance is provided through a combination of scholarships, grants, loans, and work-study opportunities. **All students should complete a Free Application for Federal Student Aid (FAFSA) at least three (3) months prior to their semester of attendance and submit a copy of the 1040 Federal Income Tax forms used to complete the application.** Financial Aid is awarded annually to students who are eligible and is based on whether or not they are making satisfactory academic progress in accordance with institutional policies. For additional information, consult the Texas College Catalog or visit the Financial Aid Office to determine a student's need for financial assistance. For more information please call 903-593-8311, ext. 2208 or 2278 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

FINANCIAL RESPONSIBILITIES

Tuition, fees, and other costs are due and payable before registration at the beginning of each semester. It is the student's responsibility to arrange for all financial aid, outside scholarships, loans and other payment plans before the beginning of the semester. Failure to do so will result in restriction from completing the registration process. Official transcripts will not be provided to students who have outstanding financial obligations; in addition, any students who have not returned equipment/college property may also be prevented from completing the registration process. For more information or assistance concerning the payment of fees, please contact personnel in the Business Office located on the 1st floor in the Martin Hall Building or by calling 903-593-8311, ext. 2284.

Prior to beginning of each Fall semester, **ALL students are REQUIRED** to pay both their \$150 registration fee and their \$150 Housing Deposit (if they choose to reside in on campus residence hall facility).

FIRE SAFETY

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for exiting all buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester. The following items are prohibited from Texas College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, fireworks (except as authorized by College maintenance). **Smoking is prohibited on the Texas College campus.**

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a “false alarm”) is not only in violation of College policy but is subject to civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems. In the event of a malfunction of the system, maintenance should be notified immediately.

FIRE SAFETY INSTRUCTIONS

1. Close all windows and doors, open drapery, and leave lights on.
2. Put on light coat or raincoat and walking shoes.
3. Grab a towel - use wet towel over nose and mouth in case of smoke.
4. Proceed single file and remain at least 100 feet from burning buildings.
5. Do not run or return to building unless the “All Clear” signal is given by a staff member or Resident Assistant.

Prolonged ringing of the fire alarm will indicate a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. **(Remember Texas College is a Smoke Free campus)**

FOOD SERVICE

Thompson Hospitality Dining Services operates a full service cafeteria. The cafeteria is operated primarily for the on campus residents. Faculty, staff, and their guests are welcomed and encouraged to make use of the facility. Access to the cafeteria is either by meal card, ID, commuter ticket, or cash.

Cafeteria Hours of Operation:

Monday – Friday	
Breakfast	7 am–9 am
Lunch	11 am-1:30 pm
Dinner	5pm-6:30 pm
Wednesdays ONLY	
Lunch Served After Chapel	12 noon – 1:30 pm

Saturday – Sunday	
Brunch	10 am – 12 pm
Dinner	4 pm – 5:30 pm

Snack Bar Hours of Operation:

Monday – Friday	11:00am – 4:00pm
Saturday – Sunday	Closed

IDENTIFICATION CARDS

Each student is required to wear a valid Texas College identification card **at all times** which includes the student's name, identification number, semester, and residential status. The card is validated each semester the student is enrolled at Texas College. If the ID card is lost or stolen, there is a replacement fee of \$15. Loaning the ID card to anyone or failure to present it when requested by College officials is a violation of College regulations and subjects the holder and unauthorized user to disciplinary action. Each student is personally liable for all obligations incurred by use of the card. Students must have the ID card in their possession at all times.

LIBRARY

The Dominion R. Glass Library operates as a "Library without Walls" offering Internet connectivity and search services in a centrally located facility on the College campus. The Library has spacious reading areas; a periodicals area, an African-American studies collection, a Texas College Historical Collection, a Teacher Education Curriculum Laboratory, a Teacher Resource Room, and the Teacher Education Technology Center with video conferencing capabilities.

The Library provides services and learning/information resources that are appropriate to support its teaching, research, and service mission. These services include a variety of electronic media and two computer laboratories that are equipped with state-of-the-art equipment available to enhance students' research abilities. Students and faculty have access to thousands of resources through search tools, including JSTOR and the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries. Library services include instruction in the form of orientation, information literacy, and bibliographic instruction, giving students a broad range of materials and services; thus increasing their potential for becoming lifelong independent learners.

In an information era, the Library has embraced technology and is dedicated to the mission of Texas College; therefore, it is the belief of the Library staff that the learning resources and services made available to the Texas College community are relevant and necessary to the production of a strong, viable instructional program.

NON-LIABILITY OF COLLEGE FOR INJURY OR LOSS

In order to provide a well-rounded educational program as distinguished from one confined solely to classrooms and laboratories, the College sponsors many programs and activities ranging from collegiate and intramural athletics to various off-campus programs and events, which, as with other activities of life, involve the possibility of personal injury, loss of personal property, or both. Participation in these programs and events outside classrooms and laboratories are voluntary and participants, along with their parents or legal guardians, assume all risks of personal injury, loss of property, and/or any other type of loss.

All Texas College students must submit the following additional information to the Admissions Office for inclusion in the applicant's permanent file:

- Proof of health insurance coverage and/or signature on release of liability.
- Photocopy of social security card. Section 7b of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency requests an individual to disclose his/her social security number the individual must also be advised of whether the disclosure is mandatory or voluntary; of the federal statute or other authority the number is solicited; and of the uses that will be made of it.
- The social security number is a vital part of the student's record. It is used to verify the identity of the student and to track student transactions, such as fee assessments and financial aid awards. The College provides a student ID number for daily use and class scheduling.

AUTOMOBILES ON CAMPUS

The operation of automobiles on campus is a convenience and privilege provided to our general public. Students may operate automobiles on the College campus in accordance with parking regulations. Copies of these detailed regulations are available in the Student Handbook. All vehicles operated on campus **must display a current Texas College parking decal** issued by the Office Business and Finance. Vehicles not properly registered with the Business Office or those found parked in violation of parking regulations will be removed off campus at the owner's expense. A traffic ticket or any other communication from a Security Officer is an official College notice. The student who does not respond to such communication is subject to disciplinary action. Contact the Office Business and Finance or the Office of Student Affairs for further details.

MAIL SERVICES

Campus resident based students receive a post office box at the close of registration; however, they must secure the post office box from the Shipping and Receiving Coordinator, located inside the Post Office. The Texas College Post Office is located in the rear of the Martin Hall Building, adjacent to the Steer Walk. Registered and certified mail as well as parcel packages are also received in and mailed from the College Mail Room. Postage may be purchased from the Office Business and Finance.

Upon moving from the residence hall, it is the student's responsibility to notify both the U.S. Postal Service and the college mailroom. The college will forward mail for which a forwarding address has been furnished for approximately one month. If a student fails to furnish a forwarded address, any mail received will be returned to sender.

When a student is receiving money through the mail, it should only be sent by check or money order (NO CASH). It is highly recommended that all money be sent via certified mail.

CHANGE OF NAME, ADDRESS, AND/OR TELEPHONE NUMBER

If a change occurs in a student's name, telephone number, permanent mailing address, or local address while attending the College, prompt notification must be given to the Office of the Registrar. The student is responsible for all communications mailed to the permanent home mailing address given to the College.

PUBLICATIONS

Texas College encourages and sponsors publications as a means of developing student involvement, leadership, and journalistic talents. *The Insider* newsletter and *The Texan* yearbook are the two official publications of the College. The College reserves the right to approve the content of all publications to meet standards of good taste, form, and appropriate representation. Interested students should contact the Office of Student Affairs to participate on publication staffs.

RELIGIOUS PROGRAMS

Students are encouraged to participate in religious life by choosing a church or place of worship of their choice, including the parent Christian Methodist Episcopal (C.M.E.) Church. In addition, opportunities for religious expression are provided on campus through chapel, lyceum programs, Bible study, worship services, and campus ministry activities. For further information contact the Campus Minister.

STUDENT SUPPORT SERVICES

The Student Learning Center (SLC) provides academic assistance for the student body. The following services are offered and students are strongly encouraged to take advantage of these services:

- The **SLC Tutorial Team** provides an invaluable service to all Texas College students. Tutoring services, in virtually every subject offered at TC, are provided to assist students with sharpening their academic skills. Tutoring is done by students and faculty.
- The **Early-Alert System** monitors students' progress by flagging poor attendance and low grades. This approach to sustainability confronts potential dropouts with an encounter of hope and attempts to redirect them to the path of academic success.
- The **First-/Second-Year Seminar (F/SYS)** courses prepare entering students not only to cope with the rigors of their college experience, but also to thrive and be successful in their college career. The F/SYS accomplishes this by engaging in student assessment, teaching success strategies, and exposing them to College policies, procedures, and services.

- **Academic Advising** of first-year students comprises another crucial component of the SLC. Each first-year student is assigned a specially trained first-year advisor. Research shows that good advising may be the single most underestimated exercise in higher education.

The SLC is located on the first floor of the D. R. Glass Library. Contact the Center at ext. 2363.

DISCRIMINATION POLICY ON THE BASIS OF SEX, HANDICAP, RACE, COLOR OR NATIONAL ORIGIN POLICY STATEMENT

Texas College emphasizes its commitment to provide a professional working and learning environment that supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication.

Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships.

Students, staff, faculty, and administrators should know that the College is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct. Texas College, for the purpose of this policy, defines discrimination according to the categories listed below:

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students.

Texas College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Texas College Sexual Harassment Policy will be subject to disciplinary action which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest by local authorities.

Texas College reaffirms the principle that its students, faculty, and staff have a right to work and pursue education in an environment free of sexual discrimination and sexual harassment. Sexual harassment seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. The policy adopted by Texas College attempts to sensitize, inform, and enforce a strict code of conduct for all members of the College community. Any constituent of the College who has knowledge of an offense is encouraged to report promptly all complaints about sexual harassment. Employees found to be in violation of this policy shall be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension, or termination.

Sexual harassment is reprehensible conduct that absolutely will not be tolerated. The College abhors the abuse potentially inherent in sexual relationships between faculty/staff members and students, as well as, between supervisors and subordinates. Moreover, the College recognizes that sexual harassment may occur between persons of the same institutional status (peers). Such instances of behavior between or among members of the educational community which creates an unacceptable environment will not be tolerated.

A. Definition and Examples of Sexual Harassment

Sexual harassment is a form of sex discrimination, which is prohibited. For the purpose of the policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, and any other offensive behavior based upon sex when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions/ and
3. submission to or rejection of such conduct interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or working environment.

Specific examples of behaviors that are encompassed in this definition and are considered forms of sexual harassment include but are not limited to the following:

1. gender harassment, including sexist statement and behavior that convey insulting, degrading, or sexist attitudes;
2. sexual bribery or coercion involving solicitation of sexual activity or other sex-linked behavior by promise of reward or threat of punishment, such as threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, letters of recommendation or other conditions of employment or academic life may be affected adversely by not submitting to sexual advances or that submission to sexual advances may favorably affect the same;
3. unwelcomed sexual propositions, invitations, solicitations, and flirtations;
4. unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities or remarks about previous sexual experiences, the unwelcomed use of sexually degrading language, jokes or innuendoes, unwelcomed suggestive or insulting sounds or whistles; obscene phone calls;
5. sexually suggestive objects, pictures, videotapes, audio recordings or literature, places in the work or study area that may embarrass or offend individuals; (Such material if used in an educational setting should be related to educational purposes.)
6. consensual sexual relationships where such relationships lead to favoritism toward a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and /or employees.

7. direct propositions of a sexual nature;
8. subtle pressure for sexual activity, one element of which may be conduct such as repeated and unwanted staring;
9. a pattern of conduct (not legitimately related to the subject matter of the course, if a course is involved or to employment, if employment is involved) that tends to bring discomfort and/or humiliation, which may include comments of a sexual nature, or sexually explicit jokes, statements, questions, or anecdotes;
10. a pattern of conduct that would tend to bring discomfort and/or humiliation to a reasonable person at whom the conduct was directed, which may include unnecessary touching, patting, hugging, or brushing against a person's body.

B. Responsibility

All members of the College community, including independent contractors, vendors, and others conducting business with the College or on College premises, are responsible for ensuring that their conduct does not constitute sexual harassment of another member of the College community. Individuals who are aware of or have experienced an incident of sexual harassment should report the matter promptly to one of the officials designated to receive informal or formal complaints such as a supervisor, the Director of Human Resources or the appropriate vice president.

College administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If these individuals have knowledge that sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must take immediate steps to ensure that the matter is addressed, even if the alleged problem is not within their specific area of responsibility. Faculty members, likewise, must inform the appropriate administrator, program director, division chair, or vice president who has supervisory authority over the individual whose conduct may be problematic.

C. No Retaliation

Retaliation against a person who complains of sexual harassment is prohibited and constitutes a violation of institutional policy and federal law. Therefore, faculty, administrators, staff, applicants for employment, students, etc. may not be subjected to restraint, interference, coercion or reprisal for action taken in a sexual harassment matter; this includes filing a sexual harassment complaint, or serving as a witness, committee member, or investigator in a sexual harassment complaint.

D. False Accusation

An employee of the College who makes a false and malicious complaint of sexual harassment will be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension, or termination.

Cases involving students who bring such false accusations will be remanded to the student judicial system for adjudication.

2. **Student Disability:** Texas College defines student disability as a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.
3. **Age Discrimination:** Texas College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity because of their age.

All members of the College community are responsible for ensuring that their conduct and actions do not cause discrimination against any other member of the College community because of race, color, national origin, disability, age, or sex. The same responsibility extends to employees of third parties doing business with the college or on college property and to campus visitors.

Supervisory personnel have the further responsibility of preventing and eliminating discriminatory practices within the areas they oversee. If supervisors know discriminatory practices are occurring, receive a complaint, or obtain other information indicating possible discriminatory practices, they must take immediate steps to ensure the matter is addressed, even if the problem or alleged problem is not within their area of oversight.

Faculty members, likewise, must inform their Division Chair or an appropriate administrator or other college official with supervisory responsibility, if they have reason to believe that discrimination because of race, color, national origin, disability, sex or age is occurring.

The Human Resource Director has the responsibility for handling matters of discrimination with the exception of disability discrimination. The Section 504 Coordinator has the responsibility for handling matters of discrimination based on disability. Complaints concerning discrimination based on sex, disability and age will be handled in accordance with the grievance procedures outlined below.

SEXUAL HARASSMENT GRIEVANCE PROCEDURES

Any student or employee who believes that she or he has been subjected to discrimination because of sex, race, national origin, religion, disability or age should use the procedures outlined below. To the extent possible, the student should file a written complaint within one week of the alleged incident with the Human Resource Director or the Section 504 Coordinator, as appropriate. The written complaint must point out when the alleged incident occurred, the name of the alleged discriminator, name(s) of witnesses to the alleged discriminatory practice, if any, and exactly what the alleged discriminator said or did. Forms for a complaint can be obtained from the Dean of Student Affairs, Human Resource Director or the Section 504 Coordinator. This grievance procedure deals with discrimination based on sex (including sexual harassment), age, race, national origin, religion, disability or age. All other complaints will be handled in accordance with procedures set out in the student handbook and employee handbook:

1. Students will make said discrimination known to the Human Resource Director or the Section 504 Coordinator, Dean of Student Affairs.

2. If the Human Resource Director, the Section 504 Coordinator, or the Dean of Student Affairs is the discriminator, then the complaint will be made to the President.
3. The student is always free to make such complaints directly to the President, who will direct the investigation to the appropriate person.
4. An immediate investigation will be conducted and, if the charges are not resolved to the student's satisfaction at this level, the matter will be presented to the President's Executive Cabinet.
5. Confidentiality will be maintained, but the accused has the right to face the accuser in a hearing.
6. If the student is still dissatisfied, he or she may appeal directly to the president in writing. The President will conduct an appropriate determination and make a final determination.
7. If the student is dissatisfied, then the College will notify the student of his or her appeal rights to the Office of Civil Rights of the Department of Education.

PART II STUDENT AFFAIRS INFORMATION AND POLICIES

Student Affairs is a viable component of student life with the success of every Texas College student being the first priority of the Office of Student Affairs. Inherent in this belief is the commitment to treat all students with dignity and respect. In addition, services, programs, and activities will be delivered in a climate where everyone is treated in a courteous, professional manner. It is the responsibility of Student Affairs and all offices to cultivate in Texas College students an understanding of “community” which impacts all through a strong sense of civic responsibilities.

The following areas come under the auspices of the Office of Student Affairs: Dean of Student Affairs, Residence Life, Student Activities/Intramurals, Band, Campus Ministry, Choir, Career Services, Miss Texas College, Student Government Association, and a host of student organizations.

The Office of Student Affairs will service requests, concerns, personal problems, advisement, housing, and disciplinary issues.

The programs and services are designed to create a supportive environment that enhances the personal development and learning of all students. Working with faculty and staff across campus, the Office of Students Affairs prepares students to be responsible and contributing members of a diverse community, through meaningful out-of-class opportunities, and professional support services that help them experience and achieve academic and personal success.

The Vice President for Student Affairs and the Dean of Student Affairs administer all departments within Student Affairs and act as liaisons with other administrative offices and the faculty. The Office of Student Affairs is also a central source of information concerning college policies and procedures as well as co-curricular services and programs.

Goals and Objectives

- Create an engaging student-centered, living-learning community (Aligned with the following Institutional Core Values: Academic Excellence, Perseverance, and Social Responsibility).
- Embrace and work with community entities (Aligned with the following Institutional Core Values: Community Service, Social Responsibility, and Tolerance).
- Strengthen institutional integrity (Aligned with the following Institutional Core Values: Integrity, Social Responsibility).
- Strengthen customer service program (Aligned with the following ICV: Integrity, Social Responsibility).
- Increase student persistence and graduation rates (Aligned with the following ICV: Academic Excellence, Integrity, and Perseverance).
- Cultivate and maintain a strong liaison and spirit of cooperation with alumni and friends of the College. (Aligned with the following ICV: Integrity, Social Responsibility)

- Create a community of shared governance. (Aligned with the following ICV: Social Responsibility)

CAMPUS MINISTRY

Campus Ministry at Texas College promotes and supports spiritual development, theological reflections, religious tolerance and social awareness among students, faculty and staff within the College. Campus Ministry is a pastoral presence which seeks to enhance the spiritual and ethical educational experience of the whole person mind, body and soul.

CAREER SERVICES

Under the Office of Student Affairs with assistance from the Office of Academic Affairs, Career Services assists students in the selection of a major. Career Services also organizes career fairs and establishes relationships with employer. Services include campus interviews with potential employers; job listings of employment opportunities; a career information library; career counseling of undergraduates and referral to part-time and summer jobs when available; the referral of graduating seniors and alumni to full-time positions, graduate schools, and internships; interviewing skills preparation; and resume' writing workshops.

STUDENT ACTIVITIES / INTRAMURALS

This area coordinates student activities, oversees student organizations and provides programs that lead to the students' mental, social, emotional, physical, and spiritual development. Student activities include cultural, social, and intramural events that fit into the overall objective of the College to develop well-rounded individuals.

The Office of Student Activities makes it easy for students to use and develop their talents through student activities. Getting involved on campus helps students build career and personal skills that will assist them long after they leave college. Learning takes place not only inside the classroom, but outside.

One important opportunity for students is the opportunity to join and be active in a student organization. There are over thirty (30) registered student organizations, ranging from student government to cultural and ethnic organizations to academic to club sports. There is something for everyone!

College-sanctioned activities must be scheduled through the Office of Student Affairs. Meetings and every scheduled event held by a student organization must be approved at least three weeks in advance and recorded on the Calendar of Events.

The Office of Student Activities also serves as a resource for officers, sponsors, and members in planning, scheduling and promoting events. In addition to maintaining a directory of all recognized student organizations, the office of Student Activities is also responsible for publishing items of particular interest to students and student organizations.

Intramural Sports offers you the opportunity to participate in your favorite sport on a competitive or recreational level. Leagues are available in a variety of indoor and outdoor sports year-round, including basketball, soccer, table tennis, pool, softball, and volleyball. Students make friends, have fun, and get a great workout. The leagues are female, male, and co-ed for all skill levels. The intent of Intramurals is to increase active student participation while improving fitness and social networking.

EXTRA-CURRICULAR ACTIVITIES

The College offers a variety of educational experiences through which students can interact by participating in various academic, social, and National Greek lettered organizations. The Texas College Concert Choir and the Texas College Marching Band are the major musical organizations for students with musical talents. For further information about any of these student organizations, contact the Office of Student Affairs.

STUDENT GOVERNMENT ASSOCIATION

SGA serves as the official representative and liaison between the student body and the College administration. Annual elections are held for officers of the SGA, Miss Texas College, and officers for each class.

The Student Government's responsibility is to create and mold leaders, while at the same time providing vision and direction. To ensure continued professionalism and efficient handling of the numerous responsibilities of this body, faculty advisors guide the leaders. The Student Government Association continues to provide an excellent example of student leadership.

The Student Government is the vehicle through which students actively participate in college decision-making. Student Government recommends students to serve on the various committees of the College and represent the student body.

The SGA meets with the Vice President for Student Affairs and the Dean of Student Affairs. The Executive Cabinet of the SGA meets monthly with the President of the College and his Executive Cabinet over lunch to discuss concerns, projects and ways to enhance the College environment for the students.

CAMPUS BASED ORGANIZATIONS

Texas College has encouraged the development of student organizations on campus. Student organizations are considered an integral part of the social, residential and educational program for the College and their activities are well coordinated with the total life of the campus. Again, only Registered Student Organizations (RSOs) which have been approved by the Office of Student Affairs may host and schedule events on the Texas College campus. In order for an organization to be recognized by the Office of Student Affairs, the organization must complete a Registered Student Organization packet each Fall semester for the academic year.

Student organizations serve a vital role in helping students become productive citizens in a democratic society by providing experience in decision-making and problem solving.

Approved student organizations are an important component of the College, **providing an opportunity for students to develop leadership skills, and maintain a sense of care and concern within the community**. All student organizations and activities are expected to have educational values complementary to those derived from the pursuit of formal credit courses. A college education aims to provide the opportunity to build a foundation on which to construct a full life.

NATIONAL PAN-HELLENIC COUNCIL

The National Pan-Hellenic Council is the governing body for the College sanctioned Greek Lettered Organizations. The council handles any problems that might arise among the sororities and fraternities; governs the activities and sets rules and regulations.

GREEK INTAKE

Students interested in participating in the intake process for any NPHC sorority or fraternity must have completed at least 30 semester hours of college work (at least 15 must be at Texas College); have a cumulative GPA of 2.50 or above; must be free of disciplinary charges; and satisfy all financial obligations to the Business Office. Transfer students are not eligible to participate in the membership intake process until they have a cumulative GPA of 2.50 or above as well, and have completed a minimum of 15 Texas College hours.

STUDENT ORGANIZATION MEMBERSHIP

Students interested in joining student clubs and organizations on the campus must have completed at least 12 semester hours of college work at Texas College; have a cumulative GPA of 2.00 or above; must be free of disciplinary charges; must be free of disciplinary charges; and satisfy all financial obligations to the Business Office.

QUEENS

For annual Homecoming festivities, student organizations are encouraged to select a young lady as queen to represent each organization. All expenses of the queen are the responsibility of the queen and that particular organization that has elected her. This includes all coronation and parade expenses.

REGISTRATION OF STUDENT ORGANIZATIONS

A person is guilty of violating college policies when she/he violates college policies or regulations concerning the registration of said student organizations or creating new organizations without approval from the Office of Student Affairs.

ORGANIZATION RECOGNITION

The recognition of a student organization is a privilege, not a right. Recognition is the endorsement and approval by the College of the goals and purposes of the organization as being consistent with and supportive of the goals and purposes of Texas College. The steps to recognition are available from the office of Student Affairs.

Once recognized, the organization carries the name of Texas College and represents its student body. This relationship should be considered when programs and activities are planned and presented.

The College may accept organizations in the following categories:

- **Academic and professional honor societies**
- **Political**
- **Recreational**
- **Service**
- **Sports**
- **Band**
- **Choir**

Student organizations may be viewed periodically to determine if they are meeting the needs of the College and remaining true to their purpose. Recognition may be discontinued if this is in the best interest of the College.

SCHEDULING EVENTS

Only Registered Student Organizations (RSOs) which have been approved by the Office of Student Affairs may host and schedule events on the Texas College campus. In order for an organization to be recognized by the Office of Student Affairs, the organization must complete a Registered Student Organization packet each Fall semester for the academic year. Packets may be obtained from the Office of Student Affairs located in McKinney Hall.

All meetings and activities sponsored by a student organization must be scheduled with the Student Affairs Office. All organizations must have completed and returned an organizational packet before any event can be scheduled.

The first step in planning any event is to get it approved and listed on the official Calendar of Events. **This calendar is maintained through the Office of Student Affairs.** Except for regularly scheduled meetings, every event held by a student organization must be approved **at least two weeks in advance and recorded on the calendar.**

Activity request forms for both NPHC and Non-NPHC Organizations must be submitted in a timely manner and receive approval before any Registered Student Organization (RSO) can receive eligibility and approval to host an event on the Texas College campus.

All reservations are to be made with the Dean of Student Affairs by completing and returning an official activity request form which requires the listing of:

1. the activity
2. sponsoring group
3. date, time, place
4. location desired
5. opening and closing times
6. special arrangements required (examples: table, chairs, microphones, etc.)
7. anticipated attendance number and age range
8. person in charge with his/her phone number
9. signature of person submitting request

USE OF FACILITIES

Organizations and their officers are responsible for the conduct of their activities and their guests. This means that the institution will hold an organization and its guest accountable for any disruptive acts. Problems should be reported immediately to both the on and off campus advisors, campus security, or appropriate student affairs personnel.

Although you must coordinate the dates of events with the availability of facilities, the Student Affairs Office must first approve each event. If a requested date is not approved, scheduled facilities must be released for other users. Organizations should comply with the following process:

1. Check availability of a facility on the preferred date;
2. If available, place a tentative hold on the facility;
3. Seek approval for the event from Student Activities; and,
4. Once the event is approved, confirm the facility. If the event is disapproved, the facility must be released.

Organizations are responsible for the following:

1. Cleaning up after activities;
2. Proper conduct of members, students, and other guests;
3. Care and return of equipment; and
4. Maintenance of College property.

Organizations will be fined for failure to clean the facility. Repair or replacement costs for damages, lost or stolen equipment, or damage or abuse of facilities will be billed to the organization. Repeat offenses or failure to pay assessed charges will result in suspension of the organization.

ORGANIZATION ADVISOR DUTIES

Each Registered student organization should have both an on campus and off campus advisor. The on campus advisor (who should be an official Texas College employee) shall serve as the immediate point of contact and primary chaperone. This person is approved by the College and agrees to be in attendance at the student activity. The advisors should be present from the beginning to the end of the activity. Advisors will work with and through the leaders of the organization in the implementation of College policies; acting in accordance with regulations of Texas College, chaperones will call to the attention of students in charge of the activity undesirable situations for which corrective measures are needed; and will be responsible for keeping food, drink and smoking in its proper place.

Any full-time faculty/staff member who agrees to the requests of a student organization to serve as its faculty/staff advisor accepts, thereby, responsibility for seeing that the student organization's purposes, activities, and projects are within the limits of College policy. Therefore, the advisors should be familiar with: (1) this policy, and other College regulations pertaining to student organizations; (2) the constitutions and purposes of the student organizations they are advising; and (3) the activities and projects of their organization. A faculty/staff advisor should be in attendance at all meetings of his/her

organization. If circumstances prevent such attendance, policy and program decisions at meetings must be reviewed by the adviser.

Speakers, special programs and/or contracts for bands and artists, (those programs requiring special facilities or fees paid and/or programs open to the public); by student organizations must have approval of the faculty/staff adviser, the Dean of Student Affairs, the Vice President for Student Affairs and the Campus Security. All invited speakers must be approved ten (10) days in advance (of the event) in the Office of Student Affairs.

Dances should be held on Friday and Saturday night. Events must be scheduled to end no later than 1:00 am unless special permission is received from the Office of Student Affairs. Requests for any other night must have the approval from the Office of Student Affairs, with the understanding that the event or activity occurring on a week night must be over by 10:00 pm unless special permission is granted from the Office of Student Affairs.

SOLICITATION ON CAMPUS

Student solicitation of faculty and staff members at Texas College is prohibited. Campus solicitation of College students and/or organizations includes: selling of goods or services, political activities, posters, handouts, and unregistered group membership canvassing. This definition applies to activities by an on-campus or off-campus individual or group.

Solicitation regulations are appropriate on the College campus in order that time, place, and manner of solicitation might better serve College students and their organizations. Private business solicitation may not be conducted on College premises, in residence halls, fraternity or sorority areas, or academic buildings, except when a student organization has requested a particular service and when such service is directly relevant to the purposes of that organization.

Such requests must be directed to the Vice President for Student Affairs, or their designee, and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the College as determined by the Vice President for Student Affairs or designee. Door-to-door solicitation is not permitted in administrative buildings, academic buildings, and residence halls.
2. No disruption of traffic, either vehicular or pedestrian, is involved.
3. Funds derived from activities must be used for purposes consistent with the goals of the organization(s).
4. Campus mail including electronic mail may not be used for political purposes or for fund raising.
5. Requests must be approved 72 hours in advance of the activity.
6. Policies governing solicitation in all areas of the College must be followed.
7. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area as determined by the Vice President for Student Affairs or their designee.

The following additional guidelines governing on campus political activities must be followed:

1. General posting on campus of handbills, cards, banners, etc., is limited to approved bulletin boards with approval by the appropriate office.
2. General handouts on campus grounds are not permitted.
3. The use of mobile or stationary amplified sound systems for political purposes on campus grounds and streets is prohibited.
4. Political activities, including speakers, must follow general College policies governing solicitation, speakers, rallies, parades, etc.
5. No flyers are permitted on glass doors or windows.

TERMINATION OF AN APPROVED STUDENT ORGANIZATION

This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code. For cause, any student organization may be terminated for a specified period of time with the loss of privileges as enumerated in this code.

HEALTH SERVICES

Texas College is dedicated to promoting and maintaining the health of all enrolled students. The College Health Center is staffed with two part-time registered nurses. The health fee entitles you to health care services and counseling care in the Health Center for minor accidents and illnesses. However, only a limited supply of medication is available on campus. Any off campus treatment will be the responsibility of the student. Students, who require emergency treatment during hours when the Student Health Center is not open, should contact campus security at (903) 504-3245 or ext. 2249.

An overview of the Health Service Center:

1. No student is permitted to remain in a residence hall in any state of illness that might cause harm to another student or self.
2. All emergencies caused by illness, even those occurring during the night, should be reported immediately to the residence center manager on duty.
3. Students, faculty and staff should care for their needs through the Health Center during office hours - 9:00 a.m. - 4:00 p.m. Monday-Friday.
4. On-campus students who need service from the Health Center after office hours are to contact the residence center manager on duty.
5. At the earliest sign of colds, sore throat, upset stomach, rash, etc, students are encouraged to visit the Health Center for preventive and early cure medication. Texas College has accident and injury insurance policies. In case of an accident, students, students (both on and off campus) are encouraged to contact the nurse.
6. Many students do not have a personal hospitalization policy and some have a policy that will provide very little benefits. Hospitalization is expensive; therefore, the philosophy and objective of the Health Center is "to keep students in the classroom and to help students to remain as healthy as possible. Attending classes is expensive; to not attend classes is more expensive."

STUDENT HEALTH INSURANCE

Texas College's current health insurance certificate of coverage only covers accidents and injuries. It is suggested that students have existing insurance coverage upon arrival as this insurance at the Texas College insurance is supplemental and not primary.

STUDENT HEALTH CENTER OFFICE HOURS

The Student Health Center is located in the Willie Lee Glass Building on the easternmost side of campus.

Hours of Operation:

9:00 a.m. - 4:00 p.m. Monday - Friday

Telephone: (903) 593-8311 ext. 2311

STUDENT USE OF COMPUTING RESOURCES

In support of the College's mission of teaching and service, Texas College provides computing, networking, and information resources to the College student community. Such open access is a privilege and requires that individual users act responsibly, including the conservation of computer resources and consideration of other users. All existing federal and state laws, and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

The College views abuse of any computer facility and resource as a serious offense. Such abuse includes, but is not limited to:

1. Negligently degrading, intentionally degrading, or attempting to degrade the performance of the College's system or any system available through the Internet;
2. Penetrating or attempting to penetrate the security of the College system or any system available through the Internet;
3. Depriving or attempting to deprive other users of resources or access to computer resources;
4. Using any computer system or network to send or receive unsolicited, offensive, abusive, obscene, or otherwise harassing communications as determined by the receiver of the message and confirmed by a judicial panel;
5. Using a computer account belonging to another individual without explicit permission of that individual;
6. Negligently or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program, or computer database;
7. Failing to reasonably protect, or intentionally or knowingly giving or publishing any password, identifying code, personal identification code, or other confidential information about a computer, computer system, computer network, or database;
8. Inspecting, modifying or copying programs, data, or electronic mail without authorization;
9. Placing any information in the College's computer system, computer network, or any system available through the Internet which is not in keeping with the educational purposes of the College, such purposes being determined solely by the College; and/or

10. Giving false or misleading information when applying for computer access or while being investigated for computer misuse under this policy.

Students committing prohibited actions will be held accountable and shall be subject to the disciplinary procedures described in the *Student Handbook*. Students who suspect their passwords have been compromised should contact the individual responsible for the network and the Vice President for Student Affairs.

RESIDENCE LIFE

Residence Life at Texas College is an integral part of the student's total educational experience. Students are provided opportunities to develop interpersonal skills, to increase their understanding of different cultures, and to learn self-discipline in organizing their time for study, work, and social activities. The experiences of residence hall living will enhance the student's concern for the rights and interests of fellow students and promote Christian growth.

Carter, Daniel, Fair, and Rose Halls provide housing for resident students. Each room is furnished with single beds, mattresses, chest of drawers, desk, chairs, and clothes closets. Students provide their own towels, study lamps, and bed linens.

Residence life plays a vital role in the success of Texas College and of its students by providing quality facilities, personnel, services, and programs which contribute to the mission of the College.

Residential living can provide an opportunity for concentrated study, shared responsibility, cooperative and congenial living, self management and group adhesiveness, factors which can be influential in promoting values in group processes. Within the residential learning environment individuals are challenged and supported to develop into productive community members who are prepared to enrich society.

Students, after having met the requirements of admission, re-admission or continuing attendance, may request housing according to the housing policy. These students have the responsibility of becoming fully aware of the following policies and procedures.

Living on campus will help students learn how to socialize and live in a residential community governed by rules which promote the welfare of each individual in the community. The Residence Life staff is here to help facilitate the transition from living at home to becoming a responsible adult.

Successful community living is achieved by interaction involving the residents at various degrees of relationships. A goal of Residence Life is to support and encourage interaction among people that promotes awareness and understanding of the diversity within and outside of our community.

Living within the residence halls encourages each person to develop skills and attitudes necessary to be positive and productive members of society. Developing these skills

involves making a commitment to appreciate and value human differences regardless of race, gender, ethnicity, sexual orientation, socioeconomic status, or religious affiliation. Residential Life promotes the idea that each person has worth and should be treated with dignity and respect. Understanding this, you are encouraged to reach out to each other and develop positive relationships.

POLICIES AND PROCEDURES FOR RESIDENCE LIFE

Full-Time Students Status

Only students seeking a baccalaureate degree for the first time will be eligible to live in the on campus residence facilities. Resident students must be enrolled in and maintain at least twelve (12) semester hours each fall and spring semester. Summer session students are required to be enrolled in six (6) semester hours per session. Resident enrollment is monitored and students who do not maintain full-time status will be removed from the residence hall **without a refund**. A student removed from the residence hall for any reason during a semester, loses his/her eligibility to be assigned to a residence hall through the next two academic semesters. A waiver will not be granted to a student with less than twelve (12) semester hours.

Resident Identification

During the registration process each student is responsible for obtaining a **Student Identification Card**. Your ID is used for your meal plan, dorm activities, and other official College use. All students are required to carry their identification while on campus and **must present it upon request to any college staff or security**. If the card is lost or not obtained during the registration period, you will need to pay a \$15 late/lost fee at the Business Office and present a paid receipt with a zero balance to Student Affairs.

Residence Hall Contracts

Residence hall room assignments are made on a first come, first served basis. Once a student has paid their Texas College housing deposit, a space for them in the residence hall will be reserved at that time. To that end, residence hall room assignments are contracted for a full academic year (both fall and spring). Students must sign a housing contract upon arriving for check in into their housing facility. This will in turn aid in acknowledging that they are fully aware of this policy.

Visitation

Monday – Friday	6:00 p.m. – 10:00 p.m.
Saturday – Sunday	2:00 p.m – 10:00 p.m.

The Residence Centers are open to visitors during the above hours. Residents may have visitors of the opposite sex, **WITHIN THE LOBBY AREA OF THE RESIDENCE HALL ONLY. All visitors must be 17 years old and older.** Visitors of the opposite sex are not allowed in other areas of the hall, including but not limited to: the hallways, the stairways, in any of the student's rooms. Each resident is responsible for each of his/her guest(s)

and will be held accountable for the conduct and behavior of each guest. Children are NOT allowed in the residence hall at any time.

Curfew

Sunday – Thursday 12:00 Midnight
Friday – Saturday 2:00 a.m.

Overnight Visitors

Overnight visitors are not allowed in the residence centers.

Room Changes

Room changes within the resident hall require **PRIOR APPROVAL** by the Residence Life Coordinator.

Quiet Hours/Noise

Quiet hours are in effect from **10pm each night until 10:00 a.m. the following morning** to allow for study or sleep times of all residents. Any noise that can be heard outside your room or which disturbs others including roommate is a violation of Quiet Hours. Quiet hours are in effect 24 hours a day during final examinations each semester. Courtesy hours are in effect 24 hours a day during the entire semester. Any noise which disturbs other people at any time of the day may be deemed as a noise violation. Repeated noise violations may result in removal from the residence center. Quiet hours can be changed at any time by the Resident Center Manager and Director of Residence Life.

What is NOT allowed

- Alcohol or alcohol paraphernalia
- Controlled substances/drugs or drug paraphernalia
- Pets of any kind
- Weapons of ANY type (i.e. guns, knives, mace throwing stars, ninja stars, etc.)
- Incense, candles, and other open flames
- Halogen lamps, lava lamps, appliances with an open heating element (hotplates, George Foreman Grill, deep fryers, space heaters, etc.)
- Hanging decorations such as pictures, posters, bulletin boards, or other decorations that require nails.

Texas College does NOT provide any insurance for student's belongings. Parents are encouraged to secure renter's insurance for student's belongings. Texas College assumes NO responsibility for student's personal belongings.

RESIDENCE LIFE ORGANIZATION**RESIDENCE LIFE COORDINATOR (RLC)**

The Residence Life Coordinator is a full time professional staff member and official of the College who is responsible for the general living conditions of all resident students. The Residence Hall Coordinator is responsible for on-campus housing, including the development, enforcement, and administration of policies and procedures that govern the use and operation of the residence halls. Damages to and loss to any approved housing facilities should be reported and accounted for in the Housing Office. The Residence Hall

Coordinator is a resource for resolving issues dealing with room assignments, discipline and other aspects of residence life.

RESIDENCE CENTER MANAGER (RCM)

The Residence Center Manager is a full time professional staff member and official of the College who is responsible for the general management of one building. RCM's are there to counsel, discipline when necessary and provide a healthy, safe environment for students.

RESIDENT ASSISTANT (RA)

Resident Assistants are student staff members who are assigned to a specific building. They plan activities, help facilitate the solving of problems, interpret College policy and provide support to the professional staff.

MANDATORY RESIDENCE HALL MEETINGS

It is necessary at times to get input from everybody in the hall on ideas and concerns, as well as to communicate important campus information. Residents are required to attend all hall meetings and are responsible for any information presented at the meetings.

DISMISSAL FROM THE RESIDENCE HALL

Students who are on-campus residents may be subject to having their housing contract terminated for an indefinite period of time for serious violations of the rules and regulations related to housing conduct and other conduct violative of provisions of this handbook. Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a college official. ***Students dismissed for disciplinary actions will only receive refunds in accordance with applicable laws and regulations. Housing fees are Non-refundable.***

The College reserves the right to deny the privilege of residence hall accommodation to persons who show flagrant disregard for the policies and procedures governing residential living. Dismissal from the residence hall may be accompanied by additional disciplinary actions, up to and including expulsion from the College.

CABLE TELEVISION

Each residence hall room is equipped with cable connections with basic and extended basic cable service. The college is not responsible for cable charges incurred. Rooms that are equipped with illegal cable connects will pay restitution, as well as, incur college disciplinary action.

CHECK IN PROCEDURE

The student must complete an application for housing and pay the appropriate fee **(\$150.00)** before housing accommodations are made.

CHECK OUT PROCEDURE

A log will be provided at the end of the semester for checkout purposes. Detailed checkout procedures will be posted on the bulletin boards in the Residence Halls. All personal

possessions must be removed from the room before you check out. Improper check-out will result in a fine. Things to check when moving out:

- Remove tape, nails, etc. from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
- Empty and clean closets, cabinets and drawers
- Empty trash cans; take any large items to the basement dumpster
- Vacuum/sweep your room

Students must check out during posted holiday or vacation periods. Those who fail to check out properly may be fined or subject to disciplinary action. Graduating seniors are allowed to stay in the residence halls through graduation. Residence halls close on the day after final exams. Underclassmen are required to check out within 24 hours of their last final exam during the exam period. Exceptions to this policy will be made on an individual basis by the Residence Hall Coordinator.

Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a College official. **It is important that you sign up a specific check-out time with your Residence Center Manager or Resident Assistant.** You should check out of your room no later than 5:00 PM on the day of your last final examination for the Fall and Spring semesters, unless you are participating in graduation ceremonies. In order to check out properly and avoid charge, you must:

1. Remove all personal possessions from your room.
2. Place all trash and unwanted items inside a trash can (Do not sweep trash in hallway).
3. Clean your room thoroughly.
4. Close and lock all windows.
5. Have RA or RCM check for trash and damage.
6. Sign the Room Check-In Sheet.
7. **Failure to check out properly** **\$100**
8. **Failure to clean room (per resident)** **\$25 to \$100**
(based on condition of room)

NON-OCCUPANCY PERIODS/CAMPUS CLOSURES

Thanksgiving Break:

Residence centers must be vacated by 9:00 pm, on the Monday prior to Thanksgiving Day until 8:00 am Sunday morning following the holiday.

Christmas Break:

Residence centers must be vacated from 5 pm on the Friday of your last Fall examination until 8 am of the first day of the Spring registration period.

Texas College will not be responsible for anything left in the residence halls over the Christmas or Summer breaks.

ILLEGAL CHECKOUTS

Illegal checkouts will be assessed a **\$100.00** fine. An illegal checkout occurs when one or more of the following happens:

1. Failure to clean the room
2. Failure to turn in the assigned room key
3. Failure to complete all necessary paperwork

INSPECTION OF ROOMS

Texas College retains the right to enter residents' rooms at **ANY TIME** in the conduct of legitimate functions, including maintenance, emergency situations, possible violations of college policy, and civil or criminal law, to ensure that safety and sanitation standards are being observed and to enforce the College's policy of zero tolerance for drugs and alcohol on campus and residence halls. Texas College retains the right to inspect closets, refrigerators, personal baggage, and any other personal material which is sealed. Illegal or unauthorized items may be confiscated and appropriate action taken against the residents involved. Inspections may be conducted by Texas College employees, Residence Center Manager, and any individuals authorized by Texas College to assist in inspections, including independent contractors with crime units. Inspections may occur periodically throughout the semester and will be conducted without notice.

CLEANING AND CARE

It is the student's responsibility to maintain the cleanliness of their individual room and to provide their own cleaning supplies. The community restroom will be cleaned by the Facilities Department with assistance from the residents.

ROOM INSPECTIONS SHEET OR MOVE-IN SHEET

A room inspection sheet or move in sheet will be provided to you on move-in day and must be completed by the Residence Assistant, Resident Center Manager, or Director of Residence Life and the student. All complaints and/or damages to the room not listed upon move-in will be the responsibility of the current resident and the appropriate fees will be assessed.

DAMAGE ASSESSMENT

Damages to student rooms and common areas of the residence hall are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged to the room occupants. Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified). An itemized list of damage fees is attached to the student's bill. The College is not liable for theft or damage to the personal belongings of resident students.

ACCESS TO COLLEGE PROPERTY

Designated college officials shall have the right to enter any part of the college property. This right shall include, but not be limited to:

- a. providing custodial services;
- b. providing maintenance and repair services;

- c. providing inspection for danger or cleanliness;
- d. providing contractual services.

ROOM ENTRY BY COLLEGE OFFICIAL

Since college officials are held accountable for the residence halls and the welfare of its students, designated college officials and/or employees may conduct a search of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with college regulations, or in violation of health or safety regulations.

The College reserves the right to enter a student's room for the following reasons:

- a. During regular business hours (and at other times with advance notice, if possible, to the student) to conduct periodic maintenance, custodial, and safety checks.
- b. To perform necessary maintenance during regular business hours (and at other times with advance notice if possible, to the student).
- c. When the College reasonably believes any person(s) occupying the room may be physically harmed or in danger.
- d. When the College reasonably believes College rules, regulations, and / or policies are being violated in the room.

FIRE EVACUATION PLAN

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms are also located in all residence halls. The staff in each residence hall is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, by the nearest exit. Failure to exit the building in an orderly fashion will result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

FURNITURE AND EQUIPMENT

Furniture and equipment provided in each residents room and all other areas of the buildings are the property of Texas College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building any equipment of this nature unless granted permission by the Residence Coordinator or his / her designee.

FURNISHINGS AND ROOM INVENTORY

Residents are responsible for all furnishings and items in their care. Each room is provided with suitable furnishings, which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. At registration time each resident will be provided with a "room condition form" which should be filled out and returned to the Residence Hall Coordinator office the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the residence hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture, which is not noted on

the “room condition form”, will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the Residence Coordinator.

PREGNANCY

Pregnancy is protected under Title IX of the Education Amendments of 1972 and the College does not discriminate in its programs or activities because of pregnancy.

Students who are expectant mothers must inform the College’s nurse immediately upon learning of the pregnancy. Failure to inform proper authorities of the College of a pregnancy while living in campus housing will result in required withdrawal from the residence hall. Providing false information will result in immediate removal from the residence hall.

A written statement from the doctor of the expectant, confirming the advisability of continued study, must be filed with the College’s nurse **no later** than the end of the third month of pregnancy. The pregnant student must understand that the College is no more liable for her than any other student. No special dispensation or conditions are to be expected.

The College reserves the right to remove expectant mothers from the residence hall out of concern for the safety of the expectant, the unborn child, or other residents.

HALL SECURITY

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed **to any persons found guilty of violating this policy**. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

IMMORAL SEXUAL BEHAVIOR

The College takes the position that premarital sex and other inappropriate sexual behavior or relations are not acceptable behavior and will be sanctioned accordingly.

KEYS

Room Keys: Lost room keys and lock changes in the residence halls may be completed for a fee of **\$25.00**. Locks in all residence halls will be re-keyed whenever a key is lost. As a result, of this charge and work order, refunds are not available. All keys are considered Texas College property and must always be returned to the Department of Residence Life. Under no circumstances should a resident loan his/her key(s).

Students will be charged **\$5.00** each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a **\$25.00** charge for a re-keying of the door. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys, due to negligence of the student, will be charged **\$25.00** for replacement.

LAUNDRY FACILITIES

Laundrying facilities are available for the convenience of students. However, rooms should be kept free of damp clothes unless suitable drying racks are provided by students. Coin-operated washers and dryers are located on the bottom floor of the Residence Hall. The College assumes no liability for lost, stolen, or damaged items. Repair requests should be directed to the Residence Hall staff. **Tampering with machines will lead to disciplinary action.**

FINES

All fines must be paid in 20 working days in the Business Office. Cash or money order payments will be received ONLY. No personal checks will be accepted as payments for fines. A receipt will be given upon receipt of funds. All fines must be paid prior to moving into the Residence Hall.

Contact the Office of Student Affairs for further information.

PART III ACADEMIC AFFAIRS

Academic programs and graduation requirements are detailed in the Texas College Catalog. Students are encouraged to become familiar with all academic regulations contained in the Catalog. Careful reading and a thorough understanding of this information are vital to a successful academic experience.

The information contained in this handbook is for your convenience only. It does not supersede or replace the information contained in the Catalog.

POLICY ON HARASSMENT

Texas College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Texas College Sexual Harassment Policy will be subject to disciplinary action which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest by local authorities.

DISCLOSURE OF EDUCATIONAL RECORDS

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student except in the following cases: to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need. Other information about the privacy of student records may be obtained from the Office of the Registrar.

ACADEMIC ADVISORS

Upon initial enrollment, every student is assigned an academic advisor prior to the beginning of class. When a major is declared, an academic advisor is assigned from the respective major area. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. The academic advisor will guide students through their chosen degree plan to graduation.

Students should consult with the academic advisor about academic requirements, programs of study, and policies. All students assume the responsibility for planning a study program in accordance with the academic requirements for the area of specialization selected. The individual student consults with the academic advisor in planning a class schedule for each semester. Students must follow a degree plan that is consistent with curriculum requirements in the catalog year of entry. Ultimately it is the responsibility of each student to secure the degree plan and follow it to meet graduation requirements.

ACADEMIC HONESTY

Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not contribute or condone the dishonesty of others. Scholastic dishonesty—which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud—is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions including loss of credit, suspension, and dismissal to a student who has been judged guilty of scholastic dishonesty.

ACADEMIC HONORS

The following academic honors are awarded to students who meet the criteria:

Presidential Scholars Full-time students who maintain a grade point average of 3.80 - 4.00 for two (2) consecutive semesters while enrolled in at least 12 semester hours of regular course work are entitled to be honored as Presidential Scholars.

Dean's List A grade point average of 3.50 to 3.79 in regular course work for two consecutive semesters entitles a full-time student (12 semester hours) to be placed on the Dean's List. Those students who maintain high scholastic averages are also eligible for nomination to membership in appropriate national honor societies at the College.

Honor Roll At the end of each semester, the Office of the Registrar prepares a list of all full-time students enrolled in at least 12 semester hours of regular course work who have achieved a grade point average of 3.00 to 3.49.

The computation of grade point averages in assessing student eligibility for academic honors is based upon regular collegiate courses only.

CHAPEL/LYCEUM ATTENDANCE

All students are required to attend all special chapel/lyceum (assembly) programs. Failure to show diligence in meeting the assembly/chapel attendance requirement may become grounds for disciplinary action prior to graduation and could result in denial of approval for graduation at the commencement time requested. Students who attend the minimum required hours for chapel/lyceum will receive one-half (.5) credit per semester recorded as a graded course.

CLASS ATTENDANCE

The student is responsible for attending all lectures, seminars, laboratories, and field work for each registered class (beginning with the first day of class scheduled) in order to verify registration with instructors, and to complete all work assigned for the course. If a student does not attend class during the first week (first five instructional days) of the semester, or does not attend five consecutive class sessions and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student may be recommended to the Vice President of Academic Affairs to be administratively withdrawn from the course.

The student will be held accountable for adhering to the College Attendance Policy and are expected to attend class as scheduled. Instructors are not obligated to allow students to submit late assignments because of their absence unless the absence(s) have been officially excused. An officially excused absence, however, gives the individual who missed the class an opportunity to do the work assignment late but in no way excuses him/her from the work required. Official excuses are granted by the Vice President for Academic Affairs for authorized College activities, verified personal illness, or illness or death in the student's immediate family. Students should understand that absences may jeopardize their grades. **A student will be permitted one unexcused absence per credit hour of the course in which he/she is enrolled. Any student whose unexcused absences exceed the number permitted may, at the discretion of the instructor, be assigned a grade of "F" or be dismissed from the class.**

Absences may count from the first official date of classes and not from the first day the student attends. It is the responsibility of the instructor to keep an accurate attendance record of all students enrolled. Students receiving veterans' benefits are required to attend classes according to the regulations of the Veterans Administration in addition to those regulations set by the College for all students.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

Table: Excused absences and acceptable documentation

Reason	Documentation
Personal illness or illness of immediate family member	Physician's statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearance, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor or notice from either the Office of Academic Affairs or Student Affairs

Students are expected to be punctual in attending classes. A tardy is defined as arriving in the classroom after the designated time of the beginning of the class according to the official schedule of classes. Punctual and regular attendance is required for chapel/lyceum programs, concerts, recitals, and other activities deemed relevant to the educational experience. Two tardies to class may be counted as one absence. The effect of such

absences upon student grades may be consistent with the College policy on unexcused absences from class.

SCHOLASTIC DISHONESTY

Any student who commits an act of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to: cheating, plagiarism, collusion, the submission for credit of work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

SPEECH AND ASSEMBLY

The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the college. The College will designate one or more appropriate areas on the campus where students may assemble and engage in speech activities without prior administrative approval. In other areas on the campus, all speech and assembly activities must be conducted in accordance with College regulations.

STUDENT ACCOUNTS

Students should strive to keep the accounts with the Office of Business Affairs current. For those who have accounts which are not current with the Business Office; or those whose financial aid forms were incomplete, incorrect, or late, could possibly be denied any Texas College services. A student may not be permitted to register, attend classes, use the College’s facilities, take final exams, nor receive transcripts, grade reports, or other educational records unless all accounts with the College are satisfied.

STATUE OF LIMITATIONS

Texas College has a statue of limitation policy that grants a student **six (6) years** to complete an academic degree plan. The College reserves the right to have individuals to continue under the course study program as published in the current College Catalog.

SATISFACTORY ACADEMIC PROGRESS

Review of academic progress is conducted by the Office of Academic Affairs at the end of the academic year. Students in jeopardy receive notice of their standing if they are not progressing academically. To remain in good standing and receive financial aid, the student must complete at least 80% of the expected course work by the end of each academic year and must achieve a minimum cumulative grade point average of 2.00 each semester.

The satisfactory academic progress (SAP) scale is as follows, based on the hours earned and the required cumulative grade point average (CPGA):

Hours Earned	CGPA
1 – 18	1.50
19 – 36	1.80
37 plus	2.00

HONORS' ORGANIZATIONS

Student scholars who meet standards of academic excellence and distinction can be inducted into the following national honor societies and/or organizations:

- **Alpha Kappa Mu** recognizes scholars who are juniors and seniors in all academic majors. A minimum 3.30 GPA is required.
- **Beta Kappa Chi** recognizes scholars in all majors with a minimum GPA of 3.0 and 3.5 in the major program. Students must have completed at least 64 semester hours of coursework.
- **Pi Lambda Theta** is an international honor society for education majors who aspire to become effective teachers and educational leaders. Candidates must have a 3.50 minimum GPA.
- **Who's Who Among Students in American Colleges and Universities** is a national organization that honors student scholars who exhibit campus leadership, community service, and exemplary citizenship. Candidates must have at least a 3.30 grade point average (GPA) and are nominated by the College Scholarship Committee.

TRANSCRIPTS

Academic transcripts are issued by the Office of the Registrar, 1st floor of the Martin Hall Administration Building, which is the college-designated office for maintaining official academic records of all students currently or previously enrolled. Requests for transcripts will be honored only if they 1) are in writing, 2) contain the signature of the student or former student whose record is requested, and 3) are cleared financially by the Business Office, including the Office of Financial Aid. One official transcript is given to graduates without charge; additional transcripts are **\$12.00** per copy. All transcript requests will be honored as expeditiously as possible, but during such periods as examinations, grade reporting, and registration, there may be some delay.

Contact the Office of Academic Affairs for further information.

PART IV CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

STUDENT'S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT

The Standards of Conduct exist to protect the persons who make up the College community, as well as the rights and property of the College. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, they do apply to the conduct of all students and student organizations while on the premises of the College and off the campus as long as the student or groups maintain a student relationship with the College. College premises include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violating the Standards of Conduct, even if said violations occur off campus.

Students enrolled in Texas College are expected to conform to regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempted from penalty by college authorities if violation of that law is a violation of student's Standard of Conduct. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, will be suspended from the College.

Students who violate any Texas College policy will be subject to disciplinary action, which may include sanctions set forth in this Handbook. Situations may arise not specifically covered by college regulations, but which adversely affect the welfare of the College Community. In these instances, the Dean of Student Affairs, Vice President of Student Affairs, and President of the College will evaluate the situation and take the appropriate action under the guidelines of this Handbook. Students will be afforded the review and appeal processes provided by this Handbook for any disciplinary action .

RULES AND REGULATIONS

All rules of Texas College shall apply on campus as well as off campus and for any student currently enrolled at Texas College in the vicinity of the campus and/or representing the College in *any* capacity. Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security Officers have the added power to stop, identify and question individuals, and issue parking tickets. Students are encouraged to obtain and familiarize themselves with College Regulations.

POLICY STATEMENT

The policy of the College is to assure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of College policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies

before pursuing any action with external agencies. It shall be the responsibility of the College, through the Office of the Vice President for Student Affairs, to ensure that the rights of all students are appropriately supported and respected.

STUDENT CODE OF CONDUCT

The College has a definite and binding responsibility to promote appropriate student conduct on the campus. This responsibility must be shared by all members of the College community. The policies governing standards for student behavior, referred to herein as the code of Student Conduct, reinforce the College's right and duty to promulgate regulations for the safety and welfare of the College community. The policies provided herein are designed to provide a swift remedy, by means of exclusion from the campus or College premises, of those students who commit overt acts of violence, or otherwise engage in illegal or unapproved conduct, which disrupts the orderly operation of the College.

Terms and Definitions

Below are various terms and definitions with which all students should be familiar.

2.01 - Administrators, Faculty, Staff

Any person employed by the College to execute prescribed functions in accordance with College and Board of Trustees rules and regulations, as well as, the laws of the State of Texas.

2.02 - Business Days

Those days that persons employed with Texas College are required to work (Monday through Friday)

2.03 - College Community

Any administrator, faculty, staff, or student of the College, as well as, the physical surroundings within close proximity to the campus.

2.04 - College Premises

Property, which includes the campus, under supervision of the College authorities.

2.05 - Judicial Bodies

The Disciplinary Hearing Board and the Administrative Appeals Board, or other special judiciary committees, or boards of the College. (Special panels may be appointed when necessary).

2.06- Post-Suspension Hearing

The student's disciplinary hearing held by the Disciplinary Hearing Board as a result of an immediate interim suspension.

2.07 - Restraining Order

An order by the President or the President's designee prohibiting a student from entering the Texas College premises.

2.09 - Sanction

The penalty or punishment for violation of the Code of Student Conduct.

2.09 - Student(s)

Any person(s) matriculating at Texas College on a full-or part-time basis.

Student Rights and Responsibilities

The right to be present on campus carries with it the responsibility of not interfering with, or obstructing the rights of others to use the College's facilities for normal activities and functions.

All students have the right to assume that they will not be deprived of life, liberty, or property without due process. They have the right to freedom of speech, right to assemble, and a right to petition for redress of grievance, in a peaceful and orderly fashion. Freedom cannot, however, be protected or exercised in a community, which lacks order and stability. It is, therefore, the students' responsibility to adhere to the conduct and standards prescribed by the College, the Board of Trustees for Texas College, as well as, those established by local, state, and federal laws.

Code of Student Conduct: Rules and Regulations

The scope of coverage for the Code of Student Conduct includes Texas College, the College community, environment and premises. Therefore, the scope of coverage for violations includes both on/off-campus locations. **Examples of prohibited offenses of the College are as follows:**

4.01 - Abduction

An act of kidnapping, physically confining a person against his/her will.

4.02 - Aiding/Inciting; Engaging in Criminal Activity

Assisting or persuading others to commit any act of misconduct in the college Community.

4.03 - Alcoholic Beverage

Unauthorized sale, consumption, and/or possession of alcoholic beverages.

4.04 - Arson

The malicious burning of property, to include creating fires, open flames, and/or igniting flammable materials in any building or facility on College premises.

4.05 - Assault

An intentional attempt by a person, by force or violence, to injure another person and/or intentionally place another person in fear of an assault.

4.06 - Burglary

The breaking and entering of a dwelling, College building, including but not limited to a dorm room. To constitute a breaking, the use of physical force is necessary and sufficient,

even though the amount of force may be slight, e.g., turning a key, opening a partly closed window, pushing out a windowpane.

4.07 - Conduct of Groups

Groups of students who violate the Code of Student Conduct will be adjudicated individually as though the violation was committed solely by each person involved. However, sanctions against the group or organization may also be applied.

4.08 - Contempt

Willful disobedience or open disrespect of a College judicial body such as failure to appear; failure to adhere or comply.

4.09 - Criminal Mischief/Vandalism (Destruction or Damage to Property)

Any person who knowingly damages the real or personal property of one or more other persons including but not limited to College property.

4.10 - Dangerous Drugs

Sales, possession and /or use of dangerous drugs or narcotics unless prescribed by a physician. This includes abusive use of household products such as paint, glue and/or any other substance that impairs mental judgment.

4.11 - Dangerous, Threatening, Unsafe Behavior

Any intentional or unintentional conduct or behavior which threatens or endangers the health or safety of any person in the College environment. This includes, but is not limited to; verbal threats to injure or harm another person, horse playing, practical jokes, abductions, and kidnapping.

4.12 - Dangerous Weapons and Explosives

Unauthorized possession of firearms, dangerous weapons, and explosive material or devices, including but not limited to any type of "fireworks". This includes the intentional or unintentional handling of pressurized household products.

4.13 - Disorderly Conduct

With the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, the person: engages in fighting or threatening or in violent or tumultuous behavior, makes unreasonable noise; uses obscene language, or makes an obscene gesture; or creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

4.14 - Dogs, Cats, and Other Animals

Bringing "animals" onto the College premises is prohibited. Seeing Eye dogs, when accompanied by their owners, are excluded from this provision.

4.15 - Drunkenness

Drunkenness and/or disorderly conduct regardless of whether it results in injury to person(s) or property.

4.16 - False Reporting of Emergencies

False reporting of an emergency, such as activating a fire alarm, 911 abuse, or reporting a bomb.

4.17 - Gambling

Betting or playing a game for money or other reward. Gambling is prohibited on college property.

4.18 - Harassment/Stalking

Conduct directed at a specific person which would cause a reasonable person to be seriously alarmed, annoyed or harassed and the conduct in fact seriously alarms, annoys or harasses the person.

4.19 - Hazing

Any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include students at Texas College.

The Texas Legislature has enacted a law prohibiting hazing by person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. The following is a brief summary of the hazing law.

A person commits an offense under the hazing law if that person:

- a. Engages in hazing;
- b. Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- c. Has firsthand knowledge of the planning of a specific hazing incident involving a student in educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Affairs.

The Texas Education Code defines hazing as:

***Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;**

*** Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;**

*** Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.**

*** Any knowledge of or participation in activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.**

Any type of activity which falls within the general definition of hazing for the purpose of pledging, being initiated into, affiliating, holding office in, or maintaining membership in any organization whose members are or included students at an educational institution is prohibited under the hazing law. Consent of the individual(s) subject to the hazing is not a defense to prosecution of an offense under the hazing law. Organizations that are subjected to this law includes fraternities, sororities, societies, associations, corporations, orders, choruses, cooperates, service and social clubs or any similar group whose members are primarily students at an educational institution. A “student” is defined as an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.

Specific state penalties that may be imposed against an individual or an organization found guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000 to \$10,000 and/or imprisonment of 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury to an individual or death results from the hazing incident.

The institution also has the authority to impose penalties as hazing is a violation of the Code of Conduct. If hazing occurs within a fraternity or sorority, the national office will also impose penalties, which likely will consist of fines and suspension or expulsion from the organization.

4.20 - Identify Disclosure

Failure to provide personal identification such as a driver's license or identification card, when requested to do so by campus security or other officials.

4.21 - Indecent, Obscene, or Immoral Behavior, or Profanity

The use of obscene gestures, improper body exposures, or other immoral acts, or use of profanity directed to any member of the faculty, staff, or student-body.

4.22 - Insubordination and /or Disrespect for Authority

Not complying with reasonable and lawful requests or directives by members of the faculty or staff.

4.23 - Obstruction, Disruption, or Disorderly Conduct

Intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, and other regular tasks of the College, as well as other College-authorized events or activities. This code also includes other disorderly acts.

4.24 – Off-Campus Violations

Students may be brought before a College judicial body for violations of the Code of Student Conduct that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of the College. The specific action and/or behavior are described in the official notice of charge(s) brought against the student.

4.25 - Plagiarism and Dishonesty

Forgery, alteration, or misuse of College documents, records, or identification cards; furnishing false information to the College with intent to deceive; furnishing false information to or withholding material information from any College staff member and/or any law enforcement officer acting in the course of his or her duties.

4.26 – Possession of Pornography

Possession of any item that contains obscene material, including but not limited to magazines, posters, clothing, etc.

4.27 – Public Intoxication

The appearance of a person who is under the influence of drugs or alcohol on the College campus.

4.28 - Selling or Soliciting

Trading or exchanging any goods or services on College premises for monetary considerations without prior permission.

4.29 - Sexual Activity

Any sexual act on college property, or while at a college sanctioned event is strictly prohibited, including but not limited to groping or any other action that constitutes sexually activity.

4.30 - Sexual Assault

Engaging in the act of sexual intercourse with another person without the consent of that person.

4.31 - Sexual Battery

The intentional engaging in sexual misconduct, with involves physical contact with another person.

4.32 - Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication with sexual overtones.

4.33 – Student Dress Code

The College still holds to the traditional position that male students are not to wear hats, caps, or other headgear in classrooms, offices, assemblies, the dining hall, or other places where hats normally are not worn by men. Students must adhere to any special dress standard set by groups presenting special programs such as lyceum events, pageants, or vespers

4.34 - Theft

Stealing, taking another's property, etc.; dishonestly, esp., in a secret manner.

4.35 - Traffic or Parking Violations

Failure to obey College traffic and parking regulation.

4.36 - Trespassing

Unauthorized entry into or remaining in a private room, office, or facility under the control of another person, student, staff, or faculty member.

4.37 - Unauthorized Entry into Residence Halls

Entering a residence hall without proper permission.

4.38 - Unauthorized Use of Property

Use of College property, such as telephones, vehicles, and/or office equipment without proper permission or permission for that explicit purpose.

4.39 – Unlawful Assembly

The gathering of any group in such a manner as to disturb the peace, do violence to person or property, disrupt the function of the College, or interfere with its faculty or staff in the performance of their duties, or otherwise by such gatherings bring disgrace or disrespect to the College. Any student who encourages or in any way participates in the formation or prolonging of such gatherings is subject to immediate dismissal from the College.

4.40 – Violation of Housing Rules

Any infraction which constitutes a violation of the Texas College housing regulations.

Organization and Authority of Judiciary Bodies and Functionaries

The College has established a system of judiciaries and Code of Student Conduct that every student must submit to upon registration. The execution of the judiciary process is a part of the educational environment. The College judiciary process is not equivalent to the criminal law processes of state and federal courts. The imposition of such rigid standards and time-consuming processes would interfere with the administration of the judicial process and render the College's control impotent. Although the College's judicial

processes are not analogues to the state and federal processes, the College affords students their basic rights to due process. The judiciary bodies and functionaries are defined below:

6.01 - Vice President for Student Affairs

The Vice President for Student Affairs assumes overall responsibility for student discipline.

6.02 – Dean of Student Affairs

The Dean of Student Affairs has the authority to assist with student discipline. This Coordinator has the responsibility for investigating and pressing charges against students who are believed to have violated the Code of Student Conduct. This Coordinator or an appropriate designee must be present at all disciplinary Panel Hearings.

6.03 - Membership

The Judicial Board shall consist of 5 members. All members, including the chairperson, shall be appointed by the Vice President for Student Affairs. The Board shall be divided into three panels designated as A, B, C, respectively. Each panel shall have a chairperson, all of whom shall be appointed by the Vice President for Student Affairs. Two students shall be appointed to serve as a member of each panel. (Special panels may be appointed when necessary; the membership of which shall be comprised of members of the other panels.)

6.04 - Authority and Responsibility – (Panel of the Board)

Each panel of the Board has **recommending** authority in terms of sanctions each panel has the responsibility of determining guilt or innocence. The panel's recommendations are made to the Vice President of Student Affairs.

6.05 - Authority and Responsibility – (Appellate Board)

The Appellate Board has the authority to determine innocence or guilt by affirming or reversing the findings of the Disciplinary Hearing Board Panels. The panel also has **recommending** authority in terms of sanctions. The Vice President for Student Affairs must approve the recommendations regarding sanctions.

6.06 - Administrative Appeals Board

College regulations provide for an appeal of decisions and recommendations of the Disciplinary Panel.

6.07 - Jurisdiction

The Judicial Hearing Board is the primary judicial body of the college. It has original jurisdiction over all cases referred to it by appropriate College officials. It also has jurisdiction over all cases from **immediate interim suspension**. Each panel of the Board

shall treat all cases referred to it as though they are being reviewed and heard for the first time.

6.08 - President

The President of Texas College is the final arbiter in cases involving student discipline. However, the President may review cases, affirm recommendations or decisions, reverse finds, or alter the Appellate Board's findings and/or recommend sanctions.

6.09 - Quorum

The presence of majority of panel members shall constitute a quorum; and with a quorum present the panel may hear the case. Chairpersons may accept substitute representatives for regular members when it is necessary for regular members to be absent. Chairpersons shall vote only in the case of a tie vote. Proxy voting shall not be permitted.

6.10 - Recuses

When any board or panel member is involved in, or associated with, a case and that involvement or association interferes with or prevents a fair and impartial hearing, that person must be excused from participation in the hearing proceedings.

Judiciary Procedures

The following judiciary procedures will apply when a student is required to appear before a Texas College judiciary body for violations of College rules and regulations pertaining to student conduct:

7.01 - Notice of Hearing

Hearings are scheduled when a student is reported for violations of College rules and regulations that require appearance before a College judiciary body. The student will be given at least a three (3) business-day notice (excluding Saturdays, Sundays, and state holidays) to appear for the hearing. In the notice to appear, the student will be provided the following information:

- The College regulations(s) allegedly violated;
- The statement of the specific charges against the student;
- The date, time and place of the hearing;
- The names of witness against the student;
- The statement explaining that students are entitled to present their own witnesses and to cross-examine the witnesses against them;
- A statement explaining that students are entitled to a hearing that will be recorded by the College.

7.02 - Failure to Appear

An accused student must appear in person before the judicial body. If the student does not appear, that person shall be charged with contempt, an suspended indefinitely until he/she appears for the hearing, unless the judiciary body finds that unavoidable circumstance prevented the appearance of the student before the judiciary body; in such case, the hearing shall be rescheduled.

7.03 - Confidentiality

The hearing before the judiciary body, will be taped/ recorded, and conducted in an atmosphere designed to respect the privacy of the student charged with violation of College rules. Only those persons whose presence is required will be permitted to attend. However, the student charged and/or appropriate College authorities may request three people to observe, who are not involved with the case. If the hearing is recorded, the judiciary body reserves the right to transcribe the tape if it believes a transcript is essential to its deliberations.

7.04 - Judgment and Recommendation

The judiciary body shall render its judgment and make its recommendation within a reasonable time and notify the student within three business days thereafter.

7.05 - Legal Counsel

Disciplinary procedures are private, confidential and involve only the student and the appropriate committee; therefore, they are closed to the public; (No attorneys allowed)

7.06 - Witnesses

The student will be notified that he/she can present evidence or witness in his/her behalf and that cross-examination of the witness(es) appearing against him/her will be permitted. The student will be permitted to be present during all phases of the hearing except during the judiciary body's deliberations. The judiciary body has the authority to hear or not to her such witnesses and evidence, as it may deem relevant and fair. The College representatives and judiciaries are empowered to question person who present information at the hearing.

7.07 - Emergency

Emergency Procedures for Graduating Seniors – The College may implement an emergency procedure to allow hearings to be set forth and held prior to the end of the respective semester or term in which the violation occurs.

Appeals Procedures

A student may appeal the **findings, decisions, and recommendations** of the Disciplinary Hearing Board Panels to the Vice President of Student Affairs. The procedures are described below:

8.01 - Appealing a Finding, Decision and/or Recommendation of a Disciplinary Hearing Board Panel

Within three business days after notice of the finding, decision and recommendation of a Disciplinary Hearing Board Panel, a student has a right to appeal to the Vice-President of Student Affairs. To exercise this right, a student must give written notification to the Vice President of Student Affairs of the intent to appeal and reason for appealing. Based upon the merits of written justification, the Vice President of Student Affairs may accept or reject the student's request for an appeal. If the request for an appeal is granted, the Vice President of Student Affairs shall, within a reasonable amount of time, set a date, time, and place to review the findings, decision, and recommendation of the respective disciplinary hearing board panel. The student will be notified in accordance with the procedures outlined in Section 7.01.

The complete record of the case shall be made available for use by the Vice-President of Student Affairs. The Vice-President of Student Affairs may request the presence of any individual, administrator, or student involved in the case. The procedure is outlined below:

8.03 - To Appeal the Finding of the President's Decision

The institution is authorized to establish policies and regulations governing student conduct. Students shall have due process procedures at the institution and may appeal that grievance to the Vice-President of Student Affairs. Within 30 days after all due process procedures have been exhausted at the institutional level, the student must present the appeal to the President. The staff shall review the due process proceedings from the institution and submit recommendations to the President. If the request for appeal is granted, the President or his designee shall, within a reasonable time, set a date, time and place to review the findings, decision, and recommendation of the Vice-President of Student Affairs.

The complete record of the case shall be made available for use by the President. The President may request the presence of any individual, administrator, or student involved in the case.

Judicial Sanctions

The following is a listing and definitions of the sanctions usually imposed as a result of the judicial process:

9.01 - Admonishment

A sanction in which a student who has violated the Student Code of Conduct is given behavioral counseling, either on a regular basis, or by appointment with the campus minister.

9.02 - Campus Service

A Sanction in which a student is required to provide services on the campus without pay, for a specified period of time for violating the Student Code of Conduct.

9.03 – Expulsion

Expulsion means permanent dismissal from the College. Expulsion means that a student is to never return to the institution. Expulsion shall:

- a. Be effective on the date of notice of expulsion, unless the notice states otherwise;
- b. Be entered into the student's permanent records.

9.04 - Immediate Expulsion

Students will be expelled immediately for the following items:

- a. If found in your room, illegal drugs **WILL** result in immediate expulsion. **Drugs are not allowed on Texas College campus.**
- b. Possession of weapon(s) will result in immediate expulsion.
- c. Students will be expelled for storing, possession or detonation of firearms (including BB and Pellet guns). Weapons of any kind, ammunition, or explosives of any kind are illegal.
- d. Assault of faculty or staff will result in immediate expulsion.
- e. Academic dishonesty will result in immediate expulsion.

9.05 – Fine

A fee that is assessed to students for violating the rules outlined in the Student Code of Conduct.

9.06 - Hold on Registration / Hold on Transcript

A sanction used until all monies and fines owed the College have been paid.

9.07 - Indefinite Suspension

Dismissal from the College for an unspecified time period; after one year, a student may request a review of all documents for consideration of readmission.

9.08 - Interim Suspension

A Student is temporarily suspended with a hearing to follow.

9.09 – Suspension

Separation from the College for a period set by the Dean of Student or the Disciplinary Committee.

Suspension shall:

- a. Be effective on the date of notice of suspension, except that the notice may state otherwise;
- b. Prescribe the conditions, including, but not limited to, the term of suspension;
- c. Be entered into the student's permanent record;
- d. Prescribe the date and conditions upon which a student may petition for reinstatement;
- e. Subject a student to Re-instatement Probation and to any or all of those conditions imposed therewith.

Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the Dean of Student.

Condition of Suspension and Reinstatement

Any student suspended from the College:

- a. Shall be denied all privileges afforded a student;
- b. Shall be required to leave immediately when it is determined by the Dean of Student Affairs that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual:
 - a. may petition to the Dean of Student Affairs for entrance to the College for a specific purpose.
 - b. has the right to petition to the Dean of Student Affairs to remove or reduce the terms of this condition.
 - c. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation.
 - d. May be required to meet certain conditions upon reinstatement that are recommended by the Disciplinary Committee to the Dean of Student Affairs.

All students that are suspended must surrender their Texas College ID the day that the sanction begins.

9.10 - Suspension Revoked

A suspension is revoked if the student agrees to remain at the College under certain conditions, or as long as the student does not violate certain pre-scribed conditions.

9.11 – Probation

A sanction in which students who have violated the Code of Conduct are observed and evaluated for a period of time to ensure that behavior is in line with the Code of conduct.

Students who do not complete probation as outlined in their sanction letter and probation agreement will be evicted from the residence halls. **NO EXCEPTIONS**

9.12 - College Disciplinary Probation

Shall be imposed for a period set by the Dean of Student or the Disciplinary Committee. A student placed on College Disciplinary Probation is not eligible:

- a. To attend or participate in any intercollegiate events;
- b. To attend or participate in any student organization or extracurricular activities, choir travel, etc.
- c. To represent the College in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
- d. To work assignments independently or in concert with other sanctions;
- e. In some cases, to remain in the residence hall;
To hold any position held prior to the Probation Period.

A student placed on disciplinary or academic probation may not represent the College in any official capacity until the probation has ended.

9.13 - Restitution

A sanction in which the responsible student is held accountable for the public or the private property that is damaged or destroyed.

9.14 - Warning / Reprimand

May be oral or in writing. Serious Offenses will be documented in writing by the appropriate official and may be placed in the student's file.

9.15 - Withdrawal

Students are given the opportunity to withdraw from the College and no entry is made on their official records other than "withdraw." Students may return to the College at the end of a specific time as stated in writing.

FAILURE TO OBSERVE TERMS AND CONDITIONS

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in eviction or suspension per your letter.**

GRIEVANCE PROCEDURES

Texas College recognizes the student's right as an adult member of society and as a citizen of the United States of America or other countries. The college further recognizes the student's right within the institution to freedom of inquiry and to the reasonable use of services and facilities of the college which are intended for his/her education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, the students and other members of the college community acting in concert have laid down some rules. These rules reasonably limit some activities and prescribe certain behavior, which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All enrolled students are held accountable to these rules, which are printed in this Student Handbook

DEFINITION OF STUDENT GRIEVANCE

A student grievance is any complaint made in writing by a student to an appropriate administrative officer of the College alleging unfair, unreasonable, arbitrary, capricious, and/or discriminatory applications of College policies. A grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations or matters related to alleged discrimination on the basis of race, color, national origin, age, gender, disability, creed, or marital status. The grievant is encouraged to resolve problems where they arise and with the parties involved. Grievances may result also from alleged acts of sexual harassment.

FILING A GRIEVANCE

Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the College. The appropriate officers for various types of grievances are listed below.

<u>Type of Grievance</u>	<u>Administrative Officer</u>
• Sexual Harassment	Human Resources Officer
• Academic Matters	Vice-President/Academic Affairs
• Financial Matters	Vice-President/Business and Finance
• Student Violations	Vice-President/Student Affairs

COMPLAINT PROCEDURES FOR NON-DISCRIMINATION MATTERS

Any student who has a complaint that does not relate to discrimination should use the procedures outlined below to make it known. The individual making the complaint must file a written statement including the time, date, and or witnesses and the circumstances surrounding the complaint.

1. The student will file the complaint in written form to the Dean of Student Affairs Office within one week of the incident, or otherwise as soon as possible.
2. The Dean of Student Affairs will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved.
3. The Dean of Student Affairs will present the complaint to the President.
4. Confidentiality will be maintained; however, it should be known that the individual who the complaint was filed against has the right to face his or her accuser.
5. The complaint should be resolved within 10 working days from the time the written complaint is filed.

6. If a student finds that the response to the complaint is unsatisfactory, the student may contact The Dean of Student Affairs.
7. If the student is still dissatisfied, he or she may appeal directly to the Vice-President of Student Affairs in writing. The Vice-President will conduct an appropriate determination and make a final determination.

Charges - Any member of the college community may file charges with the Dean of Student Affairs against a student or registered student organization for conduct or activities in violation of this code. All charges must be written and cite:

- a. Name of person making the charge, the student or approved student organization accused and witnesses, if any;
- b. Nature of charge and conduct in violation of this code; and
- c. All other relevant information pertaining to the charge.

If any student is accused of a violation of any of these rules or is subject to a written charge, he or she is guaranteed a speedy and fair hearing.

When a student is accused of violating a section of the Student Code of Conduct, a complaint is issued against the student through the Dean of Student Affairs. The Dean of Student Affairs will determine if the complaint(s) has merit and conduct any necessary preliminary investigation. The Dean of Student Affairs may choose to adjudicate the case, or refer it directly to the Disciplinary Committee. When the preliminary investigation is not conclusive, the Dean of Student Affairs will dismiss the case or schedule the adjudication. The student may choose have an Administrative Hearing with the Dean of Student Affairs or Disciplinary Committee. The student has an absolute right to appeal any decision of the Dean of the Student Affairs to the Disciplinary Committee.

HEARINGS BEFORE THE DISCIPLINARY COMMITTEE

The purpose of a hearing is to arrive at a decision regarding the student's behavior. Such decisions affect the student and his relationship with the institution. As stated earlier, the administration of discipline is an educational process and these procedures are determined by educators.

DISCIPLINARY COMMITTEE

The Disciplinary Committee shall adjudicate issues of student conduct in violation of this code referred by the Dean of Student Affairs. This committee shall be composed of five members:

- a. Two faculty and two staff members;
- b. One student;
- c. One faculty and/or staff member shall serve as chairperson;
- d. Each member shall have one vote and decisions shall be by plurality vote;
- e. The Dean of Student Affairs is an ex-officio member.

The Chairman must decide if a quorum is present and the committee members gathered should vote upon that quorum.

COMMITTEE APPOINTMENTS AND ELIGIBILITY

The faculty, staff members and chairperson shall be appointed by the Dean of Student Affairs to serve for not more than two years or twenty-four months.

The Dean of Student Affairs must approve students. All committee persons must note that all information shared is confidential. During the summer session, student members shall be appointed by the Dean of Student Affairs if neither the newly elected SGA President or Vice President is on campus. A student member shall have:

- a. No record of disciplinary action;
- b. At least a 2.50 cumulative grade point average; and
- c. Be a full time currently enrolled student.

Collegiate disciplinary proceedings must insure fairness, justice, truth and due process as defined for educational institutions. The courts have allowed great flexibility in student discipline hearings so long as the student is given notice and a fair and impartial hearing. Guidelines are:

- a. Disciplinary procedures are private, confidential and involve only the student and the appropriate committee; therefore, they are closed to the public; (No attorneys allowed)
- b. Hearings are presided over by the Chairperson of the Disciplinary Committee or his/her designee. Only pertinent information is allowed at the hearing. The Chairperson should not allow any extraneous material to be presented;
- c. The accused is informed in writing of the decision or sanction and the student's right to appeal;
- d. All institutional personnel who should know the outcome of the hearing will be notified. Copies of all letters pertaining to the hearing are filed in the Dean of Student Affairs Office;
- e. An accused shall be entitled to be accompanied by one representative of the student's choice (upon request). That representative must be a member of the Texas College student body, faculty or staff;
- f. In proceedings involving more than one accused student, a separate hearing, if requested, shall be granted;
- g. After all evidence has been presented, the committee shall then weigh and discuss the evidence and determine if the accused is innocent or guilty of the charge/violation;

- h. After the committee reaches a decision, the chairperson notifies the Dean of Student Affairs, who notifies the student with a written notice of the decision, which includes a citation of appeal procedures. All appeals must be made within forty-eight (72) hours from the date of the decision;
- i. The sanction imposed by the Disciplinary Committee or Dean of Student Affairs shall become effective upon receipt of the sanction, unless the student notifies the Dean of Student Affairs that he/she plans to appeal;
- j. If the accused fails to appear for the hearing without notifying the Dean of Student Affairs, the evidence in support of the charges may be presented and considered. The hearing may be postponed for a period of time twenty-four (24) hours if requested by the accused for a good and valid reason.

There are several offenses which carry sanctions not less than suspension. These are stealing, alcohol, physical injury to a student or employee of the College, vandalism, and the destruction of College property.

APPEALS

When a student is dissatisfied with a Decision of the disciplinary Committee, a request for an appeal should be made in writing to the Dean of Student Affairs within forty-eight (78) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the penalty resulting from the action of the College Disciplinary Committee.

The Dean of Student Affairs will then direct the appeal to the Vice-President of Student Affairs. The Vice-President of Student Affairs may grant the appeal if one or more of the following reasons are justified in the written request:

- a. New evidence or witnesses;
- b. Improper trial procedures;
- c. Sanctions too punitive for offense; and
- d. Bias of hearing body.

The Vice-President of Student Affairs may:

- a. Sustain the action of the Disciplinary Committee;
- b. Return the case to the Disciplinary Committee for further deliberation on new evidence not available to the Committee at the time of its actions;
- c. Recommend a reduction of the penalty based on "too punitive for offense;"
- d. Exonerate student from charges and penalties.

A student may appeal the findings, decisions, and recommendations of the Administrative Officer to the Administrative Appeals Board. The procedures are described below.

Appealing a Finding, Decision and/or Recommendation of an Administrative Officer:

- a. A student has the right to appeal to the Administrative Appeals Board within three business days (72 Hours) after notice of the finding, decision and recommendation of an Administrative Officer
- b. To exercise this right, a student must give written notification to the Vice President for Student Affairs of the intent to appeal and reason for appealing.
- c. Based upon the merits of written justification, the Vice President for Student Affairs may accept or reject the student's request for an appeal.
- d. If the request for an appeal is granted, the Vice President for Student Affairs shall, within a reasonable amount of time, set a date, time, and place for the Administrative Appeals Board to review the findings, decision, and recommendation of the respective Administrative Officer.
- e. The student will be notified in writing.

A student may appeal the findings, decisions and recommendations of the Administrative Appeals Board. The procedures are described below.

Appealing a Finding, Decision and Recommendation of the Administrative Appeals Board:

- a. Student must give written notification to the President of his/her intent to appeal and reasons for appealing within three business days after notice of the finding, decision and recommendation of the Administrative Appeals Board.
- b. Based upon the merits of the written justification, the President may accept or reject the student's request for appeal.

The complete record of the case shall be made available for use by the President (if needed). The President may also request the presence of any individual, administrator, or student involved in the case.

CAMPUS CORRESPONDENCE DIRECTORY

2404 N. Grand Ave, Tyler, TX 75702

903-593-8311

www.texascollege.edu**Academic Affairs**

Martin Hall, First Floor, ext. 2342

AdmissionsEnrollment Center, ext. 2297 Toll Free, (800)
306-6299**Athletics**Athletic Director, Martin Hall, Second Floor,
ext. 2307
Field House, ext. 2253**Business and Finance**

Martin Hall, First Floor, ext. 2284

Campus SecurityDirector, McKinney Hall, ext. 2308
Security Booth, ext. 2249**Public Relations**

Martin Hall, Second Floor, ext. 2204

Career Services

McKinney Hall, First Floor, ext. 2277

**Evening, Weekend and SUCCESS
Programs**Willie Lee Glass Community Development
Services Center, First Floor, ext. 2342**Financial Aid**Financial Aid Director, Enrollment Center, ext.
2241Enrollment Center, ext. 2210 or 2208, (800)
306-6299**Institutional Advancement**

Martin Hall, First Floor, ext. 2270

Registrar's Office

Enrollment Center, ext. 2215

Student Affairs

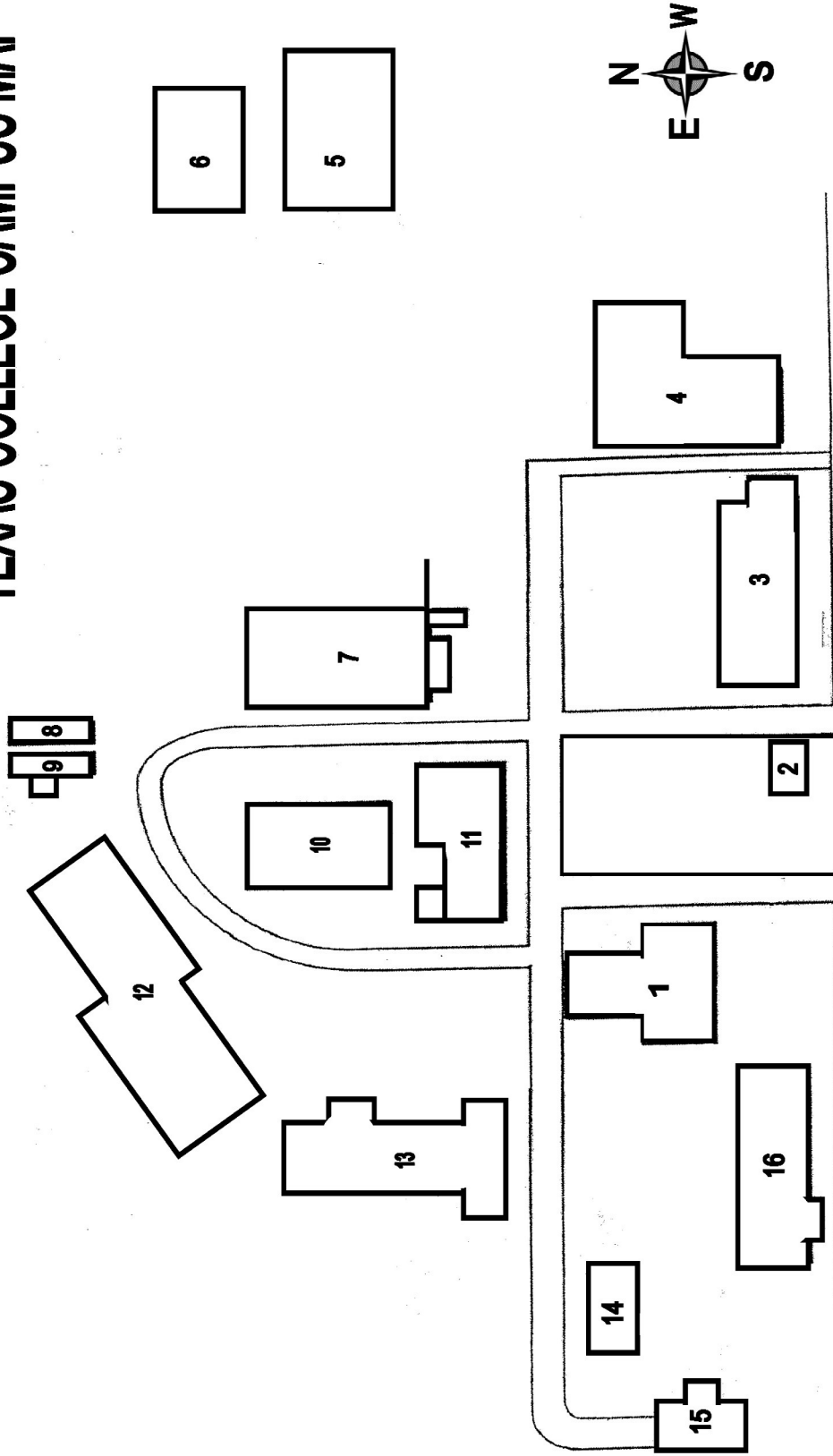
McKinney Hall, ext. 2308

Student Learning Center

D.R. Glass Library, First Floor, ext. 2363

DIVISIONS**Business and Social Sciences**W.L. Moody, Jr. Science-Business Building,
Second Floor, ext. 2263**Education**Willie Lee Glass Community Development
Services Center, Second Floor, ext. 2309**General Studies and Humanities**Willie Lee Glass Community Development
Services Center, First Floor, ext. 2257**Natural and Computational Sciences**W.L. Moody, Jr. Science-Business Building,
First Floor, ext. 2242

TEXAS COLLEGE CAMPUS MAP



2404 North Grand Avenue
 Tyler, Texas 75702
 903.593.8311
 www.texascollege.edu

CAMPUS MAP LEGEND

1. Martin Hall Administration Building
2. Security Booth
3. Wilton J. Daniel Hall
4. Willie Lee Glass Building
5. Athletic Complex

6. Music Hall
7. Gus F. Taylor Gymnasium
8. Band Hall
9. Student Recreation Center
10. Dining Hall & Library Annex
11. McKinney Student Center
12. W.L. Moody Business/Science Building

13. D. R. Glass Library
14. Carter Hall
15. Enrollment Center
16. Mattie H. Fair Hall