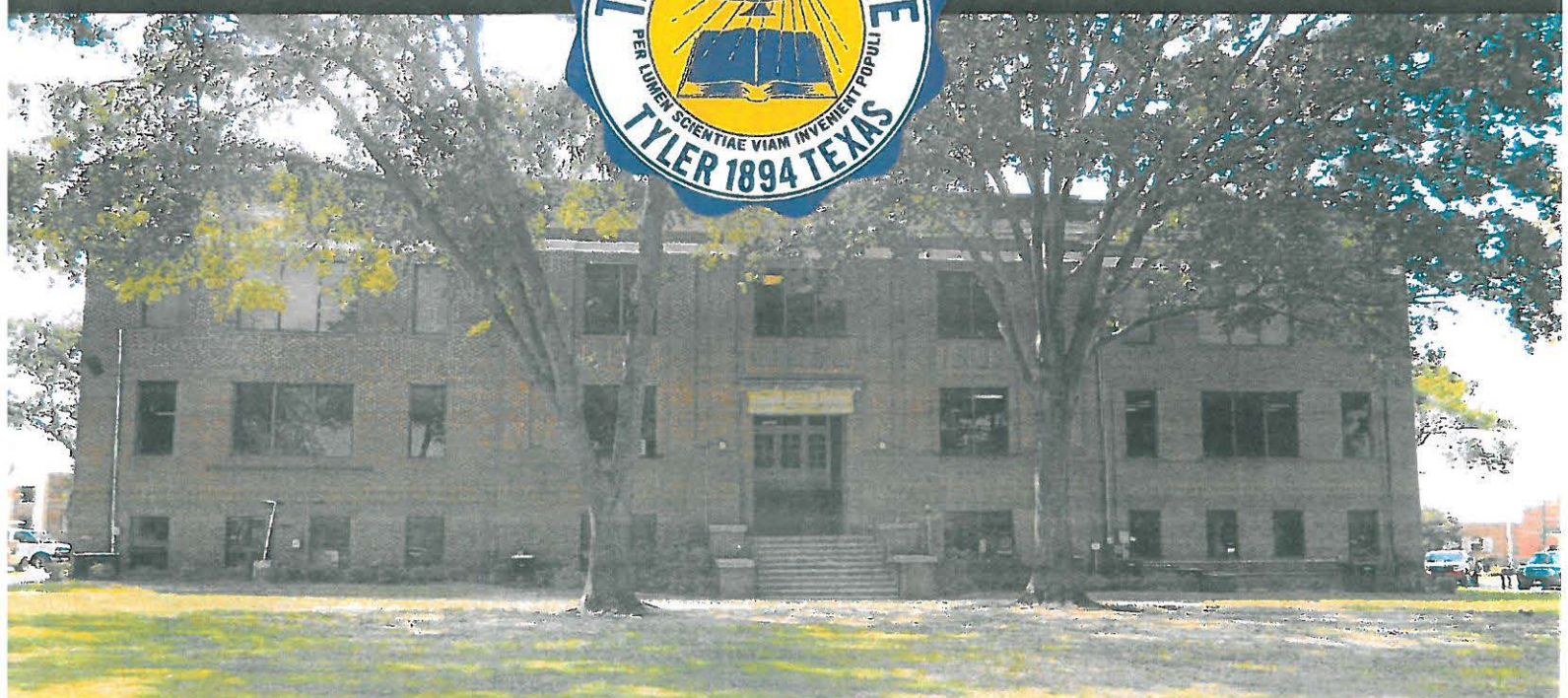


**STUDENT**



**HANDBOOK**



Texas College | 2404 North Grand Avenue | Tyler, TX 75702 | 903.593.8311 | [www.texascollege.edu](http://www.texascollege.edu)



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Dear Student:

It is a pleasure to welcome you to Texas College. This period represents a significant moment in your future development and the Texas College Family is pleased to be a part of your journey.

Texas College, established in 1894, is a four-year, coeducational, private, liberal arts institution located in Tyler, Texas. The College takes great pride in addressing its mission which is an obligation to those we serve. The mission states, *"Texas College is a historically black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ensure that the student body experiences balanced, intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work."* Our belief is that the mission represents a commitment to providing knowledge in the teaching-learning process that will assist students' development personally and professionally in becoming productive citizens.

As a Historically Black College and University (HBCU), Texas College shares a proud affiliation with the Christian Methodist Episcopal Church (CME), whose founding fathers created educational opportunities for those in need of an education. The College today has diverse populations among students, faculty and staff and embraces continued growth that are significant to the teaching and learning processes for the 21<sup>st</sup> Century. The College has a broad-based curriculum and areas of study designed to take students from knowledge attainment to professional development for entry into graduate and professional school and/or the workforce.

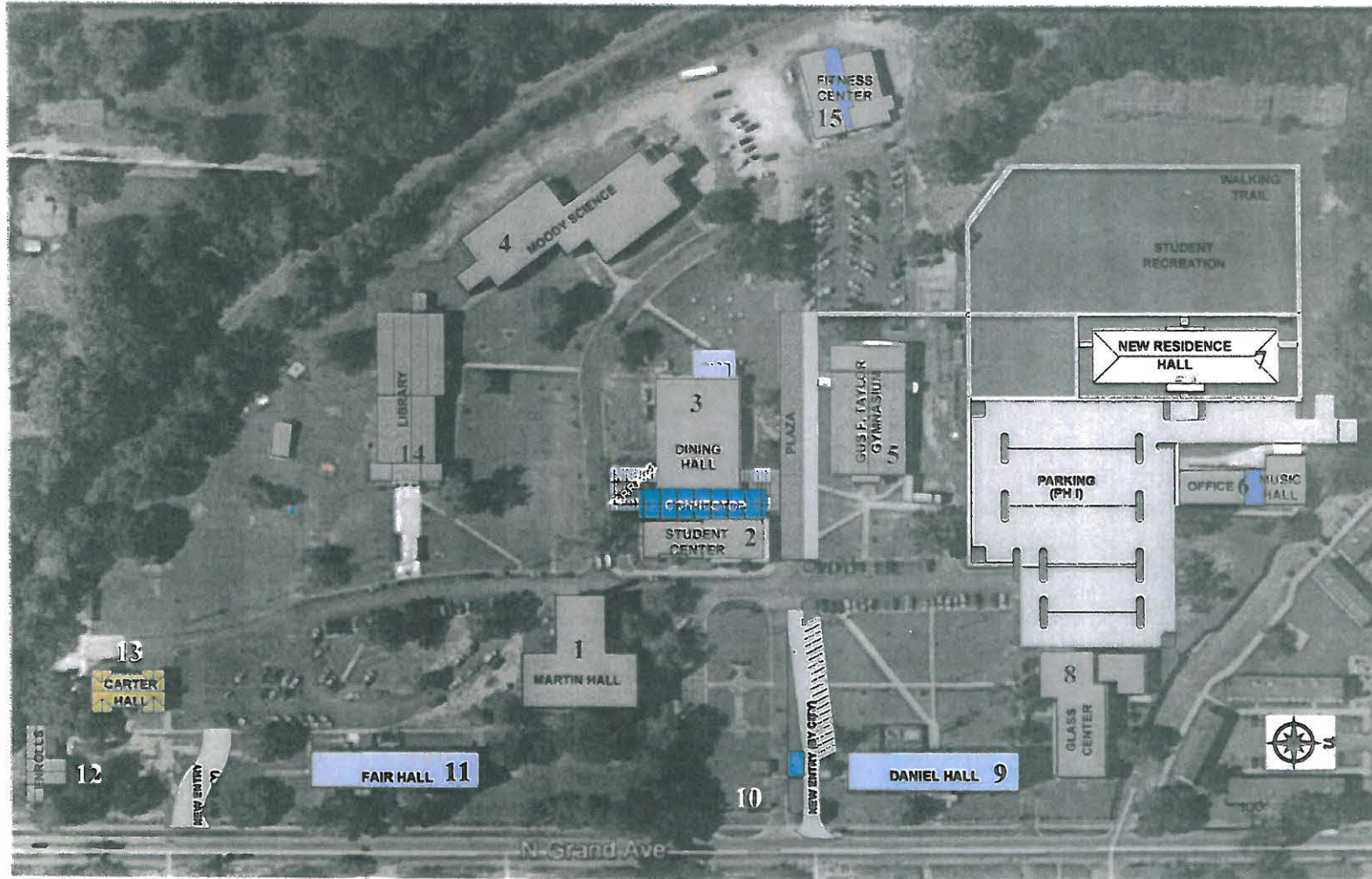
The College is proud to have a mission undergirded by core values that address and embrace academic excellence, integrity, perseverance, social responsibility, tolerance and community service. We open our doors and invite you to become a part of an environment that embraces a culture of learning. Welcome to Texas College!

Sincerely,

Dwight J. Fennell, Sr., Ph.D.  
President



# TEXAS COLLEGE CAMPUS MAP



2



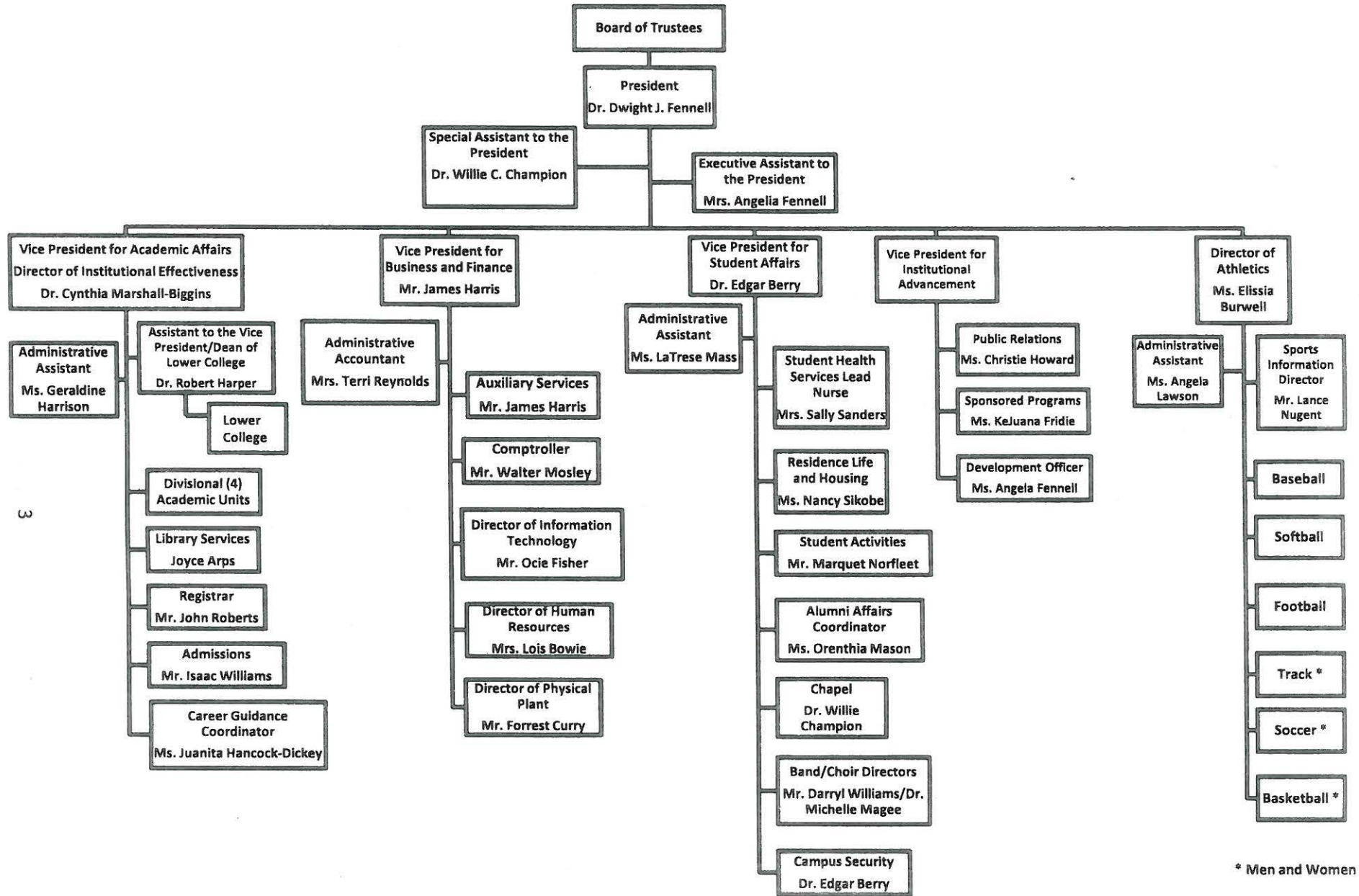
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## LEGEND

- |   |                              |                         |
|---|------------------------------|-------------------------|
| 1. Martin Hall Administration Building  | 5. Gus F. Taylor Gymnasium   | 12. Enrollment Center   |
| 2. Student Center                       | 6. Music Hall                | 13. Carter Hall         |
| 3. Dining Hall                          | 7. New Residence Hall        | 14. D. R. Glass Library |
| 4. W.L. Moody Business/Science Building | 8. Willie Lee Glass Building | 15. Fitness Center      |
|   | 9. Wilton J. Daniel Hall     |                         |
|   | 10. Security Booth           |                         |
|   | 11. Mattie H. Fair Hall      |                         |

Revised 1/26/2014

# Texas College Organizational Structure



\* Men and Women



## Pertinent Policy Information for All Texas College Students

*The following policies are for your information and review*

### OPEN ADMISSION POLICY

Students entering the four-year baccalaureate degree program are expected to have a minimum cumulative grade point average of 2.00 or its equivalent. Students with less than a 2.00 cumulative grade point average at the time of admission will be directed to the association of arts program and must meet with the admission committee or be advised by that committee through correspondence.

### CLASS ATTENDANCE POLICY

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

The student will be held accountable for adhering to the College Attendance Policy and are expected to attend class as scheduled. Instructors are not obligated to allow students to submit late assignments because of their absence unless the absence(s) have been officially excused. An officially excused absence, however, gives the individual who missed the class an opportunity to do the work assignment late but in no way excuses him/her from the work required. Official excuses are granted by the Vice President for Academic Affairs for authorized College activities, verified personal illness, or illness or death in the student's immediate family.

Students should understand that absences may jeopardize their grades. **A student will be permitted one unexcused absence per credit hour of the course in which he/she is enrolled. Any student whose unexcused absences exceed the number permitted may, at the discretion of the instructor, be assigned a grade of "F" or be dismissed from the class.**

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

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

#### EXCUSED ABSENCES AND ACCEPTABLE DOCUMENTATION (Examples)

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

### GRADE APPEALS PROCESS

If a student wishes to appeal a grade after the initial grade has been reported, the following steps should be followed:

- The initial appeal for posted grades begins with a discussion between the instructor and the student;
- If a grade change is granted, the instructor must complete a Change of Grade Form and submit it to the Registrar's Office after it has been approved by the Vice President of Academic Affairs;
- However, if there is no resolve for the grade in question, a written statement should be submitted to the division chair for consideration; and
- The Vice President of Academic Affairs has the final decision in grade resolutions that cannot be settled in the aforementioned steps.

### **STUDENT REFUND POLICY**

A 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 received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by the Office of the Registrar. In order to receive a full refund, the official withdrawal must be completed and recorded in the Office of the Registrar on or before the 12th class day for the fall or spring terms. For the summer term the withdrawal must be completed by the 2nd day of the summer term.

If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the school may determine the appropriate withdrawal date. The school may use as the student's withdrawal date the student's last date of attendance at an academically-related activity. The school must document that the activity is academically-related and document the student's attendance at the activity. Examples of academically-related activities include, but are not limited to: an examination; a tutorial; computer-assisted instruction; academic counseling; and turning in a class assignment.

### **STUDENT COMPLAINT POLICY**

Texas College has adequate procedures for addressing written complaints by students and can demonstrate that the procedures for resolving complaints are followed. The College has engaged a codified and systematic process to make certain that all students who have a grievance can have the opportunity for review and resolve. 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.

**Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the College.**

- |  |  |
|--|--|
| • Sexual Harassment (Employee-Student) | Human Resources Officer                |
| • Sexual Harassment (Student-Student)  | Vice President/Dean of Students        |
| • Academic Matters                     | Vice-President/Academic Affairs        |
| • Financial Matters                    | Vice-President/Business and Finance    |
| • Others                               | Vice President/Dean of Student Affairs |

#### **Office Locations to File Written Complaints**

- |   |                            |
|---|----------------------------|
| • Human Resources Officer                 | Martin Hall, First Floor   |
| • Vice President for Academic Affairs     | Martin Hall, First Floor   |
| • Vice President for Business and Finance | Martin Hall, First Floor   |
| • Vice President/Dean of Student Affairs  | McKinney Hall, First Floor |



## GRADING POLICIES

**GRADING POLICY:** The final semester grades are determined by the instructor based on the grades earned by the student for all course work. Grades are reported officially by the instructors to the Office of Registrar at mid-semester and at the end of the course according to the following grading system:

A - (90-100) – indicates outstanding performance combined with intellectual alertness and initiative;  
B - (80-89) – indicates above average work that is performed in a sustained and creative manner according to all requirements of the course;  
C - (70-79) – represents the minimum accepted performance for course work in the major or minor area;  
D - (60-69) – represents work in the lowest passing quality through which a student can fulfill the minimum requirements of a course. It is considered to be borderline.

F - (Below 60) – indicates that the student has failed. If the course is required, the student must repeat the course for a passing grade. If a student earns an “F” in a course that extends over two semesters, he or she may not continue in the same or higher subject area until the first course is taken again and passed;

I - (Incomplete) – is assigned when circumstances beyond the control of the student make it impossible for the student to complete all work of the course. It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed. The student has one (1) semester following the incomplete being issued to complete course work;

NC - (No Credit) – is assigned as the grade for the student who has not fulfilled requirements of a developmental education (or remedial) course which he/she has attended regularly; and

W - (Withdrawal) – indicates that the student has officially withdrawn from the course. If the course is required, the student must complete the course at a later date in order to receive credit. The “W” indication is administratively assigned by the Registrar.

FX - indicates that a student has not officially withdrawn from the college, nor completed satisfactory coursework for a letter grade. The FX indication is administratively assigned by the Registrar.

**GRADE APPEAL PROCESS:** If a student wishes to appeal a grade after the initial grade has been reported, the following steps should be followed:

The initial appeal for posted grades begins with a discussion between the instructor and the student. If a grade change is granted, the instructor must complete a Change of Grade Form and submit the form to the Division Chair then to the Vice President of Academic Affairs and ultimately the Change of Grade form will rest in the Office of the Registrar after all necessary approvals.

When the designation of “I” has defaulted to a grade of “F” the grade cannot be changed. If there is no satisfactory resolve at the faculty level, the student may go to the Division Chair for further consideration; and if the Division Chair does not offer resolve to the grade appeal, the student has the right to take the complaint to the Vice President of Academic Affairs.

**STATUTE OF LIMITATION:** Texas College has a statute of limitation that grants a student six (6) years to complete an academic degree plan.

**SATISFACTORY ACADEMIC PROGRESS REVIEW:** Review of academic progress is conducted by the Office of Academic Affairs. Students in jeopardy receive notice of their standing if they are not progressing academically. To remain in good standing and receive financial aid, the student must complete at least 67% of the expected course work by the end of each academic year and must achieve a minimum cumulative grade point average of 2.00 each semester.

## **NON-DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need.

For additional information regarding FERPA regulations, you may go the web address:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; you may call 1-800-USA-LEARN (1-800-872-5327) (voice); individuals who use TDD may call 1-800-437-0833; or you may write at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **AMERICAN WITH DISABILITIES ACT (ADA)**

Texas College provides equal opportunity to qualified disabled persons in accordance with the requirements of the American with Disabilities Act (ADA). This Act ensures that individuals with current disabling conditions are provided reasonable accommodations to enable them to enjoy the programs, activities, services and employment opportunities offered by the College. Texas College adheres to this provision once a student/employee self identifies. Students may contact the Office of Academic Affairs for information/assistance.



## COLLEGE DIRECTORY

### ***Campus Mailing Address***

2404 N. Grand Avenue  
Tyler, TX 75702

### ***Main Telephone Number***

903-593-8311

### ***Website Address***

[www.texascollege.edu](http://www.texascollege.edu)

### **Administrative Offices**

Office of the President  
Martin Hall, Second Floor, ext. 2270

Office of Academic Affairs  
Martin Hall, First Floor, ext. 2342

Office of Business and Finance  
Martin Hall, First Floor, ext. 2284

Office of Institutional Advancement  
Martin Hall, Second Floor, ext. 2270

Office of Student Affairs  
McKinney Hall, ext. 2369

### **Other Administrative Offices**

Office of Admission  
Willie Lee Glass, First Floor, ext. 2221 Toll  
Free – (800) 306-6299

Office of Alumni Affairs  
McKinney Hall, ext. 2305

Office of Campus Security (Office of  
Student Affairs)  
McKinney Hall, ext. 2335  
Security Booth, ext. 2249 or (903) 504-3245

Office of Campus Ministry  
Martin Hall, First Floor, ext. 2308

Office of Financial Aid  
Enrollment Center, ext. 2241,  
2210 or 2208, (800) 306-6299

Office of Human Resources  
Martin Hall, First Floor, ext. 2201

Office of Public Relations  
Martin Hall, Second Floor, ext. 2204

Physical Plant  
Daniel Hall Basement, ext. 2336

Office of Procurement  
Martin Hall, First Floor, ext. 2325

Office of the Registrar  
Enrollment Center, ext. 2215

Office of Sponsored Programs  
D.R. Glass Library, ext. 2224

Cashier's Office/Switchboard  
Martin Hall, First Floor, ext. 2231/2200

### **Athletic Offices**

Athletic Department  
Martin Hall, Second Floor, ext. 2307  
Field House, ext. 2253

Baseball – 2301  
Basketball (Men's) – Ext. 2370  
Basketball (Women's) – ext. 2307  
Football – ext. 2355  
Soccer – ext. 2325  
Softball – ext. 2209  
Track – ext. 2370  
Volleyball – ext. 2347

### **Divisional Offices**

Division of Business and Social Sciences

MSBC, ext. 2263  
Division of Education  
Glass Building, ext. 2259

Division of General Studies and Humanities  
Glass Building, ext. 2257

Division of Natural and Computational  
Sciences  
MSBC, ext. 2360

SUCCESS Program  
Glass Building, ext. 2240

### **Residence Halls**

Fair Hall (Women's Dormitory)  
Ext. 2314

Daniel Hall (Men's Dormitory)  
Ext. 2246

Rose Hall (Men's Dormitory)  
Ext. 2347

### **Student Services Offices**

Cafeteria  
Student Union Building, ext. 2250

Campus Store  
Student Union, ext. 2207

College Clinic  
Glass Building, ext. 2311

College Grill  
McKinney Hall, 2288

Copy Center  
D.R. Glass Library, ext. 2244

Information Technology (IT) Help Desk  
Martin Hall, Third Floor, ext. 2315

Library Annex  
Student Union Building, ext. 2345

Post Office  
Martin Hall, ext. 2232

Student Government Association  
McKinney Hall, ext. 2369

### **Student Support Services**

Office of Career Services  
D. R. Glass. Library, ext. 2350

D.R. Glass Library  
Ext. 2300

Student Learning Center  
D.R. Glass Library, First Floor, ext. 2363



# D.R. GLASS LIBRARY





## HISTORY OF THE COLLEGE

In the spring of 1894, Texas College was found by a group of ministers affiliated with the Christian Methodist Episcopal Church. The founding represented the start of the educational process for a group of disenfranchised individuals in the area of east Texas, City of Tyler.

The Charter as originally issued July 1, 1907, indicates that the name of the corporation was established as "Texas College." The exclusive educational direction was to include the education of youths, male and female, in all branches of a literary, scientific and classical education wherein [all] shall be taught theology, normal training of teachers, music, commercial and industrial training , and agricultural and mechanical sciences.

On June 12, 1909, the name of the college was changed from Texas College to Phillips University. The noted change was associated with Bishop Henry Phillips, as a result of his leadership and educational interests for mankind. The name change was short lived and reportedly lasted until actions for a name reversal occurred in 1910 at the Third Annual Conference of the church. On May 1912 the College was officially renamed Texas College.

The subsequent years of the College were spent with refinements and enhancements of the educational enterprise. The Articles of Incorporation reflect such efforts with modifications and amendments during periods 1909 to 1966.

The College today complies with its founding principles with the right to offer instruction in the areas of Arts and Sciences, Humanities, Computational Sciences, Natural Sciences, Social Sciences and education with preparation of teachers and the provision of instructional supports, to those in pursuit of an education.

*Note: Information provided by Secretary of State Charter- July 10, 1907; Amendment- July 24, 1909; Amendment- March 14, 1918, Amendment-November 26, 1957; Statement –September 26, 1963; Statement of Change of Registered Agent –August 15, 1966 and Amendment –August 19, 1966.11*

## DISCLAIMER NOTICE

The Texas College Student Handbook is an agreement between the student and the College. It contains information about academic requirements, policies, governing guidelines and regulations of the institution. Each student should become familiar with its contents in order to prevent unnecessary difficulties, uncertainty and delays that will hinder progress toward graduation. Although this Handbook accurately reflects programs, policies and requirements of the institution at the time of printing, the College reserves the right to correct errors that may have occurred in the printing of this document. The College also reserves the right to withdraw policy information at any time, change fees, tuition, rules, calendars, or any other requirement without prior notice and as deemed necessary.



# “GOOD OLE DAYS”





## MISSION STATEMENT

Texas College is a historically black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ensure that the student body experiences balanced, intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work.

## CORE VALUES

*To address the Mission, the College incorporates the core values of:*

Academic Excellence - developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.

Integrity - instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.

Perseverance - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College.

Social Responsibility - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

Tolerance - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

Community Service - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

## INSTITUTIONAL OUTCOMES

It is significantly important that the direction, scope and focus of the institution be shared and understood with stakeholders of the College i.e., students, community of friends, faculty and staff, alumni and Board of Trustees. For this purpose, Texas College has established four areas as the essential direction of institutional outcomes. They include:

- Having students gain a command of the use of communicative skills, both written and verbal;
- Teaching students to become critical thinkers in the use of content knowledge and beyond;
- Having students involved in service project and social responsibilities that assist in skill development; and



- Providing students with the knowledge and experiential learning that will assist them in becoming productive citizens, i.e., individuals who can assist with the development of others where they live and work.

## **ACCREDITATION**

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts and Baccalaureate Degrees. **Contact the Southern Association of Colleges and Schools Commission on Colleges at:** 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas College.

The Commission should only be contacted concerning accreditation related matters. All other inquiries should be directed to: Texas College, 2404 North Grand Avenue, Tyler, TX 75702; (903) 593-8311; [www.texascollege.edu](http://www.texascollege.edu).

## **APPROVALS**

Texas College is accredited by the Teacher Education Agency (TEA); 1701 N. Congress Avenue, Austin, Texas, 78701, (512) 463-9734.

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

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

Texas College is approved by the Texas Workforce Commission as a training site.

## **AUTHORIZATION**

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

## **INSTITUTIONAL MEMBERSHIPS**

Texas College is a member institution of the following organizations:

American Association of Collegiate Registrars and Admissions' Officers  
 Central State Football League  
 Council for Higher Education Association  
 Council of Independent Colleges and Universities of Texas  
 National Association of Deans, Registrars, and Admissions' Officers  
 National Association for Equal Opportunity in Higher Education  
 National Association of Independent Colleges and Universities

National Association of Intercollegiate Athletics  
Red River Athletic Conference  
Texas Association of Developing Colleges  
United Negro College Fund

## **NOTICE OF NON-DISCRIMINATION**

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2342 office, (903) 526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903) 363-1828 fax.

## **NON-DISCLOSURE OF EDUCATIONAL RECORDS**

Texas College protects the rights of all student records and subscribes to the Family Educational Rights and Privacy Act (FERPA) of 1974. In this regard, there is a non-disclosure of educational records for all students unless authorized by the student. The College reserves the right for staff to review records for administrative purposes and decision making. Academic records for all students are securely housed in the Office of the Registrar in fire proof files.

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need.

For additional information regarding FERPA regulations, you may go the web address: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; or you may call 1-800-USA-LEARN (1-800-872-5327) (voice); individuals who use TDD may call 1-800-437-0833; or you may write at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

## **AMERICAN WITH DISABILITIES ACT (ADA)**

Texas College provides equal opportunity to qualified disabled persons in accordance with the requirements of the American with Disabilities Act (ADA). This Act ensures that individuals with current disabling conditions are provided reasonable accommodations to enable them to enjoy the programs, activities, services and employment opportunities offered by the College. Texas College adheres to this provision once a student/employee self identifies.



## **ALMA MATER**

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

## **FIGHT SONG**

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

*(Refrain)*

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

## **TEXAS COLLEGE COLORS**

Purple and Gold

## **TEXAS COLLEGE MASCOT**

Steer

## **TEXAS COLLEGE MOTTO**

“Give the people light and they will find their way”

## ADMISSION

Open Admission Policy: Students entering the four-year baccalaureate degree program are expected to have a minimum cumulative grade point average of 2.00 or its equivalent. Students with less than a 2.00 cumulative grade point average at the time of admission will be directed to the association of arts program and must meet with the admission committee or be advised by that committee through correspondence.

Texas College is a liberal arts postsecondary institution that offers the Associate of Arts, Bachelor of Arts and Bachelor of Science degrees. Texas College enrolls students with potential, desire and motivation to further their educational development in keeping with the mission of the College. Students interested in attending Texas College may apply online at <http://www.texascollege.edu>, or by requesting an application from: Texas College, Office of Admission, 2404 North Grand Avenue, Tyler, TX 75702-2298. Applications for Admission may be mailed to prospective students by calling (903) 593-8311, ext. 2221 or (800) 306-6299.

Students seeking admission to Texas College may have the status of: *full admission, provisional admission, conditional admission* or *transient admission*. The admission status for each is defined as follows:

Full Admission: A fully admitted student is an individual who has completed all requirements for admission to the College. This includes a minimum grade point average of 2.0; a completed application for admission, official transcripts received from all institutions previously attended including high school, if less than 12 college credits. Additionally, a Texas College medical form must be completed along with proof of immunization and meningitis vaccination, if applicable.

Conditional Admission: Texas College has open admission with the expectation that students will enter with a minimum 2.00 cumulative grade average from high school or other institutions previously attended. However, students who apply with less than a 2.00 cumulative grade average and have other indicators that suggest an academic risk, may be accepted on a *conditional* basis. The College may accept students in this category, after a review by the Admission Committee. The student may have a prescriptive course of study and/or may be directed to enroll in the two-year Associate of Arts (AA) degree program in General Studies. After completion of the Associate of Arts program, students are encouraged to enroll into one of the Baccalaureate degree programs.

Provisional Admission: Provisional admission may be granted when all documentation for full admission has not been received from institutions previously attended, i.e. high school, college, university, etc. Students admitted in the provisional status must submit all official documents (high school/GED transcript, college/university transcripts) by the close of business on the 12th class day of the initial semester they are enrolled. Students whose records are not received within the allotted time period will not be granted regular admission.

Transient Admission: Applicants seeking to register for courses to be transferred to another college or university in which they are regularly enrolled will be admitted as transient students. The transient student may not be registered for more than two consecutive semesters. The



transient student must complete a formal application for admission and complete the regular registration process. Transient students are not eligible to receive financial aid from Texas College.

## ADMISSION REQUIREMENTS AND PROCEDURES

Admission Requirements for Entering Freshman: A student desiring to enter the freshman class must have graduated high school or have successfully completed the General Educational Development (GED) Test, with no prior attendance at a postsecondary institution following graduation. A student entering the freshman class must have completed a minimum of 22 credits, adopted from Texas Education Agency (TEA) minimum High School Program (HSP) of high school course of study. One high school unit is equivalent to 36 weeks of class work in high school. The distribution of units should be as follows:

English Language Arts	4.0 credits
Social Sciences	3.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Academic Elective	1.0 credit
Economics	0.5 credit
Physical Education	1.0 credit
Speech	0.5 credit
Fine Arts	1.0 credit
Elective Courses	5.0 credits
<b>Total</b>	<b>22.0 credits</b>

A minimum overall grade point average (GPA) of 2.00 is required for students entering the freshman class. Prospective students whose GPA is lower than 2.00 may be granted *conditional admission* after a review of their records by the Admission Committee. If approved for admission, the student may enroll in the two-year Associate of Arts (AA) degree program in General Studies. After completion of the Associate of Arts program, students are encouraged to enroll into one of the Baccalaureate degree programs.

Each entering freshman student is required to submit the following credentials to be considered for enrollment at Texas College. The items include: A completed application for admission; an official high school transcript; and official transcript(s) from all colleges and/or universities previously attended through dual enrollment.

In addition to the requirements outlined above, each entering freshman student may submit the

Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. All entering freshman students (with less than 12 credit hours) is required to take an institution approved assessment test prior to registration for the purpose of determining correct placement in select core required courses.

Students who require improvement in basic skills will be referred to the Student Learning Center (SLC). The SLC provides remedial and academic support that assists with retention and development towards academic enrichment. The SLC offers assessments in reading, writing and mathematics for determining where assistance may be needed.

*Admission Requirements for Homeschooled Students:* Texas College acknowledges the academic pursuits of students who are homeschooled. Homeschooled applicants are required to submit the following:

- A completed application for admission;
- A notarized copy of the official home-school transcript showing date of graduation with course requirements that meet the State of Texas graduation requirements as approved by the Texas Education Agency;
- An official GED certificate with score report (if applicable); and
- Home-schooled applicants may submit Scholastic Aptitude Test (SAT) or American College Test (ACT) scores.

*Admission Requirements for Transfer Students:* A transfer student is defined as a candidate for admission who enrolls at Texas College after having attended, or completed course work at a college or university. Transfer students must submit the following information to be considered for admission. The information includes:

- A completed application for admission;
- Official high school/GED transcript (if less than 12 hours completed at another postsecondary institution); and
- Official college/university transcript(s) from all institutions previously attended.

For admission consideration, transfer students must not be on academic suspension or expulsion at the time of the request for admission. Additionally, transcripts from schools abroad must be accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability. Transcripts and official records must be received by the Office of Admission, directly from the sending institution.

## **TRANSFER STUDENTS & CREDITS**

Admission may be granted to a student who took courses equivalent to those at Texas College while attending another college/university. The courses being transferred for credit toward a degree at Texas College must have been completed at an accredited college and/or university. The transfer student applicant also must complete the regular Application of Admission and meet the admission requirements at Texas College, except that the transfer student must only attest to



having graduated from high school or completed the GED by indicating that on the application. An exception, however, is that a student transferring with less than 12 hours must submit evidence of the high school transcript or GED.

Courses pursued on the two-year college level may not be credited toward upper level (junior and senior) degree requirements. Academic work completed six or more years prior to enrollment may not be used to satisfy major and/or minor degree requirements. In order to complete a degree program at Texas College, a minimum of 25 percent of the semester credit hours required for degree completion must be earned through instruction at Texas College.

A complete transfer application for admission includes:

1. Application for Admission;
2. Application fee (non-refundable) in the form of a money order. Personal checks are not accepted; and
3. Official college transcript from ALL colleges/universities attended.

Additional requirements for admission include:

1. Room reservation fee in the form of a money order, made payable to Texas College (if applicable);
2. Medical examination (completed by a physician);
3. Proof of health insurance;
4. Copy of immunization records;
5. Copy of social security card; and
6. Proof of meningitis shot (or waiver).

Undue delay of admission to the college may be prevented if the official transcript(s) and application for admission are submitted at least 30 days prior to the opening of the session in which the student wishes to enter. New and transfer students whose credentials have failed to reach the college by the 12<sup>th</sup> class day may be administratively withdrawn. Transcripts and other supporting data will not be returned to the applicant.

Advanced Placement Credits: Students from high schools with the Advanced Placement program may contact the Office of the Registrar for evaluation of transferable credits that may be awarded as a result of participation in the AP program. Credit will be awarded at Texas College for AP courses based on the official test scores. The following are acceptable test scores: three (3); four (4); or five (5).

Credit for Military Service: Veterans with at least one year of military service may qualify for prior learning experiences. Veterans should submit official copies of service records for evaluation prior to enrolling. The evaluation of military credits will be guided by the evaluation of academic credit prepared by the American Council on Education (ACE).

Readmission to the College: Readmission to the College is required when a student has been

inactive or experienced a break in service for one or more semesters from the College. When this occurs, the student must reapply for admission by completing an Application for Admission and submitting official transcripts from all colleges or universities in which the student was enrolled while not enrolled at Texas College, if applicable (grades and grade averages are not transferable). Students applying for readmission should note that:

- A completed application for admission is required;
- Official transcripts from all colleges or universities in which the student was enrolled while not enrolled at Texas College, if applicable, are required. Transcripts must be received directly from the sending institution;
- Provisions listed in the current College catalog at the time of reenrollment must be adhered to; and
- Any course substitutions transferred from another college/university may not be used to satisfy degree requirements in a major or minor.

*Admission of International Students:* Texas College adheres to federal law when admitting non-immigrant international students; this is applicable to full-time study only. An applicant for admission from a foreign country must submit credentials to the Office of Admission prior to the semester in which the applicant desires to attend. Credentials of international students are evaluated according to the general regulations governing admission to Texas College. International students must comply with all rules and regulations (federal laws) for non-immigrant students. The items listed below are requirements to be met or submitted by prospective international students before the Certificate of Eligibility (I-20) form is issued by Texas College. All prospective international students must have the following:

- An equivalent U.S. high school diploma or General Certificate of Education that has been evaluated by the World Education Services (WES) or International Academic Credential Evaluators Incorporated. Prospective students are responsible for the submission of transcripts for their official evaluation;
- Official transcript from both high school and all colleges/universities previously attended;
- *Test of English as a Foreign Language (TOEFL)* score. A score of 550 is required for the paper exam or a score of 213 for the computer and Internet-based versions;
- A medical examination report completed by a licensed physician. This must be submitted in accordance with the U.S. Department of Health requirements; and
- A notarized letter of financial support and advanced payment of all tuition and fees for the academic year of entry.

Students will receive the I-20 form required to obtain an F-1 Visa once full admission has been determined and payment has been made for the academic year to the Office of Business and Finance.

*Admission Requirements of International Transfer Students from U.S. Institutions:* International



students who have been in attendance at a U.S. postsecondary institution(s) must submit the following:

- A completed application for admission;
- Official college/university transcript(s) from all institutions previously attended. Transcripts must be received directly from the sending institution(s);
- Transcripts from schools abroad accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability, if less than 12 hours are being transferred; and
- A notarized letter of support/sponsorship and advance payment for the academic year tuition and fees.

International Students must not be on academic suspension or expulsion at the time of the request for transfer. The Texas College I-20 will be issued once eligibility to transfer has been confirmed and payment for tuition and fees has been made to the Office of Business and Finance.

*Disability Service:* Disability Services support student learning and development by creating an accessible and inclusive campus for students with disabilities. These services enable students with documented disabilities to have an equal opportunity to fully participate in and benefit from all aspects of the educational environment. The Office of Academic Affairs serves as a resource for students, faculty, and staff regarding disability issues. For example, students who self-identify and provide appropriate and current documentation of a disability from a qualified professional are provided with academic accommodations aligned to their disability. As a result of Disability Services, Texas College promotes student learning and development by providing a welcoming academic, physical, and social environment for students with disabilities.

## **BUSINESS AND FINANCE INFORMATION**

The Office of Business and Finance serves to achieve the College's mission through the efficient operation and use of physical and human resources, while providing financial sound management of the College's financial resources. The functional areas of the Office of Business and finance exists to provide courteous, customer-focused, cost-effective , professional and innovative services and leadership to students, faculty, and other constituents of Texas College in a manner that warrants the highest degree of public confidence in our integrity, efficiency and fairness.

## **TUITION AND FEES**

Texas College reserves the right to adjust College costs during the year, should conditions so warrant and with timely notification(s) to students. Students whose accounts are not current with the Office of Business and Finance and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade

reports, or other educational records until all accounts with the College are satisfied.

***Tuition and Required Fees:*** This consist of the annual cost of tuition, student fees, room and board (when applicable), and other charges for the year. Tuition and fees does not include costs for books, supplies, travel expenses, and other miscellaneous personal items. Students are expected to meet their financial obligations. The College reserves the right to withhold services and accommodations, deny transcript requests and/or place students on financial hold if payments are not made as scheduled. The Office of Business and Finance sends monthly statements to students.

Payments to Texas College for tuition and fees should be made by certified or cashier's checks, drafts, money orders, or credit/debit cards. Online credit/debit card payments can be made at [www.texascollege.edu](http://www.texascollege.edu). Texas College does not accept personal checks. Cash should not be mailed to the College. Texas College disclaims any liability for cash (currency) that is sent through the mail. Payments should be sent to Texas College, Office of Business and Finance, 2404 North Grand Avenue, Tyler, TX 75702

### SCHEDULE OF TUITION & FEES

Per Semester	Off Campus	*On-Campus
Tuition (12-18 credit hours)	\$4,104	\$4,104
Room (in residence hall)		\$1,800
Board		\$1,800
Student Fees	\$900	\$900
Total (12-18 hours)	\$5,004	\$8,604

### TEXAS COLLEGE ASSESSMENT FEE SCHEDULE

Library Fee	\$50.00
Health Service Fee	\$200.00
Student Activity Fee	\$150.00
Student Facilities Fee	\$200.00
Student Technology Service Fee	\$300.00
Total	\$900.00
<b>Additional Fees</b>	
Application Fee	\$20.00 per application
Drop/Add Fee	\$20.00 per schedule change
Late Enrollment Fee	\$25.00 per enrollment



Re-Admit Fee	\$25.00 per re-admit
Parking Fee	\$30.00 annually or \$20.00 per semester
Graduation Fee (non-refundable)	\$200.00 per year
Dual Degree Associate or Art	\$275.00 per year
Total cost for one year for full time student	Off Campus: \$10,008.00 On Campus: \$17,208
Parking Permit	\$30.00 per year; \$20 (spring semester only)

Library Fee: The cost of purchasing library materials, on-line information resources, and other services for students.

Health Services Fee: The cost of providing medical services at the college's health service clinic.

Parking Fee: Covers the cost of parking on campus.

Student Activity Fee: The cost of financing, constructing, operating, maintaining, and improving recreational sports facilities and programs.

Student Facilities Fee: The cost of financing renovating, operating, maintaining, and improving campus facilities.

Student Technology Fee: Student access to systems of instructional computing and information technology services. It also includes new student ID (swipe) cards.

Graduation Fee. Students are required to pay a non- refundable graduation fee payable 30 days prior to their scheduled Commencement date.

Financial Obligations. Students whose accounts are not current with the Business Office and students whose financial aid forms are incomplete, incorrect, or late may be denied any and all College Services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied.

Commuter Meal Cards: May be purchased directly from the Business Office.

\* Denotes - On Campus

## OTHER NON-REFUNDABLE FEES

Room Reservation Fee: Applicants for campus housing must pay a non-refundable room reservation fee.

Re-admittance Fee: Students who have a break in service for one semester or longer may be

assessed a re-admittance fee.

Parking Fee: Students who operate a vehicle on campus are required to obtain a parking decal. Late Registration Fee. Students who complete the registration process after the dates indicated for registration on the Academic Calendar are assessed a late fee. The late registration fee is required at the time of registration.

Overload Fee: A fee is assessed for each credit hour in excess of the normal load of 18 credit hours per semester. Students must get prior approval from the Office of Academic Affairs to register for additional classes over the permitted 18 hours.

Course Audit Fee: Those students enrolled as “auditors” of a class are charged an audit fee per course. Audit fees are non-refundable.

CLEP Credit Fee: A course substitution fee for individuals who pass general education requisites by way of the College Level Education Program (CLEP) tests.

Advanced Placement Program Fee: The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges and universities administered by the College Board Advanced Placement Program. High schools that participate in the program offer special AP courses, followed by the AP examinations in early May. Texas College awards a minimum of three (3) credits to students who earn a score of three (3) or higher on the AP examination. The course(s) credited and the number of credits offered will depend on the academic major not to exceed six hours, AP subject area, and departmental recommendation. The College charges the regular per credit hour fee.

Transcript Fee: Each student is entitled to request an official transcript at the required fee.

Graduation Fee: Students are required to pay a non-refundable and non-transferrable graduation fee prior to their scheduled commencement date.

Refund Policy: A 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 received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The date of withdrawal for refund is established by the date on the official withdrawal form, unless otherwise informed by the College’s administration. Listed below are the *pro rata* refund calculations that will apply to all students. Tuition, fees, institutionally contracted room and board, and other school charges are refunded as follows:

Up to and including the 12th Class day. . . . .	90%
Within week 4. . . . .	70%
Within week 5. . . . .	60%



Within week 6. . . . .	.50%
Within week 7. . . . .	.40%

After week seven (7), zero percent (0%) of living expenses are prorated according to weeks of enrollment completed in a 16-week semester. Half the academic year’s allowance for books and supplies is considered to be used at the start of each term.

The effective date of withdrawal will be the date when the withdrawal is officially completed and recorded in the Office of the Registrar. In order to receive a partial refund, the official withdrawal must be completed and recorded in the Office of the Registrar on or before the 12th class day for the fall or spring terms. For the summer term the withdrawal must be completed by the second day of the summer term.

If the college determines that a student did not begin the withdrawal process or otherwise notify the college of the intent to withdraw, the college may determine the appropriate withdrawal date.

The college may use the student’s last date of attendance at an academically-related activity as the student’s withdrawal date. The school must document that the activity is academically-related and document the student’s attendance at the activity. Examples of academically-related activities include, but are not limited to, an examination, a tutorial, computer-assisted instruction, academic counseling, or turning in a class assignment.

## FINANCIAL AID

Texas College provides equal educational opportunities for all students, and the policy of equal opportunity is fully implemented in all programs. All financial aid is administered by the Office of Financial Aid.

Students can apply for financial aid from a variety of sources to meet their educational expenses. This aid is based on need/or merit. Students must meet the Satisfactory Academic progress requirements in order to receive federal financial aid. All financial aid applicants must be accepted for admissions by Texas College before aid will be processed. All academic transcripts from previously attended colleges must be evaluated by the Registrar’s Office before aid will be processed. Financial Aid will not be processed for students who are not fully admitted to the college. Students who are transient are not eligible for aid. The goal of the Office of Financial Aid is to provide financial assistance to students to assist them in meeting their educational costs.

Eligibility Requirements: The student financial aid eligibility is determined by the *Department of Education* regulations. In order to be eligible to receive federal financial aid, students must meet the following requirements:

- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security Number;
- Be officially admitted to Texas College;
- Be registered with Selective Service, if required;
- Be enrolled at least half-time in a degree program;

- Must sign a statement, which is located on the Free Application for Federal Student Aid (FAFSA), that states federal student aid will be used only for educational purposes;
- Not be in default of any federal funds or owe a refund/overpayment on a federal grant;
- Must maintain satisfactory academic progress (SAP) in an eligible course of study in accordance with the College's guidelines; and
- Not have been convicted of possessing or selling illegal drugs.

The following deadlines are offered to assist in planning. They are:

**Priority Deadlines for federal financial aid (grants and loans)**

Fall:	June 1
Spring:	October 1

**Priority Deadlines for Scholarships**

Fall:	June 1
Spring:	October 1

*Application Process:* All students interested in federal financial aid must file the *Free Application for Federal Student Aid (FAFSA)*. The form can be obtained through high school counselors, libraries, or any college, university, or career school. Students can file either the paper FAFSA (Texas College code: 003638) or file on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Texas College recommends that students file on-line. Filing on-line and transmitting the FAFSA electronically expedites the financial aid process by weeks. Returning students can file a FAFSA Renewal Application if they filed a FAFSA last year. Students need to check with the Financial Aid Office for the priority deadline date(s).

*Types of Financial Aid:* Texas College continuously reviews its financial aid program in an effort to assist needy and worthy students with the rising costs of a college education. The College offers its students the following types of financial assistance based on the institution's eligibility to participate in the various programs.

**GRANTS**

**Type: Federal Pell Grant**

Eligibility: Undergraduate students demonstrating need by the Federal Pell Grant formula

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office

Amount: Maximum award amount per year \$ 5,730.00

Deadline: Prior to the start of each semester



**Type: Federal Supplemental Educational Opportunity Grant (SEOG)**

Eligibility: Undergraduate students whose need analysis exhibits excessive need

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office

Amount: Varies, generally \$ 3,000.00 per year

**Type: Federal Work Study**

Eligibility: Undergraduate students who have demonstrated financial need

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to Financial Aid Office
3. Complete and submit Federal Work study contract to the Financial Aid Office
4. Attend Work Study orientation

Amount: Minimum wage, up to 20 hours per week, paid monthly

**Type: TEACH Grant**

Eligibility: Teacher Education majors, Cumulative GPA of at least 3.25, be enrolled in a Teach Grant eligible program

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office
3. Complete TEACH Grant counseling
4. Complete and sign the TEACH Grant Agreement to Serve

Amount: \$ 4,000.00 per year

**Type: Texas Equalization Grant (TEG)**

Eligibility: Texas Resident, show financial need, not receiving an athletic scholarship, register for selective service or exempt from registration

How to apply:

Complete the Free Application for Federal Student Aid

TEG Renewals:

1. Complete the Free Application for Federal Student Aid

2. Have an overall 2.5 GPA
3. Seventy-five percent (75%) completion of attempted hours for the year and completion of 24 hours or the year

**Type: Texas Work Study (TWS)**

Eligibility: Texas residents, show financial need, register for the Selective Service or a signed statement for exemption, enroll at least half-time, not a recipient of an athletic scholarship

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to Financial Aid Office
3. Complete and submit Federal Work study contract to the Financial Aid Office
4. Attend Work Study orientation

Amount: Minimum wage, up to 20 hours per week, paid monthly

Loans:

**Type: Federal Direct Loans (Subsidized and Unsubsidized)**

Eligibility: Need eligibility must be established by the College's Financial Aid Office

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit all required documents to the Financial Aid Office
3. Complete the Entrance Counseling, Financial Aid Awareness, and Master Promissory Note

Amount:

**Dependent Students**

Direct Loans Annual Loan Limit

1<sup>st</sup> year \$ 5,500 (no more than \$ 3,500 may be subsidized)

2<sup>nd</sup> year \$ 6,500 (no more than \$ 4,500 may be subsidized)

**Independent Students**

Direct Loan Annual Loan Limit

1<sup>st</sup> year \$ 9,500 (no more than \$3,500 may be subsidized)

2<sup>nd</sup> year \$ 10,500 (no more than \$ 4, 500 may be subsidized)

**Type: Federal Plus**

Eligibility: Parent of dependent student

How to Apply:



1. Student completes Free Application for Federal Student Aid
2. Parent completes plus pre-approval process, via phone or internet
3. Contact the Financial Aid Office for more information

Amount: Parents of undergraduates may borrow up to the entire cost of attendance minus any other financial aid received.

**Type: College Access Loan (CAL)**

Eligibility: Texas Resident, meeting SAP requirements, good credit standing

How to Apply:

You may apply online at [www.hhloans.com](http://www.hhloans.com)

Amount: Students may borrow no less than \$100.00 and up to the cost of attendance minus any other aid.

**Type: Smart Option Loan (Sallie Mae)**

Eligibility: Credit Based

How to Apply:

You may apply at [www.salliemae.com](http://www.salliemae.com)

**Type: Institutional Scholarship and Grant Aid**

Texas College seeks, acknowledges, and awards those students who demonstrate academic, musical, athletic, or leadership promise. Students applying for and/or receiving institutional awards must complete the application process for financial aid (file a Free Application for Federal Student Aid [FASFA]) and submit all required documentation to the Office of Financial Aid.

The provisions of the institutional grant-in-aid are limited to the direct costs of attending the College; that is, tuition and room and board. If other financial assistance (when combined with the institutional grant-in-aid award) exceeds the direct costs, the institutional grant will be reduced accordingly. Students may receive up to two institutional grant-in-aid awards unless authorized by the Scholarship Committee. Grant-in-aid awards are not redeemable as cash, but are offered for the exclusive purpose of meeting students direct educational costs

**Criteria for institutional scholarships and grants-in-aid**

To be eligible for institutional grant-in-aid, the student must:

- Must complete a Free Application for Federal Student Aid (FASFA);

- Be a fully admitted, full-time student enrolled in at least 12 semester hours each fall and spring semester;
- Maintain enrollment in at least twelve (12) semester hours during the entire semester to keep the scholarship for the current semester;
- Maintain Satisfactory Academic Progress; and
- Cannot have had any disciplinary action taken or pending for conduct or judicial issues.

### **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a degree. Students who fall behind in their coursework or fail to achieve minimum standards for a grade point average and completion of classes may lose their eligibility for all types of federal and state aid (includes grants, work-study, Direct and Plus loans).

### **Satisfactory Academic Progress Components**

*Annual Evaluation:* Satisfactory Academic Progress evaluations will be completed at the end of each academic year and cannot take place until final grades are posted. This review will determine eligibility for the upcoming summer, fall and/or spring semester. Every student who applies for financial aid must be meeting Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial aid assistance offered for the year ahead is subject to cancellation if the minimum standards of satisfactory academic progress were not met the prior year.

Incoming freshman and new transfer students will be considered for financial aid for one academic year prior to the evaluation of Satisfactory Academic Progress. At the end of the first academic year of attendance at Texas College, all students will be evaluated based on the standards of their academic level. Students who transfer to Texas College will not be evaluated until they have completed two semesters.

#### **How SAP is Reviewed**

*(There are three measures Qualitative, Quantitative, and Maximum Time Frame)*

In calculating/reviewing SAP, credit hours and grades attempted towards your chosen major/program will be considered. Grades included, but are not limited to: courses passed, courses failed, courses in which the student withdraws, repeated courses, transfer/accepted courses, remedial coursework and courses for which the student did not receive financial aid.



## Qualitative Measure (GPA)

<b>Qualitative Measure Cumulative Grade Point Average Table</b>				
Cumulative Hours Attempted	1-15 Hours	16-30 Hours	31-45 Hours	46 Hours and Above
Minimum Cumulative Grade Point Average	1.5	1.7	1.9	2.0

## Quantitative Measure/Pace of Progression

In calculating the quantitative measure, we measure the Pace of Progression in which the student is progressing. The calculation is completed by dividing the total major/program credit hours earned by the cumulative major/program hours attempted. (Example: total attempted credit hours for major/program= 43 and total credit earned hours = 24. As a result the calculation would be  $24/43 = 55\%$ . The student only has 55% completion rate which does not meet SAP). SAP will be met if the student is achieving the appropriate cumulative GPA (see cumulative grade point average table) and the Pace of Progression is equal to 67% or higher and the student has not reached 150% maximum time frame allowed from their degree program. (See maximum hour table below).

As an example, the following table shows the minimum number of credits a student must complete with an A, B, C, or D on a cumulative basis to be eligible for federal/state financial aid.

<b>Maximum Hours Table</b>			
Attempted Hours	Completed Hours	Attempted Hours	Completed Hours
1	1	11	8
2	2	12	8
3	2	13	9
4	3	14	10
5	4	16	11
6	4	17	12
7	5	18	12
8	6	19	13
9	6	20	14

**Maximum Hours Allowed:** The total attempted credit hours must not exceed 150% of the U.S. Department of Education approved length of the student's major/program. Students may receive federal student aid if they have attempted below 150% of the maximum federal student aid credit hours approved in their major/program. In order to determine the total numbers of credit hours approved for the program, multiply the total numbers of program credit by 1.50. (Example: If the degree program requires/approved 120 credit hours for the length of the program, multiply 120 credit hours x 1.50 = 180. The maximum allowable attempted credit for the program in this example = 180 hours.) Credit hours attempted includes ALL credit hours pursued, earned, dropped, and failed. All pursued, earned, dropped and failed credit hours are counted as attempted credit hours even if the student did not receive financial aid.

**Financial Aid Probation:** (per regulations must be reviewed at the end of each semester): A student will be placed on financial aid probation if their Satisfactory Academic Progress appeal is approved. During the probationary period a student remains eligible to receive financial aid funding. During the probationary term, a student must maintain the required cumulative GPA and completion rate. Failure to attain the required GPA and/or the rate of completion will result in the suspension of financial aid eligibility. If you do not attain the required GPA and/or completion rate but successfully follow the academic plan, you may submit a subsequent appeal showing you have met the terms of your academic plan.

**Submitting an Appeal to the Financial Aid Office:** Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to submit an appeal. The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline. Submitting an appeal does not guarantee the student will regain financial aid eligibility.

**Applying for Reinstatement:** If a student fails to meet the SAP requirements and does not have mitigating circumstances to appeal. The student may apply for reinstatement after completing the following requirements:

- Enrolling in at least 6 credit hours of courses required for their degree program.
- Pay his/her tuition and fees without the use of state/federal financial aid.
- Complete all attempted courses with at least a "C" or better.  
(Grades of W, I, D, or F, do not qualify for re-instatement)

Once the student has met all three requirements, the student may submit an appeal form based on the semester's final grade report. All requests for reinstatement will be reviewed and a decision will be made by the Financial Aid Appeals Committee.

**Appeal without an Academic Plan:** The Financial Aid Appeals Committee will determine if a student is able to meet the Satisfactory Academic Progress requirements by the end of each semester. If it is determined the student is able to meet Texas College's SAP requirements, the student may submit a Financial Aid Appeal. If the Financial Aid Appeal is approved, the student will be placed on probation. A probationary status means the student is eligible for financial aid



for one academic year. In order to meet the Satisfactory Academic Progress requirements, the student must earn the appropriate cumulative GPA (see Cumulative Grade Point Average Table), and maintain a 67% completion rate for all attempted courses not to exceed 150% (Pace of Progression) of the degree program.

*Appeal with an Academic Plan: (must adhere to plans requirements and is reviewed at the end of each semester):* Students' who submit a Financial Aid Appeal and are deemed by the student's academic department that SAP requirements will not be met by the end of the semester; the student must submit a Financial Aid Appeal with their Academic Plan. The student must adhere to the Academic Plan to ensure they will meet Texas College's SAP requirements by the end of each semester without exceeding 150% of the degree program. The student must submit a signed copy of the Academic Plan along with the Financial Aid Appeal. If the appeal is approved, the student will be placed on Probation with an Academic Plan. A probationary status means the student is eligible for financial aid as long as the student adheres to the Academic Plan. Students, who are following an Academic Plan, will need to meet with their faculty advisor each semester prior to registering for classes.

**Please note:** *If the Financial Aid Appeal is approved, the Academic Plan requires 75% successful completion. The student cannot have any drops, withdrawals, and the student must maintain the required GPA (see Cumulative Grade Point Average Table).*

*How to Submit a Financial Aid Appeal:* Appeals will be reviewed by the Financial Aid Appeals Committee. The Committee will issue a decision in writing to the student. If the appeal is approved, the student will be placed on Financial Aid Probation for one term and will be expected to successfully complete the appropriate number of credits for their level of enrollment and earn the appropriate GPA. At the end of the term, the student's number of hours completed and cumulative GPA will be sent the Financial Aid Office by the Registrar's Office as proof of SAP. If the student does not meet SAP standards by the end of the one semester, aid will be denied for future terms until SAP standards are met.

If an appeal is denied, the student will be responsible for their own educational costs. After completing a term, the student may submit another appeal and provide a transcript as supporting documentation. Then if SAP standards are met, aid will be reinstated for future semesters. The completion of additional self-paid semesters or filing an appeal does not guarantee regaining aid eligibility. A student MUST show academic progress.

Students failing to meet the minimum SAP requirements with extenuating circumstances may submit a Financial Aid Appeal with supporting documentation to the Financial Aid Appeals Committee.

**Examples of extenuating circumstances are but not limited to:**

- Prolonged illness, medical conditions, or injury to student or immediate family member
- Death of an immediate family member
- Extenuating circumstances beyond the student's control

**Examples of Supporting Documentation are but not limited to:**



- Physician's letters and hospitals records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court documents or police reports
- Letters from a third party such as attorneys, professional counselors etc., on his/her letterhead

**The student must provide the following in order to submit a Financial Aid Appeal:**

- Complete the Financial Aid Appeal form.
- Submit a letter that includes the following:
  1. Why the student failed to meet the SAP requirements (For example: personal illness)
  2. What has changed in the student's situation that will allow the student to demonstrate progress by the next SAP evaluation (For example; recovered from illness)
  3. What are the mitigating circumstances in which you are appealing based upon, along with supporting documentation

If the Financial Aid Appeal is approved, and SAP requirements are attainable by the end of the semester. The student will be placed on "Probation" and will be eligible for financial aid the corresponding semester. SAP will be reviewed at the end of the semester of eligibility. If the student is not meeting SAP requirements, the student is no longer eligible for state/federal aid. The student must attend Texas College for one semester at his/her own expense and meet all SAP requirements.

Transitional/Remedial Courses: A maximum of 30 credit hours of remedial credit hours will be used to determine the enrollment status for financial aid. After a student has attempted 30 credit hours of remedial credit hours, the student cannot receive financial aid for remedial credit hours. The remedial credit hours will not count in the enrollment status or cost of attendance for financial aid purposes.

Withdrawals: For a student who stops attending class officially or unofficially, the last date of a student's attendance in each class will be used to calculate how much of his/her financial aid was earned for the semester. Student who withdraw from all classes will receive a grade of "W."

Withdrawing from all coursework at Texas College: Students who withdraw from all classes will receive a grade of "W."

Unofficial Withdrawal: Students who receive financial aid and stop attending classes, never start attending classes, or fail to withdraw from classes due to never attending classes will receive a grade of *FX* for all classes for the semester. If the last date of attendance cannot be determined, the College will use the 60 percent point of the semester as a determination of the last date of attendance; this will count towards the student's 150 percent maximum timeframe (pace of progression) of the degree program period.



Completion Rate. Each student is required to successfully complete 67% of all credit hours attempted, including transfer hours accepted towards the student's major. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, I and W.

Repeated Courses. All repeated courses will be counted as attempted hours in calculating the maximum allowed timeframe. Financial aid may be lost if the student fails a repeated course. A student may repeat a course to improve a prior grade as long as satisfactory progress is being maintained. Eligibility only applies to repeating a course one time.

Remedial/Developmental Courses. A student who is required to enroll in remedial/developmental course work may attempt up to 30 credit hours in remedial/developmental course work (per federal guidelines). Remedial course work will not be counted in the maximum timeframe for the student's program of study.

Part-time Students. Cumulative GPA requirements are the same as for full-time students. The number of semesters required to complete the program will depend on hours registered. Students must successfully complete the majority of credit hours attempted each semester. However, no student will receive financial aid once 150% of the required credit hours to complete the program have been attempted.

Financial Aid Suspension. A student who fails to meet the standards at the end of the academic year will be ineligible for financial aid beginning the next semester of attendance.

A student is automatically ineligible for financial aid when they receive grades of "F" in all courses attempted. In evaluating satisfactory progress, a grade of "I" will be considered a "F." Students who pre-register before grades are evaluated and who use financial aid to defer tuition and fees; may owe a financial aid repayment if they do not maintain satisfactory academic progress and become ineligible for financial aid once grades are posted and reviewed.

Financial Aid Suspension does not prevent a student from enrollment but it does prevent receiving aid. However, the student should be aware that the college's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior which leads to academic success.

## **General Information**

The Office of Enrollment Management: The Admission Office is located in the Glass Building on the first floor. The primary objective is to enroll students who have the potential to succeed academically at the collegiate level. The Office of Admission is involved in recruiting and admitting students to Texas College.

Assistance for Students with Disabilities: Texas College seeks to assist students with documented disabilities in accomplishing their educational goals. Although the College is not staffed or equipped to assist students with extreme challenges, the College works with students to creatively find solutions so that class attendance and test completion can be accomplished.



Students who need special assistance should provide documentation of the disability to the Office of Academic Affairs.

*Athletics:* Texas College is a member of the National Association of Intercollegiate Athletics (NAIA), Red River Conference and Central States Football League. Students are actively engaged in ten (10) sports; three of which are for men and women: Basketball (Men and Women), Soccer (Men and Women), Track (Men and Women), Volleyball (Women), Baseball, Softball, and Football.

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

*Bookstore:* The Texas College Bookstore offers school supplies, calendars, toiletries, Texas College clothing, souvenirs, and many other items. The Bookstore also provides information to assist with ordering classroom e-books. Please check the Steers Bookstore for hours of operation.

*Bulletin Boards and Rise Displays:* The bulletin boards and rise displays serve as information sources for the campus at large. Boards and rise displays are located in various buildings on campus for the purpose of providing updated information about campus events as well as informing the campus family of activities that may occur. Students should check the bulletin boards and rise displays often for announcements. Items must not be posted on Bulletin Boards without approval from Student Affairs. All posters, signs, or notices must be removed within 24 hours after an activity by the individual or organization that posted the notice. ***No items should be posted on windows, doors, or walls of any building.***

*The Office of Business and Finance:* The Office of Business and Finance is the unit responsible for the business affairs of the institution; the office is located on the 1<sup>st</sup> floor in the Martin Hall Building. Although there are various components of the unit with specific responsibilities, each unit assist students, faculty, staff and the general public. Such assistance includes: preparing student's bills, collecting tuition payments, issuing work study checks and vendor payment, to name a few. Students are encouraged and expected to take an active role in managing their school finances. When this is done, the Office of Business and Finance can render prompt and efficient service. For more information please call 903-593-8311, ext. 2284 between the hours of 8:30 a.m. to 5:30 p.m. Monday through Friday. The Cashier's Office accepts cash all major credit cards, cashier's checks and money orders.

*Campus Security:* The Office of Student Affairs is responsible for the security of the campus. This office works with a privately owned security force to protect serve the campus environment 24 hours a day, seven days a week. Security protects the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College.

All criminal actions or concerns of emergency can and should be reported to the Office of Student Affairs/Campus Security. This office will assist in addressing concerns of safety matters, when



applicable.

The security does work very closely with the Smith County Constable's, Smith County Sheriff's Department, Tyler Police Department and the Smith County Fire Department. Violations of campus regulations are handled by campus security and those in violation are referred to the proper College administrative officials for disciplinary action.

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

### **VIOLATION OF CRIMINAL LAW**

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

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

### **TEXAS COLLEGE/DRUG/ALCOHOL POLICY**

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



use of a controlled substance is prohibited. Drug abuse includes the misuse of prescription drugs.

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

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

Smoking: Texas College is a non-smoking campus. Smoking is prohibited in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. The smell of smoke is probable cause to enter a room and could result in disciplinary action.

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

Any weapons found may be confiscated and appropriate action taken against the residents involved.

Dress Code Policy for Students. Texas College is a faith-based higher educational institution that subscribes to practices and principles that does not interfere with the teaching/learning process. In this regard, the college subscribes to a dress code that is appropriate and respectful for the higher education environment. The purpose and objective of this policy is to provide the students with a foundational expectation of what is accepted as proper dress for becoming productive professionals.

In keeping with the aforementioned, the college prohibits the following (which is not exhaustive):

- sagging pants (male or female) that reveal undergarments;
- midriffs or halters (male or female);
- micro-mini shorts;
- micro-mini skirts or dresses;
- leggings without appropriate covering;
- house shoes/shower shoes in public areas
- sleepwear/pajamas/lingerie in public environments;
- clothing with derogative, offensive and/or lewd messages in words or pictures;



- caps, doo-rags, bandanas, wave caps in public settings; and
- shorts, jeans, undershirts, muscle shirts, etc. at formal programs (e.g., college assembly, banquets, convocations).

The monitoring of the aforementioned will take place by faculty, staff and administrators. Students who are not in compliance may be reported to the Office of Student Affairs for appropriate sanction.

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

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

Prior to each academic year, **ALL students are REQUIRED** to pay both the \$150 registration fee and the \$150 Housing fee (if they choose to reside in campus housing). This is not paid through financial aid awards.

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

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a —false alarm) is not only in violation of College policy but

is subject to civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems. In the event of a malfunction of the system, maintenance should be notified immediately.

*Fire Safety Instructions:*

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

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

Food Service: The cafeteria is operated primarily for on campus residents. Faculty, staff, off-campus students and their guests are welcomed and encouraged to purchase a meal plan. Access to the cafeteria is either by meal card, ID, or cash.

**Cafeteria Hours of Operation\***

<b>Breakfast</b>		
	Monday - Friday	7:00 a.m. – 9:00 a.m.
<b>Lunch</b>		
	Monday, Tuesday, Thursday and Friday	11:00 a.m. – 1:30 p.m.
	Wednesday (served after College Assembly)	12:00 noon – 1:30 p.m.
<b>Brunch</b>		
	Saturday – Sunday (only)	10:00 a.m. – 12:00 p.m.
<b>Dinner</b>		
	Monday – Friday	5:00 p.m. – 7:00 p.m.
	Saturday-Sunday	4:00 p.m. – 5:30 p.m.

**Snack Bar Hours of Operation**

Monday – Friday	11:00 a.m. – 4:00 p.m.
Saturday – Sunday	Closed

*\*Hours may vary on occasion*

Identification Cards: For the safety and protection of the college environment, students, faculty,



staff and administrators are encouraged to wear a valid Texas College identification card **at all times**. For students, the identification includes name, identification number, semester, and residential status. The card is validated each semester that the student is enrolled at Texas College. If the ID card is lost or stolen, there is a replacement fee of \$15. Loaning the ID card to anyone or failure to present it when requested by College officials is a violation of College regulations and subjects the holder and unauthorized user to disciplinary action. Each student is personally liable for all obligations incurred by use of the identification card.

*Library:* The Dominion R. Glass Library is the center of the academic enterprise. The library serves as a resource base for research, information and professional development. Students are encouraged to use the library facility as a supplement to coursework and academic endeavors of the classroom. The library has spacious reading areas; a periodicals area, an African-American studies collection; a Texas College Historical Collection; a Teacher Resource Room; and a Student Learning Center.

The Library provides services and learning/information resources that are appropriate to support teaching, research and service. These services include a variety of electronic media and two computer laboratories that are equipped with state-of-the-art equipment available to enhance students' research abilities. Students and faculty have access to thousands of resources through search tools, including JSTOR and the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries.

Library services include instruction in the form of orientation, information literacy and bibliographic instruction, giving students a broad range of materials and services; thus increasing their potential for becoming lifelong independent learners. In an information era, the library has embraced technology and is dedicated to the mission of Texas College; therefore, it is the belief of the library staff that the learning resources and services made available to the Texas College community are relevant and necessary to the production of a strong, viable instructional program.

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

*Mail Services:* As a courtesy to the campus environment, students who reside on campus have the



option of applying for a mailbox and receive mail services. Students must secure the post office box from the mailroom coordinator located inside the Post Office. The Texas College Post Office is located in the rear of the Martin Hall Building, adjacent to the Steer Walk. Registered and certified mail as well as parcel packages are also received in and mailed from the College Mail Room. Postage may be purchased from the Office of Business and Finance.

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

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

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

Publications: Texas College publications are provided as a means of keeping the college family informed. *The Insider Magazine* and *the Beacon Newsletter* are two publications of the College. Students are provided these publications electronically through their Texas College email.

Religious Programs: Students are encouraged to participate in religious life by choosing a church or place of worship of their choice. In addition, opportunities for religious expression are provided on campus through college assembly, lyceum programs, Bible study, worship services, and campus ministry activities. For further information contact the Campus Minister.

## STUDENT SUPPORT SERVICES

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

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



student assessment, teaching success strategies, and exposing them to College policies, procedures, and services.

- **Academic Advising** of first-year students comprises another crucial component of the SLC. Each first-year student is assigned a specially trained first-year advisor. Research shows that good advising may be the single most underestimated exercise in higher education. The SLC is located on the first floor of the D. R. Glass Library. Contact the Center at ext. 2363.

## SEXUAL HARASSMENT POLICY

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

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

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

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

- gender harassment, including sexist statement and behavior that convey insulting, degrading, or sexist attitudes;
- sexual bribery or coercion involving solicitation of sexual activity or other sex-linked behavior by promise of reward or threat of punishment, such as threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, letters of recommendation or other conditions of employment or academic life may be affected adversely by not submitting to sexual advances or that submission to sexual advances may favorably affect the same;
- unwelcomed sexual propositions, invitations, solicitations, and flirtations;

- unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities or remarks about previous sexual experiences, the unwelcomed use of sexually degrading language, jokes or innuendoes, unwelcomed suggestive or insulting sounds or whistles; obscene phone calls;
- sexually suggestive objects, pictures, videotapes, audio recordings or literature, places in the work or study area that may embarrass or offend individuals (Such material if used in an educational setting should be related to educational purposes);
- consensual sexual relationships where such relationships lead to favoritism toward a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.
- direct propositions of a sexual nature;
- subtle pressure for sexual activity, one element of which may be conduct such as repeated and unwanted staring;
- a pattern of conduct (not legitimately related to the subject matter of the course, if a course is involved or to employment, if employment is involved) that tends to bring discomfort and/or humiliation, which may include comments of a sexual nature, or sexually explicit jokes, statements, questions, or anecdotes; and
- a pattern of conduct that would tend to bring discomfort and/or humiliation to a reasonable person at whom the conduct was directed, which may include unnecessary touching, patting, hugging, or brushing against a person's body.

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

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



No Retaliation: Retaliation against a person who complains of sexual harassment is prohibited and constitutes a violation of institutional policy and federal law. Therefore, faculty, administrators, staff, applicants for employment, students, etc. may not be subjected to restraint, interference, coercion or reprisal for action taken in a sexual harassment matter; this includes filing a sexual harassment complaint, or serving as a witness, committee member, or investigator in a sexual harassment complaint.

False Accusation: An employee of the College who makes a false and malicious complaint of sexual harassment will be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension, or termination. Cases involving students who bring such false accusations will be remanded to the student judicial system for adjudication.

Student Disability: Texas College defines student disability as a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Age Discrimination: Texas College defines age discrimination as denying or limiting individuals in their opportunity to participate in any program or activity because of their age. All members of the College community are responsible for ensuring that their conduct and actions do not cause discrimination against any other member of the College community because of race, color, national origin, disability, age, or sex. The same responsibility extends to employees of third parties doing business with the college or on college property and to campus visitors.

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

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

The Vice President for Academic Affairs (Compliance Officer) has the responsibility for handling matters of student discrimination. Complaints concerning discrimination based on sex, disability and age will be handled in accordance with the college's grievance procedures.

Sexual Harassment Grievance Procedures: Any student who believes that he/she has been subjected to discrimination because of sex, race, national origin, religion, sexual orientation, disability or age should use the procedures outlined.

To the extent possible, the student should file a written complaint within one week of the alleged incident. The written complaint must point out when the alleged incident occurred, the name of the alleged discriminator, name(s) of witnesses to the alleged discriminatory practice, if any, and exactly what the alleged discriminator said or did. Forms for a

complaint can be obtained from the Vice President for Academic Affairs, Vice President for Student Affairs, or the Director of Human Resources. Note the following:

1. Students will make discrimination complaints to the Vice President for Academic Affairs (Compliance Officer), who will work with the appropriate college administration for resolve.
2. If a senior level administrator is the discriminator, the complaint will be made to the Human Resource Director who will work with the President.
3. Confidentiality will be maintained, but the accused has the right to face the accuser in a hearing.
4. If the student is still dissatisfied, he or she may appeal directly to the President in writing. The President will conduct an appropriate review and make a final determination.

### **Academic Affairs**

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

Academic Programs: The academic programs of Texas College are a result of the program review process. The program review has established institutional outcomes for student learning that include:

1. Having students gain a command of the use of communicative skills; both written and verbal;
2. Teaching students to become critical thinkers in the use of content knowledge and beyond;
3. Having students involved in service projects and social responsibilities that assist in skill development; and
4. Providing students with the knowledge and experiential learning that will lead them in becoming productive citizens, i.e. individuals who can assist with the development of others where they live and work.

The educational programs at Texas College are arranged to provide students with a liberal arts foundation inclusive of general education core offerings, institutional requirements and content requirements based on the major area of interest. Upon completion of the baccalaureate offerings, it is expected that students will be prepared with knowledge related to delivering the institutional outcomes as well as a preparation that will provide entry into graduate/professional



schools or the workforce.

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

*General Rights:* A student, while officially enrolled at Texas College, will have the right to the following:

- Protection against the institution's improper disclosure of a student's records, work, views, beliefs and political associations.
- Timely and understandable information and respectful treatment regarding policies, refunds, lab and course fees, library fines, lab breakages, liability, etc.
- Freedom from harassment and discrimination.
- Due process of law recognized as being essential to the proper enforcement of institution rules.
- Student representation through student government on institutional committees, councils, commissions and other formally constituted bodies that make general policy and procedure decisions directly affecting students or that govern student activities and conduct.
- Access to all student government sponsored activities.
- Accurate information in advertising, recruitment, and orientation efforts.

*Academic Rights:* A student will have the following academic rights when officially enrolled as a student at the institution:

- Performance evaluation based on a written syllabus.
- Appropriate and open discussion, inquiry and expression, both in the classroom and in student/instructor conferences.
- Freedom to take exception to the views presented in a classroom setting and to reserve judgment in matters of opinion.
- Professional and ethical conduct from all institutional personnel.
- Competent and professional instruction.
- Competent academic advisement.
- Protection against improper disclosure of a student's records, academic work, views, beliefs and political associations.
- Information prior to registering regarding the costs of tuition, activity fees, lab fees, etc.
- Accurate information regarding course offerings, programs, majors, transfer policy, and institutional requirements and expectations.
- Accurate information regarding changes in course programs or institutional requirements and reasonable accommodation of those already enrolled in a program or classes.
- The right to receive academic credit and/or academic degrees when all specified requirements and coursework have been satisfied.
- The right to dispute academic evaluation under the Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the

course syllabus were not followed by the instructor or was imposed in an arbitrary or capricious manner.

Academic Advisement: Upon initial enrollment, every student is encouraged to declare a major at which time an academic advisor is assigned prior to the beginning of classes. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. The academic advisor will guide students through their chosen degree plan to graduation.

Degree Plan: The Degree Plan is a set of courses, institutional requirements and major program requirements offered by Texas College. Each student is expected to work with an academic advisor in establishing the degree plan and/or classes that may be transferrable to it as well as classes that may be considered for substitution. It should be noted that any courses that are considered for transfer to the degree plan must: 1) be accepted by the college per the Office of the Registrar; and 2) have the approval of the Vice President for Academic Affairs and meet the standards of higher education for the degree offered by the college.

## GRADING

Course Examinations: Regular examinations are generally held for all courses at mid-semester and at the close of each semester. Credit will be granted for a course only after the student has taken all regular examinations for that course.

Grade Reports: Students are notified by the Office of the Registrar of their mid-semester grade performance electronically through the JICS portal. Final semester grade reports are also electronically posted through the JICS portal at the end of each semester, including the summer term. Grade reports are made available to all students who are in good financial standing with the College. In keeping with FERPA, grades are not sent to parents unless there is written authorization from the student to do so.

Grading Policy: The final semester grades are determined by the instructor based on the grades earned by the student for all completed course work. Grades are reported officially by the instructors to the Office of the Registrar at mid-semester and at the end of the course according to the following grading system:

A – 90-100  
B – 80-89  
C – 70-79  
D – 60-69  
F – Below 60  
I – Incomplete  
NC – No Credit  
W – Withdrawal  
FX – Unofficial Withdrawal

A - represents outstanding performance combined with intellectual alertness and initiative;

B - represents above average work that is performed in a sustained and creative manner



according to all requirements of the course;

C - represents the minimum accepted performance for course work in the major or minor area;

D - represents work in the lowest passing quality through which a student can fulfill the minimum requirements of a course. It is considered to be borderline;

F - represents that the student has failed. If the course is required, the student must repeat the course for a passing grade. If a student earns an "F" in a course that extends over two semesters, he or she may not continue in the same or higher subject area until the first course is taken again and passed;

I – is assigned when circumstances beyond the control of the student make it impossible for the student to complete all work of the course. It is the student's responsibility to conference with the instructor to ensure that the grade of "I" is changed when the work is completed. The student has one (1) semester following the incomplete being issued to complete course work;;

NC - is assigned as the grade for the student who has not fulfilled requirements of a developmental education (or remedial) course which he/she has attended regularly

W – represents that the student has officially withdrawn from the course. If the course is required, the student must complete the course at a later date in order to receive credit. The "W" indication is administratively assigned by the Registrar.

FX – represents that a student has not officially withdrawn from the college, nor completed satisfactory coursework for a letter grade. The FX indication is administratively assigned by the Registrar.

Incomplete Grades: An Incomplete (I) grade is granted to students who are experiencing extenuating circumstances; however, the student must be passing the course. The student has one (1) semester following the Incomplete being issued to complete course work. Students who do not return the subsequent semester are obligated to complete the assignment(s) for the "Incomplete" by the deadline date. Students who do not complete course work within the statute of limitation will receive a grade of "F" for the course. Once the grade of "F" has been recorded, it cannot be changed; the grade appeal process is not applicable.

Grade Appeal: If a student wishes to appeal a grade after the initial grade has been reported, the following steps should be followed:

- (1) The initial appeal for posted grades begins with a discussion between the instructor and the student. If a grade change is granted, the instructor must complete a Change of Grade Form;
- (2) The completed form is submitted to the respective Division Chair for review and approval consideration. If approved, the division chairperson moves the form forward;



- (3) The form approved by the division chairperson is submitted to the Vice President of Academic Affairs for review and approval consideration. The Vice President will forward the approval to the Registrar for the grade change to take place. This is the final step in the appeals process.

The Change of Grade form will rest in the Office of the Registrar after all necessary approvals.

Statute of Limitation: Texas College has a statute of limitation that grants a student six (6) years to complete an academic degree plan. Students who fail to complete the statute of limitations per the criteria are obligated to the new program of study and policies in place at that time.

### **TRANSFER CREDITS**

Admission may be granted to a student who took courses equivalent to those at Texas College while attending another college/university. The courses being transferred for credit toward a degree at Texas College must have been completed at an accredited college and/or university. The transfer student applicant also must complete the regular Application of Admission and meet the admission requirements at Texas College, except that the transfer student must only attest to having graduated from high school or completed the GED by indicating that on the application. An exception, however, is that a student transferring with less than 12 hours must submit evidence of the high school transcript or GED.

Courses pursued on the two-year college level may not be credited toward upper level (junior and senior) degree requirements. Academic work completed six or more years prior to enrollment may not be used to satisfy major and/or minor degree requirements. In order to complete a degree program at Texas College, a minimum of 25 percent of the semester credit hours required for degree completion must be earned through instruction at Texas College.

Transfer Credits. The transfer student will generally have credits earned that may be considered at the time of admission. Transfer credits may be accepted from regionally and nationally accredited colleges or universities. All official transcripts from previously attended colleges or universities must be received before an official evaluation is considered complete. Students who have completed post-secondary work outside the United States are required to provide a commercial evaluation of all course work completed. There is no assurance that any and all transfer credits are applicable or transferrable to the degree programs at Texas College.

### **WITHDRAWALS**

Students may withdraw from a course or withdraw from the College. Following are criteria for each.

Withdrawal from a Course: Students who wish to withdraw from a course must obtain a *Course Withdrawal Form* from the Office of the Registrar. The student is responsible for circulating the form for appropriate signatures. Once the form is completed, the student must return the form to the Office of the Registrar, to complete the withdrawal process. A final grade of “W” is an indication that the student has officially withdrawn from the course. Please note that ceasing to



attend class does not constitute a withdrawal from the course. Students who do not complete the proper withdrawal procedures will receive a grade of “F” for the course.

*Withdrawal from the College:* Students who wish to withdraw from the College, must obtain the *Withdrawal from College* form from the Office of the Registrar. The student is responsible for circulating the form for appropriate signatures and returning the form to the Office of the Registrar. Properly following this procedure will result in a grade of “W” for each class. Students failing to withdraw from the College will receive the grade earned for the course(s). Note that there is no opportunity to appeal the grade of “W.”

*Administrative Withdrawal from the College:* The College reserves the right to administratively withdraw students who are in violation of the College’s policy or are affected by extenuating circumstances. Administratively withdrawn students will receive grades of “W” for all enrolled classes.

*Unofficial Withdrawal Policy:* An unofficial withdrawal takes place when a student has discontinued attendance for unknown reasons and failed to inform the College. When this occurs, the College makes a determination of the student’s last date of enrollment by consulting with the student’s faculty of his/her last date of class attendance. If the last date of attendance cannot be determined, the College will use the 60 percent point of the semester as a determination of the last date of attendance. The grade of *FX* is then assigned for all classes for the semester.

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

*Academic Honors:* Academic Honors is the acknowledgements of students who perform at the criteria established for Presidential Scholars; Dean’s List; Honor Roll Scholars; and Freshman Honors Program Scholars. The computation of grade point averages in assessing student eligibility for academic honors is based upon regular collegiate courses only; no developmental courses will be computed in the GPA.

*Presidential Scholars:* Full-time students who maintain a grade point average of 3.80 - 4.00 for two (2) consecutive semesters with no grades less than a “C” while enrolled in at least 12 semester hours of regular course work.

*Dean’s List:* Full-time students who maintain high scholastic averages with a grade point average of 3.50 to 3.79 in regular course work for two (2) consecutive semesters with no grades less than a “C.”

*Honor Roll:* Full-time students enrolled in at least 12 semester hours of regular course work,



who have achieved a semester grade point average of 3.00 or greater.

Freshman Honors Program: Full-time students who obtain a 3.00 GPA after the first semester of their freshman year.

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

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

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

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

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

#### Excused Absences and Acceptable Documentation

Reason	Documentation
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### Excused Absences and Acceptable Documentation

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

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

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

Speech and Assembly: The freedom 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 must approve and designate where students may assemble. All speech and assembly activities must be conducted in accordance with College approval and guidance. Review and approvals are initially submitted to the Office of Student Affairs and may include administrative cabinet review and input.

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



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

Satisfactory Academic Progress: Review of academic progress is conducted by the Office of Academic Affairs at the end of each semester. Students in academic jeopardy receive notice of their standing, if they are not progressing academically. To maintain Satisfactory Academic Progress (SAP), students must comply with the hours earned and cumulative grade point average in keeping with the SAP scale that follows.

#### SAP Scale

Hours Earned	CGPA
1-15	1.5
16 -30	1.7
31-45	1.9
46 and above	2.0

Academic Probation: A student whose cumulative grade point average falls below the standard (as established by the SAP Scale above) will be placed on academic probation during the next semester the student is enrolled. The probation status must be removed within two semesters. During the probationary period, students are expected to earn a cumulative minimum grade point average of 2.00 (C) or better. Students on academic probation are required to register with the Student Learning Center for tutoring and reinforcement of study skills. A student who leaves the College on academic probation will be re-admitted on academic probation; even if the student has attended another institution between leaving and re-entering Texas College. Probation status will be removed when the student has achieved the required cumulative grade point average of 2.00 or better, following one semester of probation.

Academic Suspension and Dismissal: A student on academic probation after two consecutive semesters will be placed on academic suspension for one semester. When placed on academic suspension a student must reapply; readmission is not automatic. Once readmitted to the College, the student will have two semesters to bring the cumulative grade point average up to the standard (as established by the SAP Scale).

A student may appeal academic suspension and dismissal by writing to the Vice President of Academic Affairs and documenting circumstances for failure to meet satisfactory academic progress requirements. The Vice President of Academic Affairs may present the student's case to the Academic Affairs Appeals Committee which will forward a recommendation to the Vice President of Academic Affairs. The Vice President of Academic Affairs will in turn inform the student of the final decision.

Academic Integrity: Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to



maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has committed scholastic dishonesty.

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

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

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

Intellectual Property Policy: The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Texas College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an



agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly Work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member either using his or her own resources or using College resources that are generally available to the College faculty.

Texas College does not cede ownership in the following situation:

- (1) The College retains ownership of the copyright to works created (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.
- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).
- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work of the College: (a) will make or has made a significant investment in the development of the work through the provision of substantiate' financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.



## Student Affairs Information and Policies

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

The following areas come under the auspices of the Office of Student Affairs: Student Health Services, Residence Life and Housing, Student Activities, Band, Campus Ministry, Choir, Alumni Affairs, Campus Security. Student Affairs also gives oversight to the Student Government Association (SGA), Miss Texas College and a host of student organizations.

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

The Office of Student Affairs is a central source of information concerning college policies and procedures as well as co-curricular services and programs on behalf of students. Additionally, The Office of Student Affairs addresses requests, concerns, personal problems, advisement, housing, and disciplinary issues.

Goals and Objectives: The goals and objectives of the Office of Student Affairs are listed below. They are to:

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

of the College. (Aligned with the Institutional Core Values of: Integrity and Social Responsibility).

- Create a community of shared governance. (Aligned with the Institutional Core Value of: Social Responsibility).

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

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

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

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

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

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

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

Intramural Sports: Intramural Sports offers you the opportunity to participate in your favorite sport on a competitive or recreational level. Leagues are available in a variety of



indoor and outdoor sports year-round, including basketball, soccer, table tennis, pool, softball, and volleyball. Students make friends, have fun, and get a great workout. The leagues are female, male, and co-ed for all skill levels. The intent of Intramurals is to increase active student participation while improving fitness and social networking.

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

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

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

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

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

*Campus-Based Organizations:* Texas College has encouraged the development of student organizations on campus. Student organizations are considered an integral part of the social, residential and educational program for the College and their activities are well coordinated with the total life of the campus. Again, only Registered Student Organizations (RSOs) which have been approved by the Office of Student Affairs may host and schedule events on the Texas College campus. In order for an organization to be recognized by the Office of Student Affairs, the organization must complete a Registered Student Organization packet each Fall semester for the academic year. Student organizations serve a vital role in helping students become productive citizens in a democratic society by providing experience in decision-making and problem solving.

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

*National Pan-Hellenic Council:* The National Pan-Hellenic Council (NPHC) is the governing



body for the College sanctioned Greek Lettered Organizations. The council handles any problems that might arise among the sororities and fraternities; governs the activities and sets rules and regulations.

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

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

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

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

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

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

The College may accept organizations in the following categories:

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

Student organizations may be viewed periodically to determine if they are meeting the



needs of the College and remaining true to their purpose. Recognition may be discontinued if this is in the best interest of the College.

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

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

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

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

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

1. Activity
2. Sponsoring group
3. Date, time, place
4. Location desired
5. Opening and closing times
6. Special arrangements required (examples: table, chairs, microphones, etc.)
7. Anticipated attendance number and age range
8. Person in charge with his/her phone number
9. Signature of person submitting request

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

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

1. Check availability of a facility on the preferred date;
2. If available, place a tentative hold on the facility;

3. Seek approval for the event from the coordinator of Student Activities; and,
4. Once the event is approved, confirm the facility. If the event is disapproved, the facility must be released.

Organizations are responsible for the following:

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

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

*Student Organization - Advisor Responsibilities:* Registered student organizations may be required to have both on and off campus advisors. The on campus advisor (should be an official Texas College employee) shall serve as the immediate point of contact and primary chaperone. In select instance, the off campus advisor may serve as a liaison between the campus and a national organization. Both advisors must be approved by the college administration and must agree to be in attendance at all organization related activities. Advisors will work with and through the leaders of the organization with the implementation of College policies; acting in accordance with regulations of Texas College. Chaperones will work with student to maintain desirable situations.

Advisors have the responsibility of delivering safe activities in working with student organizations. All activities should operate according to the policies of the College. Therefore, the advisors should be familiar with: (1) 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 the organization. A faculty/staff advisor should be in attendance at all meetings of his/her organization. If circumstances prevent such attendance, policy and program decisions at meetings must be reviewed by the adviser.

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

It is suggested that events such as dances be held on Friday and Saturday nights and are to end no later than 1:00 a.m. unless special permission is received from the Office of Student Affairs. Requests for any other night must have the approval from the Office of Student Affairs, with the understanding that the event or activity occurring on a week night must be over by 10:00 pm unless special permission is granted from the Office of Student Affairs.



Solicitation on Campus: Open solicitation on the campus is prohibited. Organizations selling goods or services that are approved are permissible. Approval is granted by the Vice President for Student Affairs and College administration.

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

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

The following additional guidelines governing on campus 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.
5. No flyers are permitted on glass doors or windows.

Termination of an Approved Student Organization: This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges.

Health Services: Texas College is dedicated to promoting and maintaining the health of all enrolled students. The health fee entitles currently enrolled students to health care services for minor accidents and illnesses. Any off campus treatment will be the responsibility of the student. Students, who require emergency treatment during hours when the Student Health Center is not open, should contact campus security at (903) 504-3245 or ext. 2249. Listed below is important information regarding student responsibility to the Health Service Center:

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

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

**Hours of Operation:**

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

Telephone: (903) 593-8311 ext. 2311

Computing Resources: In support of the College's mission of teaching and learning, Texas College provides computing, networking, and information resources to the College student community. All students using College resources must be enrolled and have a current, valid identification card. Such access is a privilege and requires that students act responsibly, including the conservation of computer resources and consideration of other users. All existing federal and state laws, and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. The College views abuse of any computer facility and resource as a serious offense. Such abuse includes, but is not limited to:

1. Negligently degrading, intentionally degrading, or attempting to degrade the performance of the College's system or any system available through the Internet;
2. Penetrating or attempting to penetrate the security of the College system or any system available through the Internet;



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

Students committing prohibited acts 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 IT Office for assistance.

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

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

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

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

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

Living within the residence halls encourages each person to develop skills and attitudes necessary to be positive and productive members of society. Developing these skills involves making a commitment to appreciate and value human differences regardless of race, gender, ethnicity, sexual orientation, socioeconomic status, or religious affiliation. Residential Life promotes the idea that each person has worth and should be treated with dignity and respect. Understanding this, you are encouraged to reach out to each other and develop positive relationships.

### **Policies and Procedures for Residence Life**

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

*Student Identification:* During the registration process each student is responsible for obtaining a validated Student Identification Card (ID). The ID is used for the meal plan, campus activities, dormitory stay, and other official college use. All students are required to carry the identification while on campus and must present it upon request to any college staff or security. If the card is lost, the student will need to pay a fee at the Business Office to obtain a duplicate.

*Resident Hall Assignments:* Resident hall assignments are made on a first come, first served basis. Once a student has paid the non-refundable housing deposit, a space is reserved for them in the resident hall. Resident hall room assignments are contracted for a full academic year (both fall and spring). Students must sign a housing contract before taking occupancy in the resident hall.

#### **Visitation**

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



The Resident halls are open to visitors during the above hours. Residents may have visitors of the opposite sex, **WITHIN THE LOBBY AREA OF THE RESIDENT HALL ONLY.** Visitors of the opposite sex are not allowed in other areas of the hall, including but not limited to: hallways, 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.

### Curfew

Sunday – Thursday  
Friday – Saturday

12:00 Midnight  
2:00 a.m.

Overnight Visitors: **Overnight stays by visitors are not allowed in the resident halls.**

Room Changes: Room changes within the resident hall require prior approval by the Residence Life Coordinator.

Noise Policy: Quiet hours for resident halls are in effect from 10:00 p.m. each night until 10:00 a.m. Any noise that can be heard outside of the room or which disturbs others including roommate(s) is a violation of Quiet Hours. Quiet Hours may be in effect 24 hours a day during final examinations each semester. Courtesy hours are in effect 24 hours a day during the entire semester. Any noise which disturbs other people at any time of the day may be deemed as a noise violation. Repeated noise violations may result in removal from the residence center. Quiet hours can be changed at any time by the Resident Center Manager and Director of Residence Life.

Items Not Allowed in Resident Halls: The following items are not allowed in the resident halls nor on the campus. They include:

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

Property Insurance: Texas College does NOT provide insurance coverage for student's belongings. Parents are encouraged to secure Renter's Insurance for student's belongings and items considered valuable. Texas College assumes NO responsibility for student's loss/damage of personal belongings.

## Residence Life Organization

Director of Residential Life: The Director of Residential Life is a full-time professional staff member and official of the College who is responsible for the general living conditions of all

resident students. The Director of Residential Life reports to the Vice President for Student Affairs. The Director is responsible for oversight of on-campus housing, including the development, enforcement, and administration of policies and procedures that govern the use and operation of the resident halls. Damages to and loss of any approved housing facilities should be reported and accounted for in the Housing Office. The Director is a resource for resolving issues dealing with room assignments, discipline and other aspects of residence life.

*The Resident Center Manager (RCM)*: is a full time professional staff member and official of the College who is responsible for the general management of a resident hall. The RCM reports to the Director of Residential Life. RCM's are responsible for resident life advisement, management of the hall, maintaining a safe environment and discipline when necessary and appropriate.

*Resident Assistants (RA)*: are students who are assigned to assist RCM's. They assist with planning activities; helping to facilitate the problem solving; administering College policy; and providing general support to students and the professional staff.

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

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

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

*Cable Television and Wi-Fi Connections*: Each resident hall room is equipped with cable and Wi-Fi connections. The college is not responsible for cable charges incurred. Rooms that are equipped with illegal cable connects will pay restitution, as well as, incur college disciplinary action.

*Check-in Procedure*: The student must complete an application for housing and pay the appropriate fee before housing accommodations are made. Housing fees are payable to the Office of Business and Finance.

*Check-Out Procedure*: A log will be provided at the end of the semester for checkout purposes. All personal possessions must be removed from the room before check-out. Improper check-



out may result in a fine. Things to check when moving out:

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

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

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

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

*\*Fee Assessment of \$100*

*\*\*Fee Assessment per resident, based on condition of room \$25-\$100.*

### **Non-Occupancy Periods/Campus Closures**

Thanksgiving Break: Residence Halls must be vacated by 9:00 p.m., on the Wednesday prior to Thanksgiving Day until 8:00 a.m. Sunday morning following the holiday.

Christmas Break: Residence centers must be vacated from 5:00 p.m. on the Friday of your last Fall examination until 8:00 a.m. of the first day of the Spring registration period.

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

Illegal Checkouts: Illegal checkouts will be assessed a **\$100.00** fine. An illegal checkout occurs

when one or more of the following happens:

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

Inspection of Rooms: Texas College reserves the right to enter residents' rooms at **ANY TIME** to conduct legitimate functions including: maintenance; emergency situations; possible violations of college policy; and civil or criminal law, to ensure that safety and sanitation standards are being observed and to enforce the College's policy of zero tolerance for drugs and alcohol on campus and residence halls. Illegal or unauthorized items may be confiscated and appropriate action taken against the resident(s). Inspections may be conducted by the administration, resident center staff and individuals authorized by Texas College, including independent contractors with crime units.

Cleaning and Care: It is the student's responsibility to maintain the cleanliness of his/her room and provide his/her own cleaning supplies. The community restroom will be cleaned by the Facilities Department.

Room Inspection-Move-in Form: A room inspection form will be provided upon move-in day and must be completed by the Residence Assistant, Resident Center Manager, or Director of Residential Life and the student. All inspection concerns and/or damages should be listed on the form.

Damage Assessment: Damages to rooms and common areas incurred by students of the resident hall are assessed at the end of each semester. Damages in hallways, lounges, restrooms, and other common areas may be charged to person(s) responsible (when identified).

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

- providing custodial services;
- providing maintenance and repair services;
- providing inspection for danger or cleanliness;
- providing contractual services.

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

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



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

Furniture and Equipment: Furniture and equipment provided in each residents room and all other areas of the buildings are the property of Texas College and are provided for the convenience of the occupants. Under no circumstances are residents allowed to remove equipment or furniture without permission from the Director of Residential Life.

Furnishings and Room Inventory: Residents are responsible for all furnishings and items in their care. Each room is provided with suitable furnishings, which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. At registration time each resident will be provided with a —room condition form which should be filled out and returned to the Residence Hall Coordinator office the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the residence hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture, which is not noted on the room condition form, will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the Residence Coordinator.

Pregnancy: Pregnancy is protected under Title IX of the Education Amendments of 1972 and the College does not discriminate in its programs or activities because of pregnancy. Students who are expectant mothers must inform the College's nurse immediately upon learning of the pregnancy. Failure to inform proper authorities of the College of a pregnancy while living in campus housing will result in required withdrawal from the residence hall. Providing false information will result in immediate removal from the residence hall.

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

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

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

Immoral Sexual Behavior: The College takes the position that premarital sex and other



inappropriate sexual behavior or relations are not acceptable behavior and will be sanctioned accordingly.

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

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

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

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

## **CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

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

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



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

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

Policy Statement: The policy of the College is to assure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of College policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies before pursuing any action with external agencies. It shall be the responsibility of the College, through the Office of the Vice President for Student Affairs, to ensure that the rights of all students are appropriately supported and respected.

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

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

Administrators, Faculty and 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.

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

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

College Premises: Property, which includes the campus, under supervision of the College

authorities.

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).

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

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

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

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

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

All students have the right to assume that they will not be deprived of life, liberty, or property without due process. They have the right to freedom of speech, right to assemble (with appropriate approvals), 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.

The statement of student rights is categorically listed as:

#### A. General Rights

A student, while properly enrolled at the institution, will have the right to the following institutional services, treatment and information:

- Protection against the institution's improper disclosure of a student's records, work, views, beliefs and political associations.
- Timely and understandable information and respectful treatment regarding policies, refunds, lab and course fees, library fines, lab breakages, liability, etc.
- Freedom from harassment and discrimination.
- Due process of law recognized as being essential to the proper enforcement of institution rules.
- Student representation through student government on institutional committees, councils, commissions and other formally constituted bodies that make general policy and procedure decisions directly affecting students or that govern student activities and conduct.
- Access to all student government sponsored activities.



- Accurate information in advertising, recruitment, and orientation efforts.

## B. Academic Rights

A student will have the following academic rights when properly enrolled as a student at the institution:

- Performance evaluation based on a written syllabus.
- Appropriate and open discussion, inquiry and expression, both in the classroom and in student/instructor conferences.
- Freedom to take exception to the views presented in a classroom setting and to reserve judgment in matters of opinion.
- Professional and ethical conduct from all institutional personnel.
- Competent and professional instruction.
- Competent academic advisement.
- Protection against improper disclosure of a student's records, academic work, views, beliefs and political associations.
- Information prior to registering regarding the costs of tuition, activity fees, lab fees, etc.
- Accurate information regarding course offerings, programs, majors, transfer policy, and institutional requirements and expectations.
- Accurate information regarding changes in course programs or institutional requirements and reasonable accommodation of those already enrolled in a program or classes.
- The right to receive academic credit and/or academic degrees when all specified requirements and coursework have been satisfied.
- The right to dispute academic evaluation under the Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or was imposed in an arbitrary or capricious manner.

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:

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

Aiding/Inciting; Engaging in Criminal Activity: Assisting or persuading others to commit any act of misconduct in the college Community.

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

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

Assault: An intentional attempt by a person, by force or violence, to injure another person and/or

intentionally place another person in fear of an assault.

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.

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.

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

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.

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.

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.

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

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

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.

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

False Reporting of Emergencies: False reporting of an emergency, such as activating a fire alarm, 911 abuses, or reporting a bomb.

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



college property.

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.

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

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

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

The Texas Education Code defines hazing as:

- Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;
- Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;
- Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any knowledge of or participation in activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.



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

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

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

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

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.

Insubordination and /or Disrespect for Authority: Not complying with reasonable and lawful requests or directives by members of the faculty or staff.

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

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.

Plagiarism and Dishonesty: Forgery, alteration, or misuse of College documents, records, or identification cards; furnishing false information to the College with intent to deceive; furnishing false information to or withholding material information from any College staff member and/or



any law enforcement officer acting in the course of his or her duties.

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

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

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

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.

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

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

Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct or communication with sexual overtones.

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

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

Traffic or Parking Violations: Failure to obey College traffic and parking regulation.

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

Unauthorized Entry into Residence Halls: Entering a residence hall without proper permission.

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

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

Violation of Housing Rules: Any infraction which constitutes a violation of the Texas College housing regulations.

Organization and Authority of Judiciary Bodies and Functionaries: The College has established a system of judiciaries and Code of Student Conduct that every student must submit to upon registration. The execution of the judiciary process is a part of the educational environment. The College judiciary process is not equivalent to the criminal law processes of state and federal courts. The imposition of such rigid standards and time-consuming processes would interfere with the administration of the judicial process and render the College's control impotent. Although the College's judicial processes are not analogues to the state and federal processes, the College affords students their basic rights to due process. The judiciary bodies and functionaries are defined below:

Vice President for Student Affairs: The Vice President for Student Affairs assumes overall responsibility for student discipline. Also, this individual has the responsibility for investigating and filing charges against students who are believed to have violated the Code of Student Conduct. The vice president or an appropriate designee must be present at all disciplinary Panel Hearings.

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

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

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

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

Immediate Expulsion: Students will be expelled immediately for the following items:

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

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



Hold on Registration / Hold on Transcript: A sanction used until all monies and fines owed the College have been paid.

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

Interim Suspension: A Student is temporarily suspended with a hearing to follow.

Suspension: Separation from the College for a period set by the Vice President of Student Affairs or the Disciplinary Committee. Suspension shall:

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

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

Condition of Suspension and Reinstatement: Any student suspended from the College:

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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| • Sexual Harassment  | Human Resources Officer                 |
| • Academic Matters   | Vice President for Academic Affairs     |
| • Financial Matters  | Vice President for Business and Finance |
| • Student Violations | Vice President for Student Affairs      |

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

- The student will file the complaint in written form to the appropriate office within one week of the incident or as soon as possible.
- The vice president will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved.
- Confidentiality will be maintained; however, it should be known that the individual who the complaint was filed against has the right to face his or her accuser.
- The complaint should be resolved within 10 working days from the time the written complaint is filed (in most instances).
- If a student finds that the response to the complaint is unsatisfactory, the student may choose to file an appeal directly to the vice-president in writing. The vice-president will conduct an appropriate determination and make a final determination.

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

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

If any student is accused of a violation of any of these rules or is subject to a written charge, he

or she is guaranteed a speedy and fair hearing.

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

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

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

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

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

Committee Appointments and Eligibility: The faculty, staff members and chairperson shall be appointed by the vice-president to serve for not more than two years or twenty-four months. The vice-president must approve students. All committee persons must note that all information shared is confidential. During the summer session, student members shall be appointed by the vice-president if neither the newly elected SGA President or Vice President is on campus. A student member shall have:

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

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

- Disciplinary procedures are private, confidential and involve only the student and the



appropriate committee; therefore, they are closed to the public (No attorneys allowed)

- Hearings are presided over by the Chairperson of the Disciplinary Committee or his/her designee. Only pertinent information is allowed at the hearing. The Chairperson should not allow any extraneous material to be presented
- The accused is informed in writing of the decision or sanction and the student's right to appeal
- All institutional personnel who should know the outcome of the hearing will be notified. Copies of all letters pertaining to the hearing are filed in the Vice-President of Student Affairs Office
- An accused shall be entitled to be accompanied by one representative of the student's choice (upon request). That representative must be a member of the Texas College student body, faculty or staff
- In proceedings involving more than one accused student, a separate hearing, if requested, shall be granted
- After all evidence has been presented, the committee shall then weigh and discuss the evidence and determine if the accused is innocent or guilty of the charge/violation
- After the committee reaches a decision, the chairperson notifies the Vice-President of Student Affairs, who notifies the student with a written notice of the decision, which includes a citation of appeal procedures. All appeals must be made within forty-eight (48) hours from the date of the decision
- The sanction imposed by the Disciplinary Committee or Vice-President of Student Affairs shall become effective upon receipt of the sanction, unless the student notifies the Vice-President of Student Affairs that he/she plans to appeal;
- If the accused fails to appear for the hearing without notifying the Vice-President of Student Affairs, the evidence in support of the charges may be presented and considered. The hearing may be postponed for a period of time twenty-four (24) hours if requested by the accused for a good and valid reason.

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

Appeals: When a student is dissatisfied with a Decision of the disciplinary Committee, a request for an appeal should be made in writing to the Vice-President of Student Affairs within forty-eight (48) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the penalty resulting from the action of the College Disciplinary Committee.

The Vice-President of Student Affairs may grant the appeal if one or more of the following

reasons are justified in the written request:

- New evidence or witnesses
- Improper trial procedures
- Sanctions too punitive for offense
- Bias of hearing body

The Appeals Committee may:

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