

Welcome to Texas State Technical College!

You have made an excellent choice. TSTC is dedicated to providing the outstanding education and support services necessary for a fulfilling college experience. As a TSTC student, you will encounter the tradition of more than 40 years of technical excellence, the history of hands-on expertise, the advantage of academic achievement and the power of industry accountability.

TSTC utilizes all of these to offer you an exceptional education in technical areas of study. Take advantage of every opportunity this college, its faculty and staff have to offer. From recreational sports to professional student societies, you will find a wide variety of activities to make your college career rewarding. Start your college life off right by considering the following:

- Learn your basic rights and responsibilities as a student.
- Know the campus policies and procedures that affect you as a student.
- Participate in the processes that govern student life, whether through the Student Government Association, in a discussion with your adviser or a letter to the editor of *Tech Times*.

Within the Student Handbook, you will find information to help you in all these areas and many more. So, put it to good use.

A Message from the President



Dear Students:

On behalf of the faculty, staff and administration, I would like to officially welcome you to Texas State Technical College. Many of you are returning students to TSTC who are nearing the end of your educational journey, while others are just beginning. The 2010-11 school year is expected to be another exciting one, and you will continue to see improvements on our campus.

At TSTC, we are committed to offering you the finest technical education possible. You will be rewarded with quality hands-on training and boundless opportunities through your TSTC education.

Aside from your studies, our accomplished team of faculty, staff and administrators will do all we can to make your experience at TSTC a positive and lasting time in your life. We are dedicated to assisting you with any obstacle you may encounter, and championing your many successes.

Thank you for choosing TSTC.

Warmest Regards,

A handwritten signature in black ink that reads "Elton E. Stuckly, Jr." The signature is written in a cursive style.

Dr, Elton E. Stuckly Jr.
President, TSTC Waco

At Texas State Technical College, we're in the business of education.

Vice Presidents and student support staff directors at Texas State Technical College serve as the administrative arm of the college. Though administrators don't have day-to-day contact with students, they provide leadership for developing new programs, outlining policies and systems, enlisting corporate and community support, ensuring accreditation standards and promoting legislative ties that keep the college running smoothly.



Rob Wolaver,
*Executive
Vice President*



Ron Sanders,
*Vice President for
Student Learning*



Paul Woodfin,
*Vice President for
Financial Services*



Sarah Patterson,
*Associate Vice President
for Student Development*



**Brenda
Montemayor,**
Director of College Records



Rob Williams,
TSTC Chief of Police

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Where to go, who to call about ...

Question	Response	Location	Ext.
Absences	Individual Instructor	Faculty Offices	
Adding or Dropping a Class	Program Advisor	Individual Department	
Admissions Policies	College Records Staff	SSC	2362
Books (Buying and Selling)	Bookstore Staff	SSC	3800
Campus Employment	Student Employment Officer	Financial Aid Office-SSC	2220
Cashing a Check	Cashier's	SSC	3787
Childcare Assistance	Dept. of Student Life Staff	SSC	3634
Clubs/Organizations	Student Activities Supervisor	SRC	3441
Computer Problems	Student Help Desk	SSC 136	3072
Deaf Student Assistance	DSS Staff/Interpreters	Fentress Center	3600
Degree Plans	Department Chair	Individual Department	
Disability Support Services	DSS	Fentress Center	3600
Evening Classes	Individual Department Staff	Individual Department	
Game Room	Student Activities Staff	SRC	3400
Graduation	College Records Staff	SSC	2361
ID Cards	Tech OneCard Office	SSC	2287
Illness/Health Insurance	Nurse	SSC	3820
Internet Access	Student Help Desk	SSC 136	3072
Intramural Sports	Intramural Sports Supervisor	SRC	3441
Lending Library	Dept. of Student Life Staff	SSC	3634
Loans and Scholarships	Financial Aid Staff	SSC	4814
Newspaper, <i>Tech Times</i>	Marketing & Communications	Patterson Hall	3035
Parking Citations	Cashier's	SSC	3787
Personal Counseling	Dept. of Student Life Staff	SSC	3634
Photocopying	Printing Production Staff	PGCC	4879
Retention	Retention Programs	SSC	3609
Postage Stamps	Cashier's	SSC	3787
Schedule Changes	Program Advisor	Individual Department	
Study Skills	Student Success Center	RDC 123	2303
TSI Test	Center for Assessment	SSC	3609
Theft/Other Legal Infractions	Police Chief	Police Department	3690
Transcripts	College Records Staff	SSC	2362
Tutoring	Student Success Center	RDC 123	2303
Veterans Certification/Info.	Veterans Certification Officer	Records, SSC	4817
WebAdvisor	Student Help Desk	SSC 136	3072
Withdrawing	Program Advisor	Individual Department	

DSS—Disability Support Services

FSC—Food Service/Culinary Arts Building

JBC—John B. Connally Technology Center

PGCC—Provence Graphic Communications Center

RDC— Dr. Roy Dugger Center (formally ASP/Aerospace)

SRC—Student Recreation Center

SSC—Student Services Center

For off-campus
calls dial

(254) 867

and the extension .

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Equal opportunity shall be afforded within the Texas State Technical College System to all employees and applicants for admission or employment regardless of race color, gender, religion, national origin, age or disability. TSTC will make reasonable accommodations for persons with disabilities.

Last update: May 2010

Statement of Purpose

TSTC's purpose or mission is described in Vernon's Texas Education Code Section 135.01:

"Texas State Technical College System is a coeducational two-year institution of higher education offering courses of study in technical-vocational education for which there is a demand within the State of Texas.

"Texas State Technical College System shall contribute to the educational and economic development of the State of Texas by offering occupationally oriented programs with supporting academic course work, emphasizing highly specialized advanced and emerging technical and vocational areas for certificates or associate degrees. The Texas State Technical College System is authorized to serve the State of Texas through excellence in instruction, public service, faculty and manpower research, and economic development.

The system's economic development efforts to improve the competitiveness of Texas business and industry include exemplary centers of excellence in technical program clusters on the system's campuses and support of educational research commercialization initiatives. Through close collaboration with business, industry, governmental agencies and communities, including public and private secondary and postsecondary educational institutions, the system shall facilitate and deliver an articulated and responsive technical education system.

"In developing and offering highly specialized technical programs with related supportive coursework, primary consideration shall be placed on industrial and technological manpower needs of the state. The emphasis of each Texas State Technical College System campus shall be on advanced or emerging technical programs not commonly offered by public junior colleges."

Strategic Goals

Texas State Technical College Waco strives to be nationally known as one of the premier providers of technical education. TSTC Waco is a learning community created and supported to educate students in established and emerging technologies. The core business of TSTC is learning, application and research of technical knowledge.

We believe that every student can reach new levels of academic and technical expertise that will facilitate entry into the technical workforce. We are committed to the success of our students.

The following strategic initiatives will guide our decision-making and help us focus our resources and energies.

Initiative 1 - Student Learning

1. Develop and implement a flexible learning environment.
2. Provide opportunities for students to be partners in the learning environment.

Initiative 2 - Collegial Culture

1. Encourage faculty and staff innovation.
2. Implement a comprehensive professional development program that emphasizes lifelong learning for faculty and staff.
3. Communicate multi-directionally-across the institution, as well as top-down and bottom-up.

Initiative 3 - Leadership

1. Develop leaders that value the learning community.
2. Provide a comprehensive orientation to all new employees on the mission and uniqueness of TSTC.
3. Promote diversity.

Initiative 4 - Excellence through Assessment

1. Continuously improve in all areas of the college.
2. Complete Southern Association of Colleges and Schools Self Study.
3. Disseminate assessment outcomes to college, local, state and national audiences.

Code of Student Conduct

I. Purpose

It is the policy of Texas State Technical College to encourage fair and efficient solutions for problems arising out of the student/college relationship and to meet the requirements of state and federal law.

II. General Prohibition

Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to conduct themselves in accordance with local, state and federal law and the Code of Student Conduct as authorized by the TSTC Board of Regents. They may be disciplined by the college for violating these standards of conduct as set forth in this Code of Student Conduct on the campus or in connection with any college-related, sponsored or oriented activity. The college will hold each student responsible for compliance with these policies, rules and regulations. Each student is expected to acquaint himself/ herself fully with the Code of Student Conduct, which is subject to change by action of the TSTC Board of Regents or duly authorized college officials. Copies of all policies, procedures and rules are available at the office of the Vice President for Student Development. Violation of these standards of conduct may result in disciplinary sanctions identified in Section VI., including probation, suspension or expulsion from the college. Sanctions that include withholding of grades, suspension of privileges, denial or revocation of degree or suspension/expulsion from the institution may be appealed to the Student Judicial Review Board. This disciplinary action may be taken notwithstanding any action taken by civil authorities.

III. Scope of Policy

A. This policy and procedure applies to all individual students and student clubs and organizations.

B. Individuals not currently enrolled at the college remain subject to the disciplinary process for conduct that occurred during a period of enrollment, and for conduct relating to application for enrollment. Individuals who voluntarily drop or are administratively dropped from enrollment at TSTC remain subject to this policy and procedure for incidents occurring during enrollment. Violations of institutional standards by persons not enrolled or otherwise not considered a student, may result in institutional action that could include restriction from campus facilities, restrictions on future enrollment or criminal trespass procedures and charges.

IV. Definitions

- College—Texas State Technical College Waco.
- College property—any property owned and managed by TSTC Waco. This includes property leased by or contracted for use by TSTC Waco. This includes all residence halls and apartments, including property managed under agreement by an outside agency. This does not include property leased or rented to individuals or parties not affiliated with TSTC (examples: air show, or private businesses leased on airstrip).
- Complaint—is a written statement of the essential facts constituting a violation of a college rule or regulation.
- Disciplinary Officer— an employee appointed by the Vice President for Student Development to administer the Student Conduct procedures.
- Residential facilities—Any facility operated by the college or under agreement by an outside agency, with the sole purpose of providing housing for students.
- Severe disciplinary penalty case—Any case where the penalty imposed is not admonition, warning or probation.
- Student—A person enrolled at the college or a person accepted for admission or readmission to the college, or a person completing requirements additional to classroom instruction for certifications, licensure, etc., that are under the auspices of the college or persons who may not be officially enrolled for a particular term but who have a continuing relationship with the college.
- Substantial evidence—such evidence that a reasonable mind might accept as adequate to support a conclusion.
- Vice President—Vice President of Student Development, or the VP's designee or representative.
- Working day—Monday through Friday, except for official college holidays.

V. Student Standards of Conduct

A. Student Misconduct—Each student is expected to act in a manner consistent with the college's function as an educational institution. The college expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and honor in scholastic work and to observe all rules and regulations of the college. The Vice President for Student Development or the Disciplinary Officer may initiate disciplinary proceedings against a student for violations of standards. Specific examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Engaging in conduct that constitutes a criminal offense under federal, state or local law, whether or not the violation occurs on college property or in connection with college-related, sponsored or oriented activities;
2. Failure to comply with the reasonable directives of an institutional official (including resident/community assistants) acting in the performance of his/her duties; includes loitering upon college property after being warned to leave by a person in charge;
3. Failure to meet a contractual or financial obligation to the college, or writing a check on an account that is closed or has insufficient funds;
4. Stealing, damaging, defacing, destroying or misusing college property or property belonging to an employee or student at the college;
5. Misuse of fire or other life-safety equipment of the college or in college facilities, including housing facilities;
6. Giving false or misleading testimony or other evidence at a college disciplinary conference, investigation, hearing or other proceeding;
7. Use, possession, exhibition or display of ammunition, or explosive device, firearm, firearm facsimile (including air guns, blow guns, swords, daggers, stun gun, numchucks, etc.) or any other weapon prohibited or regulated by state, federal or local law enforcement on college property;
8. Conducting oneself in a manner that endangers the health or safety of any person (including self, guests and visitors) on college property or in connection with a college-related, sponsored or oriented activity;
9. Conducting oneself in a manner that interferes with or disrupts a college teaching, research, administrative, disciplinary, student-service, public-service or other college activity including disruption of class as defined by Vernon's Texas Code, annotated, Education Code, Section 4.33 (Disruption of Class);
10. Possession of or making use of a college key without authority or for unauthorized purposes or unauthorized access to college facilities;
11. Engaging in hazing in any form or manner or voluntarily submitting to hazing as defined in the College Hazing Policy; any acts against a student by a group will be considered hazing if the act is considered humiliating or degrading to that person(s);
12. Use, possession or distribution of intoxicating beverages (alcohol) on college property including classrooms, buildings, laboratories, auditorium, library, or faculty or administrative offices, at an intercollegiate or intramural activity, or any other areas of the campus, including all residential facilities, either managed by the college or under agreement with an outside agency;
13. Being intoxicated in a public area or common area of the campus, including residence facilities;
14. Use or possession of intoxicating beverages during or in connection with any college-related, sponsored, or oriented activity;
15. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law; or any illegal possession, use or distribution of alcohol on college property or as part of any of its activities;
16. Violation of college regulations and policies, including residential life policies, housing contracts or motor vehicle regulations;
17. Gambling in any form on college property or in connection with college activities;
18. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance or illegal drug paraphernalia or equipment on college property including residential facilities, or as part of any of its activities;
19. Being under the influence of an illicit drug, narcotic or controlled substance on college property or

during a college-related, sponsored, or oriented activity;

20. Engaging in speech, either orally or in writing that is directed to incite, or produce lawless action or is likely to incite or produce such action; advocating or recommending, either orally or in writing, the conscious and deliberate violation of a federal, state or local law or a college rule or regulation;

21. Forgery, alteration, falsification, failure to provide requested information, or misuse of a college document, form, record, or identification card, or providing false information on a college document, form, or record (including, but not limited to, applications for admissions, housing, financial aid, attendance verification forms, transcripts add/drop and withdrawal forms.)

22. Violation of a rule or regulation relating to residence life policies, or breach of housing contract or lease agreement;

23. Unauthorized possession, ignition or detonation on college property of an explosive device, firework, liquid or object that is flammable or that could cause damage by fire or explosion to persons or property;

24. Unauthorized entry into or use of a college building, facility, equipment or resource, including unauthorized use of telephones or telephone systems;

25. Misuse or abuse of computer equipment, programs or data, including:

a) unauthorized use of computer resources or use of computer resources for unauthorized purposes,

b) accessing or copying programs, records or data belonging to the college or another without permission,

c) attempting to breach, or breaching the security of another user's account or deprive another user of access to the college's computer resources,

d) using the college's computer resources for personal or financial gain,

e) transporting copies of college programs, records or data to another person or computer site without written authorization,

f) use of college computers to access lewd, offensive or pornographic material.

26. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by a college disciplinary or appeals proceeding (includes failure to identify oneself to an institutional representative in response to a request), or when acting in the performance of their duty;

27. Failure to maintain a current official mailing address in the College Records Office, or giving a false or fictitious address to an institutional representative;

28. Knowingly initiating, communicating or circulating a false alarm or report that ordinarily would result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury or prevent or interrupt the occupation of a building, room or mode of conveyance, (i.e. bomb threats, false fire alarms, etc.);

29. Harassment by a means in which an individual intentionally threatens to take unlawful action against a person and by this action intentionally, knowingly or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient; or without good cause unreasonably bothers, follows, annoys or interferes with another's privacy. This includes sexual or racial harassment as identified by TSTC Policy and Procedure; (See Pages 19-22)

30. Obstruction or disruption of teaching, teaching functions, administrative or disciplinary procedures or other college activities, including the college's public-service functions or other authorized activities on college property;

31. Campus disruptive activities as defined in Section C. of this policy and procedure;

32. Use of vulgar, indecent or abusive language, or use of any language spoken with the deliberate purpose of inciting a breach of peace or lawless action, including the display of offensive or vulgar material, regardless of the medium used to display the material, in a public place;

33. Disorderly conduct as defined by state law or any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, non-consensual acts of sexual contact or disrespect for the rights and privileges of others;

34. Engaging in any conduct defined as sexual harassment in the College Policy and Procedure Prohibiting Sexual Harassment; (See Page 21)

35. Engaging in any conduct defined as racial harassment in the College Policy and Procedures Prohibiting Racial Harassment; (See Page 19)

36. Scholastic dishonesty as defined in Section V., B. of this policy and procedure.;

37. Aiding, abetting, conspiring or being an accessory to any act prohibited by this code is to be considered the same as completed violations;

38. Abuse of the campus judicial system, including but not limited to: failure to obey the summons of a campus official pertaining to a judicial case or the falsification, distortion or misrepresentation of information to a campus official or judicial body;

39. Violation of the campus “Disruptive Classroom Activities” Policy (7.50).

40. Inappropriate dress, grooming or personal hygiene while on campus or participating in an off-campus college sponsored event.

B. Scholastic Dishonesty – includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, any act designed to give unfair advantage to the student or an attempt to commit such an act.

1. “Cheating” on academic work includes, but is not limited to:

a) copying from another student’s test paper or other academic work;

b) possession, during a test, of material, such as class notes, that is not authorized by the person giving the test. The presence of textbooks constitutes a violation if they have been prohibited by the person administering the test;

c) collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work;

d) using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test, test key, homework solution or computer program;

e) substituting for another student or permitting another student to substitute for oneself, to take a test or prepare other academic work;

f) paying, offering money or other valuables to, or coercing another person to obtain an unadministered test, test key, homework solution or computer program, or information about an unadministered test, test key, homework solution or computer program;

g) falsifying laboratory reports and/or other academic work offered for credit;

h) taking, keeping, misplacing or damaging property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;

i) failing to comply with instructions given by a person administering a test;

j) discussing the contents of an examination with another student who will take the examination;

k) divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the student;

l) misrepresenting facts, including providing false grades or resumes for the purpose of obtaining academic or financial benefit or injuring another student academically or financially.

2. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

3. “Collusion” means the unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or collaboration with another person to commit a violation of any scholastic-dishonesty rule.

4. “Falsifying academic records” includes, but is not limited to, the alteration of grades or other falsification of an academic record such as grade report, test paper, registration material or reporting form used by any office of the college.

Procedures for discipline due to academic dishonesty will be the same as disciplinary actions specified herein except that in an academic dishonesty action, the case first will be considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he/she may appeal to the department chair of the program that offers the course involved, then to the Associate Vice President of Student Learning, and then to the Vice President for Student Learning for review of his/her case. The decision

of the Vice President for Student Learning will be final except in cases where the student is suspended or expelled. If the student denies the charges against him/her, he/she will not be suspended from class or from the college until he/she has received substantive and procedural due process except as provided under Section VI., B., herein (Interim Disciplinary Action). In the case of suspension or expulsion, a student may request an Appeals Hearing before the Student Judicial Review Board.

C. Campus Disruptive Activities – Pursuant to Vernon's Texas Code, annotated, Education Code Subsection 4.30 (Disruptive Activities), the college will adhere to the following rules and regulations, as reproduced in their entirety below:

1. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or properties of any private or public school or institution of higher education or public vocational and technical school or college.

2. For the purposes of this section, disruptive activity means:

a) obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

b) seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

c) preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;

d) disrupting by force or violence or the threat of force or violence a lawful assembly in progress;

e) obstructing or restraining the passage of any person at any exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by the threat thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

3. For the purpose of this section, a lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

4. A person who violates any provision of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200, by confinement in jail, for not less than 10 days nor more than six months, or both.

5. Any person who is convicted a third time of violating this Section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

6. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

D. Financial Transactions with the College – A student with a past due unpaid balance is considered to have a delinquent status. The delinquent student may not register for subsequent terms, receive credit for work done that term, receive grades and transcripts, or add courses. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts. A student who writes a non payable check to the college for tuition and/or fees will have his/her registration canceled. A non payable check written to the college for other purposes will subject the student to legal and/ or disciplinary action. Upon receipt of the unpaid draft, the student will be notified by certified mail and given 10 days to make full restitution and pay any service charge that may be imposed. Failure to make payment in full or as stipulated will result in the student being immediately withdrawn from the college. The student has the right to discuss with the blocking department the reason for the blocking of enrollment and/or withholding of official transcript. The student may request that the case be considered under the College's Procedure for Student Grievance.

VI. Administration of Discipline

A. Authority—The Vice President for Student Development has the primary authority and responsibility for the administration of student discipline. The Disciplinary Officer has the authority and responsibility to investigate and hold disciplinary hearings and dispose of disciplinary cases. Charges against a student in a campus judicial proceeding need only be proven by "substantial evidence."

B. Disciplinary Hearing

1. Investigation—Upon receiving information that a student allegedly has violated College policies, rules or regulations or the Code of Student Conduct, the Disciplinary Officer will investigate the alleged

violation. After completing the preliminary investigation, the Disciplinary Officer may:

- a) dismiss the allegation as unfounded; or
- b) summon the student for a disciplinary hearing according to Section VI., B., 5. herein.
- c) upon completion of hearing procedure, dismiss the allegations or impose disciplinary sanctions

as defined in Section VI., B., 6.

2. Disciplinary Hearing Procedures – Disciplinary hearing procedures will be informal. After hearing the student and other parties, or in the event the student does not appear, the hearing will be considered waived, the Disciplinary Officer may:

- a) dismiss the allegation; or
- b) impose disciplinary penalty as defined by Section VI., B., 6. herein, based on the totality of the information available and notify the student in writing of sanctions imposed.

3. General Information - In any disciplinary proceeding, the student or organization has the right to know, and upon request, be informed of

- a) the alleged violation,
- b) the source of the complaints,
- c) any specific charges,
- d) the sanctions which may be imposed,
- e) the fact that any statement can be used against them for purposes of disciplinary proceedings,
- f) documents and evidence relevant to a case, prior to a Student Judicial Review Board.

4. Interim Disciplinary Action—Pending any action or proceeding on the charges, the President, Vice President for Student Development, or Disciplinary Officer may take immediate interim disciplinary action, including suspension of a student from being present on the campus and attending class when the continuing presence of the student poses a danger to persons or property, or poses an ongoing threat of disruption of the academic process of the college. When such interim disciplinary action occurs, the suspending official will, if possible, meet with the student prior to suspension to discuss reasons for interim suspension and to allow the student to explain reasons against suspension pending a full hearing. After the imposition of interim disciplinary action, normal disciplinary action procedures will be followed thereafter, provided however that the student will remain suspended during all appeal stages when his/her continuing presence poses a danger to persons or property, or poses an ongoing threat of disruption of the academic process of the College.

5. Summons for Disciplinary Hearing – Summoning a student in connection with an alleged violation may be done by sending a letter to the student at the address appearing on his/her permanent record in the College Records Office, or the notice/summons may be given directly to the student in person by the Disciplinary Officer. The letter will direct the student to schedule a hearing date during a specified time frame, not more than five days, after the date of the letter, at the Disciplinary Officer's office. The notice will identify the alleged violation. A letter sent to the address listed in the College Records Office will constitute full and adequate notice. Failure of a student to provide an address change will not constitute good cause for failure to comply with a summons. Failure of the student to respond to the summons to schedule a hearing during the specified time frame will result in the hearing being considered waived by the student.

6. Disciplinary Sanctions

a) Admonition —Oral or written reprimand from the Disciplinary Officer to the student on whom it is imposed.

b) Discretionary sanctions —Work assignments, service to the college, or other related assignments.

c) Disciplinary probation—Indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe disciplinary action, including suspension. The Disciplinary Officer may impose conditions related to the offense, such as counseling, educational seminars, special classes, or unpaid work assignments, etc. Failure to meet the conditions will be considered an additional violation.

d) Withholding of grades, official transcript or degree – The Disciplinary Officer may withhold the issuance of an official transcript, degree, grade or certificate of completion from a student alleged to have violated a rule or regulation of TSTC that reasonably would allow the imposition of the penalty of such withholding. The Disciplinary Officer may take such action pending an investigation, disciplinary hearing, Appeals Hearing and/or exhaustion of appeal rights.

e) Suspension of rights and privileges—Including participation in intramural, extracurricular activities, election to student office, housing or visitation privileges and other student activities. Suspension will be for a specified period of time and may impose limitations to fit the particular case, including removal from office or activities. Suspension may include prohibition from representing the college in any special

honor activities. This penalty does not supersede or negate the rights or responsibility of any director of such activities to take interim action as necessary.

f) Bar against readmission—for a specified period of time, and/or drop from current enrollment or drop from enrollment in one or more courses. This sanction will become a part of the student's permanent record and will be removed at the completion of the sanction period, at the student's request.

g) Restitution—Reimbursement for damages to or misappropriation of college, student or employee property. Restitution may be monetary or by specific duties.

h) Denial of Degree—A student found guilty of scholastic dishonesty may be denied his/her degree. This sanction will become a part of the student's permanent record.

i) Failing grade, or other academic penalty — Other academic penalties could include reduction of grade in a test, course, or other academic work and/or performance of additional academic work not required of other students in the course.

j) Suspension from the college for a specified period of time — During such suspension a student will not attend class or participate in college campus activities (prohibits the student from entering the college campus without prior written approval of the VP). Suspension from the college and/or suspension of rights and privileges is the minimum penalty that will be assessed for conviction of illegal use, possession, and/or sale of a drug, narcotic, controlled substance or alcohol on college property. This sanction will become a part of the student's permanent record and will be removed at the completion of the sanction period, at the student's request.

k) Expulsion from the college – Expulsion may be permanent or for a specific period of time not less than one year. Permanent dismissal from the college prohibits the student from entering the college campus without prior approval of the Vice President for Student Development. This sanction will become a part of the student's permanent record.

l) Revocation of a degree, grade or certification may be imposed when the violation involves scholastic dishonesty. This sanction will become a part of the student's permanent record.

m) Blocking a student from enrollment until a specified act is performed by the student.

n) Bar from campus after suspension or dismissal — A student who has been suspended or dismissed from a state-supported institution of higher education after a hearing, in accordance with procedures established by the institution, for disrupting the orderly operation of the campus or facility of the institution, as a condition of the suspension or dismissal, may be denied access to the campus or facility, or both, of the institution for a period of suspension and, in the case of dismissal, for a period not to exceed one year.

o) Eviction or bar from campus housing.

p) Administrative withdrawal from a class or classes.

q) Other penalties—May be imposed appropriate to the circumstance when, in the opinion of the Disciplinary Officer or Hearing Officer, the best interest of TSTC would be served.

*More than one of the sanctions listed above may be imposed for any single violation.

VII. Appeals Process and Hearing

A. A student for which sanctions are imposed, but does not include any restrictions or loss of privileges, may appeal the decision of the Disciplinary Officer.

B. A student for which sanctions that include restrictions, loss of privileges, withholding of grades or degree, revocation of degree, suspension or expulsion may appeal the decision of the Disciplinary Officer to the Student Judicial Review Board or to the Vice President for Student Development.

1. To file an appeal a student must complete an appeals request form available from the Disciplinary Officer within three working days of the date of the notification of sanctions from the Disciplinary Officer.

2. Upon the filing of the request, the student will be notified within five working days of the date of the request of the time, date and location of the Student Judicial Review Board hearing.

C. The Student Judicial Review Board will consist of five members: three faculty/staff members, and (2) two student members, appointed by the President.

1. The Student Judicial Review Board will be chaired by a faculty/staff member appointed by the President.

2. The decision of the Student Judicial Review Board will be to review the findings of fact and sanctions originally imposed by the Disciplinary Officer. They may not impose more severe penalties. The decision will be made by a majority vote with the chair only voting to break a tie. All votes will be recorded by secret ballot, tabulated by the chair.

3. The findings of the Student Judicial Review Board are appealable to the Vice President for Student

Development.

4. Hearing procedures will be confidential and closed to the public.

5. The Board will hear the presentation of the case and evidence by the Disciplinary Officer followed by the student's presentation. Each party will have the opportunity to present testimony, evidence and witnesses in support of their position. The Board will be allowed to question the parties, witnesses and/or request additional information.

6. An accused student may have two copies of any documents or evidence to be used in an appeals hearing, three days prior to hearing, upon request by student.

D. General Rules

1. Right to counsel - The accused student or organization shall have the right to present witnesses and documentary evidence as may be pertinent to the case, and to question witnesses offered by other parties. The student or organization may be accompanied by an adviser, but the adviser is not allowed to make statements or question witnesses. The college reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a hearing may be extended if the college has to retain counsel.

2. At least two full working days prior to the hearing, the accused student shall provide a list of all witnesses known by the student or organization who are expected to attend the hearing.

E. Evidence

1. Legal rules of evidence do not apply to these procedures; the Disciplinary Officer or Student Judicial Review Board Chair may admit and give effect to evidence of a probative value that commonly is accepted by reasonable people in the conduct of serious affairs. The Chair may exclude irrelevant, immaterial and unduly repetitious evidence. The Chair may set reasonable time limitations on the presentation of any statement or evidence.

2. All evidence offered during the Appeals Hearing is made a part of the Hearing record.

Student Rights & Responsibilities

As members of the college community, TSTC Waco students are entitled to certain rights associated with attending an institution of higher education. These rights include those expressed below and others written into College Operating Procedures, which are accessible in the office of the Vice President for Student Development or the college Web site.

I. General Rights

A. The right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability or sexual orientation.

B. The right to develop one's individual potential.

C. The right to expect a quality education.

D. The right to pursue an education without undue interference.

E. The right to be free from hazing, threats, stalking, violence and other harassing actions.

F. The right to petition the appropriate college unit or body for redress of grievances in accordance with college procedures.

G. The rights to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment).

H. The right to communicate with administrators, faculty and staff through appropriate processes.

I. The right to publish and distribute information through the appropriate forums subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution, the Federal Communications Commission and the college.

J. The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.

K. The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the president of the college, the Student Government and other recognized groups within the college.

L. The right of access to college designated facilities through college disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment).

II. Academic Rights & Responsibilities

A. **Academic Freedom** - Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas and take reasoned exception to the data or the views offered. **Responsibility** - Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints and observing rules of courtesy in the classroom.

B. **Academic Standards** - Students have the right to know the standards of academic performance established for each course in which they are enrolled. **Responsibility** - Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

C. **Academic Evaluation** - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written work after the instructor has evaluated them and are accorded protection through the Academic Appeal Procedure against prejudiced academic evaluation.

Responsibility - Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled, it may be appealed in writing as outlined in the Academic Appeal Procedure. (See Page 15)

D. **Improper Disclosure** - Except when disclosure may be required by state or federal law, student have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisers or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Responsibility - Students have the responsibility to state clearly what is and what is not confidential disclosure.

E. **Disruptions** - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/ learning process. **Responsibility** - Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

F. **Non-Discrimination** - Students have the right to learn in a classroom environment where diversity is respected. **Responsibility** - Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, sex, sexual orientation or disability status.

G. **Intellectual Property** - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission. **Responsibility** - Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purposes or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission absent written notification from a faculty member. Students shall also respect and treat in similar manner the intellectual property of other students.

Policies and Notifications

Academic Appeal

It is the intent of Texas State Technical College Waco to maintain the academic integrity of all instructional programs while affording students a fair process for appealing grades and/or other elements of instruction.

These procedures are for academic appeal only; see other appropriate College Operating Procedures regarding issues of sexual and racial harassment (COP 1.41 and 1.42), disruptive behaviors (COP 7.50), etc. The procedures described below apply both to on-campus students and off-campus distance learning students. For distance learning students, available and appropriate technology (e-mail correspondence with attached documentation, a chat room, etc.) will be utilized to facilitate the procedures.

Procedures

1. At the start of each term, faculty members will provide their students with a written statement about the course objectives, required assignments and grading policy. If the faculty member deems it necessary to modify the assignments or grading policy within the term, students will be provided with information about those modifications; ideally, written information regarding the changes will be provided to the affected students. Faculty members will apprise students of their classroom performance in a timely fashion.
2. If, during a term, a student has an academic concern (a dispute about a test or assignment grade or the nature of an assignment/ activity), he or she should first discuss the matter with the faculty member. This discussion should take place within one week of the occurrence of the disputed matter. If the matter cannot be resolved between the student and the instructor, they should consult with the department chair. The department chair is the final arbiter of academic concerns during the term. (In the event that the instructor is the department chair, the student would bring an academic concern to the cluster director for final arbitration during the term.)
3. If a student has an academic grievance, the student has until the 12th class day of the subsequent term to begin the formal appeal process by consulting with the instructor of record. An academic grievance can consist of any of the following:
 - A contention of an arbitrary or impulsive action taken by an instructor against a student;
 - A dispute over an accusation of cheating or dishonesty;
 - Any other dispute over a matter which has impacted the final course grade.*(If the instructor of record is no longer available, the student should lodge the academic appeal with the department chair by the 12th class day of the subsequent term.)*
4. If no satisfactory resolution regarding the academic appeal is reached after discussion with the instructor, the student should, within one week, take the matter to the department chair who supervises that faculty member. The department chair should gather as much information as is needed to make a fair ruling regarding the appeal and should apprise the faculty member and the student as to the ruling. The department chair will make his or her ruling within one week of hearing the student's grievance.
5. If, after the department chair has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the appropriate cluster director. The student's written statement should be filed within one week of receiving the department chair's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The cluster director should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the department chair, the faculty member and the student as to the ruling. The cluster director will respond in writing to these parties within two weeks of receiving the student's written appeal.
6. If, after the cluster director has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the Vice President for Student Learning. The student's written statement should be filed within one week of receiving the cluster director's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The Vice President for Student Learning should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the cluster director, the department chair, the faculty member, and the student as to the ruling. The Vice President will respond in writing to these parties within

two weeks of receiving the student's written appeal. (At the TSTC Waco extension centers, the student will consider the director of the center as the Vice President's designee. The extension center's director will respond in writing in behalf of the Vice President for Student Learning.)

7. If, after the Vice President for Student Learning (or the Vice President's designee, as noted above in Step 6) has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may file with the Vice President's office a written appeal to an Academic Appeal Committee (AAC). This written appeal must be submitted within one week of receiving the ruling from the Vice President for Student Learning (or the Vice President's designee). Within three working days of the receipt of the written appeal, the dean will appoint a three-person academic appeal committee comprised of:

- A faculty member (not the faculty member involved in the dispute) from within the program, if possible. (If that is not possible, then a faculty member from the same cluster will be appointed.)
- A faculty member from a program outside the program of the faculty member involved in the dispute.
- A student (not the student involved in the dispute).

The Vice President for Student Learning (or the Vice President's designee) will preside over the AAC. A note-taker will be present when necessary to record substantive discussions. The AAC should gather as much information as is needed to make a fair ruling regarding the situation. The AAC may invite the student and the faculty member to appear before the committee together or separately as appropriate, and may invite as many of the individuals who may add factual information necessary to come to a fair decision. The student may invite one support person to attend the appeal hearing. This support person may be an attorney. However, the support person may only advise the student making the appeal; the support person may not directly participate in the appeal process. The AAC will have up to two weeks from its appointment to make a ruling. Once a ruling regarding the academic appeal has been made, the committee should apprise the Vice President for Student Learning (or the Vice President's designee), the department chair, the faculty member, and the student as to the ruling.

After the AAC has rendered its ruling, the student may appeal the decision in writing to the President. The President may or may not choose to act on the student's appeal. Any decisions made by the President are final.

SB 1231 Limitation on the Number of Drops for Students

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Texas State Technical College Waco College Records Office at (254) 867-2362 for more information before you drop a course. Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

A TSTC Waco student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires that public institutions such as TSTC provide reasonable accommodations to people with qualifying disabilities. It is the intention of TSTC to cooperate fully with the spirit and letter of this law. However, it is the responsibility of the student with a need for accommodation to indicate this need to Disability Support Services at least 30 days prior to enrollment to adequately schedule services.

Applying for Financial Aid

The student Financial Aid Office staff is here to assist you with your financial aid questions and concerns. It is our desire to help you take advantage of every financial opportunity available to assist you in attaining your educational goals. All materials distributed by the Financial Aid Office should always be read thoroughly.

The financial aid philosophy at Texas State Technical College is to provide financial resources to students who would otherwise be unable to pursue a post-secondary education. However, the primary responsibility for paying for the cost of a college education lies with the student and his/her immediate family. Thus, financial aid should be expected only when the family is unable to meet the full cost of the student's education.

Although financial aid programs are available to help students, please keep in mind that:

- 1 Not all students are eligible for grant assistance;**
- 2. The amount of money available for financial aid is limited and may not meet all of your financial needs;**
- 3. Financial aid is not always available when each term begins. Students must consider financial aid application processing time and federally mandated waiting periods.**

Since financial aid may not pay for the entire cost of your education, we suggest that you plan ahead and make every effort to obtain as much money as possible from other resources to help with your college expenses. This may be particularly helpful at the beginning of each term before financial aid funds are made available.

The Financial Aid Office will attempt to meet the documented financial need of eligible students who meet all requirements. Financial aid is awarded on a first-come, first-served basis, based on financial need and availability of funds. You must complete enrollment requirements with the College Records Office before any financial aid can be awarded.

Instructions for Financial Aid

Step One

Submit the FAFSA (Free Application for Federal Student Aid), based on the appropriate year's income information, by following the instructions at www.fafsa.gov. TSTC Waco's Federal School Code number is 003634. If you wish to complete a paper FAFSA to mail to the processing center, or for us to submit electronically for you, you may obtain the application in the Financial Aid Office.

If you wish to apply for a Federal Direct Student loan, please indicate this on question No. 31 on the FAFSA. All loans will be processed through the Federal Direct Student Loan Program. For information on what steps you must complete in order to receive loan funds, please visit: <http://www.waco.tstc.edu/financialaid/mpn.php>.

Step Two

You will receive a Student Aid Report (SAR) in the mail from the processing center within 2-3 weeks after you submit your FAFSA electronically, or if you provided your email address, you will receive an email with a link to your SAR in no more than 5 - 7 days. Please review the information on the SAR and contact the Financial Aid Office if you discover errors. If your file contains discrepancies, or is selected for verification by the United States Department of Education, you will be required to submit additional documentation to the Financial Aid Office. You will receive an award letter when your aid has been processed, along with instructions on how to complete the process for a Federal Direct Student Loan.

Step Three

Officially declare a major in the Enrollment Services Office. A major cannot be declared until all required transcripts are received by that office.

Note: Financial aid will not be credited to your student account until all transcripts are received.

Step Four

Pre-register. If you register early, your financial aid, if processed, will be credited to your student account prior to the start of the term.

Note: Aircraft Pilot Training (APT) students must submit a copy of their Class II Medical Certificate before any financial aid can be credited to their student account. APT student budgets are adjusted to reflect flight costs. Any APT student who does not fly for a term may lose the budget adjustment.

Eligibility

To receive financial aid, a student must meet the following qualifications:

1. Be accepted for admission to Texas State Technical College and be enrolled for a minimum of six (6) credit hours in a program of at least six (6) months in duration. Exception: The Federal Pell Grant program is funded for eligible students enrolled in less than six (6) credit hours. All accepted students must have a high school diploma, a GED or have demonstrated the “ability to benefit” from training provided at Texas State Technical College as determined by passing a standardized placement test.
2. Have established financial need as determined by a needs test application through an approved processor. Texas State Technical College uses the Free Application for Federal Student Aid (FAFSA).
3. Be enrolled as a regular student working toward a degree or certificate in an eligible program.
4. Be a U.S. citizen or eligible non-citizen. Non-citizens should submit an Alien Registration Card, Immigration and Naturalization Service Departure Record or Temporary Resident Card.
5. Have a valid Social Security Number.
6. Not be in default on a Perkins Loan (National Direct Student Loan), Federal Stafford Loan (Guaranteed Student Loan), Federal Parent Loan for Undergraduate Students or Federal Supplemental Loan for Students.
7. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant or State Student Incentive Grant.
8. Agree to use all federal student aid solely for educational and educationally related purposes.
9. Sign a statement of educational purpose/certification statement on refunds and defaults, (included on FAFSA).
10. Male students who are 18 years of age or older, are U.S. citizens or eligible non-citizens and are not currently on active duty in the Armed Forces are required to be registered with the Selective Service before any federal student aid can be awarded.
11. Maintain satisfactory academic progress as defined in the satisfactory progress standards that are on our web site.
12. Aircraft Pilot Training students must submit a copy of their Class II Medical Certificate before any financial aid can be processed. APT student budgets are adjusted to reflect flight costs. Any APT student who does not fly for a term will lose the budget adjustments.
13. Students in the Dental Assistant program must submit proof of DPT inoculation prior to enrollment.

Bookstore Policies

The TSTC Bookstore, located in the Student Services Center, is a full-service bookstore, selling required textbooks, tools, supplies, clothing, novelties and sundries. The bookstore has set policies for refunds and book buybacks. You can get book refunds during the first 12 days of each semester during regular or extended operating hours. Always keep your receipt, which you must have for any refunds. A 100 percent purchase price refund requires the book in its original condition. Books not in original condition or unwrapped may qualify for a 75 percent refund. A 50 percent refund applies to books that are written upon, marked or soiled. Again, all refunds require sales receipts. The TSTC Bookstore posts “no refund” signs during the busiest times to help alleviate overcrowding and waiting times for regular purchases. If you notice a crowd or see a “no refund” sign, return at another time for refunds. Book buy back periods are for two days at the start of a semester and four days — usually during the final exam period — near the end of a semester.

Career Development Services

Career Development Services are offered through the Retention Programs & Campus Outreach Office, Institutional Programs, and the Office of Institutional Effectiveness, Research & Planning (IERP). Prospective and matriculated students, alumni and employers are eligible to utilize these services. The Retention Programs & Campus Outreach Office offers undecided students assessment tests/inventories (aptitude and career interest) and counselor assistance in selecting a career field. The instructional programs provide

students with information on job opportunities in the major field, potential salary ranges and placement assistance upon graduation. Documented student placement rate information by major is available through the IERP office. Prospective employers are invited to attend the college's annual "Industry Career Day" for recruiting purposes and are encouraged to post vacant job announcements on the TSTC Waco Web site for viewing by matriculated students and alumni. Specific questions regarding these services should be addressed to the departments named above.

Policy Prohibiting Racial Harassment

Texas State Technical College prohibits any act, deed or speech interpreted as racial harassment, by or against, students, faculty and staff of the college. Students or employees engaging in such conduct are subject to disciplinary action ranging from probation or suspension to termination of employment.

Philosophy Statement

TSTC is committed to the principles of free inquiry and free expression. Members of the college community have the right to hold, vigorously defend and promote their ideas and opinions to flourish or wither according to their merits.

Respect for this right requires that students and employees tolerate expression of views that they find offensive. All members of the educational community should however, voluntarily adopt standards of civility and good taste that reflect mutual respect, understanding and sensitivity among its diverse racial, ethnic and cultural groups.

TSTC is also committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of gender, race, color, handicap, age, religion, sexual orientation or national and ethnic origin.

Harassment of students or employees on the basis of race contributes to a hostile work or school environment that makes access to work or education for those subjected to it less than equal. Racist behavior also brings dishonor to the perpetrator, demoralizes and disrupts the academic community as a whole and diminishes the stature of TSTC.

Racist communication and acts demean, ridicule and humiliate the victim and also can cause serious emotional distress, impede the learning process and in the form of "fighting words" may provoke a violent response.

For all these reasons, TSTC unequivocally condemns racist behavior in all of its forms. The Vice President for Student Development or designee (TSTC Disciplinary Office or Staff Counselor) has the primary responsibility for responding to an accusation or complaint of racial harassment and will inform the student of complaint, investigation and resolution procedures during the initial meeting.

Upon receipt of an allegation of racial harassment, the Vice President's designee shall ascertain the facts and provide mediation services to assist the student. These mediation services may include consultation with the student and alleged wrongdoer, either separately or together, and with student services staff, vice president's or other approved administrative officials of the college. If such mediation efforts result in a solution satisfactory to the student, the student shall be asked to complete a written and signed statement to the effect.

Where such mediation efforts fail or the student does not wish to pursue mediation, the student complainant may seek formal resolution concerning potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

Racial Profiling Policy

The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person's activities simply because of that individual's race,

ethnicity or national origin is racial profiling.

Examples of racial profiling include but are not limited to the following:

- 1 . Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver's race, ethnicity or national origin.
2. Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
3. Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or place.

The TSTC Police Department holds two basic principles based on the adoption of this definition of racial profiling:

- 1 . Police may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
2. Law enforcement officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search. Racial profiling is not relevant as it pertains to witnesses, etc.

If you have questions about TSTC Police Department policies or procedures, call the office at 254.867.3690.

Release of Student Records

In compliance with the "Family Education Rights and Privacy Act of 1974 (FERPA)," TSTC Waco gives notice that the following directory information will be released upon request and with the approval of the appropriate administrator, unless the student desires to withhold it: student's name, address, e-mail address, telephone number, major field of study, classification of coursework level, enrollment status, extracurricular participation in officially recognized activities, achievement and academic awards or honors, weight and height of members of athletic teams, dates of attendance, photographic image and most recent previous institution attended.

Release of additional student record information not defined as "directory information" must be specifically authorized by the student (form available in the College Records Office).

Students may prohibit the release of directory information by completing the appropriate form available in the College Records Office during registration or within the first 11 class days of each semester. This request remains in effect until revoked in writing by the student.

Minors (under 18 years of age) attending TSTC have the same right to privacy of their records as adult students.

Student academic records information, other than directory information, may be released WITHOUT CONSENT of the student to the following parties:

- 1) an individual employed by TSTC in an administrative, supervisory, academic, research or support staff position (including law enforcement and health staff personnel);
- 2) an individual appointed to the TSTC Board of Regents;
- 3) an individual or company employed by or under contract to TSTC to perform a special task such as an attorney, auditor or collection agency;
- 4) a student serving on an official committee such as a disciplinary or grievance committee or assisting an other school official in performing his or her tasks;
- 5) parents of an eligible student who claim the student as a dependent for income tax purposes (form available in College Records Office);
- 6) in order to comply with a judicial order or a lawfully issued subpoena;
- 7) appropriate parties in a health or safety emergency;
- 8) an alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless of whether the institution concluded a violation was committed;
- 9) the general public if the institution determines as a result of disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of the institution's rules or policy or state or federal law, as authorized by state law;
- 10) parents of a student under the age of 21 regarding a university determination that the student violated federal, state or local law or institutional policy governing the use or possession of alcohol or a

controlled substance.

Students have the right to inspect and review their academic record. Students may petition TSTC to amend or correct any part of their academic record which is believed to be inaccurate, misleading or in violation of the privacy or other rights of the students. When the college decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading or in violation of the privacy or other rights of the student.

Contact the College Records Office at (254) 867-2362 for more information regarding FERPA and student records. The campus registrar is the FERPA official at TSTC Waco.

Contact the U.S. Department of Education concerning alleged failures by Texas State Technical College Waco to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Phone: 202.260.3887

Fax: 202.260.9001

Policy Prohibiting Sexual Harassment

Texas State Technical College does not tolerate and expressly prohibits sexual harassment at TSTC. Offenders are subject to disciplinary action including possible suspension from the college or termination of employment. Students who believe they have been subjected to sexual harassment shall report to and consult with the Director of Human Resources.

Any employee, administrator or teacher who has received a report or complaint from a student relating to sexual harassment should immediately notify and refer that student to the Director of Human Resources. The complaint may be oral or in writing. After receiving an oral complaint, the director shall make a written record of the specific incidents (name, dates and places) related to the complaint. The written account shall be reviewed by the complainant for completeness and accuracy and must be signed by the complainant before investigation is undertaken.

The director shall, without delay, conduct an investigation into the alleged incident and interview all witnesses identified by the complaint in a confidential meeting. The director may discuss the complaint or incident with appropriate administrators.

The director will evaluate the findings of the investigation and shall look at the entire incident or circumstances in totality. The director shall consider such things as the nature of the sexual advances or conduct, and the context in which the alleged incidents occur. The director shall make a written report with findings. The report shall find whether or not the alleged conduct occurred and shall answer the following questions:

1. Is submission to said conduct made expressly or by implication, a term or condition of an individual's employment or educational opportunity or advancement?
2. Is submission to or rejection of such conduct by a individual used as a basis for an academic or employment decision?
3. Does the conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance or create an intimidating, hostile or offensive work or education environment?

The report shall not contain any recommendations of punishment. The report may contain a finding of no sexual harassment. The director will meet with and forward the findings of the investigation to the disciplinary authority or supervisor (as defined by TSTC Waco Policy and procedure on discipline and Student Code of Conduct) of the person accused of sexual harassment. The disciplinary authority or supervisor shall take appropriate action. He/she may use the findings of the director, the recommendation of the director, information obtained from his/her own investigation or other pertinent information relating to the employee or student into consideration. Any disciplinary action shall be conducted according to the current TSTC Waco disciplinary policy and procedure. The disciplinary authority or supervisor may consult and discuss the case with the complainant and the party accused of sexual harassment.

The investigative report and findings with the decision by the disciplinary authority or supervisor shall be forwarded to the appropriate parties, including the college president, and become a part of the personnel record (if applicable) and the students' record(s). Privacy of individuals and confidentiality of information given will be maintained to the extent permitted by law throughout all phases of these procedures.

Student Drug & Alcohol Policy Statement

It is the policy of Texas State Technical College that a drug free campus and workplace conditions be maintained. In order to reduce the potential for accidents and injury to TSTC students, employees, visitors, or the general public, written policy mandating drug and alcohol testing for students shall govern students' participation in classroom and lab activities. Students are prohibited from reporting to class or lab with the presence of illegal drugs, controlled substances, designer drugs or alcohol in their bodies.

This policy applies to all students enrolled in programs designated as "high risk potential" programs of study as defined within this policy. This policy applies to all individuals regardless of their student status as a full time or part time matriculated students enrolled for college credit, enrollment in programs for continuing education credit, enrollment in Technical Skills Mastery Certificate programs, or dual credit programs. This policy applies to all individuals enrolled in programs on the Waco campus, Ft. Bend Technical Center, and at any facilities which may be leased for instructional purpose, or any other locations where TSTC has a partnership with another institution(s).

The unlawful manufacture, distribution, purchase, dispensation, possession or use of an illegal drug or alcohol by students and employees on college property, or as a part of any college-sponsored activity, is prohibited. Students violating any provision of the drug and alcohol policies are subject to disciplinary sanctions ranging from suspension to referral for prosecution. Information regarding drug and alcohol problems, as well as referral services, is available in the TSTC Health Services Office and the Department of Student Life.

Read the full College Operating Procedure concerning Student Drug and Alcohol testing, COP 4.36

Alcohol and Drug Use

Drug and alcohol use, misuse, and abuse are complex behaviors with many outcomes at both the cultural and the individual levels. Awareness of the dangerous effects of drug/alcohol use is imperative for an individual's well-being or survival. Negative consequences of drug/alcohol may be exhibited through: physical dependence (the body's learned requirement of a drug for functioning) or psychological dependence (the experiencing of persistent craving for the drug and/or a feeling the drug/alcohol is a requirement for functioning).

Abuse of any drug/alcohol whether licit or illicit may result in marginal to marked, temporary to permanent physical and/ or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts. Regardless of the types of drug/alcohol utilized, a perceived need for the continued use is likely to ensue resulting in dependence. Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance and jeopardized family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug/alcohol counseling referrals are available in the Department of Student Life in the Student Services Center.

Bacterial Meningitis and Immunizations

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast — so take utmost caution. **A bacterial**

meningitis vaccination is required for new students residing in single student housing. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also affect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What Are The Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and lab results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase risks of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from feeling well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage that requires possible amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).

- Vaccinations take 7 to 10 days to become effective, with protection lasting three to five years.
- The cost of vaccine varies; ask your health care provider.
- Vaccination is very safe – the most common side effects are redness and minor pain at injection site for up to two days.
- Vaccinations are available locally through the Waco-McLennan County Public Health District at

225 W. Waco Dr., 254.750.5410; and Dr. Scott Lea, Waco. Infectious Disease Associates at 2911 Herring Ave., Suite 203, 254.755.4450.

How can I find out more information?

- Contact your own health care provider.
- Contact TSTC Student Health Services at 254.867.3820.
- Contact the Waco-McLennan County Public Health District at 254.750.5410.
- Contact Web sites www.cdc.gov/ncidod/dbmd or www.acha.org.

Immunizations

Measles (also known as Rubeola, Red Measles, Hard Measles, 10-Day Measles)

Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons. For these reasons, it is strongly recommended that students of institutions of higher education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine most often is given in combination with the vaccines for mumps and rubella, which also are caused by viruses.

Tetanus (also known as Lockjaw)

The illness caused by tetanus results from the poison produced by a bacterium. Again, this is a very difficult illness to treat when it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years, and should be boosted at that interval. It now is common for older adults to develop tetanus in the United States, as many adults do not receive the recommended 10-year boosters. The tetanus vaccine should be given in combination with the diphtheria vaccine.

Poliomyelitis

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if you plan to travel to other parts of the world, you should contact a physician for specific recommendations.

For more information on immunizations, contact your physician, public health clinic, or Student Health Services. Health students, please read below for information on immunization requirements and recommendations.

Hepatitis B — Dental and medical students, interns, residents and fellows. A primary series must be begun or, preferably, completed prior to beginning direct patient care (if not already immune).

Hepatitis B — All students enrolled in health-related courses that have or will have direct patient contact prior to beginning direct patient care contact, especially contact with patient's blood. A complete series or proof of immunity is encouraged. Dental — TB Screening.

For more information, see the amended Sections 2.09 and 2.09a of the Texas Education Code and the Texas Board of Health Rules, including the revisions adopted July 20, 1991, or call the Texas Department of Health, Immunization Division, at 1.800.252.9152.

Rules to Live by ... at TSTC

Campus Living Rules & Regulations

Most college students say they learn and grow as much by living on campus as they do by attending classes. The living environment at TSTC gives you opportunities for social interaction, interpersonal relationships and cultural activities. Residence life is an important component of your total development as a student. We encourage you to join in residence life and enlarge your experience through human relationships, new ideas and cultural diversity. TSTC offers on-campus housing for the single, married or family student.

Student Housing Policy

TSTC requires that all new students who are under the age of 21 on the first day of class for which they enroll, must live on campus for a minimum of two semesters (Policy and Procedure 4.1). Policy exemptions will be considered for students who:

- a. Live with parents/legal guardians and commute;
- b. Are married or have dependents;
- c. Have a doctor's exemption for medical circumstances which cannot be accommodated;
- d. Have completed two semesters or three quarters of college work.

Special circumstances justifying an exemption will be considered by and should be directed to the Director of Campus Living. Please submit an application for enrollment to TSTC before applying for housing. The full deposit must accompany the housing application. For more specific information regarding single student housing, contact Campus Living, located in the Student Services Center, at 254.867.3824.

It is our belief that the residential life experience is an important part of your educational process. The living environment at TSTC gives students the opportunities for social interaction, interpersonal relationships and cultural activities. We want to foster a living/ learning environment where students can develop qualities of self-discipline and responsibility, and will enlarge your educational experience through new ideas and cultural diversity.

This portion of the Student Handbook is designed to provide you with an introduction to residence life at TSTC. You will find information regarding staff, programs and expectations, as well as the policies that govern students who live on campus. You will need to familiarize yourself with these rules and regulations as you are expected to abide by them. It is the students' responsibility to read and understand the rules and regulations that govern residence life.

Campus Living Staff

The staff is available to assist you in your educational experience. We hope to create a living /learning environment that will not only allow you to develop your educational goals but to develop personally and socially as well. The Campus Living staff is responsible for the direct operation of Red River Apartments and Lavaca Hall. Students residing in these areas will work directly with Campus Living. In addition to overseeing housing operations, this office also handles student rights and responsibilities matters for the entire campus. As part of the Student Development Division, this office reports directly to the Associate Vice President for Student Development.

Resident Assistants (RAs)

The Campus Living Office employs Resident Assistants (RAs) for Red River Apartments and Lavaca Hall, who are selected for their ability to communicate with others, their willingness to accept responsibility as well as possessing a genuine desire to assist others. RAs are the primary resources of information for you, and have received training to enable them to deal with various situations. They are employees and should be treated with the same respect as any other employee. They have a primary responsibility to enforce policies of the institution and the rules and regulations of Campus Living. You are expected to cooperate accordingly.

Campus Living Policies

The TSTC Campus Living policies apply to all residence facilities at TSTC Waco including Red River Apartments, Village Oaks Apartments and Lavaca Hall. Any student having signed a contract/lease agreement is expected to abide by these policies.

Antennas

No freestanding antennas, poles or dishes are permitted to be installed at any facility. Splicing of an antenna or cable television is prohibited.

Appliances

Residents of Red River and Village Oaks apartments are responsible for the condition and cleaning of the appliances. Ceiling fans are prohibited. Students are not allowed to install appliances such as washing machines, dryers or dishwashers. Oscillating and box fans may be used. Stereos and televisions are permitted. We ask that you observe quiet hour regulations when using these items. (See Quiet Hours).

Application

Anyone who wishes to live on campus will need to complete a housing application and return it to the appropriate office. Housing assignments will not be made or reserved until the receipt of the deposit or special arrangements have been made. (See Deposit.)

Assignments

Every attempt is made to accommodate student preferences for housing assignments through the application information provided by all students when they apply for housing. It is our practice to attempt to assign students with similar interests and lifestyles to the same residence. Priorities for housing assignments are based on the date the deposit and application are received. The housing contract/lease agreement is for a space and does not guarantee assignment to a particular type of facility or room.

It is sometimes necessary to consolidate housing assignments to reduce the costs of operation. Dependent on the demand for space, we will consolidate and close apartments, sections, floors or buildings when the need arises. Each student who is affected will be notified to make arrangements to move without charge. We will make every effort to reassign the student to an acceptable space. Any costs that may be incurred by such moves such as telephone, cable television, etc. should be discussed with management upon receipt of consolidation notice.

Room changes may be made at the beginning of each semester. The moving period will be posted and any room changes should take place during that period only. Should special situations arise after that period, you will need to see the apartment manager or the director. Room changes WILL NOT be made on the basis of religious, ethnic or similar differences with roommates.

TSTC reserves the right to deny access to housing or reassign students when it is considered to be in the best interest of the institution. There will be no charge for moves initiated by the institution for disciplinary matters; however, the student does risk forfeiture of the security deposit. (See Discipline, Deposit.)

Between Semesters/Holiday Occupancy

Single student housing rental rates are based on days of occupancy when TSTC is in session. Students may occupy their space during most breaks as long as the space does not require maintenance. Lavaca Hall and Red River Apartments are closed during the Christmas break. Students should leave no later than 24 hours after their last final in the fall and not return until the weekend prior to the first class date for the spring term. Those needing housing during this time must contact Campus Living for possible arrangements, which will be billed to the student's account.

Cable Television

Cable television is provided to all Lavaca Hall and Red River Apartment residents. Cable hookups are available in the Village Oaks apartments with activation of service being the student's responsibility. All charges will be assumed by the student. The TV lounge in Lavaca Hall also has cable and is available for use by Lavaca Hall residents.

Cancellation of Contract/Lease Agreement

The housing lease agreement is a binding document and students are expected to fulfill the obligations. The terms by which a lease may be terminated by the resident are identified in the agreement and students will need to be familiar with them. Any request for cancellation of a lease agreement will need to be in writing. Village Oaks residents will need to direct their requests to the manager of Village Oaks. Residents of Red River apartment and Lavaca Hall will need to direct requests to the Director of Campus Living.

The students who deliberately cause damage or those who cause damage as a result of an unauthorized activity may be subject to disciplinary action.

Dartboards

Soft tip darts and dartboards are allowed in housing facilities. Steel tip darts are prohibited.

Deposit

The security deposit is to accompany the student's application for housing in order to receive a housing assignment reservation. The refundable portion of the deposit is only returned when the student has followed the proper check-out procedure, paid all debts and fulfilled the lease agreement.

Discipline

TSTC expects that all students abide by policies and regulations involving student conduct defined herein. When violations of such policies occur, students will be referred through the institution's disciplinary process.

There are several types of disciplinary actions that may be imposed. These actions, as well as the appeal procedure and due process proceedings, are defined in the Code of Student Conduct section of the Student Handbook. (See Page 6)

Drugs

Use or possession of illegal drugs and/or paraphernalia is prohibited in campus housing facilities and surrounding areas. Any student in violation of these regulations or whose behavior is affected by the use of drugs will be subject to disciplinary action.

If illegal substances or contraband are found in the common area of a living environment, each resident will be held responsible. It is the student's responsibility to report any such violation to the proper authorities. (See Prohibited Items.)

Drug Dogs

For the protection of all students, TSTC employs the use of "drug sniffing" dogs as a means of enforcing the institution's policy on drugs and/or weapons. Drug dogs will be used periodically in the housing areas and parking lots as allowed by law. (See Entry, Search & Seizure.)

Eligibility

Only those persons enrolled at TSTC Waco will be allowed to reside in facilities designated for single-students. If at any point, a resident discontinues enrollment at TSTC, they will be required to vacate the premises.

Entry, Search & Seizure

Students, along with all other citizens, are protected by the constitution against unreasonable search and seizure. If, however, there is "reasonable cause" to believe that an institutional policy or law is being violated, a search may be considered reasonable. The alert by a drug-sniffing dog is considered reasonable cause, and a search warrant will be sought. TSTC reserves the right to enter a student's living space when the occupant of the space may be harmed or endangered; for the purpose of inspection of property; to seek missing furnishings; to make improvements or repairs; to control the space in the event of an epidemic or an emergency; to ensure evacuation during fire drills; to conduct routine safety inspections, repairs or pest control; to check for suspected violations of the institution's policies on drugs or weapons; to exercise contractual lien; to remove unauthorized pets; or to show probable cause that a violation of TSTC policy is being or has been committed upon invitation of a resident; to allow entry by a law enforcement officer with a warrant; to show space to inspectors, fire marshal, or an appraiser. A notice will be left for the resident describing the purpose of entry any time that a space has been entered.

Evictions

Students may be evicted from housing when they fail to meet enrollment requirements, fail to make financial payments or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of the eviction; i.e. re-enrollment in the institution, payment of fees or clearance by the institution's disciplinary officer.

Fees

The costs of damages and/or cleaning charges are not covered by the terms of your lease agreement. Any additional charges will be assessed to the student. If you have a question regarding charges, contact the Campus Living office.

Fire, Safety & Security

It is the responsibility of each resident to be familiar with the policies and procedures designed to ensure safety and security.

Fire alarms signal that all occupants of the building are to evacuate immediately. In the apartments, evacuation may include neighboring apartments, building, etc. Residents should follow the instructions of the RA during fire alarm/drill procedures. The RAs will evacuate areas as they deem necessary in order to ensure the safety of all residents. Any person who fails to comply with the evacuation proceedings will have disciplinary action imposed against them.

Each apartment is equipped with fire prevention/notification devices. It is the responsibility of the student to immediately notify Campus Living if one of the devices is not working, has been discharged or needs repair. Batteries are not to be removed from the smoke detectors.

Furniture

The furniture is provided for the residents of each room/apartment. The items in the living areas should remain in the living area and not be taken to individual rooms. No furniture should be taken outside the living area. Personal furnishing must be removed at move out to avoid forfeit of deposit and/or additional fines.

Gambling

Gambling is not permitted in any housing facilities. Residents found in violation are subject to disciplinary action.

Garbage

Housing facilities have trash dumpsters located in their areas. Residents are responsible for disposing of their own garbage. Items such as engine parts, carpets, furniture, etc. will not be picked up. Do not place garbage outside your door, on the patio or balcony as it will result in disciplinary sanctions and a charge for removal.

Grills

Due to the potential fire hazard, grills are not permitted on the porch/balcony areas, stairwells or parking lots of housing facilities. However, there are several grills located adjacent to the buildings for use by the residents.

Guests

Residents have paid for the educational support campus housing provides. Any guests of residents are subject to the same rules and regulations. Guests should not impose on the rights of other residents. Residents will be held responsible for the actions of their guests. In order to maintain the spirit of a community living environment, we ask that you abide by the following visitation hours in all residences:

- 10 a.m. until 11 p.m. Sunday through Thursday
- 10 a.m. until 1 a.m. Friday and Saturday

Guest Rules

The host should accompany all guests while in any of the housing facilities. Residents are not to give guests the key to their space.

- No person will be allowed to use visitation privileges unless the specific guest of the resident and the host is present.
- Residents are not allowed to invite unauthorized guests to reside, even temporarily, in their residence.

- Overnight guests of the opposite gender are not permitted.
- Residents should register all guests with the housing staff.
- Unauthorized visitors may be asked to leave immediately by a staff member.
- Registered sex offenders are not permitted on the premises for any reason or any amount of time, no matter what relation or affiliation they have with a resident.

Identification Card

All students, when asked to do so, should identify themselves to any college official (including RAs) upon request. In compliance with Texas state law, students should carry their TSTC ID card on their person at all times.

Incident Reports

Any staff member, including an RA has the authority to file an incident report for offenses which violate institutional policies. Anyone issued an incident report will need to contact the appropriate authorities the following working day. Information on the contact procedure is located on the incident report. Important: Failure to report will result in disciplinary action based on the information in the report.

Insect Problems

Residents who discover insect problems should report them to a housing official immediately. Residents should keep in mind that food and an unclean environment attract insects and may cause a health hazard.

Inspections

Staff members will from time to time conduct safety inspections to ensure that safety standards are being met, to check smoke detectors and fire extinguisher and to check for safety and health hazards that may have been created. Notice will be given to residents when safety inspections are to be done. If safety hazards exist, they will be corrected immediately. If they are a result of the resident's actions, the resident(s) will be charged for the corrections. (See Entry, Search & Seizure.)

Keys

Every resident is provided with a key to his or her space at check-in. It is the resident's responsibility to keep possession of those keys. Lost or stolen keys should be reported immediately in order to protect the safety of the residents and their belongings. Residents will be responsible for any re-key charges that are a result of stolen or lost keys. Residents may not have duplicate keys made. If duplicates are found, the locks will be re-keyed and the resident will be charged. If a student desires to have additional security devices on their spaces, it will need to be approved through the appropriate housing office.

Keys are to be returned as part of the check-out procedure. Residents will be considered to be occupants of the space and charges will be accrued until keys are turned in unless written notice has been provided to the appropriate office. Failure to turn in keys, however, will result in the automatic forfeiture of the deposit.

Laundry Facilities

Laundry facilities are located on or near housing facilities. Laundry rooms are for the residents only. We ask that you assist us by keeping them clean and removing the lint from dryer screens after each use.

Lock-Outs

Residents who become locked out of their space can contact the appropriate housing office during the normal working hours or the RA on duty after hours. For your protection, identification will be required prior to students regaining access to the space.

Mail

Residents of Red River Apartments and Lavaca Hall may obtain a key from the United States Post Master to the mailbox for their unit. Residents of Village Oaks may receive a key and a box assignment at the Village Oaks office.

Maintenance

Maintenance problems are to be reported to an RA or to the office as soon as possible. In emergency situations after hours, you will need to contact an RA to address maintenance needs. They will be able to contact after-hours maintenance staff. After hours maintenance will be done only for emergencies. If you are

unable to report emergency needs to your RA, contact the TSTC Police Department at (254) 867-3690.

Messages

Due to limited personnel, we are unable to provide a message service for you. However, students may advise relatives that in case of an emergency, we will make every effort to contact you.

Move Out

All students who are not enrolled for the following semester should properly check out of their space at least 24 hours after their last final, but no later than 5 p.m. on the last day of the semester. Properly checking out consists of removing all trash and personal items from the assigned space, returning all keys to the appropriate office and completing all necessary paperwork. Items left in an apartment once the students have checked out will be considered abandoned and will be disposed of at the resident's expense. Failure to move-out by the designated time will result in additional fees. Moving out prior to the end of one's lease does not constitute a cancellation of the lease.

(See Cancellation of Lease Agreement).

Noise

The volume of noise is to be kept low to ensure that other residents are not infringed upon. Quiet hours are to be observed from 11 p.m. until 10 a.m. unless otherwise posted.

Nurse, Health Services

The TSTC Waco campus Health Center is located in the Student Service Center. The health center is open from 8 a.m. until 5 p.m. Monday through Friday. Should an emergency arise after hours, you can contact emergency services by using the 911 procedures or contact an RA. Emergency transportation is not provided. (See Fire, Safety & Security.)

Parking

All vehicles are required to be in legal, operable condition to be parked in the housing area. Parking in the grass, on the sidewalk, in front of trash dumpsters or any area marked restricted is prohibited. Those in violation will be towed at the owner's expense. Vehicles without proper license, inspection or parking permits may be ticketed or towed.

Payments

Residents are responsible for payment of fees on time. It is the resident's responsibility to make payment on time without notice. Failure to do so will result in action that may include eviction.

Pets

Pets are not permitted in single student housing facilities. Fish tanks are acceptable but must be moved during breaks or holidays. An animal control officer will remove unauthorized pets. (See Entry, Search & Seizure.)

Phones

Students are responsible for the arrangements for telephone service and any charges associated with it. Contact the office for information. Local telephone service is provided in individual rooms in the residence hall. Residents must provide their own phone.

Posters/Wall Hangings/Decorations

We ask that you use tape with gummed adhesive in hanging items from concrete or brick walls. Small nails or straight pins should be used on Sheetrock walls. Any damages caused will be charged to the residents. No flags, banners, signs, posters, or any other medium for a message may be displayed outside or in view of the public. Lewd, indecent, obscene expression or conduct is not condoned by the institution.

Prohibited Items

TSTC officials will confiscate and/or correct all prohibited items. The following items are strictly prohibited:

- Alcoholic beverages and/or empty containers
- Barbeque grills or pits
- Illegal drugs or paraphernalia
- Weapons of any kind, guns, knives, clubs, ammunition, etc.

- Fireworks
- Darts and dartboards (steel tipped)
- Electrical or gas space heaters
- Inoperable vehicles
- Candles, incense or devices with open flames
- Personal beds/waterbeds
- Pets, other than a fish in a ten gallon tank or less
- Live Christmas trees
- Flammable liquids, fuel
- Overloaded electrical outlets or extension cords
- Weights
- Bean Bag Chairs
- Halogen Lights

Quiet Hours

Reasonable noise levels are to be maintained at all times. Any infractions should be reported to the RA. Quiet hours to be observed are from 11 p.m. until 10 a.m. Residents should limit their volume so as not to disturb the neighbors or roommates. Residents are asked to cooperate with RAs when asked to reduce the noise level. Failure to do so will result in disciplinary action.

Reserve/Release

It is assumed that until the terms of the lease agreement have been satisfied, the student reserves the space for the following semester. Once the terms of the lease agreement have been met, the student will be notified and required to complete a reserve/release notification. Failure to do so will result in the space NOT being reserved and assigned to another student. Students who Co-op will need to notify the office to make the necessary arrangements.

Students who notify the office that they are releasing their space but fail to return their keys and reasonably appear to have moved out will forfeit their deposit and be subjected to additional charges. (i.e. cleaning, removal of excess items, etc.)

Room Alterations

Housing facilities are not to be altered, including painting, wall papering or additional fixtures. If you have changes you would like made, please contact the Campus Living office.

Room Changes

Residents wishing to make any type of room change must contact the office. Moves made during the middle of terms will have no charge. Any room change after that period will be accompanied with a \$25 moving fee if honored. TSTC reserves the right to deny any move not considered in the best interest of TSTC as well as the automatic reassignment of students when deemed necessary. (See Assignment, Discipline.)

Room Conditions

Individual living spaces, including any common areas, should be kept in a neat and orderly fashion in order to prevent any unsanitary or unhealthy living conditions. The following are standards to be used to determine the appropriate condition of the living unit(s):

- Floors and walking paths are uncluttered.
- Cooking areas are clean and free of unclean utensils.
- Food items are properly stored.
- Personal belongings are limited to private quarters.
- Items and/or furniture are not arranged in a manner to present a significant risk of injury.
- Furniture and property are properly maintained and not damaged.
- Conditions do not exist that may attract vermin or insects.

Solicitation & Posting

Solicitation and posting of materials in any housing facility is prohibited. Anyone wishing to distribute materials or solicit in campus housing should first make a request to the Director of Campus Living. We ask residents to report anyone posting items or soliciting in the housing area to the office.

Tornadoes/Natural Disasters

Tornado warnings are sounded on the TSTC siren alarm system and are identified as such by one steady blast for three minutes. Six 10-second blasts will indicate an all-clear and return to normal activity. In case of a potential tornado or natural disaster, residents should monitor the weather conditions and be prepared. Those living in apartments should proceed to the internal-most portion of the unit in case of emergency. Residents of Lavaca Hall should proceed to the ground floor and assemble in the hallway with all doors closed. You should only return to normal activity after the all-clear signal has been sounded. In case of fire, residents should exit the building according to the evacuation procedures provided in all units. You should only re-enter the facility after clearance has been given by a TSTC Police officer or school official. All residents receive a copy of the evacuation plans and there are procedures posted in each unit.

Tobacco

The use of tobacco products in the public/common areas of the housing facilities and in non-smoking apartments is prohibited.

Vehicles

Students are to follow all federal, state and campus statutes pertaining to the operation of any and all vehicles. Any damage caused by any unlawful activities will be charged to the offender's account. No repair work of any kind is to be done in the parking areas. Should a vehicle become inoperable, students should notify the necessary staff to make the necessary arrangements.

No vehicle may be left on jacks, logs, blocks, etc. Inoperable vehicles may be towed at the owner's expense in accordance with the Waco Ordinances for Junk Vehicles.

Eighteen wheelers, trailers of any type, boats, recreational vehicles, and all motorized off-road vehicles are prohibited and are subject to a traffic citation or towing at the owner's expense.

Vending Machines

Any problems with vending machines (soda, candy and washer/dryer) should be reported to Campus Living at (254) 867-3824. Abuse, vandalism or destruction of any vending machine will result in disciplinary and possible legal action.

Verbal Abuse

Staff members must often confront residents to ensure the rules and regulations are being met. Any form of verbal abuse or retaliation toward the RAs as a result of performing their job responsibilities will not be tolerated. Whether said directly to or in earshot of a staff member, such improprieties will be taken seriously and disciplinary action will be imposed.

Waterbeds

Waterbeds are not allowed in housing facilities. Should a resident have a special medical need requiring a waterbed, they should contact the Director of Campus Living.

Weights

Weights, weight benches or exercise equipment are not permitted in housing facilities. TSTC maintains exercise facilities and programs for students to use. Should you have a special medical need that would require such equipment, please contact the Director of Campus Living.

For more information on Campus Housing/Residence Life, contact Village Oaks at 254.867.3823 or the Housing Office at 254.867.4809.

Campus Living Safety

Each occupied living space will be inspected every 30 days. Residents are expected to be in compliance with regulations related to fire prevention and room conditions. Living quarters are expected to be kept clean and in order including: no clutter on the floors, kitchen area including utensils kept clean, food items stored properly, personal belongings limited to individual rooms, all means of egress free from obstruction, general living conditions clean and uncluttered.

Fire Safety

Each facility is equipped with fire prevention/notification devices. It is the responsibility of the student to immediately notify Campus Living if one of the devices is not working, has been discharged, or needs repair. Batteries are not to be removed from the smoke detectors.

Fire drills will be conducted routinely for the residents of Lavaca Hall. All residents are expected to participate in the drills as if an actual emergency. All residents are to follow the following procedures for fire.

Lavaca Hall Fire Alarm

A fire alarm signals that all occupants must evacuate the building immediately in a safe manner without running, obstructing exits or endangering others. Once evacuated from the building, all students should gather in front of the Student Services Center. An evacuation plan and escape route is posted on the inside of the door to each room and in the hallways.

Housing staff, TSTC Police Department Officers and/or Fire Department personnel will attempt to evacuate the building. All residents must comply with the directives of any personnel attempting to evacuate the building. Alarms should be treated as an actual emergency at all times.

Anyone discovering a fire or hazardous emergency should:

1. Signal an alarm immediately by engaging nearest fire alarm pull station.
2. Follow evacuation procedures.
3. Contact 911 (9-911 for a campus line).
4. Contact an RA

Following any evacuation, DO NOT return to the building until directed to do so by a Police Department Officer or Fire Department personnel.

Red River Apartments Fire

Following the signal of a smoke alarm, all residents should take the following action:

1. Check the apartment for smoke.
2. Utilize the fire extinguisher if necessary.
3. Evacuate the apartment.
4. Contact the TSTC Police Department Office and RAs.

Evacuations may include neighboring apartments when necessary. Follow all directives of the TSTC Police Department Officers, Housing staff, and Fire Department personnel. Only return to the apartment after being directed to do so by TSTC Police Department or Fire Department personnel.

Natural Disaster/Tornadoes

Severe weather warnings are sounded by the TSTC siren alarm system. The warning will be signaled by a three minute steady blast of the siren.

Lavaca Hall residents should take the following action after any warning signal:

1. Proceed to the first floor. Assemble in the hallway with all doors closed.
2. Take a kneeling position with hands interlocked covering the back of the neck and head.

Red River Apartments residents should take the following action:

1. Proceed to the internal most portion of the apartment.
2. Take a kneeling position with hands interlocked covering the back of the neck and head.

Return to normal activity only after the 'all clear' signal has sounded, which will consist of six, 10-second blasts from the siren.

Evacuations

In the rare event single student housing needs to be evacuated, residents will be directed to congregate at a central location, which is typically the Student Recreation Center for further instructions.

If the entire campus is to be evacuated, an evacuation route will be announced for students to take from housing. Those residents without cars will be directed to a central location to be picked up and taken to a secured location.

Insurance

Any damage to your personal property is not the responsibility of the institution. For that reason, you are encouraged to think about insurance. You will want to see if your parents/guardians insurance covers your property while here at school. If not, you may want to see about getting your own insurance.

If you have questions or concerns contact the TSTC Police Department.

Required Meal Plan

TSTC students have three meal plan choices. These plans allow students to access meal services at their convenience without the worry of paying each time. Café menus are designed and written specially for TSTC Waco students. The daily features include ethnic and cultural favorites, heart healthy items and grab and go items for those in a hurry. The staff of the TSTC Café will also make every effort to accommodate special dietary needs.

All new students residing on campus in Lavaca Hall, Red River Apartments or Village Oaks Apartments who are 21 years or younger on the first day of their first semester are required to participate in the IM525 Meal Plan* option for his/her first two consecutive semesters on campus in addition to housing fees. These students are not limited to these meal plans and may purchase a meal plan upgrade during the sign-up period. All three meal plans are available to every student for purchase.

IM1500 Meal Plan \$1,425/sem. actual cost \$1,500/sem. actual value

IM1025 Meal Plan \$ 975/sem. actual cost \$1,025/sem. actual value

IM525 Meal Plan* \$ 495/sem. actual cost \$ 525/sem. actual value

Students may upgrade to a higher points plan only during the first two weeks of a semester. After the first two weeks of the semester, changes will only be allowed in the event of a documented emergency, and will be decided on a case-by-case basis by the Vice President of Financial Services or his designee. All meal plans expire at the end of the semester in which they were purchased. For more detailed information regarding Meal Plans and/or Tech Bucks, a separate brochure is available at Student Accounting, Campus Living and the TSTC Cafe.

Student Participation at TSTC

Student Leadership Council

The Student Leadership Council (SLC) is the governing body that represents students and advises the college administration on issues of student interest and concern. TSTC Waco holds elections for SLC officers each September. The participation of students in TSTC Waco's decision making process is an important institutional value. The administration recognizes the Student Leadership Council as the official voice of the student body, and as such, affords the president a permanent seat as a voting member at monthly meetings of the TSTC Waco President's Executive Team, the decision-making body of the institution. The administration also solicits student appointments through the SLC to serve on a number of standing committees, task forces, and/or focus groups frequently convened to make recommendations or decisions on programs, services, facilities, budget, activities, etc. Additionally, all students have the opportunity to participate in annual surveys or evaluations relative to institutional climate, services, and instruction. For additional information on student appointments to campus committees, contact the office of the Executive Vice President or the Student Leadership Council Office, located in the Student Recreation Center.

Using the Student Recreation Center

All students should keep the following guidelines in mind regarding the use of the Murray Watson Jr. Student Recreation Center (SRC) and other facilities related to Student Activities, including the weight room, racquetball court, game room, gym, pool, tennis courts, softball and football fields and walking track. If you have a question about any of the following rules, visit the Student Activities Office, located in the SRC or call 867.3606.

General Rules for the SRC

- You must have a valid TSTC ID to use the facilities.
- You must wear shirt and shoes at all times.
- No firearms allowed.
- No smoking, chewing tobacco or spitting allowed.
- Children must be supervised by a student, parent or guardian at all times and are only allowed in designated areas.
- No fighting or profanity.
- Refer all accidents or injuries to staff immediately.
- The use of drugs or alcohol is prohibited; no one under the influence of drugs or alcohol allowed on the premises.
- No pets except assistance animals for those with disabilities.
- No horseplay is permitted.
- Do not bring basketballs into the SRC.
- Do not damage or destroy TSTC property — you, as a student, help pay for the facilities and equipment, so take care of them!

Violations of these rules could result in loss of privileges and/or appropriate disciplinary actions!

Weight Room Rules

- You must sign release forms when entering.
- You must have a spotter present when bench-pressing or doing squats.
- You must use a belt when bench-pressing or doing squats.
- You must use collars when you are using bars.
- You must place weights back on racks after each use.
- No dropping or slamming weights!
- You should not wear jeans. (*Workout clothes preferred.*)
- No tote bags allowed in the weight room.
- Individual stereos are permitted with headphones only.
- No one under the age of 17 allowed in the weight room.
- Only clear bottles containing water are allowed in the weight room. (No Gatorade, Powerade, etc.)

Racquetball Court Rules

- The racquetball court must be used for racquetball only!
- You must wear tennis shoes or gym shoes to play.
- Users must check in at the Information Desk before playing racquetball.
- No more than four players may enter the racquetball court at one time.
- You can only reserve the racquetball court for one hour. (If you're 30 minutes late, you forfeit reservation).
- Protective glasses are not required but are available at the Information Desk.
- No food or drink allowed.
- No one under the age of 17 allowed in the racquetball court.

Gymnasium Rules

- Please check in at the Information Desk before entering.
- No one under the age of 17 is allowed to use the gym. (*Except accompanied by a parent or guardian.*)
- No running up and down the bleachers.
- Regulation tennis shoes required.
- No drink containers of any kind are allowed in the gym.
- Vandalizing or destroying gym property will result in automatic suspension of all gym privileges and activities.
- All equipment check-outs require a valid TSTC ID.
- No one is allowed in the gym unless it is during posted hours.

Gym Free-Play Rules

- All games last for 10 minutes or until one team have earned 10 points.
 - All shots made will count as one (1) point.
 - All students must sign a list in order to play.
 - The next five (5) names on the list will play the next game.
 - All players must be present when called to play. If a player is not present, the next person moves up on list.
 - The Gym monitor will settle all disputes.
 - If a game ends in a tie, both teams must leave the court and the next 10 players on the list will play.
- In the event of crowding, the SRC Supervisor will determine whether 10-for-10 method will apply.*

Game Room Rules

- No sitting on pool tables.
- Game Room attendant will program the television.
- Computer use is limited to two (2) hours. One hour if people are waiting.
- No food or drink around computers.
- You can not bring video games, consoles or controllers into the SRC without the permission of the SRC supervisor.

Alumni, Staff & Faculty

- Alumni, Staff & Faculty are welcome to use the SRC facilities, but must follow SRC rules and regulations.
- Alumni, Staff & Faculty may use the SRC. However, alumni, staff & faculty family members are not allowed to use the SRC.
- Students have first priority for use of TSTC facilities.
- All disputes must be referred to the SRC Supervisor.

Outside Sports Equipment Ready for Check-Out

Students may check out a variety of balls and other outdoor sports equipment to use on our outdoor basketball and tennis courts, football and soccer field, softball fields and sand volleyball pit.

Students may check out equipment from the front desk with a valid TSTC I.D. from 7 a.m. to 7 p.m. Monday through Friday. Use of outdoor facilities is on a first come first serve basis when not in use by the Office of Student Activities.

Intramural and Recreational Sports

TSTC sponsors a variety of team and individual sports throughout the year. These programs contribute to students' general education by providing experiences that are available only through sports, athletic competition, and recreation. Intramural and recreational sports help create well-balanced and happy individuals by developing physical skills, good health, mental alertness and social well being. These programs strive to reach as many students a possible and develop permanent interests in sports and lifetime fitness. These programs include but are not limited to: team sports, such as flag football, basketball, softball, volleyball and paintball, as well as other activities, such as golf, racquetball and aerobics. The TSTC Games include participants from TSTC Harlingen, TSTC Marshall, TSTC Waco and TSTC West Texas. These competitions are held every year, with the colleges serving as hosts on a rotating basis.

Texas Higher Education Board Complaint Procedure:

All students should keep the following guidelines in mind. Students have the right to complain to the Texas Higher Education Coordinating Board regarding the institution's management of Title IV, HEAF (Higher Education Assistance Fund) programs, or its advertising or promotion of its educational programs. Complaints regarding the institution must be made in writing to: Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711.

Accreditation

Texas State Technical College Waco is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State Technical College Waco.

The Texas State Technical College System is a state-funded, co-educational two-year institution of higher education offering Associate of Applied Science degrees and Certificates of Completion in technology fields. With four main campuses and three extension centers located in regions across Texas, TSTC has an outstanding record in graduating Texans from diverse cultural and socioeconomic backgrounds in technical programs critical to the economic development of Texas.



Harlingen • Marshall • Waco • West Texas

This Student Handbook is developed by the Office of Marketing & Communications, with assistance from Printing Production, and input from all campus administrators.