

PREFACE

Texas College Statement of Responsibility

The Texas College community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. This is done by learning from individual and collective differences and respecting every human being.

Texas College is committed to assuring equal opportunity to all people and does not discriminate on the basis of race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, or disability in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, section 503 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other applicable statutes. Inquiries concerning Title IX, section 503 and 504 compliance, and information regarding campus accessibility and Title VI should be referred to the Texas College Human Resources Office, Martin Hall, and (903) 593-8311, ext. 2204.

Texas College reserves the right to change any portion of the contents of this handbook at anytime with or without prior notice. Efforts to publicize changes will be made.



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CONCLUSION

Summary

The student affairs division will maintain its primary goal of offering students opportunities to stimulate intellectual curiosity, affirm individual values, and will implement for students programs that are purposeful and coherent.

This **Student Handbook** sets forth the basic guidelines, principles and practices governing student life at Texas College. The handbook in conjunction with other governance documents, such as the **Residence Life Handbook**, establishes and/or defines the parameters of student responsibility and student conduct. While the handbook is not all-inclusive in terms of its coverage of issues important to students, it does establish basic guidelines for the orderly matriculation for students while attending Texas College.



CITY OF TYLER

Tyler Public Library

In addition to the D. R. Glass Library on the campus, the Tyler Public Library is available for students. It is located in the downtown area, north of Caldwell Auditorium. For library hours and more information, call 593-7323.

Tyler YMCA

Located near downtown, the YMCA offers a variety of fitness facilities to members. For more information, call 593-2433.



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Television Stations

KLTV-Channel 7, (Tyler), ABC
 KFXK-Channel 51, (Longview), Fox
 KETK-Channel 56, (Tyler), NBC
 Primestar (592-3474)
 Cox Communications (595-4321)

Transportation

Bus Lines

Central Texas Trailways
 413 E. Erwin, (903) 597-6374

Greyhound-Trailways Bus Lines
 303 N. Bois d’Arc, (903) 597-7441

Tyler Transit System
 210 E. Oakwood, (903) 533-8057
 Bus Passes may be purchased in the Business Office, a \$5 pass will provide transportation by the Tyler Transit System for an entire semester. A Tyler Transit System bus stop is located in front of Texas College campus.

Airlines (from Tyler’s Pounds Field Airport)

American Eagle Airlines
 (connections at DFW International Airport),
 1-800 433-7300

Continental Airlines - 1-800-784-4444
 (connections at Houston’s Intercontinental Airport),
 1-800 525-0280

American Cab & Courier Service - (903) 593-8444

CITY OF TYLER

City of Tyler

Parks and Recreation

In the city, there are 23 public parks which feature picnic areas, swimming, tennis, hiking and fitness trails, basketball courts, ball fields, and playgrounds. Those near Texas College are Woldert Park, Lincoln Park, Young’s Park and Fun Forest Park

Newspaper

The Tyler Morning Telegraph is the local daily-morning newspaper. To subscribe call the Circulation Department at (903) 597-1121.

Radio Stations in the Tyler Area

- KDOK** - (Big Band, Adult Contemporary)1330AM/92.1 FM
- KGLY** - (Christian & /Classical) 91.3 FM
- KISX** - (Adult Contemporary) 107.3 FM
- KKTX** - (New & Classic Rock) 96.1
- KNUE** - (Contemporary Country) 101.5 FM
- KOOI** - (Contemporary Easy Listening) 106.5 FM
- KPXI** - (Current Hits) 100.7 FM
- KTBB** - (News, Talk Radio) 600 AM
- KKUS** - (Contemporary Country) 104.1 FM
- KTYL** - (Adult Contemporary) 93.1 FM
- KVNE** - (Inspirational, Christian) 89.5 FM
- KYKX** - (Contemporary Country) 105.7 FM
- KEES** - (News, Talk Radio) 1490 AM
- KZEY** - (Gospel/R&B) 690 AM
- THE BLAZE** - (R & B) 102.7 & 106.9

Religious Services

Information may be found in the local telephone directory and in the weekly church page of the local daily newspaper.

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INTRODUCTION

Welcome to Texas College!

This is the official handbook for students' survival on campus. This book has been devised to assist students on surviving college life. This handbook will cover:

- Information that all Texas College students should know;
- Policies that are pertinent to students;
- Services offered through the Division of Student Affairs; and
- Information that will assist students with governing their behavior while attending Texas College.

Please read this book in its entirety so that you can become familiar with policies and procedures as set forth by Texas College. Your knowledge of this handbook will enhance your college experience to become positive, peaceful and productive.



STUDENTS

Questions	Contact	Location
Library Services	Library	D. R. Glass Library
Lyceum Activities	Student Affairs	Martin Hall
Information about Organizations/ SGA Activities/ID Cards	Student Affairs	Martin Hall
Pan Hellenic Council	Dr. Bobby Stinson	McKinney Hall
Registration & Transcripts	Registrar	Martin Hall
Room Assignments (Housing)	Director of Residence Life	McKinney Hall
Student Leadership	Student Government Association	McKinney Hall
Student Handbook	Student Affairs	Martin Hall
Student Teaching	Director of Teacher Education	Glass Center
Local Job Fair/Career Fair	Career Services	McKinney Hall
EMERGENCY TELEPHONE NUMBERS:		
	Campus Security (903) 330-1966	Security Officer on Duty
	City of Tyler Fire Department (903) 535-0005 or (911)	1718 W. Houston
	City of Tyler Police Department (903) 531-1015 or (911)	711 W. Ferguson

STUDENT RESOURCE GUIDE

Questions	Contact	Location
Absences	Student Affairs Academic Affairs	Dean of Students Office of Academic Affairs
Academics	Student Support Services	MSBC Building
Administrative Affairs	President’s Office	Martin Hall
Athletics	Office of Athletics	Athletic Field House
Counseling – Career Services	Career Counselor	McKinney Hall
Education/Academic Advisement	Humanities & Fine Arts	Music Building
Education/Academic Advisement	Business & Social Sciences	MSBC Building
Education/Academic Advisement	Natural and Computational Sciences	MSBC Building
Enrollment Services	Director of Enrollment Services	McKinney Hall
Financial Aid	Financial Aid Officer	McKinney Hall
Fiscal Affairs	Business Office	Martin Hall
Registration, Transcripts, and Grades	Your Advisor & the Registrar	MSBC Martin Hall
Health Services, Insurance, Immunization and Minor Illnesses	College Nurse	Glass Center Room 110
On-Campus Housing	Director of Residence Life	McKinney Hall

Welcome Students!

Welcome from the Dean of Students...

Texas College students are members of a strong, vibrant and diverse community in which there are numerous opportunities for involvement. With approximately fifty (50) registered student organizations, most students can find at least one that suits their interest.

Meaningful involvement in college fosters the development of lifelong skills that are transferable to a variety of situations. The interpersonal skills and leadership skills that one develops through co-curricular involvement is truly invaluable and provides an essential complement to the academic experience.

Consistent with our commitment to community, Texas College students are expected to “accept responsibility for (their) actions..., respect the dignity of all persons..., and respect the environment and the rights and property of others and the Institution” and embrace the “highest standards of academic, personal, and social integrity”.

In addition to facilitating student development and responsibility, the Dean of Students Office will serve as an advocate for student interest. We value our diverse student population and strive to provide a variety of services, programs and opportunities that meet students’ needs.

Let us know how we can help you!

Jacqueline Paddio
Dean of Students

Texas College Statement of Mission

Texas College is a residential, coeducational, historically African American, baccalaureate degree granting college of the liberal arts founded in 1894 by a group of ministers interested in offering a quality education to African American youth. It operates under the auspices of the Christian Methodist Episcopal Church. The institution seeks to provide a program of educational study and experiences designed to contribute to the intellectual, social, physical, emotional, and spiritual development of each student. It seeks to provide a system of student services that will greatly enhance the probability of student success.

Texas College attempts to develop individuals who are critical thinkers, who are prepared to function effectively in the information age, and who become concerned and active participants in all facets of society, making positive contributions toward the betterment of the global communities. To accomplish this, the College offers:

- ✓ A curriculum in the arts and sciences.
- ✓ Special programs to help each student in the elimination of various difficulties which tend to impede progress toward total development.
- ✓ Programs, which satisfy requirements in fields that, have a relatively high employment demand and/or lead to preparation in a professional career.
- ✓ Opportunities to stimulate intellectual curiosity, affirm individual value and self-worth, develop an awareness of diverse cultural values, and increase aesthetic appreciation and spiritual values.

10 FACULTY, STAFF AND ADMINISTRATION FINES

Faculty, administrators and staff should pay their fines at the Business Office no later than 10 business days after receipt of a citation. Fines not paid within that time period will automatically be payroll deducted with an additional \$25.00 penalty for failure to pay the fine within 10 days.



7. PARKING PENALTIES AND FINES

Tickets for traffic violations will be as follows:

1. IMPROPER PARKING	\$10.00
2. NO PARKING ZONE	\$10.00
3. PARKING ON SIDEWALK	\$10.00
4. PARKING ON WRONG SIDE OF THE STREET	\$10.00
5. BLOCKING DRIVEWAY OR WALK-WAY	\$10.00
6. RESERVED PARKING ZONE	\$10.00
7. LOUD MUSIC	\$10.00
8. HANDICAPPED PARKING AREA	\$10.00
9. FIRE LANE	\$25.00
10. BLOCKING FIRE HYDRANT	\$10.00
11. DOUBLE PARKING	\$10.00
12. NO DECAL DISPLAYED	\$25.00
13. FAILURE TO REGISTER	\$25.00
14. TOW AWAY ZONE	\$25.00

8. MULTIPLE VIOLATIONS

Charges for towed vehicles are to be cleared with the outside towing agency. After the third violation, the vehicle in question will be placed on a towing list; each subsequent violation by that vehicle will result in the automatic towing of the vehicle.

9. STUDENT FINES

Fines are to be paid at the Business Office no later than 10 business days after receipt of a citation. Fines not paid within that time period will be automatically charged to the student’s account with an additional \$25.00 penalty for failure to pay the fine within 10 days.

These programs are designed to culminate with the acquisition of an associate or baccalaureate degree and lead to an independent, life-long learning experience.

Texas College has an “open admissions” policy that permits it to serve a broad-based, traditional and non-traditional student clientele. Many of these students are African American and first-generation college students needing substantial academic reinforcement. The College seeks to address the support needs of all students by providing a comprehensive enrichment program designed to enhance academic performance and development, including:

- Early Assessment of Learning Needs
- Academic Advisement
- Study Skills Assistance
- Tutoring
- Accelerated Study
- Personal Guidance
- Mentoring
- Financial Assistance

Texas College seeks to fulfill its mission through the efficient operation and use physical and human resources, its fiscally sound management of financial resources, and its administering to the educational and support needs of each student. At the heart of the College’s effort to fulfill its mission is the faculty who engage in instruction, scholarly and professional development, and service to the College and the community. The College seeks to recruit quality faculty and support personnel who are concerned with the total development of each student. In addition, the institution and the alumni work together in supporting the growth of the College and in improving and promoting institutional effectiveness.

Texas College is an institution that is dedicated to meeting the educational and developmental needs of its student clientele. It achieves its mission through faculty teaching, scholarship, and service activities on campus, in the community, and in the world.



- Members of the faculty, staff and commuting students who own two or more vehicles may purchase an additional permit for the second vehicles. **The permit must not be transferred from vehicle to vehicle.**

E. Permit Display

Parking permits must be displayed according to the parking rules and regulations or special instructions provided by the campus security officer at the time of issuance. The College permit must be displayed on the rear view mirror or displayed on and agreed upon location. A parking permit is not considered valid unless it is displayed correctly in the vehicle.

Temporary parking permits may be obtained from the Security Booth for all unregistered vehicles operated by visitors, faculty, staff, and students. Any unregistered vehicle parked on campus will be subject to ticketing or immediate tow at the expense of the owner.

6. PARKING VIOLATIONS

Citations will be issued for the following offenses, but not limited to:

- Running stops signs
- Loud music
- Parking at fire hydrants
- Parking in reserved areas
- Parking over a curb or on the grass
- Double parking
- Parking in visitor space
- Parking in reserved handicapped spaces
- Speeding

5. DRIVER RESPONSIBILITY

A. Authorized Space

The responsibility of finding an authorized parking space rests with the driver. Lack of convenient parking space, mechanical problems, inclement weather conditions or disabilities is not considered valid excuses for failure to comply with traffic rules and regulations.

B. Space Availability

A parking permit does not guarantee the holder a space in a particular spot. Drivers should be aware that spaces in prime locations tend to fill-up first. On-campus students may not drive to and from class without prior approval from the Chief of Security.

C. Enforcement

Failure of the College to enforce any parking regulation strictly and consistently shall not be construed as a waiver for future enforcement of the regulation.

D. Permit Ownership

- A parking permit registers one vehicle. Permits are not to be transferred to other individuals or vehicles. Possession of lost or stolen, or illegally purchased permit may result in the loss of parking privileges for a semester.
- **THE REGISTRATION PERMIT MAY NOT BE DISPLAYED IN ANY VEHICLE OTHER THAN THE ONE TO WHICH IT IS REGISTERED.** Failure to comply will result in a thirty-day parking suspension.

The Administration

President

Billy C. Hawkins, Ph.D.
(903) 593-8311, ext. 2270

Vice President for Academic Affairs

Jean D. Fitts, Ed.D
(903) 593-8311, ext. 2243

Vice President of Student Affairs

Dr. Neville N. Morgan, Ph.D.
(903) 593-8311, ext. 2212

Vice President for Business and Finance

Mr. James E. Harris
(903) 593-8311, ext. 2289

Dean of Students

Jacqueline Paddio
(903) 593-8311, ext. 2267

Vice President for Institutional Advancement

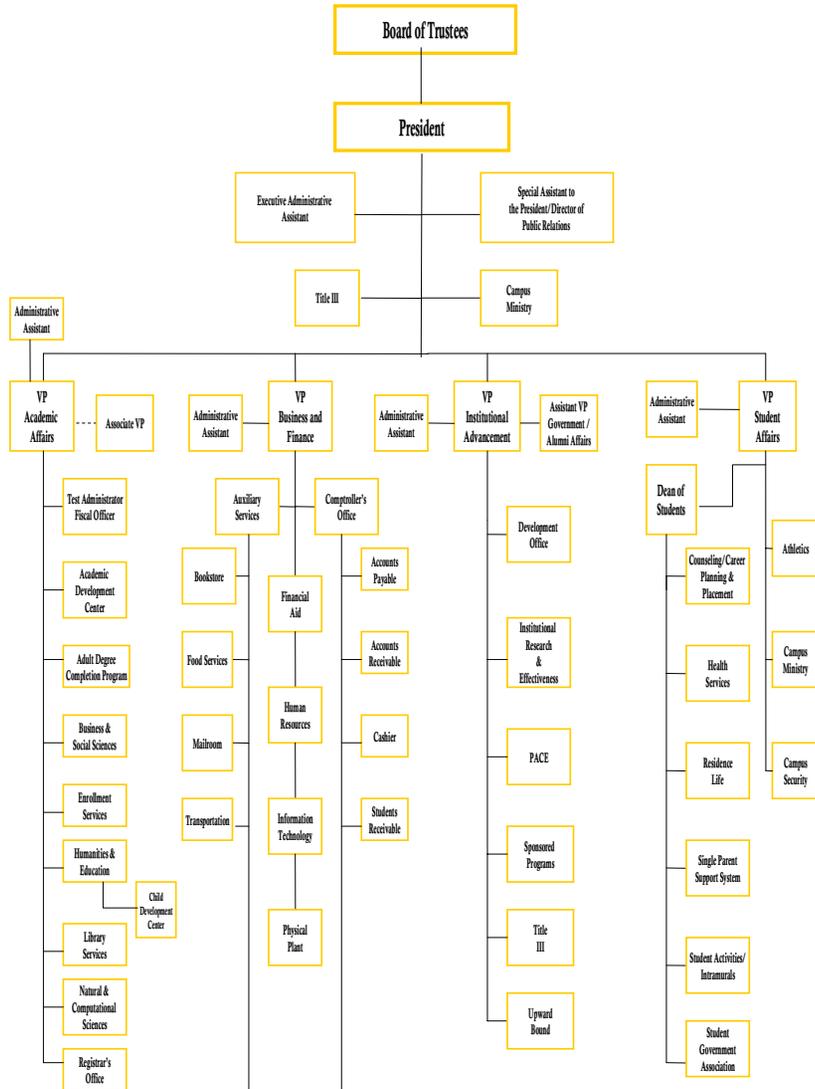
Bobby Stinson, Ph.D.
(903) 593-8311, ext. 2272

Director for Institutional Research and Effectiveness

Dr. T.V. Meek, Ph.D.
(903) 593-8311, ext. 2277



Texas College
Organizational Structure
October 2004



TRAFFIC AND PARKING

4. TRAFFIC TIPS

The following is a brief summary of some of the most misunderstood traffic rules and parking regulations:

- Students are responsible for their visitors, and will be held financially responsible for citations issued to vehicles traced to their visitor(s) and/ or direct family members. Visitor permits can be obtained from the campus security booth located at the front gate of the campus.
- All traffic signs must be adhered to strictly.
- Disabled vehicles must be reported to the security booth either in person or by phone. Notes will not be accepted. Vehicles will be towed at the owner's expense.
- A vehicle is not registered until the sticker or permit is properly displayed in the vehicle.
- Any vehicle parked at a fire hydrant, in a fire lane, i.e., yellow or red-curbed area, in a loading or unloading zone, or in any grassed area, will be towed at the owner's expense.
- All areas not specifically designed for parking shall be considered “ **NO PARKING ZONES**”.
- Lack of convenient space is not considered a valid excuse for violation of a parking regulation.
- Faculty, staff and students are not visitors and are in violation when parked in visitor spaces.
- **TEXAS COLLEGE ASSUMES NO RESPONSIBILITY FOR THE CARE AND/ OR PROTECTION OF ANY VEHICLE (or contents of the vehicle) WHILE PARKED ON THE CAMPUS.**

TRAFFIC AND PARKING

TRAFFIC AND PARKING REGULATIONS

1. PURPOSE

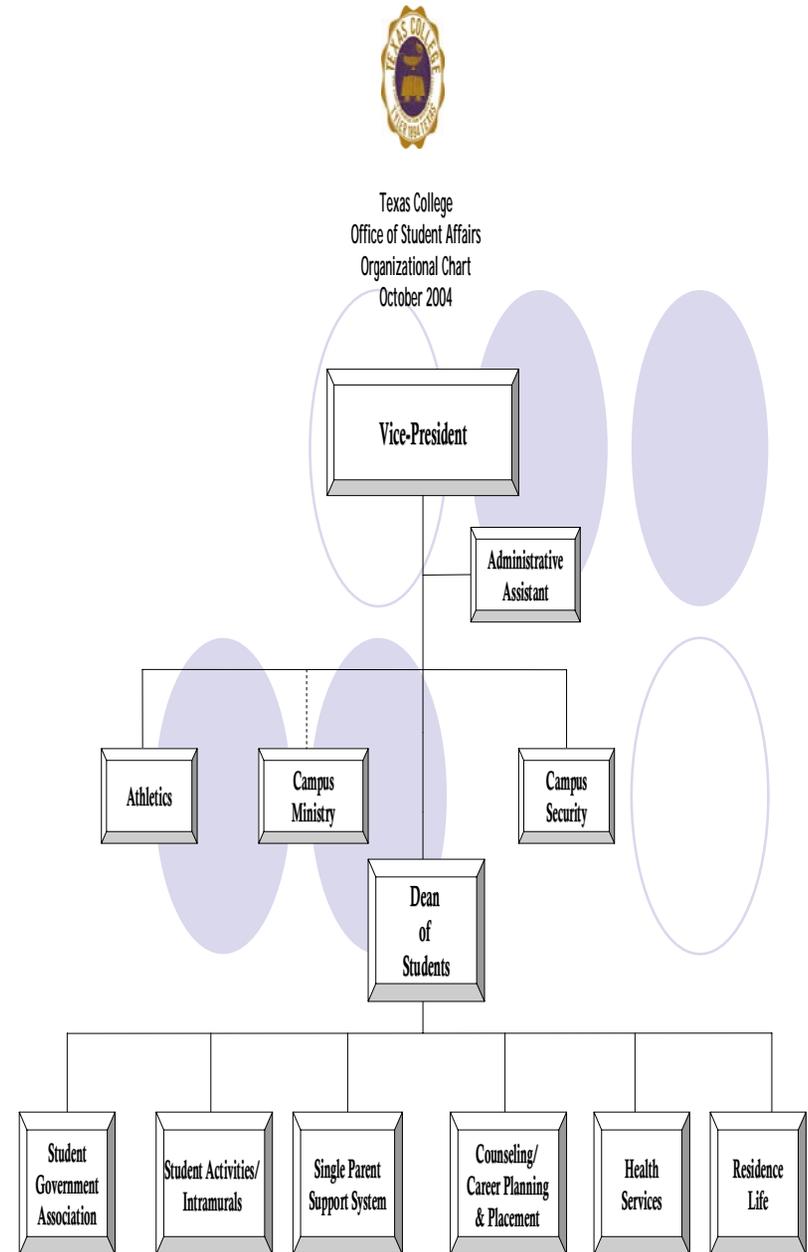
The purpose of these regulations is to expedite the safe and orderly conduct of college business and to provide parking facilities in support of this function within the limits of available space.

2. AUTHORITY

The Traffic and Parking Regulations are the result of deliberations between the Student Affairs Policy Committee, the President, and his cabinet. They are in effect throughout the school year, but are subject to change without notice.

3. SUMMARY OF PARKING SYSTEM

- Any vehicle parked on college property in other than a designated visitor's space must display a valid Texas College parking permit.
- Parking is limited to spaces specifically designated for parking.
- All parking rules are in effect 24 hours a day, unless otherwise posted.
- Any vehicle inhibiting traffic flow, hampering fire protection, parked illegally in reserved or handicapped spaces are subject to **immediate tow at the owner's expense.**
- Traffic rules and regulations are subject to enforcement 24 hours a day, 7 days a week, 365 days a year and are subject to change without notice when necessary to facilitate the parking program.
- When changes or modifications are necessary, and have been approved by the College, a written notice of change(s) will be distributed to all employees and students.
- Warning citations will be issued for a period of five (5) working days after change (s).



Student Affairs Personnel

Vice President of Student Affairs

(903) 539-8311, ext. 2308

Administrative Assistant

(903) 593-8311, ext. 2212

Dean of Students

(903) 593-8311, ext. 2267

Director of Residence Life

(903) 593-8311, ext. 2321

Campus Security

(903) 593-8311, ext. 2249

Director of Counseling/Career Planning

(903) 593-8311, ext. 2285

College Nurse

(903) 593-8311, ext. 2311

Athletics Director

(903) 593-8311, ext. 2355

Residence Center Manager, Fair Hall

(903) 593-8311, ext. 2262

Coordinator of Student Activities

(903) 593-8311, ext. 2353

Residence Center Manager, Daniel Hall

(903) 593-8311, ext. 2253

Housing Contract

As a member of the residence-hall community, students have a contractual responsibility to the Residence Life department and to the community. Part of that responsibility entails a thorough knowledge of the terms and conditions of the housing contract. As part of that knowledge, students have an inherent duty to fulfill their financial responsibility to the contract and all of its terms and conditions.

Room Maintenance and Damages

Students and personnel in the Physical Plant Department share general responsibility in maintaining the residence halls and the rooms therein. Repair Request Forms are used to report all damages and/or other maintenance problems. Student responsibilities include: maintaining proper condition of the room and its contents; timely and specific reporting of all damages or problems; and arrangement of furniture and personal belongings to facilitate easy access by maintenance staff to conduct repairs. Two of the primary services provided by staff of the Physical Plant are: (1) periodic room maintenance checks and (2) immediate correction of unsafe or potentially hazardous conditions (*such as overloaded power outlets*).

Restitution for damages to the physical area of a student's room, including the window and the outside of the door, is part of the student's responsibility.



RESIDENCE LIFE

The halls are open to visitors during the above hours. Residents may have visitors of the opposite sex, **ONLY WITHIN THE LOBBY AREA OF THE RESIDENCE HALL. All visitors must be 17 years old and older.** The visitors of the opposite sex are not allowed in any of 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.

Overnight Visitors

It may be possible for a resident to have a guest of the same sex stay overnight in his/her room, providing that the guest is 17 years old or older and providing that the same sex is not engaged in same sex relationship. Proper procedures include completing a Guest Registration form, and paying the nightly rate of \$7 a night in advance of stay. The host resident must also obtain permission of his/her roommate. See your RCM to complete the correct paperwork and to notify the staff of the visitor in case of an emergency such as an evacuation of the hall. The maximum number of nights per visitor is three (3) nights. Violations will lead to disciplinary action. The Residential Life office reserves the right to limit the duration of any visit.

Staff

All members of the College community share the responsibility for governing their own conduct. Staff members, who, in the course of their duties, are confronted with violations of College policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any Resident Assistant, custodian, or other employees, will result in disciplinary action.

TEXAS COLLEGE

Campus Minister

(903) 593-8311, ext. 2208

Student Government Association

(903) 593-8311, ext. 2269



Matrix of Texas College Spirit

<p>*Alma Mater</p>	<p><i>T.C., T.C., God bless your heart To my T.C., that I love so true, My love for you will forever be true, To my T.C., that I love so true.</i></p>
<p>Colors</p>	<p><i>Purple and Gold</i></p>
<p>Mascot</p>	<p><i>Steer</i></p>
<p>Motto</p>	<p><i>“Give the people light and they will find their way”.</i></p>
<p>*Fight Song</p> <p>*These songs are sacred. When sung, persons should stand and, if applicable, remove their hats.</p>	<p><i>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.</i></p> <p><i>Refrain</i></p> <p><i>Love and Honor to old Texas, A College old and grand Proudly we shall ever hail thee, Over all the land.</i></p> <p><i>Alma Mater how we praise thee Sing joyfully on our way. Love and honor to old Texas, Forever and a day.</i></p>

Visitation

The students of the opposite sex are not allowed to visit beyond the public or common areas of the residence halls. Students who violate this policy are subject to disciplinary actions, which may include suspension or expulsion from the college. In extreme cases a person of the opposite sex may be allowed in these areas with the supervision of the Residence Center Manager or residence hall staff. This policy is strictly enforced.

Student Rooms

Students and their roommates are fully responsible for activities that occur in their room. Although a student may not be actively involved in a policy violation, he/she will be held responsible if he/she is present during the period of violation, or if he/she gives others access to his/her room. Students should always lock their room when they leave, even if only for a few moments. This act will prevent others from committing violations in the occupant’s room that violate the Code of Conduct (e.g. smoking, use of illegal drugs, underage drinking, etc.). Non-involved students should not condone a violation by their presence. It is the student’s responsibility to stop any violation witnessed in his/her room, and to call a Residence Assistant (RA) if assistance is needed.

Guests of Students

Visitation

<p>Sunday – Wednesday</p>	<p>6pm – 11:30pm</p>
<p>Thursday</p>	<p>6pm – 12:30am</p>
<p>Friday – Saturday</p>	<p>1pm – 1:30am</p>

interest, etc. We do not guarantee a perfect match, but we do try to match students with similar interest and academic goals. Learning to live with and around students of different backgrounds, cultures are a part of the educational experience. Our first approach to roommate conflicts is to encourage the roommates to work it out with their RAs and other residence life professionals. If roommate conflicts cannot be resolved or disciplinary issues are involved, we will review the situation and make changes based upon the recommendation of the Director of Residence Life.

Room Changes

Room changes within the resident hall require PRIOR APPROVAL by the RCM. Room changes are not to be made until after the official twelfth (12th) class day of each semester. Fines may be assessed for unauthorized room changes.

Residence Hall Security (door propping)

Every resident shares the responsibility for the security of the residence hall(s). It is not smart to prop residence halls doors open. This allows strangers access to the hall and puts everyone in danger. Propping doors open is prohibited. Charges and/or disciplinary action will be assessed to the individual(s) responsible (if identified) or to the entire hall.

Quiet Hours

Quiet hours for Texas College Residence Halls are from 10:00 P.M. until 10:00 A.M.



General Information

The Steer Handbook

The *Steer Handbook* contains the standards and regulations describing the rights, privileges, and responsibilities of individual students as well as policies and regulations regarding campus control, traffic regulations, and other miscellaneous campus policies. All students are expected to be familiar with, and to observe, these college policies and regulations.

Frequently Asked Questions (FAQs)

I have questions about my academic program. Whom should I contact?

All questions regarding academic matters (add/drop of course, course withdrawal, advising, etc.) should be directed to each student’s academic advisor. Students who do not know their advisor should contact the office of the Vice President for Academic Affairs. Students who have not declared a major should contact the Academic Development Office, ext. 2243.

I will be or have been absent from class. Whom do I see regarding an excuse?

Upon registration, the student accepts the responsibility of attending all classes and completing any academic requirements the instructor may prescribe. Except in extreme circumstances, absences are generally a matter between the instructor and the student.

When absence from class is essential due to extenuating circumstances such as accidents or death/serious illness in the immediate family, it is the responsibility of the student to

inform the Vice President for Student Affairs and his/her instructors. Class absences, which are medically related, are to be handled by the College Nurse and the student.

Can the College take judicial action against me for things I have done off-campus?

In short, yes. The College *Student Code of Conduct* states “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 actions and/or behaviors are described in the official notice of charge(s) brought against the student. This means that students who violate the law, or rules and regulations of the College, are subject to the College disciplinary process. The College reserves the right to take disciplinary action based upon conduct by students occurring off-campus and between academic periods.

How can I be tried by civil jurisdictions and by Texas College? Isn't this double jeopardy?

Such dual prosecution is not double jeopardy because the two proceedings impose different kinds of sanctions to protect different kinds of state interests. The Constitution's double jeopardy clause applies only to successive criminal prosecutions for the same offense and the existence of two separate proceedings does not necessarily violate a student's privilege against self-incrimination. The College may pursue disciplinary action even if the criminal charges involving a student are incomplete, reduced, or dismissed.

What kinds of sanctions might I face for a violation of the Student Code of Conduct?

The answer to this question lies in the nature of the violation and a student's previous disciplinary history. The *Student*

RESIDENCE LIFE

leaders. . As upper class students, RA's are great resources about campus life. Students usually come to know their RA's as friend and advisor.

Semester Breaks and Holidays

Texas College residence halls are open during most holidays but are closed during the holiday/winter break between fall and spring semester and spring break, (see academic calendar). A closing date will be posted for each of these periods. There is no food service. The college is not responsible for housing for its residents during these periods. During this time, students must vacate the residence halls. If a student has extenuating circumstances they must discuss options with the Residence Center Manager or the Director of Residence Life who may assist with helping the student identify alternative housing at the students expense. Students should consider taking valuables with them when they leave for extended periods of time. The college is not responsible for loss due to theft.

Cleaning

Each resident is responsible for cleaning their own rooms in the case where there are suites they are also responsible for sharing the cleaning of bathrooms within the suite. Rooms and bathrooms are periodically inspected during and at the end of each semester and students may be charged for inadequate cleaning. College staff cleans all common areas such as lounges, hallways, and public and common bathroom facilities.

Building and Roommate Assignments

Students are assigned roommates on a first come first serve basis, once the room reservation fee is received rooms are assigned based on the information provided with the application for housing. We attempt to place roommates who have things in common like major, clubs and organization

RESIDENCE LIFE

Residence Life Information

Living on campus can be a positive part of the total college living experience and offers students the chance to grow as individuals and to develop many long lasting relationships. Living with other students in the residence halls can be an important part of your overall success combined with academic support services. Residence Halls are more than a place to live they are a place to learn. The information that follows is a guide to assist you with successful living and learning in the residence halls.

Residence Life

Residence life is a part of the Division of Student Affairs, the Director of Residence Life is the Chief Administrative officer for the department, he/she is responsible for the supervision, management and development in the Residence Life department. Each residence hall has a Residence Center Manager; he/she is specifically responsible for the individual building or group of buildings. They work specifically with the RA's or Resident Assistants who assist with the management and supervision and are assigned to floors or areas of the buildings.

Residence Center Managers

Residence Center Managers are full time live-in professional staff members. These individuals are specifically responsible for supervising RA's, advising, mentoring students, responding to campus emergencies, and helping student become academically and socially successful.

Resident Assistants

Resident Assistants are students who live in a designated wing/floor. RA's have many roles. They are available to help with personal and academic concerns, they plan social and educational activities for the residents and they are campus

Code of Conduct states that the maximum sanction a student may receive is expulsion from the College, which is a permanent dismissal from the College.



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Academic Appeals

Student appeals related to Texas College academic policies must be submitted to the Vice President for Academic Affairs, who will refer the appeal to the appropriate college committee. The Vice President for Academic Affairs will have a consultative meeting with students and provide other needed assistance. Letters of appeal will be considered by the Academic Council. The Council's decision will be conveyed to the student by the Dean of Records/Registrar.

Admissions

Applicants seeking admission to Texas College must satisfy prescribed admissions requirements. The minimum requirement for freshmen seeking admission to Texas College is that they must have graduated from an accredited high school with a minimum of 16 Carnegie units. (One high school unit is equivalent to 36 weeks of class work in an approved high school.) The recommended distribution of units is as follows:

- | | |
|--------------------|----------------|
| ▪ Language Arts | 4 units |
| ▪ Social Sciences | 2 units |
| ▪ Mathematics | 2 units |
| ▪ Natural Sciences | 2 units |
| ▪ Electives | <u>6 units</u> |

Total **16 units**

Persons who have successfully completed the General Education Development test (GED) are also eligible for admission to Texas College.

Applications for admission may be requested from and returned to the:

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8.03	To Appeal the Finding of the President's Decision - Each institution is authorized to establish policies and regulations governing student conduct. Students shall have due process in disciplinary matters, and any student who has exhausted all due process procedures at the institution at all levels may appeal that grievance to the Board of Trustees. Within 30 days after all due process procedures have been exhausted at the institutional level, the student must present the appeal to the Chairperson of the Board of Trustees. The staff shall review the due process proceedings from the institution and submit recommendations to the Board. If the request for appeal is granted, the Chairperson of the Board or his designee shall, within a reasonable time, set a date, time and place to review the findings, decision, and recommendation of the President of Texas College.
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The complete record of the case shall be made available for use by the Board. The Board 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.

Student Responsibilities

As a resident of the Texas College campus, students must assume certain responsibilities when living in the residence halls. Listed below are guidelines of which students should be aware and should adhere to for their own protection.

Appeals Procedures

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

8.01	<p>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 the right to appeal to the Administrative Appeals Board. 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. Based upon the merits of written justification, the Vice President for Student Affairs may accept or reject the student’s request for an appeal. 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 disciplinary hearing board panel. The student will be notified in accordance with the procedures outlined in Section 7.01.</p>
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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. The procedure is outlined below:



*Office of Enrollment Services
Texas College
2404 North Grand Avenue
P. O. Box 4500
Tyler, Texas 75712-4500
(903) 593-8311, ext. 2297*

Anonymous Publications

Anonymous publications are prohibited. Any student publishing or aiding in publishing, or circulating or aiding in circulating, an anonymous publication will be subject to disciplinary action.

Automobiles and Parking

Students may operate automobiles on the Texas College campus in accordance with posted regulations. Handbooks containing detailed explanations of these regulations are available at the Security Office. All vehicles operated on campus from 8:00 a.m. to 5:00 p.m., Monday through Friday, must display a current Texas College parking permit issued by the Office of Security. The cost of a parking permit is \$15.00. There is a \$20.00 replacement fee for lost parking permits. Parking permits are effective for one fiscal year only.

Vehicles not properly registered with the Office of Security, or those parked on red or yellow curb blocking resulting in a traffic hazard and/or personal injury, will be towed immediately off campus at the owner’s expense. Fees for traffic violations are payable at the Business Office and must be paid within seven business days of the date of the violation. Payments must be made in the form of cash, money order, or cashier’s check for the amount of the ticket. Fines paid through the mail also must be received within the

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designated seven-business-days time frame. Fines not paid in full within seven days will incur a financial late penalty.

Curfew

Curfew is at 12:00 midnight Sunday through Wednesday, Thursday at 1:00am and 2:00 a.m. Friday and Saturday. Residence centers are locked after curfew. Students may gain entry through the Residence Center Manager(s). Employment that requires working past midnight is strongly discouraged; however, there have been cases where circumstances dictated that a student be permitted to work past curfew. When such exceptions are made, the student must make arrangements with the appropriate residence center manager. Also, students who expect to be gone overnight during the week for any reason must sign out with their residence center manager.

Dress Code Policy for Students

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

Statement of Policies

Dress standards require that 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 gar, due rags are prohibited in the buildings.

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<p>7.05</p>	<p>Legal Counsel - The student charged will be informed that he/she may appear alone or he/she may bring his/her attorneys or other representatives to serve only in an advisory capacity. The advisor may not personally examine or cross-examine witnesses or present the case for the student. If the student elects to bring a representative or an attorney, he/she must indicate that intent in writing to the Vice President for Student Affairs for approval prior to the hearing. Attorneys (or other representatives) will not be permitted to record the hearing.</p>
<p>7.06</p>	<p>Witnesses - The student will be notified that he/she can present evidence or witnesses 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 hear such witnesses and evidence, as it may deem relevant and fair. The College representatives and judiciaries are empowered to question persons who present information at the hearing.</p>
<p>7.07</p>	<p>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.</p>

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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, and 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 which 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. The student may request a copy of all tapes at a cost of \$10.00 per tape.
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.

- Male students are not permitted to wear shaggy pants.
- Male 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 are permitted on campus.

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

- ❖ Chapel
- ❖ Convocations
- ❖ Founders Day
- ❖ Commencement Exercise
- ❖ Special Assemblies

Faculty Advisors

Faculty advisors are first assigned during freshmen registration. If during this initial registration, a student declares a major, the assigned advisor will serve as advisor until the student completes the required courses within his/her degree program unless the department chairperson of the major assigns another.

If a student is undecided about his/her major, the advisor assigned at the initial registration will serve as advisor until the student declares a major. When a student declares a major, an advisor from the department of his/her major will be assigned. Students are encouraged to consult with advisors or the Dean of Records/Registrar, as needed, to ensure that they understand the academic requirements,



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policies, and procedures required to complete their chosen academic program and ultimately graduate from Texas College.

Financial Aid

Texas College reviews continuously its financial aid program in an effort to address the needs of its worthy students with the rising costs of a college education. It is felt by the governing body and supported by the open admissions policy that students should be given a chance to continue their education beyond high school. Texas College offers its students the following types of financial assistance based on the College's eligibility to participate in the various programs:

Federal Programs

- Federal Pell Grant Program (FPELL)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study Program (FWS)
- Federal Stafford Loan Program (Subsidized/Unsubsidized)
- Federal PLUS Loan Program
- Veteran's Benefits

State Programs

- Tuition Equalization Grant Program (TEG)
- Texas College Work-Study Program (SSIG)
- Leveraging Educational Assistance Partnership (LEAP)
- Toward Excellence, Access and Success Grant Program (TEXAS)
- Texas Rehabilitation Commission

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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	<p>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:</p> <ul style="list-style-type: none">• The College regulation(s) allegedly violated;• The statement of the specific charges against the student;• The date, time and place of the hearing;• The names of witnesses 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;• A statement that indicates that if a student brings an attorney to the hearing, the attorney will be allowed to attend only as an advisor. The day after the date of delivery of the letter to students shall be the first day of a three-day period.
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6.07	Recusation - 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.
6.08	Administrative Appeals Board - College regulations provide for an appeal of decisions and recommendations of the Disciplinary Panel.
6.09	Authority and Responsibility - 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.
6.10	President - The President of Texas College is the final arbiter in cases involving student discipline. However, the President may delegate this authority. The President or the President's designee may review cases, affirm recommendations or decisions, reverse findings, or alter the Appellate Board's findings and/or recommend sanctions.



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Private Gifts/Grants

Tom Joyner Foundation
Endowed Scholarships

Other Financial Assistance

Scholarships, Prizes and Awards
United Negro College Fund

For additional information concerning financial assistance, call (903) 593-8311 or write to:

Financial Aid Office
Texas College
2404 North Grand Avenue
Post Office Box 4500
Tyler, TX 75712-4500

Application for Financial Aid

Students who need financial assistance should complete the Free Application for Federal Student Aid (FAFSA). Financial aid forms may be obtained by writing or calling the Financial Aid Office, from high school guidance counselors, or via the Internet at www.fafsa.ed.gov/.

Refund/Repayment Policy

The term refund is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who receives financial aid and withdraws from the institution may be

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required to refund all or a portion of the financial aid awards to the appropriate financial aid programs. Similarly, official withdrawal from the institution may entitle the student to a refund of institutional fees. The amount of the refund of institutional fees will be based on one of two refund policies: **Pro-Rata** or **Federal Policy**. The student's status at the time of withdrawal from the institution will determine which refund policy will be used. Listed below is the definition of each policy and appropriate schedule.



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6.03	Membership - The Judicial Board shall consist of 24 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 - 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	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.
6.06	Quorum - The presence of a 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.

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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.

<p>6.01</p>	<p>Coordinator of Student Judicial Records - The Coordinator of Student Judicial Records 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.</p>
<p>6.02</p>	<p>Vice President for Student Affairs - The Vice President for Student Affairs assumes overall responsibility for student discipline.</p>

Pro-Rata Refund Policy

This policy applies to any student who meets the following criteria:

- (1) receives federal financial aid;
- (2) attends the institution for the first time; and
- (3) withdraws on or before the 60% point of the enrollment period.

Students who meet all three criteria will be assessed institutional charges (tuition and fees, room and board, etc.) equal to the portion of the enrollment period completed.

<p>SCHEDULE OF PRO-RATA REFUNDS</p>	
<p>Withdrawal Period</p>	<p>Refund %</p>
<p>Prior to 2nd day of class</p>	<p>100%</p>
<p>10%</p>	<p>90%</p>
<p>11% - 20%</p>	<p>80%</p>
<p>21% - 30%</p>	<p>70%</p>
<p>31% - 40%</p>	<p>60%</p>
<p>41% - 50%</p>	<p>50%</p>
<p>51% - 60%</p>	<p>40%</p>
<p>More than 60%</p>	<p>0%</p>

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Federal Refund Policy

The refund policy is applied to students who withdraw after their first semester of attendance at Texas College. Students who meet this basic criterion will have their institutional charges calculated according to the following schedule.

SCHEDULE OF FEDERAL REFUNDS	
Withdrawal Period	Refund %
Prior to 2nd day of class	100%
10%	90%
11% - 25%	50%
26% - 50%	25%
More than 50%	0%

Note: Federal regulations require the institution to use the refund policy (Pro Rata or Federal) that provides the largest refund to the federal aid program(s). Therefore, both the formulas are applicable in determining a refund for a federal aid recipient who withdraws during his/her first semester of attendance.



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This authority will be exercised only in those situations in which there is reasonable cause to believe that the student's alleged act of misconduct is of such a serious nature that his or her continued presence at the College is potentially dangerous to the health and safety of the College community, its property, or its educational mission. Such acts of misconduct include, but are not limited to, assault and/or battery with any type of weapon or instrument; gross sexual misconduct; rape; armed robbery; arson; the manufacture, distribution, and/or possession of any hazardous, incendiary or explosive device; possession of controlled substances and other acts that might endanger persons or property. Interim suspension may not be invoked for any type of academic misconduct; however, interim suspension may be invoked for any other serious misconduct.

To invoke interim suspension, the President or the President's designee should conduct, if feasible, a preliminary hearing at which the student will be presented with written notice of the alleged violation(s) and given an opportunity to respond. However, if it can be shown that such a hearing is not feasible, the President or the President's designee may waive this requirement. If a student fails or is unable to appear, the hearing may proceed in absentia.

Whenever the interim suspension rule is invoked, the student shall be given the opportunity to discuss the incident with a College official prior to the interim suspension. Any student suspended shall have the right to a post-suspension hearing on the merits of the case within five business days of the suspension.

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4.36	Disorderly Conduct - with 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.
4.37	Public Intoxication - the appearance of a person who is under the influence of drugs or alcohol on the College campus.
4.38	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.
4.39	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.
4.40	Possession of Pornography – possession of any item that contains obscene material, including but not limited to magazines, posters, clothing, etc.

Interim Suspension and Restraining Order

Whenever students are disruptive, or dangerous to themselves, others, or property, the President or the President's designee may suspend students immediately on an interim basis without providing the Normal Hearing Notice. A letter from the Office of Student Affairs will constitute Normal Notice of Hearing.

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Distribution of Refunds

If it is determined that a portion of a student's eligible refund of institutional charges consists of student financial aid, the federal regulations require that aid be returned to the financial aid programs(s) in the following priority order:

- ❖ Federal Unsubsidized Stafford Loan
- ❖ Federal Subsidized Stafford Loan
- ❖ Federal PLUS Loan
- ❖ Federal Unsubsidized Direct Stafford Loan
- ❖ Federal Subsidized Direct Stafford Loan
- ❖ Federal Direct PLUS Loan
- ❖ Federal Pell Grant
- ❖ Federal SEOG
- ❖ Other Title IV Aid Programs
- ❖ Other Federal, State, Private, or Institutional Aid Programs
- ❖ The Student

Allocation of Refunds and Repayment

Repayment is defined, as the amount a student must repay of student financial aid that is given directly to the student as cash disbursement to cover non-institutional costs. A student who withdraws and receives a cash disbursement of student financial aid for non-institutional costs may be required to pay all or a portion of the student financial aid to the appropriate financial aid program(s). If it is determined that a student is required to repay all or a portion of the student financial aid disbursed to him/her, federal regulations require that it be returned to the appropriate program(s) in the following priority order:

- ❖ Federal Pell Grant
- ❖ Federal SEOG
- ❖ Other Title IV Aid Programs

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- ❖ Other Federal, State, Private, or Institutional Aid Programs

Grievance Procedures for Students

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.

Definition

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. All grievant are encouraged to resolve problems where they arise and with the parties involved. In general, grievances may be categorized as academic, non-academic or discriminatory grievances. Grievances may result also from alleged acts of sexual harassment.

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4.31	Violation of Housing Rules - An infraction of housing regulations (see the <i>Texas College Residence Life Handbook</i> for more detailed information about housing rules).
4.32	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.
4.33	Unlawful Assembly - The gathering of any group in such a manner as to disturb the public 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 a gathering is subject to immediate dismissal from the College.
4.34	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.
4.35	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.

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4.22	Drunkenness - Drunkenness and/or disorderly conduct regardless of whether it results in injury to person(s) or property.
4.23	False Reporting of Emergencies - False reporting of an emergency, such as activating a fire alarm, 911 abuse or reporting a bomb.
4.24	Gambling - Betting or playing a game for money or other reward. Gambling is prohibited on college property.
4.25	Identity 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.
4.26	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.
4.27	Selling or Soliciting - Trading or exchanging any goods or services on College premises for monetary considerations without prior permission.
4.28	Traffic or Parking Violations - Failure to obey College traffic and parking regulations.
4.29	Trespassing - Unauthorized entry into or remaining in a private room, office, or facility under the control of another person (student, staff, or faculty member).
4.30	Unauthorized Use of Property - Use of College property, such as telephones, vehicles, and office equipment without proper permission or permission for that explicit purpose.

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.

Type of Grievance Administrative Officer

Sexual Harassment Human Resources Officer

Academic Matters Vice-President/Academic Affairs

Financial Matters Vice-President/Business and Finance

Student Violations Vice-President/Student Affairs

Grievance Procedures

The following procedures shall be used when filing a grievance:

1. Present in writing the complaint to the appropriate Administrative Officer. (see appropriate officers for various types of grievances listed above)
2. The Administrative Officer will review the grievance and make a finding, decision or recommendation based on the facts.
3. 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

- Within three business days after notice of the

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finding, decision and recommendation of an Administrative Officer, a student has the right to appeal to the Administrative Appeals Board. 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. Based upon the merits of written justification, the Vice President for Student Affairs may accept or reject the student’s request for an appeal. 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. The student will be notified.

4. 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 – within three business days after notice of the 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. 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. The President may request the presence of any individual, administrator, or student involved in the case.

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4.13	Sexual assault - Engaging in the act of sexual intercourse with another person without the consent of that person.
4.14	Sexual Battery - The intentional engaging in sexual misconduct, which involves physical contact with another person.
4.15	Sexual Harassment - Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication with sexual overtones.
4.16	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.
4.17	Theft - Stealing - taking another’s property, etc.; dishonestly, esp., in a secret manner.
4.18	Unauthorized Entry into Residence Halls - Entering a residence hall without proper permission (see Residence Life Handbook for more detailed information about this topic).
4.19	Aiding/Inciting; Engaging in Criminal Activity - Assisting or persuading others to commit any act of misconduct in the College community.
4.20	Alcoholic Beverages - Unauthorized sale, consumption or possession of alcoholic beverages.
4.21	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.

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4.07	Dangerous Weapons and Explosives - Unauthorized possession of firearms, dangerous weapons, explosive material or devices, including but not limited to any type of “fireworks”. This includes the intentional or unintentional handling of pressurized household products.
4.08	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.
4.09	Plagiarism and Dishonesty - Forgery, alteration, or misuse of University documents, records, or identification cards; furnishing false information to the University with intent to deceive; furnishing false information to or withholding material information from any University staff member and/or any law enforcement officer acting in the course of his or her duties.
4.10	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.
4.11	Insubordination and/or Disrespect for Authority - Not complying with reasonable and lawful requests or directives by members of the faculty or staff.
4.12	Obstruction, Disruption, or Disorderly Conduct - Intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, other regular tasks of the College, or other College-authorized events or activities. This code also includes other disorderly acts.

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- a. A student may appeal the findings, decisions and recommendations of the President. The procedures are described below:

To Appeal the Finding of the President's Decision - Each institution is authorized to establish policies and regulations governing student conduct. Students shall have due process in grievance matters, and any student who has exhausted all due process procedures at the institution at all levels may appeal that grievance to the Board of Trustees. Within 30 days after all due process procedures have been exhausted at the institutional level, the student must present the appeal to the Chairperson of the Board of Trustees. The staff shall review the due process proceedings from the institution and submit recommendations to the Board. If the request for appeal is granted, the Chairperson of the Board or his designee shall, within a reasonable time, set a date, time and place to review the findings, decision, and recommendation of the President of Texas College.

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

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Guest Speakers

Texas College has and reserves the right to regulate the presentation of guest speakers on the campus who are not affiliated with the College.

1. Only registered student organizations, faculty or staff organizations, and the Student Government may present guest speakers on the campus.
2. The organization sponsoring a guest speaker has the responsibility of making clear to the guest speaker the fact that the organization, not the College, is extending the invitation to speak and that any views that the speaker may express are his or her own and not necessarily those of Texas College.
3. A guest speaker is subject to all provisions of federal, state and/or local laws.
4. No person shall be permitted on the campus to engage in speech, either orally or in writing that is directed to inciting or producing imminent, lawless action and is likely to incite or produce such action.

Hazing

Hazing is 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 membership intake, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include students at Texas College.

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	Arson - The malicious burning of property including creating fires, open flames, and/or igniting flammable materials in any building or facility on College premises.
4.03	Assault - An intentional attempt by a person, by force or violence, to injure another person, or intentionally place another person in fear of an assault.
4.04	Contempt - Willful disobedience or open disrespect of a College judicial body such as failure to appear; failure to adhere or comply.
4.05	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.
4.06	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.

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2.05	Post-Suspension Hearing - The student's disciplinary hearing held by the Disciplinary Hearing Board as a result of an immediate interim suspension.
2.06	Restraining Order - An order by the President or the President's designee prohibiting a student from entering the Texas College premises.
2.07	Sanction - The penalty or punishment for violation of the Code of Student Conduct.
2.08	Student(s) - Any person(s) matriculating at Texas College on a full- or part-time basis.
2.09	College Community - Any administrator, faculty, staff, or student of the College, as well as, the physical surroundings within close proximity to the campus.

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.

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Hazing is against Texas College regulations and laws of the State of Texas. The Division of Student Affairs and the College will enforce all laws and regulations pertaining to this issue.

Any student who acting alone or in concert with others, engages in hazing is subject to disciplinary action. Hazing in educational institutions is prohibited by state law (sections 4.51 to 4.58, Texas Education Code). Hazing with or without the consent of a student whether on campus or off-campus is prohibited; violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to disciplinary action. Initiation or activities of organizations may include no feature, which is dangerous, harmful, or degrading to the student; violation of that prohibition renders both the organization and participating individuals subject to disciplinary action.

Identification Cards

All Texas College students are issued an identification card (ID) free of charge. Students **must keep their ID card in their possession at all times when on campus.** If a student loses his/her ID card, he/she must pay a replacement fee in order to be issued another. Student must show or surrender ID card to College Officials upon request.

Non-Discrimination Policy

Texas College is committed to equality of educational opportunity and does not discriminate against applicants, students or employees, based on race, color, national origin, religion, sex, age, or disability. Moreover, the College is open to people of all races and actively seeks to provide racial integration by recruiting and enrolling students of all racial and ethnic backgrounds. For more information about

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this policy or to lodge complaints or grievances under this policy, contact the Human Resources Office.

Off-Campus Conduct

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another college or university, including field trips, internships, athletic events, etc.

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 College and/or 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. **Students are not permitted to reside in the residence hall during the semester in which they deliver.**

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.

Probation

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

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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 a becoming 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 Premises - Property, which includes the campus, under supervision of the College authorities.
2.04	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;)

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- ✓ Election Commission
- ✓ Committee on Enrollment Management
- ✓ Food Services Committee
- ✓ Homecoming Committee
- ✓ Hostess Committee
- ✓ Lyceum Committee
- ✓ Residence Council
- ✓ Student Affairs Disciplinary Committee
- ✓ Student Affairs Planning Committee
- ✓ Student Affairs Policy Committee
- ✓ Student Affairs Search Committee
- ✓ Student Leadership Banquet Committee
- ✓ Spring Fling Committee
- ✓ Panhellenic Committee

Students who serve on these committees must be in good social and academic standing at Texas College.



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Publications

Student publications are supervised by the Vice President for Student Affairs. Two primary publications exist on the Texas College campus. Each is described below.

The *Texan* (Yearbook): The *Texan* attempts to tell the story of the school year by presenting a careful selection of eye-catching pictures and balanced, written accounts of activities that stress the significant while winking good-naturedly at the off-beat. The idea is to produce a book that will be of immediate interest to readers and also have lasting value as a historical document by accurately recording growth and change in college life. Achieving this double-pronged aim, while also trying to run a yearbook that is typographically beautiful, is a job that keeps editors and staff busy up to the final deadline. The yearbook is issued in the summer/fall. *Texan* editors are chosen by the Publications Committee each spring and begin to serve the following fall semester starting in August.

The *Steer* (Newspaper): The *Steer* is the College's student-produced newspaper. It is distributed free of charge each Thursday morning, except for holidays and examination periods. While the bulk of the staff is made up of individuals taking courses through the English department, the *Steer* traditionally welcomes students from all fields of study. The primary purpose of the *Steer* is to inform; but the newspaper does have a sense of humor, which it exercises under the appropriate circumstances. *Steer* editors serve academic-year appointments and are chosen by the Publications Committee in the spring to serve the following fall semester. The production implementation and availability of each publication is subject to the administration's discretion.

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Quiet Hours

Quiet hours are reserved for study and sleep and are from 10:00 p.m. to 10:00 a.m. daily. The television room and lobby are closed from 12:00 midnight to 6:00 a.m. on Sunday - Thursday and from 2:00 a.m. to 6:00 a.m. on Friday and Saturday. A quiet environment is important in a residence-hall setting. All residents are expected to be considerate of the rights of others by being conscious of noise levels, especially keeping radios, televisions, and stereos turned low. There should be no running, games, or horseplay in the halls at any time. 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 hall. Quiet hours can be changed at any time by the discretion of the Residence Center Manager and Director of Residence Life.

Records and Files

The Family Educational Rights and Privacy Act of 1974 assures students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from those files to a third party without the written consent of the student. Texas College complies fully with the legislation and follows the guidelines issued by the Department of Education. Questions about these policies and procedures should be referred to the Registrar.

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.

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English Club	Golden Girls	Mathematics Club
NAACP	Omega PSI PHI	Peer Educators
Phi Beta Sigma	Political Science Club	Pre-Alumni Council
Pretty Girls Inc.	Residence Hall Cncl.	Sigma Gamma Rho Inc.
Spanish Club	Steerettes	Student Athletes
Student Leaders	Student Ministerial Al.	Students in Free Enterprise
The Imperials	Young Adults/Christ	Young Republicans
Zeta Phi Beta		
Fellowship of Christian Athletes	Honda All Stars/TC Quiz Bowl	
Single Parent Support System	Student Union Advisory Board	

Student Development

The Student Development Office seeks to create and foster leadership opportunities that will enhance personal, interpersonal, and organizational development of students. It is the vision of the Office of Student Development to create an environment, which contributes to the intellectual, social, physical, emotional, and spiritual development of each student.

Student Union

The Student Union serves as the “living room of the campus.” Here students will find a snack bar, tables, chairs, booths, a television and a bulletin board where notices are posted relative to various campus activities. This area also could be considered the crossroads of the campus and provides a place for students to meet and relax outside the classroom.

Student-Related Committees

Listed below are College committees on which students may serve:

- ✓ Academic Council
- ✓ Committee on Athletics
- ✓ Athletics Banquet Committee
- ✓ Committee on Student Affairs

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activity. Failure to be on the calendar may result in the cancellation of the event.

All reservations are to be made with the Director of Student Activities by completing a 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, mikes, etc.)
7. anticipated attendance number and age range
8. person in charge with his/her phone number
9. signature of person submitting request

Panhellenic Council

The Panhellenic Council is the governing body for campus sororities consists of representatives from each fraternity and sorority. The council handles any problems that might arise among the sororities and fraternities and governs the activities and sets rules and regulations.

Campus 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. The following is a list of Texas College's campus organizations:

Alpha Angels	Alpha Phi Alpha	Alpha Kappa Alpha
Art Club	ASCEI	Band
Biology Club	Cheerleading	Criminal Justice Assoc.
Delta Sigma Theta	Dukes and Duchesses	English Club

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Sexual Harassment and Date Rape

Sexual harassment is a form of sex 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.

Date rape is forced, unwanted intercourse with a person known to the victim. It is a violation of the victim's body and trust. Date rape is an act of violence.

Texas College prohibits sexual harassment and/or date rape by any faculty, staff, or student. The College is committed to creating and maintaining an environment for all Texas College personnel and students which is free of harassment, forced sexual activity, or any other unreasonable sexual communication or conduct that interferes with performance in the classroom or workplace. Persons found in violation of the Texas College Sexual Harassment and Date Rape Policy will be subject to disciplinary action, which may include written warnings, suspension, transfer, demotion, dismissal, and/or arrest by local authorities. Anyone wishing to file a complaint should contact the Personnel Office at Texas College.

Solicitation

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

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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 his 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.
2. Door-to-door solicitation is not permitted in administrative buildings, academic buildings, or residence halls.
3. No disruption of traffic, either vehicular or pedestrian, is involved.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization.
5. Campus mail including electronic mail may not be used for political purposes or for fund raising.
6. Requests must be approved 72 hours in advance of the activity.
7. Policies governing solicitation in all areas of the College (see *Residence Hall Handbook*) must be followed.
8. 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 his designee.

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Students, 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 by the Dean of Students.

Contracts for bands and artists must be signed by the designated representative of the contracting organization and a sponsor of the organization.

A chaperone is a person approved by the College who agrees to be in attendance at a student activity. It is the responsibility of each organization to have at least two chaperones present. Following the registration of the event in the Director of Student Activities Office, the sponsoring organization must pick up a chaperone form. The Chaperone form must have the signature of the president, sponsor of the organization and the signatures and phone numbers of the chaperones and the door persons. This form must be back into the Director of Student Activities Office one week before the event. The chaperones should attempt to be present from the beginning to the end of the dance, the chaperone should make note of this on the chaperone form, or notify the director of the building the activity is held in; chaperones 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 dance undesirable situations for which corrective measures are needed; and will be responsible for keeping food, drink and smoking in its proper place.

Organization Scheduling Procedures

All meetings and activities sponsored by a student organization must be on the master activity calendar which is located in the Student Affairs Office. All activities must be completely scheduled no later than one week prior to the

Student Organizations

Organization Sponsors

All student organizations must have one or more qualified faculty/staff advisers or sponsors. When the membership exceeds twenty-five, organizations are urged to obtain additional faculty/staff sponsors or advisers.

Any full-time faculty/staff member who agrees to the requests of a student organization to serve as its faculty/staff adviser accepts, thereby, responsibility for seeing that the student organization's purposes, activities, and projects are within the limits of College policy. Therefore, the advisers 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 adviser 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 and special programs, (those programs requiring special facilities and/or programs open to the public), by student organizations must have approval of the faculty/staff adviser and the Dean of Students. A form must be submitted an approved ten (10) days in advance in the Office of the Dean of Students if a guest speaker from off campus is invited.

Chaperones

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 Dean of Students. Requests for any other night must have the approval of the Dean of

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. For additional information consult the *Student Handbook* and the *Student Organization Handbook*.
5. No flyers are permitted on glass doors or windows.

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.

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Student Accounts

Students whose accounts are not current with the Business Office and those whose financial aid forms are incomplete, incorrect, or late, may be denied any and all Texas College services. A student may not be permitted to register, attend classes, use the College's facilities, and take final exams, or received transcripts, grade reports, or other educational records unless all accounts with the College are satisfied.

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;

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about opportunities and activities; and assisting students in obtaining equal and better access to the facilities at all college locations.

Residence Life

The Residential Life office at Texas College is committed to providing an environment that is safe, secure, and conducive to living as well as learning. This learning takes place at many different levels. 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 Residential 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 Residential 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.

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policies of their parents. However, benefits under the College's plan are payable in addition to the benefits received from any other policy.

With the continued rise in the cost of hospitalization, it might be well for students to take advantage of the opportunity to increase their accident and sickness insurance at such a low cost.

The student insurance policy at Texas College is effective from the opening date of school to the middle of August of the following year.

Intercollegiate Athletics

Intercollegiate athletic activities are under the supervision of the Director of Athletics. The College sponsors the following intercollegiate athletics competitions: Women's - volleyball, basketball, softball, soccer and track and field; Men's - football, basketball, baseball, soccer, track and field, and mixed gender cheerleading and dance team.

Intramural Activities

Activities in the intramural program include basketball, softball, volleyball, flag football, and board games were fraternities, sororities and non-greeks compete. Championship competition is conducted in each of these activities and awards are presented.

Student Activities

The staff within the Office of Student Life is committed to serving the student population in a pleasant, friendly environment. The office strives to enhance the educational experience through encouraging positive interaction with others, developing leadership through involvement in clubs, organizations and activities; offering travel and entertainment opportunities; keeping students informed

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4. Using any computer system or network to send 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 when 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.

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Transcripts

A College transcript is the complete and official academic record of a student. One official transcript is given to graduates without charge; additional transcripts are \$3.00 each. An unofficial transcript is one that is provided without the College seal and without the Registrar's signature. The cost of an unofficial transcript is \$1.00 and it is printed on regular transcript paper.

Withdrawal

A student who plans to withdraw from Texas College must apply through the office of the Vice President for Student Affairs who, in turn, will conduct an exit interview. The student will then receive a **“Withdrawal from School”** form and surrender his/her ID card. Students who reside on campus must check out of the residence center first with the resident assistant and then with the residence hall director, obtain a signature from personnel in the Office of Financial Aid, and provide a copy of the housing card and the signed withdrawal form to personnel in the Business Office. Students who commute must complete the same steps as described above with the exception of checking out of the residence center.



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The Student Health Service issues class excuses for any serious illnesses. When contacted, Student Health Services will, however, verify to an instructor whether the student has been seen in the Health Center, and whether he/she was advised to stay in bed. If a student becomes ill while at home and classes are missed, a doctor's note should be obtained to show the instructors when the student is expected to return to class, since the Student Health Center has no way of verifying the illness. Instructors will be notified in writing by a designee in the Health Center if a student is to be out of class, due to illness, for more than three days. Any illness requiring a student to miss more than three days of classes should be reported to the Student Health Center at 593-8311, Ext. 2269, as soon as possible. The student will be placed on the sick list when necessary.

Students who are confined to their room by order of a doctor, or College nurse, due to an illness, may request from the nurse on duty in the Student Health Center or their Residence Hall Director, a meal slip which provides authorization for the student's meal to be picked-up from the cafeteria and delivered to the student's room. The individual picking up the meal must present the ill student's ID along with the meal slip in order for personnel in the Cafeteria to allow the food to be carried out.

Student Insurance

Each student is required to have his/her own health insurance. Texas College has a plan of student insurance that is designed to **supplement** the coverage currently held by the student and defray some of the expenses that students may incur as a result of illness.

The plan, which covers both accident and sickness, has been designed to protect all full-time students. It is realized that some students may still be protected by the hospitalization

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- Arrange, if requested, for employer representatives to meet with faculty and/or administrative staff individually or in groups, in order to exchange information pertinent to the career planning and placement of graduates
- Schedule candidates for on-campus interviews
- Comply with legal requirements when making credentials available to interviewers/recruiters
- Inform employers of ethical and legal obligations of the Affirmative Action/EOE
- Encourage employer participation in programs such as career planning courses, career fairs, roundtables, mentoring programs and other Career Center programs
- Encourage employers to participate in experiential learning programs such as internships

Health Services

The Texas College Student Health Center is under the direction of a Registered Nurse (RN). It is located in the Willie L. Glass Community Development Center. The Center's hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The College nurse is on duty for emergency calls for all remaining hours. When the Student Health Center is closed and the nurse is needed, the student should contact the Residence Center Manager (RCM) in the Center where the student lives. The RCM, in turn, will call the nurse on emergency duty.

A student desiring to make appointments with a local doctor can be assisted in getting these appointments by the Center nurse. The personnel on duty will appreciate having this opportunity to be of help.

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The Division of Student Affairs

The Division of Student Affairs assists students with enhancing their academic success by offering programs and services that teach life skills, encourage wellness and personal growth, and provide for basic human needs. The following programs and services are offered through the division as a means of assisting with meeting this objective:

- Student Development (e.g.; Student Leadership training and development, SGA, Student Publications, Miss TC, judicial affairs and special programs)
- Career Planning & Placement (e.g.; Counseling Center)
- Student Life (e.g., Residence Life, Student Activities)
- Intercollegiate Athletics (e.g., men's & women's basketball, baseball, softball, soccer, track & field, volleyball, intramurals)
- Campus Safety and Intramurals
- Health Services

Below is an overview of each of the entities or services listed above.

Campus Security

Security

The security force at Texas College provides a safe and secure atmosphere for students, staff, and administrators. Texas College's security force is well trained in all areas of security needs and responsibilities. However, if you witness a crime or have knowledge of a crime you have a responsibility to report it to security as well as the Vice President of Student Affairs. Occasionally, workshops and seminars addressing campus safety are held.

Career Services

The mission of Career Services is to assist students, through appropriate programs, seminars, lectures and workshops, to becoming active participants in their own continuing development. This includes offering students (and where appropriate, alumni) a broad range of assistance designed to culminate in the best opportunity for career employment upon completion of their academic training at Texas College. In general terms, career planning is acknowledged to be an essential part of each student's academic program. It is the intent of the Career Center that all programs be designed and conducted with the objective of motivating students to seek higher academic achievement by the integration of career and academic planning in a total education program. This support includes, but is not limited to the following activities and services:

- Exploring interests, skills, values, and lifestyle preferences as a part of the job search process
- Learning to use the career decision-making strategy in vocational, academics and job selection
- Matching internships opportunities with academic requirement
- Researching and matching labor market indicators that best correspond with academic skills, work experience, and personal attributes
- Developing job search skills, interview techniques, and job search planning
- Participating in employment interviews

The Career Center will endeavor to develop partnerships with employees and organizations in an effort to:

- Maximize student exposure to employers and employment opportunities through a variety of networking activities and programs
- Encourage dialogue between employers, faculty and the Career Center concerning job trends employer requirements and internship opportunities
- Identify barriers to placement of qualified students with key employers
- Promote better understanding between faculty and employer of the relationship of curricular and other academic activities to staffing needs of employers and career opportunities for students

Further, the Career Center will maintain close and continuing relationships with employers interested in hiring qualified student registrants. To fulfill this responsibility the Career Center will:

- Provide pertinent information to prospective employers, including curricula, academic calendar, estimate of enrollment/graduates by degree and discipline, and recruiting and interviewing logistics
- Exchange information with employers concerning their respective operations through activities such as onsite visits and exchange programs
- Assist employers in setting and performing on-campus interview dates well in advance
- Exchange with employer representatives detailed information concerning interview schedules, job descriptions, desired applicant qualifications, and other arrangements as needed