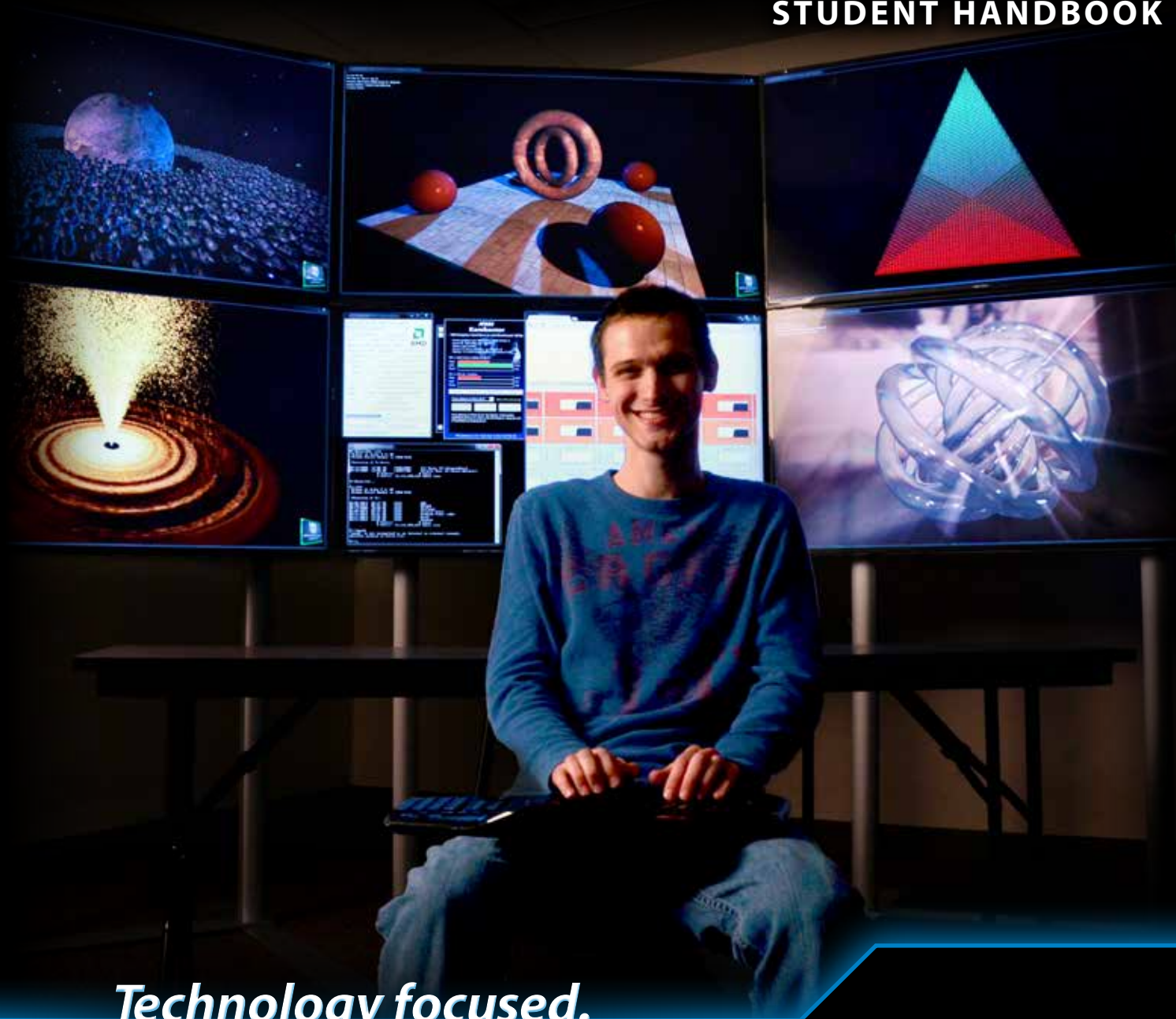


TSTC™

2013-2014
STUDENT HANDBOOK

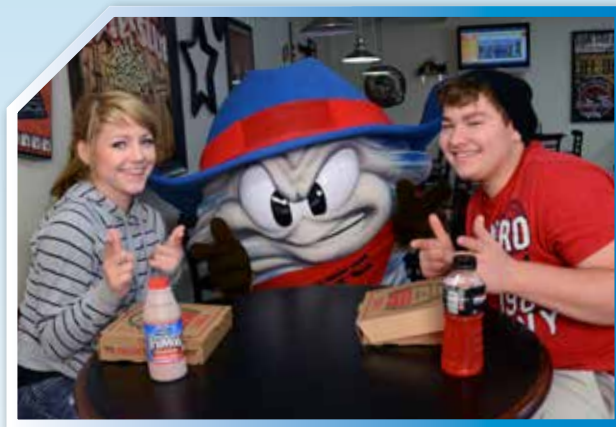


*Technology focused.
Career driven.*



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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 nearly 50 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 Leadership Council, through a discussion with your adviser or connect to TSTC on our Facebook page.

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

This Student Handbook is created by the Student Development Division and the office of Marketing & Communications, with assistance and input from all campus administrators.

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 2013-14 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." with a stylized flourish at the end.

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

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Where to go, who to call about ...

Absences	Individual Instructor	Faculty Offices	
Adding or Dropping a Class	Program Advisor	Individual Department	
Admissions Policies	Admissions & 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
Deaf Student Assistance	ALA Staff	Fentress Center	3600
Degree Plans	Department Chair	Individual Department	
Disabled Student Services	ALA	Fentress Center	3600
Evening Classes	Individual Department Staff	Individual Department	
Game Room	Student Activities Staff	SRC	3400
Graduation	Admissions & Records Staff	SSC	2361
ID Cards	Tech OneCard Office	SSC	2287
Illness/Health Insurance	Nurse	SSC	3820
Internet Access	Student Accounting	SSC	4842
Intramural Sports	Student Activities	SRC	3608
Job Search Help	Career Services	SSC	3023
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
Postage Stamps	Cashier's	SSC	3787
Schedule Changes	Program Advisor	Individual Department	
Study Skills	Student Success Center	RDC 123	2303
Success Coach	Retention Programs	SSC	3609
TSI Test	Center for Assessment	SSC	3609
Theft/Other Legal Infractions	Police Chief	Police Department	3690
Transcripts	Admissions & Records Staff	SSC	2362
Tutoring	Student Success Center	RDC 123	2303
Veterans Certification/Info.	Veterans Certification Officer	Records, SSC	4817
WebAdvisor	Campus Help Desk	JBC 133	3375
Withdrawing	Program Advisor	Individual Department	

ALA—Access & Learning Accommodations

JBC—John B. Connally Technology Center

PGCC—Provence Graphic Communications Center

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

SRC—Student Recreation Center

SSC—Student Services Center

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."

Expanded Statement of Institutional Purpose

"Texas State Technical College System is a special purpose system of colleges legislatively mandated to assume statewide responsibility for the offering of emerging and advanced technical education and training at the collegiate level as well as other technical and vocational programs not commonly offered by community/junior colleges. TSTC will be a leader in building the economic vibrancy of Texas by striving to develop the technical competence of all Texans through the uniform delivery of high value learning experiences on location and at a distance. TSTC will facilitate the transfer of technology to Texas business and industry directly through the graduation of technicians in advance and emerging disciplines and through technical assistance provided to business and industry."

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 - Opportunity/Growth

- I Expand the college's programs and services to meet the demands of a diverse community.
- II Manage enrollment effectively to ensure our programs and services add value to our students and communities throughout the state, and operate in accordance with the public trust for which we are responsible.
- III Enhance the College's external/internal image.

Initiative 2 - Excellence

- IV Maintain performance excellence of students.
- V Maintain performance excellence of faculty.
- VI Maintain performance excellence of support staff.
- VII Maintain performance excellence of professional staff/administrators.
- VIII Manage resources to support the mission of the college.

Initiative 3 - Community Enrichment

- 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

CODE OF STUDENT CONDUCT

Purpose

It is the policy of Texas State Technical College (TSTC) to encourage fair and efficient solutions for problems arising out of the student/college relationship. As responsible members of the college community, students and organizations/clubs are expected to maintain the highest level of academic and social conduct and are responsible for knowing TSTC's policies and standards.

Definitions

Administrator – individual assigned to collect, schedule, and be a liaison for the review process.

Board of Regents – governing body of TSTC System, appointed by the Governor of Texas.

Code of Student Conduct (the Code) – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged misconduct.

College – Texas State Technical College (TSTC) Waco

College Premises – all buildings, facilities, land, and other property that is owned, used, leased or controlled by the college.

Complaint – a statement of the essential facts constituting a violation of the Code or policy of the college.

Dean of Students (Dean) – college official authorized to investigate alleged violations of the Code and to administer the procedures and sanctions of the Code.

Disciplinary Conference (Conference) – an informal conversation with the student to review the alleged violation(s) and give them an opportunity to respond directly and present relevant information including witnesses, documents, etc.

Drug Paraphernalia – any equipment, product, or material that is used for making, using, or concealing drugs, regardless of that item's intended use at the time of its production.

Established Student Relationship – from the time of application for admissions to the college through an award of degree which will include breaks of enrollment if the student continues to have an association with the college.

Notice of Complaint – the initial document that identifies alleged misconduct in violation of the Code.

Review – a request made by a student who disagrees with the Dean's decision or sanction and requests that the Student Conduct Review Board evaluate the decision.

Preponderance of Evidence – the majority of the evidence would cause a reasonable person to support a conclusion (it is more likely than not it happened, 51% rule).

Residential Facilities – any facility operated by the college or under agreement by an outside agency, with sole purpose of providing housing for students.

Student – an individual who has established a relationship with the college for the purpose of taking a course or courses.

Student Conduct Review Board – a group convened at the request of a student or student group to evaluate the Dean's decision or sanction placed on an individual.

Substantial Evidence - such evidence that a reasonable mind might accept as adequate to support a conclusion.

Working Day – Monday through Friday, except for official college holidays or college closings.

Application

- The Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct; it is not designed to be a legal or judicial process
- The Code is designed to be reliable, fair and effective.
- Individuals who have established a student relationship with the college are subject to the Code.
- The Code applies to all aspects of campus life: in the classroom, on college property, in residential facilities, at an off campus sponsored activity, or conduct that may occur off campus.
- The code operates by substantial evidence.
- Disciplinary records are maintained by the Dean in accordance with college records and retention policy.
- 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 as authorized by the TSTC Board of Regents.
- The college disciplinary process will proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related charges are dismissed or otherwise resolved.

- Student Clubs/Organizations are expected to conduct themselves in a manner consistent with the college's function as an educational institution. Student Clubs/Organizations must observe all international, federal, state or local laws and college policies, including the Code, both on campus and off campus.

Prohibited Conduct

The Dean of Students (Dean) may initiate disciplinary proceedings against a student for violations of the Code. Specific examples of prohibited conduct subject to disciplinary action include, but are not limited to, the following:

A. Acts Violating System Operating Standards (SOS), College Operating Procedures (COP) and College Policies

1. Copyright Policy (Page 22)
2. Disruptive Classroom Activities Policy – COP 7.50
3. Alcohol and Drug Possession and Use Policy (Page 32) – COP 1.43
4. Sexual Harassment Policy (Page 26) – COP 1.41.
5. Racial Harassment Policy (Page 24) – COP 1.42
6. Hazing Policy (Page 24)
7. Smoking Tobacco Policy - COP 9.12
8. Student Clubs and Organizations - COP 4.24, SOS ES.3.21, SOS ES.3.22
9. Student Drug and Alcohol Testing Policy - COP 4.36
10. Student Grievance Practices and Procedures (Page 31)
11. Student Clubs/Organization Risk Management Policy (Page 30)
12. Financial Transaction with the College Policy (Page 23)

B. Acts of Dishonesty

1. Intentionally furnishing false or misleading information to the college or a college official.
2. Forging, altering, falsifying or misusing any college document or instrument of identification.
3. Intentionally interfering with any election process.

C. Acts Affecting the College Community

1. Engaging in disruptive behavior or activity, including but not limited to such acts defined in the Texas Education Code.
2. Failure to comply with the reasonable directive(s) of a college employee which includes Resident Assistants.
3. Failure to heed an official summons within the designated time or failure to identify oneself to an institutional representative in response to a request.
4. Violation of a rule or regulation relating to residence life policies, a breach of a housing contract/lease or motor vehicle regulations.
5. Failure to maintain a current official mailing address in the Admissions & Records Office, or giving a false or fictitious address or name to an institutional representative.
6. Inappropriate dress, grooming or personal hygiene.
7. Engaging in or use of obscene, lewd, or vulgar language, behavior and display regardless of the medium.
8. Gambling in any form.
9. Failure to fulfill financial or contractual obligation(s) to the college.

D. Acts Affecting Property or Service

1. Theft or attempted theft of property or services.
2. Possession of stolen property.
3. Destruction or damage to college property or the property of others.
4. Unauthorized possession, duplication or use of access devices to college property or the property of others.
5. Unauthorized entry onto or use of college or individual's premises, equipment or resources.

E. Acts Affecting Computing Resources or Technology

1. Unauthorized access, use or misuse of college computing resources, systems or data.
2. Disrupting college computer operations or the availability of computing resources.
3. Using another individual's identification, password or other credential.
4. Unauthorized use or sharing of copyrighted materials through electronic means.
5. Initiating or contributing to attacks against external networks or college systems.

6. Use of college computers to access lewd, offensive or pornographic material.
7. Transporting copies of college programs, records or data to another person or computer without written authorization.
8. Using the college's computer resources for personal gain.

F. Acts Affecting Health, Safety or Welfare

1. Engaging in physical or verbal abuse, domestic violence, threats, intimidation, harassment, coercion, physical/electronic stalking or any other conduct that threatens or endangers the health, safety or welfare of another person.
2. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance, illegal drug paraphernalia or equipment.
3. Public intoxication, use, possession or distribution of an alcoholic beverage(s).
4. Being under the influence of alcohol, an illicit drug, narcotic or controlled substance.
5. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law.
6. Hazing, as defined by the Texas Education Code, including engaging in, soliciting, encouraging, directing, aiding, or voluntarily submitting in behavior that could cause physical, mental or emotional harm to another or is considered humiliating or degrading.
7. Engaging in acts of sexual misconduct, abuse or harassment.
8. Engaging in speech, either orally or in writing that is directed to incite, produce lawless action, annoy or intimidate another.
9. Possession or use of a dangerous weapon, defined as any instrument, device or object capable of inflicting physical harm. Examples of a dangerous weapon include firearms, explosive devices, dangerous chemicals, knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, paint ball guns, etc.
10. Misuse or tampering of fire or other life safety equipment or interfering with any college or public safety function.
11. Reporting a false emergency or threat.
12. Tobacco and electronic smoking devices used inside campus buildings.

G. Acts Violating Law

1. Engaging in conduct that constitutes a criminal offense under international, federal, state or local law whether convicted or not, and regardless of whether the incident happened on campus or off campus.
2. Breaching the peace; or abetting or inciting another to breach the peace.
3. 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, nonconsensual acts of sexual contact/assault or disrespect for the rights and privileges of others.

H. Facilitating Acts of Misconduct

1. Planning or facilitating an act of misconduct.
2. Being present during the commission of an act of misconduct and supporting or encouraging the act.

I. Acts interfering with the Disciplinary Process

1. Failure to comply with a request to schedule and attend a conference with the Dean of Students within a designated time.
2. Failure to comply with sanction(s) imposed under the Code or by the College.
3. Falsifying or misrepresenting information at any stage of the disciplinary process.
4. Knowingly initiating a false complaint to a college official.
5. Attempting to discourage a person's participation in or use of the disciplinary process.
6. Harassment, intimidation or retaliation against a college official or person involved in the disciplinary process.

J. Acts of 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 any attempt to commit such an act.

1. "Cheating" on academic work includes, but is not limited to:
 - Copying from another student's test paper or other academic work.

- Possession, during a test, of material, such as class notes, that is not authorized by the person giving the test. The presence of textbooks is a violation if they have been prohibited by the person giving the test.
 - Collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work.
 - Using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test, test key, homework solution or computer program.
 - Substituting for another student or permitting another student to substitute for oneself to take a test or prepare other academic work.
 - Paying, offering money or other valuables to, or coercing another person to obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.
 - Falsifying laboratory reports and/or other academic work offered for credit.
 - 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.
 - Failing to comply with instructions given by a person administering a test.
 - Discussing the contents of an examination with another student who will take the examination.
 - 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.
 - 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 the college.

Procedures for discipline due to scholastic 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. The faculty member is also responsible for the initial conference with the student where the student tells his/her side of the story. The faculty member must fill out a Scholastic Dishonesty Reporting Form and submit it to the Dean of Students. Further disciplinary sanctions may occur if circumstances warrant. If the student does not accept the decision of the faculty member, he/she may appeal to the Student Conduct Review Board. Procedures for the review are identical to any other Code violation.

Disciplinary Procedures

The Dean will assess all suspected and reported violations of the Code. Complaints regarding alleged misconduct should be submitted to Student Rights and Responsibilities as soon as possible after the alleged violation.

After completing an initial inquiry the Dean may:

- Dismiss the allegations as unfounded.
- Summon the student for a conference.
- Upon completion of the conference, dismiss the allegations or impose disciplinary sanctions.
- Impose immediate interim action if the continued presence of the student poses a danger to persons, property, or disruption of the academic process of the college.

Notice of Complaint

- Deliver a notice summarizing the alleged misconduct either by mail, hand delivery, or electronic means. All students are responsible for maintaining a current mailing address with the college.
- Give notification of a date that the student has to complete the conference by and if not completed the student automatically waives his/her right to a conference and the Dean will make a decision based solely on the information at hand.

Notice of Disciplinary Findings

- If it is determined that the greater weight of evidence or preponderance of evidence indicates that a student engaged in a violation of the code, then the Dean will deliver a Notice of Disciplinary Findings.
- This notice will inform the student of the findings, any sanctions and/or restrictions imposed.

Sanctions for Misconduct

- Admonition – oral or written reprimand.
- Discretionary Sanctions – work assignments, service to the college, etc.
- Disciplinary Probation – indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe action. Additional conditions may be imposed such as counseling, educational seminars/courses, etc.
- Withholding of grades, official transcript, certificate of completion, or degree.
- Suspension of Rights and Privileges – including, but not limited to, participation in intramurals/recreation center, extracurricular activities, election to office, housing or visitation privileges, etc.
- Removal or bar from college housing facilities.
- Administratively withdrawn from a course(s).
- Bar Against Readmission - for a specific period of time, and/or drop from current enrollment or drop from enrollment in one or more courses.
- Restitution – reimbursement for damages to or misappropriation of property either monetarily or by specific duties.
- Failing grade or other academic penalty.
- Denial of Degree – this will become part of the student's permanent record.
- Revocation of a degree, grade, or certification - this will become part of the student's permanent record.
- Suspension – removal from the college for a specified period of time. A suspended student will be administratively withdrawn from TSTC, prohibited from entering college premises, and blocked from future registration until reviewed by the Dean. This sanction will become a part of the student's permanent record and may be removed at the completion of the sanction, at the student's request.
- Expulsion – permanent removal from the college. An expelled student will be administratively withdrawn from TSTC and prohibited from entering college premises. This will become part of the student's permanent record.
- Other penalties as seen fit by the appropriate college administrator.

Review Process

- Only sanctions that include restrictions, loss of privileges, withholding/revocation of grades or degrees, suspension, or expulsion may be reviewed by the Student Conduct Review Board (Board). All Title IX cases will follow the Sexual Misconduct Policy and the Title IX Review Board.
- A student has three (3) working days to request a review to the Administrator.
- The student will be notified within five (5) working days of the time, date, and location of the review by the Administrator.
- At least two (2) working days prior to the hearing, a list of witnesses and documentation must be turned into the Administrator.
- The Dean will present the College's case followed by the student's presentation. Each party will have the opportunity to present testimony and evidence in support of their position. The Board will be allowed to question both parties and request additional information or clarification.
- Review procedures will be confidential and closed to the public.

Student Conduct Review Board

- Consists of five (5) members of the campus community: chairperson (who also serves as the Administrator), three (3) faculty/staff and two (2) students.
The chairperson and the faculty and staff members will be appointed by the President. The Student Leadership Council will serve as rotating student members of the Review Board.
- The Chairperson will direct proceedings of the review and participate fully in all reviews, but will only vote in the event of a tie.
- The objective of the Board is to review the findings and sanctions originally imposed by the Dean. They may not impose more severe penalties.
- The decision will be made by majority vote. All votes will be recorded by secret ballot, tabulated by the chair.
- The findings and conclusions of the Board are final.

General Rules

- Reviews are informal proceedings and traditional rules of the courtroom evidence do not apply, but the Dean must show substantial evidence and that the sanction imposed was reasonable based on the circumstances.
- An advisor or support person may be present for the review, but may not make statements or question witnesses.
- If a student intends to be accompanied by an attorney for the review, the attorney will not be permitted to present evidence or argument before the Board. 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.

STUDENT RIGHTS and 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.

General Rights

- The right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability or sexual orientation.
- The right to develop one's individual potential.
- The right to expect a quality education.
- The right to pursue an education without undue interference.
- The right to be free from hazing, threats, stalking, violence and other harassing actions.
- The right to petition the appropriate college unit or body for redress of grievances in accordance with college procedures.
- 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).
- The right to communicate with administrators, faculty and staff through appropriate processes.
- 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.
- 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.
- 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.
- 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).

Communication Commission and the College

- 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.
- 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.
- 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).

Academic Rights & Responsibilities

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.

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.

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.

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.

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).

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.

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.

COLLEGE POLICIES, PROCEDURES 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

A. 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

in writing. Faculty members will inform students of their grades, evaluations, and classroom performance in a timely fashion.

B. If 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 instructor. If the matter cannot be resolved between the student and the instructor, the student should contact the department chair to discuss the complaint. This discussion should take place within one week of the initial dispute.

C. If a student still believes that a fair resolution has not been achieved, the student should immediately begin the formal appeal process by submitting an academic grievance in writing to the appropriate Division Director. An academic grievance can consist of any of the following:

- An assertion of an arbitrary or capricious action by an instructor against a student or of egregious behavior by an instructor
- A dispute concerning an accusation of cheating or dishonesty, or
- Any other dispute over a matter which has the grade implications

The student's written statement should be filed within one week of receiving the department chair's decision and should include a clear description of the original problem and why the actions taken by the college are not satisfactory (in any case the grievance must be submitted within the term or by the 5th class day of the subsequent term). The Division Director will gather as much information as needed to make a fair ruling and will inform the department chair, the faculty member, and the student of the ruling in a timely manner.

D. If, after the Division 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 (VPSL). The student's written statement should be filed within one week of receiving the Division 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 VPSL will gather as much information as is needed to make a fair ruling regarding the academic appeal and will inform the Division Director and the student of the ruling in a timely manner.

(At the TSTC Waco extension centers, the student will consider the director of the center as the VPSL's designee. The extension center's director will respond on behalf of the VPSL. The Associate Vice President of Student Learning may also serve as the VPSL's designee)

E. If, after the VPSL or designee has made his or her ruling, the student still feels that a fair resolution has not been reached, the student may appeal the decision in writing to the President. The President may or may not choose to review the appeal. Any decision made by the President is final.

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 Access and Learning Accommodations at least 30 days prior to enrollment to adequately schedule services.

Bacterial Meningitis Immunization Policy

Meningococcal meningitis is a bacterial infection that can cause severe swelling of the brain and spinal cord. Although it is rare, permanent disabilities can occur such as amputation, brain damage, hearing loss, seizures and even death. Symptoms are severe: headache, high fever, vomiting, stiff neck and sensitivity to light.

Beginning in January 2012, all first-time college students and returning students who did not attend TSTC in the Fall 2011 semester must be immunized against bacterial meningitis.

All incoming new, transfer and returning students who did not attend in the Fall 2011 semester will be required to show proof of immunization against bacterial meningitis. The law does not apply to students age 30 and over or to students who are enrolled only in online classes. Students enrolled in online classes but who come to campus for any kind of labs, etc., are required to get immunized.

In addition, TSTC must have proof of immunization within the last five years before students will be permitted to register for Spring 2012 courses; acceptable forms of proof are a signed record from a doctor, nurse, school official or state agency showing the date of the vaccination or booster.

Current TSTC students are NOT required to have the immunization. However, if you stop attending college and then return at a later semester, you will be required to have the vaccination before returning. For more information about the bacterial meningitis immunization, please call (254) 867-2360.

Other Immunizations

It is also recommended students receive immunizations for Rubella (measles), Mumps, and Rubella and Tetanus/Diphtheria.

Additionally, the Texas Department of State Health Services requires that all students enrolled in health-related courses (pursuing a certificate in Dental Assistant) which involve direct patient contact submit to the Dental Assistant Program at time of registration a signed physicians' record documenting all immunizations listed: Diphtheria-tetanus, Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tuberculin Purified Protein Derivative (PPD) skin test that is current within the 12 month period prior to enrollment. All immunizations, with the exception of Hepatitis B must be complete prior to registration. Students may be enrolled provisionally for up to two semesters until the Hepatitis B series is completed. The first Hep. B dose must be given prior to registration.

It is strongly recommended that all students also receive the following immunizations: Hepatitis B series, Poliomyelitis (Polio), Hepatitis, and a current Tuberculosis test (PPD), prior to enrollment in college, especially for those students who will be residing in campus housing.

It is possible immunizations may be required of all students in times of an emergency or epidemic in a county where the commissioner of public health has declared such an emergency or epidemic.

For more information on immunizations and related health risks, or local providers of immunizations, contact TSTC Waco Student Health Services at (254) 867-3820 or your physician.

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.

Bookstore Refunds

All refunds will be tendered in the manner purchased.

Checks will require a 10 business day waiting period before refund will be issued.

Textbook Returns

- A 20 percent restocking fee will be charged on text book returns the first nine class days unless proof of drop or schedule change is provided.
- Original receipt is required.
- Books must be in original condition. Books NOT in their original condition (Unwrapped or marked in textbook), will receive a 50 percent refund off original purchase price.
- Returns after the first nine class days will require proof of drop or schedule change, textbooks will be purchased at 50 percent of the purchase price.
- No exceptions.

Other Merchandise Returns

- Receipt is required for all merchandise returns or exchanges.
- No returns on tools, supplies, or electronics.
- Defective merchandise should be returned upon discovery not to exceed 15 days from purchase date.
- Refunds or exchanges allowed for apparel within 30 days of purchase, receipt is required and items must be in original condition.

Book Buy Back

- Only books required for the approaching semester will be purchased by the bookstore at 50% of original purchase price until quantities requested by instruction are met.
- Receipts are required to receive 50 percent of the purchase price.
- Without a receipt books will be purchased at wholesale value.
- Books not needed by the bookstore, will be bought at wholesale prices.
- If neither bookstore nor wholesale needs the textbook, it will not be purchased from the student.

Campus Housing Policies

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

Antennas

No freestanding antennas or poles 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 students 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. 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 requested after the first full week of each semester. All moves must be approved by the appropriate housing office, with each resident involved making sure all necessary paperwork and keys are turned in properly. 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.)

Automobiles & Motorcycles

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.

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 breaks and holidays as long as the space does not require maintenance. Lavaca Hall is closed during the break between the Fall and Spring semester. 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 day for the spring semester. 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 Apartments. Activation of cable service for Village Oaks Apartments is the student's responsibility and all charges will be assumed by the student. The two lounges at Lavaca Hall have cable and are available for residence use.

Cancellation of 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 Director 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 deposit is only returned when the student has followed the proper check-out procedure, paid all debts, all charges have been cleared and lease agreement has been fulfilled.

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 institutions 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 herein.

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 single-student campus housing. If at any point, a resident discontinues enrollment as a student 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.

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; 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 the student's lease agreement. Any additional charges will be assessed to the student. If students have questions regarding charges, contact the appropriate 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/drink 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.

Furniture

The furniture in the room is there for the residents of that apartment. The items in the living areas should remain in the living area and not be taken to individual rooms or outside. 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. Students may not place garbage outside the 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 students abide by the following visitation hours in all residences: 10 a.m. until 11 p.m. Sunday through Thursday and 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.
- 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 a Resident Assistant (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 being taken 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 regularly 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 students cooperate by helping us to keep them clean. Laundry facilities have hours of operation that will be posted in the facility.

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 residents' 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 State Post Master for 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 the appropriate 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 residents are unable to report an emergency, report after hour needs to the RA, or contact Police Department at 254.867.3690.

Messages

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

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 on the corner the Student Services 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 a RA. Emergency transportation is not provided. (See Fire, Safety & Security.)

Parking

All vehicles parked in the housing area are required to be in legal, operable condition. 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 and inspection 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. Students with a housing balance, will not be able to enroll for the following semester until all debts are paid.

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 of telephone service and any charges associated with it. 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 all unauthorized items. The following items are strictly prohibited:

- Alcoholic beverages and/or empty containers
- Barbeque grills or pits
- Illegal drugs or paraphernalia (pipes, hookahs)
- 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)
- 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 appropriate housing office

Room Changes

Residents wishing to make any type of change must contact the appropriate office.. 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 . Residents should report anyone posting items or soliciting in the housing area to the Campus Living office.

Tornadoes/Natural Disasters

Tornado warnings are sounded on the City of Waco 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 potential of 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 Police Department 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.

Career Services

Career Services are offered through the Retention Programs & Career Services Office, Instructional 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 & Career Services Office offers students career related services such as: resume writing, interview preparation, job search & networking skills, and career development. 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 JobStar, TSTC's online portal connecting students with employers. Specific questions regarding these services should be addressed to the departments named above.

Copyright Policy

The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is against federal copyright laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. Violators of civil copyright infringement may be ordered to pay either actual damages or “statutory” damages not less than \$750 or more than \$30,000 per work infringed. “Willful” copyright infringement carries a civil penalty up to \$150,000 per work infringed and a criminal penalty of imprisonment up to five years and fines up to \$250,000 per offense. See Title 17, United States Code, Sections 504, 505. For more information, see the U.S. Copyright Office website at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Copyright infringement, including illegal downloading or unauthorized distribution of copyrighted materials using the college’s information technology system, is a violation of the TSTC Code of Student Conduct. Violators will be subject to appropriate disciplinary action depending on the severity of the violation, including loss of information resource access privileges and suspension from the college. For additional college copyright information, go to www.system.tstc.edu/copyright.

Drug & Alcohol Policy Statement

Texas State Technical College is a drug- and alcohol-free college and workplace. 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. Employees who violate any provision of the drug and alcohol policies may be subject to disciplinary action up to termination. Information regarding drug and alcohol problems, as well as referral services, is available in the TSTC Health Services Center, the Office of Student Life, and for employees the Human and Organization Development Office.

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 and referrals are available in the Office of Student Life in the Student Services Center.

[Click here for a copy of TSTC’s Drug-Free Schools and Campuses and Workplace campus operating procedure.](#)

Possible Alcohol Sanctions

- Probation
- On-line Alcohol Edu Course
- Community Service
- Workshops
- Removal from Campus Living Facilities
- Suspension
- Expulsion

Possible Drug Sanctions

- Probation
- On-line Drug Edu Course
- Community Service
- Removal from Campus Living Facilities

- Suspension
- Expulsion

*The Dean has authority to sanction as seen fit for any violation of the Student Code of Conduct involving Drugs and Alcohol.

Health Risks Associated with Alcohol Abuse

- Increased risk of liver cancer
- Increased risk of cirrhosis of the liver
- Increased risk of heart disease
- Adverse reactions when combined with many medications, including over-the-counter drugs
- Overdose resulting in respiratory failure
- Impaired concentration
- Impaired coordination
- Risk of permanent nerve damage from long-term abuse

Health Risks Associated with Marijuana Use

- Lowered sperm counts in men
- Decreased testosterone levels in men
- Increased testosterone levels in women
- Enhanced cancer risk
- Impaired short-term memory
- Psychological dependence

Health Risks Associated with the Use of Cocaine and Crack

- Addiction
- Heart attack
- Stroke
- Respiratory failure
- Brain seizures
- Hepatitis or AIDS through sharing needles
- Decreased ability to combat infections
- Violent, erratic, or paranoid behavior
- Anxiety, depression
- Cocaine psychosis

Health Risks Associated with the Use of Hallucinogens

- Sleeplessness and tremors
- Convulsions
- Heart and lung failure
- Depression, anxiety, and paranoia
- Violent behavior

Community Resources & Referrals

DePaul Clinic

The Freeman Center

For more information about this policy please visit: <http://www.waco.tstc.edu/drugalcohol/drugalcoholpolicy>

Emergency Notification System

In the case of an emergency TSTC will send out a notification via text, voice or e-mail that is supplied by the student in WebAdvisor. To opt out of this notification system, the student must sign a form that can be found in Admissions and Records office. It is up to the student to maintain a current, working phone and e-mail address in WebAdvisor in order to be notified of an emergency.

Family Educational Rights & Privacy Act (FERPA)

In June 1974, the Department of Health, Education & Welfare published final regulations in the Federal Register for the Family Educational Rights and Privacy Act of 1974 (PL 93-380), commonly referred to as FERPA. In June 1976, an addition related to the act, popularly known as the Buckley Amendment, was published in the Federal Register. The purpose of the legislation was simple: to protect all student information, and to give the student control over who may receive student information.

Under this act TSTC follows these guidelines for release of student data:

1) Only directory information, as defined by the educational institution, may be released without the written authorization of the student. FERPA allows, but does not mandate, the release of information classified as “directory information”. Each college establishes its own definition of directory information.

Directory Information as defined by TSTC includes: student’s name; preferred address; e-mail address; preferred telephone number; major field of study; classification; enrollment status; dates of attendance; degrees, certificates, and awards received; participation in officially recognized activities and sports; weight and height of members of athletic teams; photographic images; and the most previous educational institution attended by the student.

2) Non-directory information is never released without the student’s written authorization. These items include, but are not limited to: student schedule and course enrollment, grade point average, academic standing, and grades earned.

3) Students may contact any TSTC admissions, registration or records office to request directory information be withheld from the public. The request must be in writing and when approved, a code is entered in student information system to flag the request. A message stating RELEASE NO INFORMATION appears on all student information screens. The block is permanent until the student requests a change in writing.

4) Parents (or legal guardians) may receive non-directory information only by providing proof, such as a certified copy of a federal income tax return for the more recent tax year, that the student is a legal dependent.

5) Spouses, friends, siblings and others may not receive non-directory information regardless of need without the specific and written authorization of the student.

6) Authorized representatives of some state and/or federal agencies, particularly those providing financial aid benefit programs, may receive both directory and non-directory information. Examples include Department of Education, Veterans Administration, Social Security Administration, Office of Personnel Management, and Department of Defense.

7) School officials at TSTC and/or other educational institutions may receive both directory and non-directory information on a need to know basis if a legitimate educational interest is established. A ‘school official’ is a person: employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A legitimate educational interest is established if the information is necessary for the requestor to: perform appropriate tasks specified in a position description or by a contract agreement; perform a task related to a student’s education; perform a task related to the discipline of a student; provide a service or benefit to the student such as health care, counseling, job placement, or financial aid; provide educationally related information to the student concerning extra-curricular activities and student organizations; or maintain the safety and security of the campus. A legitimate educational interest is determined by the appropriate administrator from a TSTC Admissions, Registration or Records Office. Release of information to a school official having a legitimate educational interest does not serve as permission to share that information with a third party without the student’s written permission.

8) All instances of release of information are documented in the student record.

9) Students may inspect and review their student records upon filing a request with the appropriate administrator at a TSTC campus. Students may petition TSTC to amend or correct any part of their academic records which is believed

to be inaccurate, misleading, or in violation of the privacy or other student rights. 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. The hearing will be in compliance with Section 99.21 and Section 99.22 of the Family Educational Rights and Privacy Act of 1974, as amended.

To insure compliance with FERPA requirements, students or other individuals requesting access to student records will follow these guidelines:

1. The transaction of most business related to student records is conducted in person by the student and requires the student's signature. A picture ID may also be required for some transactions.
2. A student may give written authorization to a third party to conduct business.
3. All requests for non-directory information must be made in writing to the appropriate TSTC Admissions, Registration or Records office.
4. All release of student information must be documented on a form to be provided by the appropriate TSTC Office.
5. An official transcript is provided at no charge on request of the student as long as there is no outstanding financial obligation to the College.
6. Verification of student enrollment letters or forms for a current semester are not released until after the official census date for the semester.
7. Requests for computer generated lists, labels, or transcripts must be submitted in writing for the approval of the appropriate TSTC administrator, usually the Registrar.
8. Subpoenas should be referred to the Director of Admissions and Records or Registrar.

More detailed information is available at the following websites:

Family Policy Compliance Office, Family Rights & Privacy Act: <http://www.ed.gov/offices/OM/ferpa.html>

Family Rights & Privacy Act Regulations: <http://www.ed.gov/offices/OM/fpc/ferparegs.html>

Financial Transactions with the College Policy

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. The delinquent student may be removed from the next term's classes if early registered. 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 mail, e-mail and/or phone call and given 10 days to make full restitution and pay any service charge that may be imposed. If still unpaid, a second letter is sent notifying the account will be sent to the District Attorney's Office if unpaid in 10 days. 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.

Hazing Policy

Any form or participation in hazing is prohibited at TSTC and should be reported to the Dean of Students as a violation of the Student Code of Conduct. Hazing, (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintaining membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to college authorities.

LIBRARY

The library shall be open in accordance with a pre-announced schedule, and hours shall be posted in prominent places in the library, as well as on the library's website and the TSTC portal.

- a. The library can be contacted by calling (254)867-4846 or via e-mail at asklibrary@tstc.edu. The library web address is <https://www.waco.tstc.edu/library>.
- b. Students must present a valid, active student identification card in order to check out materials and utilize the computer lab. Renewals are allowed if no other student is waiting for the book.
- c. Smoking is not permitted in the library.
- d. Food and drinks without a lid are not permitted in the library. No food or drinks of any kind are permitted in the computer lab.
- e. All circulating books, except reference and reserve books are loaned for three weeks (21 days).
 - (1) Reserve and Reference books are for use only in the library.
 - (2) Current magazines are arranged alphabetically by title. The magazines are for use in the library.
 - (3) The library receives newspapers for use only in the library.
 - (4) All circulating audiovisual media (including DVD and Blu-Ray discs) are loaned for 2 days.
- f. The student is responsible for the return of library materials on or before the date due. Overdue notices are sent electronically via e-mail. An overdue fine of \$0.10 per item/per day is charged for books. A fine of \$1.00 per item/per day is charged for DVD and Blu-Ray discs.
- g. EBSCOhost online databases with full-text e-books, periodicals, and peer-reviewed scholarly journals can be accessed on the periodicals page of the library website.
- h. A scanner and a black and white coin-operated photocopier are available near the circulation desk. Two printers are available for student use in the Library Computer Lab.
- i. Lost books should be reported immediately to the library at which time the fine will not increase. The student will be required to pay for the book if it is not found.
- j. The library is a member of TexShare, a statewide consortium of libraries, which allows TSTC students to check out materials from other TexShare member libraries. To obtain a TexShare card, students must register at the circulation desk.

[To commemorate the 50th Anniversary of TSTC this formatted Library outline is based on the James Connally Technical Institute of Texas A & M University Waco, Texas Student Handbook 9-10 no. 56 1968-1969.]

Online Learning at Texas State Technical College Waco

Texas State Technical College Waco offers many of its courses in a totally online or hybrid format. Other than not having to come to campus for class, these classes following the same application and registration process, semester schedule, and academic requirements and policies as face to face courses.

Not every course is offered online, and courses that are offered online may not be offered every semester. Check with your department advisor about the online courses available in your program. Most academic courses (English, Mathematics, Social Sciences, etc.) are also offered online. Some online classes will require proctored exams, which can be taken on campus or at an approved and agreed up location. Online classes are not self-paced. While you can complete your assignments at a time convenient for you, there are deadlines and due dates throughout the semester which must be met.

Online students have access to all student resources available to students on campus, including the library, tutoring, counseling, and career services. Like all classes at TSTC, online classes are run through TSTC's Moodle learning management system. Online classes require ongoing access to an up-to-date, reliable computer, and a reliable Internet connection (high speed preferred). Before registering for an online class, students must complete the special online CTEX class to prepare them for online learning.

Online classes are not the best choice for every student or every class. Online learning requires good time management skills, self-motivation and discipline. The amount of time per week required to complete an online class will be approximately the same as the amount of time to complete a face to face course.

For further information, contact: Dr. Mark Lewis, Coordinator of Online Learning, IDEAS Center, mark.lewis@tstc.edu (254) 867-3304.

Parking Policy

Parking at TSTC is free to our students, employees, and visitors. There are several areas throughout campus that are reserved for employees only and students may be ticketed. All laws are expected to be abided when it comes to parking and driving on campus. TSTC Police may give out tickets to violators. To appeal a ticket, a student may contact the Dean of Students in the Students Rights and Responsibility Office located in the Student Service Building.

Prohibiting Racial Harassment

TSTC prohibits any act, deed or speech interpreted as racial harassment, by or against, students, employees, and guests 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 Dean of Students 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 Dean of Students 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:

- 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.
- 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.
- 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:

- 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.
- 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. Students who have questions about TSTC Police Department policies or procedures, call the office at 254.867.3690.

Required Meal Plan

TSTC students have three meal plan choices which allow them convenient access to meal services at Tornado Alley Café without the worry of paying each time. Café menus are designed and written specially for TSTC Waco students. Daily features include ethnic and cultural favorites, heart-healthy items and grab-and-go items for those in a hurry. The staff of Tornado Alley 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 under 21 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 this basic meal plan and may purchase a meal plan upgrade during the sign-up period. All three meal plans are available to every student for purchase.

Meal Plan	Price	Meal Plan Credit
IM1500	\$1,425/semester	\$1,500/semester
IM1025	\$975/semester	\$1,025/semester
IM525*	\$495/semester	\$525/semester

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/her 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, students may request a separate brochure at Student Accounting, Campus Living or Tornado Alley Café.

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.

Scholastic Integrity

TSTC expects all students to engage in scholastic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity. Any student found guilty of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to cheating on academic work, plagiarism, and collusion.

Cheating on academic work includes, but is not limited to:

- copying from another student's test paper or other academic work;
- using materials during a test that have not been authorized by the individual giving the test;
- collaborating with another student, without authorization, during an examination or in preparing academic work;
- bribing another person to obtain an un-administered test;
- knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an un-administered test; and
- substituting for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.

Plagiarism means claiming another's work as one's own without acknowledging its origin and doing so for credit.

Collusion means unauthorized collaboration with another person in preparing a written work offered for credit.

Discipline for scholastic dishonesty follows the same course as other disciplinary actions. If the student is not satisfied with the dean's decision, he/she may follow the normal disciplinary appeal procedures. Students are not suspended from class or from the college until they have received due process.

Prohibiting Sexual Misconduct

TSTC does not tolerate and expressly prohibits sexual harassment at TSTC. Offenders are subject to disciplinary action TSTC Texas State Technical College does not tolerate and expressly prohibits sexual misconduct which includes but is not limited to: sexual harassment, sexual assault, and/or sexual exploitation. harassment at TSTC. Offenders are subject to disciplinary action including possible suspension/expulsion from the college or termination of employment. This policy procedure applies to all members of the TSTC Waco organization including all employees and students. This policy and procedure includes conduct during school and work hours as well as conduct outside of school or work hours. The procedures also include complaints filed by visitors on any TSTC Waco property.

Students who believe they have been subjected to any form of sexual harassment misconduct shall should report to and consult with the Dean of Student Student Title IX Coordinator or the Office of Civil Rights (OCR). Any employee, administrator or teacher faculty member who has received a report or complaint from a student relating to sexual harassment misconduct should immediately notify and refer that student to the Dean of Student Student Title IX Coordinator or OCR. Any employee or visitor who believe they have been subjected to sexual misconduct should immediately notify the Employee Title IX Coordinator or OCR.

Michelle Rachels, Student Title IX Coordinator

254-867-3441 or michelle.rachels@tstc.edu

Located in the Student Recreation Center

Jay Gerik, Employee Title IX Coordinator

254-867-3953 or jay.gerik@tstc.edu

Located in the Human and Organization Development Building

Confidentiality

TSTC strongly supports a victim's interest in confidentiality in cases involving sexual misconduct, especially sexual violence. The College will try to honor this request except when the safety of the campus community is at risk or it may create a nondiscriminatory environment for others. All employees, this includes Resident Assistant's (RA's), are considered responsible employees and have the duty to report sexual misconduct to the proper Title IX Coordinator and must report the name of the student disclosing the sexual misconduct, the alleged perpetrator, and all relevant facts regarding the incident, including date, time, and location. Exempt employees include the Office of Student Life (Counselors) and the Student Health Center (Nurses) acting in their responsible job duties. Counselors and Nurses DO NOT have to report to the Title IX Coordinator and can remain totally confidential.

Procedures for Complaints Made by Students

The complaint may be oral or in writing. After receiving the complaint the Student Title IX Coordinator, the Director of Student Leadership and Engagement, will assign an Investigator, usually the Dean of Students (Dean). The Dean will initiate a thorough, prompt, and equitable investigation. Immediate interim actions may take place before the investigation is complete if determined necessary. This may include an interim suspension and/or do not contact orders.

The Dean will follow the procedures outlined in the Code of Student Conduct which can be found under "Disciplinary Procedures". The only exception will be the formal review process for both parties which will follow the steps outlined in College Operating Procedure (COP) 1.41 Prohibiting Sexual Harassment. If the accused is found responsible of the accusations, then the proper sanctions will be imposed or mediation when it is acceptable to both parties. In incidents of sexual violence, mediation is never acceptable. If the complainant is found to of made a false accusation then disciplinary sanctions may be imposed.

If the complaint involves actions of an employee at TSTC, the Dean shall immediately notify the Employee Title IX Coordinator who will initiate the employee investigation in accordance with the steps outlined in COP 1.41 Prohibiting Sexual Harassment.

Complainant Rights

Every complainant has the right to a prompt and equitable resolution of sex discrimination complaints.

Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same review processes, for both parties.

Every complainant has the right to be notified of the time frame within which: (a) the college will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file a review, if applicable.

Every complainant the right to be informed of and have access to campus resources for medical, counseling, and advisory services.

Every complainant has the right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).

Every complainant has the right to be notified, in writing, of the outcome of the complaint.

Accused Rights

The right to a prompt and equitable resolution of all credible complaints of sexual misconduct made in good faith to college officials against the accused.

The right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same review processes, for both parties.

The right to be notified of the time frame within which: (a) the college will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file a review, if applicable.

The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint.

The right to be informed of and have access to campus resources for medical, counseling, and advisory services.

Retaliation

Any form of retaliation by either party will not be condoned by the College and the College will take immediate action to rectify the situation and additional disciplinary action may occur including suspension or expulsion.

Definitions

Discrimination

TSTC Waco does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provide equal access to applicants, employees, and students.

Sexual Harassment

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is conduct that is

- Sexual in nature
- Unwelcomed
- Denies or limits a student's ability to participate in or benefit from a school's education program.

Types of Harassment

Quid Pro Quo – meaning this for that; if you do something for me, I will do something for you.

Hostile Work Environment-unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates and intimidating, threatening or abusive educational environment.

What is Sexual Assault?

Sexual assault is a term that is used to describe a broad range of unwanted sexual contact. Any type of sexual assault is illegal, and you may consider pressing charges.

Sexual Assault

Sexual assault is any unwanted sexual contact that happens against a person's will or without consent. This can include sexual assault, sexual abuse, or rape. These happen because the perpetrator wants to feel powerful and in control. These actions include any unwanted contact, including intercourse, touching, or any other sexual stimulation that is performed without consent or through the use or threat of force.

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than one being exploited. Examples include but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting a STD or HIV to another person, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, and sexually-based stalking and/or bullying.

Sexual Abuse

Sexual abuse is any type of sexual interaction between an adult and a minor, including sexual intercourse, touching, or contact.

Rape

Rape is any kind of sexual intercourse that is committed against a person's will or is committed with or by the threat of force. There are two types: date rape and stranger rape.

Date Rape (aka "acquaintance rape")

A form of sexual assault involving unwanted sexual activities with someone the rape survivor knows. If a person says no and is still forced into having sex, then it's considered rape. Many times women or men who have been date raped do not view the assault as rape.

Stranger Rape

When a victim does not know the perpetrator.

Consent

Sexual contact cannot be given by anyone who is underage, under the influence of alcohol or drugs, or who is otherwise mentally impaired or incapable of giving knowledgeable, informed consent. Consent is only given when verbalized by yes or active, will participation by both or all parties involved. Not hearing no or the absence of resistance is not consent. It is important to understand that consent can be withdrawn at any point, upon which actions must stop.

Local Resources

Family Abuse Center
www.familyabusecenter.org
254.772.4770

The Advocacy Center
www.advocacycntr.org
2323 Columbus Ave.
Waco, Texas 76701
254.752.7233 (Crisis Line)
254-752-9330

Scott & White Waco Hillcrest Baptist Medical Center
100 Hillcrest Medical Blvd.
Waco, Texas 76712
254.202.2000

Providence Health Care Center
342 Richland W. Circle
Waco, Texas 76712 254.751.4000

State/National Resources
Not Alone
www.notalone.gov

Rape, Abuse, and Incest National Network-RAINN
1.800.656.HOPE (4763) 24 hr. hotline

Texas Association Against Sexual Assault- TAASA
taasa.org

Bystander Intervention

Break the Cycle

- What Can I Do?

A CALL TO MEN

- Empower Your Friends & Family

hollaback!

- Take Action

Know Your IX

- Support a Survivor

Loveisrespect.org

- Help a Friend
- Help a Stranger

The National Domestic Violence Hotline

- Help for Friends and Family

Men Can Stop Rape

- Bystander Intervention

No More

- Take Action

RAINN (Rape, Abuse & Incest National Network)

- Student Activism

For more Information please visit:

www.waco.tstc.edu/titleix

www.waco.tstc.edu/sturights/assault

**Some materials/information taken from atIXa Training and Certification Course Material.*

Standards of Academic Progress

Students who receive financial aid must be enrolled in an eligible program and are required to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid, state and institutional aid, and for other financial assistance unless the terms of a particular grant or funding source require additional terms. SAP is calculated at the end of each term. Some aid programs require higher standards, such as higher grade point averages (GPA) or specific enrollment statuses. Students receiving financial aid must have a declared major in a degree or eligible certificate program. Students are expected to be continually aware of their progress toward their completion. A student who fails to meet the standard of progress (SAP) will be notified by email at the email address on the student record; however, failure to receive notification will not change the SAP status.

TSTC Waco evaluates all parts of the Satisfactory Academic Progress standards at the end of each term of enrollment.

Qualitative Progress Measurement: Minimum Cumulative Grade Point Average (GPA)

To continue receiving financial aid, you are expected to successfully complete your classes with passing grades. You must have at least a 2.0 cumulative GPA (based on all terms of enrollment) and at least a 2.0 term GPA during each period of enrollment. All courses, including remedial courses, are included in the calculation.

Quantitative Progress Measurement #1: Pace of Progression - Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid to pay for those classes, you are expected to successfully complete those classes. You must maintain a pace of progression of 67 percent. You must complete at least 67 percent of the credit hours in which you enrolled during each term. You must also achieve a cumulative completion rate of 67 percent of all courses attempted during your enrollment. Only passing grades count as successful completions. Incomplete, in progress, failing grades, and drop/withdrawals are not considered completed courses, but are considered attempted courses, and will be calculated in the 67 percent completion requirement. All courses, including remedial courses, are included in the calculation.

Quantitative Progress Measurement #2: Maximum Time to Complete a Degree / Program

To ensure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt. That limit is 150 percent of the minimum number of hours required to complete your program. For example, if your degree program requires 72 credit hours for completion, you must complete your degree or certificate program within a maximum of 108 attempted credit hours. Once you reach the 150 percent limit or we determine that you cannot complete your program within the 150 percent limit, you will no longer be able to receive financial aid. Several variables are considered when calculating the 150 percent limit and the satisfactory progression rules. These variables include, but are not limited to:

1. All attempted credit hours are counted even if you were not receiving aid to pay for them. Attempted hours are the hours in which you are enrolled as of the census date of the term.
2. Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
3. If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for two attempts in a course.
4. If you withdraw from a course after the census date for that course, it is still counted as an attempted course and is included in the SAP calculation.
5. All periods of enrollment and attempted credits will be evaluated, as they apply to the current program of study, whether or not financial aid was awarded during prior enrollment periods.

When you receive financial aid to help pay for a program of study, you are expected to complete that program within the specified time frame for that program. You should not enroll in classes that are not required for your chosen program of study. Classes not required for your degree plan are not eligible for financial aid. Additionally, audit courses, continuing education courses, previously passed courses and courses for which you enroll after the census date are also not eligible for financial aid.

Change of Major and Transfer Credits

Students receiving financial aid must have a declared degree or certificate eligible program. Students MUST register for courses approved for their designated degree plan/catalog year. Students' changing programs will submit a Change of Program request form to Student Records Office. Records Office personnel will change the student major to ensure that the student's new program is tracked for SAP.

Transfer credits that are applicable to the students' degree plan will be counted in both the attempted and completed credits.

Additional Certificates and Degrees

Additional certificates and degrees will be considered or reviewed on a case by case basis. The student must be meeting SAP requirements.

Additional SAP Rules: Remedial or Developmental Coursework

You may be able to take up to 27 hours of remedial or developmental course work and receive financial aid to pay for those costs. These courses will be included in the qualitative and quantitative measurements for SAP. All courses, including failures, incompletes, in progress, or drop/withdrawal are counted toward the maximum 27 credit hour limit. Once you have attempted 27 credit hours of remedial or developmental classes, you will not be able to receive additional financial aid to pay for those courses. Enrollment in these courses is indicated by testing or as recommended by counseling.

Financial aid will NOT pay for:

- Courses taken by audit
- Courses taken outside of your degree plan requirements
- Courses attempted more than two times (except remedial)

- Credits exceeding the 27 maximum credits for developmental courses
- Courses previously passed with a grade of "D" or higher
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term.
- Credit hours in excess of the 150 percent maximum program limit
- Courses taken without having a declared eligible program (enrolled as undeclared or undecided, or non-degree seeking)

Failure to Meet the Financial Aid Standards of Academic Progress

Warning

The first time that a student fails to meet the quantitative and/or qualitative requirements, he or she will be placed on financial aid warning status. During the warning period, the student will be able to receive financial aid for one semester only without completing an appeal. Failing to meet any one of the SAP measurements during the warning period will place a student on suspension.

Suspension

The following conditions will place a student on suspension:

- A student who fails to meet all of the terms of the standards of academic progress during the warning period will be placed on financial aid suspension and will lose eligibility for financial aid until all SAP measurements have been met. It may take several terms of enrollment to regain eligibility.
- A student who filed an appeal and was placed on probation or an academic plan and fails to meet the SAP standards will be placed on suspension and will lose eligibility for financial aid until all SAP measurements have been met. It may take several terms of enrollment to regain eligibility.

Other types of Financial Aid Suspension:

Maximum Time Frame

- A student who has reached the maximum time frame for their program of study will be placed on maximum time frame, which is a type of financial aid suspension.
- If the Financial Aid Office mathematically determines that you cannot complete your program of study within the 150% limit, you will immediately be placed on maximum time frame.
- Once the 150% limit has been met, you cannot regain satisfactory progress or financial aid eligibility for that program of study.

Maximum Time Frame Suspension

- A student who has reached the maximum time frame for their program of study and who has also failed to comply with another SAP requirement, such as having a term or cumulative GPA below 2.0 or a term or completion rate below 67% will be placed on maximum time frame suspension.
- Once the 150% limit has been met, you cannot regain satisfactory progress or financial aid eligibility for that program of study.

Reinstatement of Eligibility

If you are on financial aid suspension, for reasons other than reaching the maximum time frame, you may have your aid reinstated in one of the following manners:

1. Continue to attend Texas State Technical College without financial aid until you are able to achieve both:
 - A cumulative GPA of 2.0 or higher along with 2.0 GPA for your last term of enrollment.
 - A 67 percent cumulative completion rate along with a 67 percent completion rate for your last term of enrollment.

It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

*****Failing to enroll for a term or terms does not change the SAP status*****

2. File an appeal demonstrating mitigating circumstances and be approved and be placed on probation or on an academic plan.

If you have reached the maximum time frame, you may not regain eligibility to receive additional financial aid unless an appeal is granted.

Notification of Financial Aid Warning or Suspension Status

Standards of Progress statuses will be updated at the end of each semester. All students, whether on financial aid or not, will be notified via email regarding warning or suspension statuses. However, failure to receive notification will not change the student's financial aid status.

Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other special circumstances. The appeal MUST include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. Special circumstance considerations will be limited to extreme hardships. Only one appeal for mitigating circumstances will normally be considered during a student's enrollment at TSTC. However, on a case by case basis, the Financial Aid Office will review additional appeals, based on the student's circumstances. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. Appeals are reviewed by the Director of Financial Aid, the Assistant Director of Financial Aid, or a Financial Aid Officer. Students may appeal the decision made by the Financial Aid Department to the Director of Retention or the Assistant Director of Retention. Appeals for students who have exceeded the maximum time frame are reviewed by the Retention Department. Students are notified of the appeal decision by email. The decision of the Retention department is final and cannot be appealed. Not enrolling for one or more terms does not remove the probation or suspension status.

Appeal Process

Students who are placed on financial aid suspension or who reach the maximum time frame may file an appeal based on mitigating circumstances. Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other special circumstances. The appeal needs to include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. *Note: Appeals submitted without documentation will be denied.*

Special circumstance considerations will be limited to extreme hardships. Only one appeal for mitigating circumstances will normally be considered during a student's enrollment at TSTC. However, on a case by case basis, the Financial Aid Office will review additional appeals, based on the student's circumstances. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. The Financial Aid Office will review the appeal and will send an email notification of the decision. The decision of the financial aid office appeal process is final and cannot be appealed. Not enrolling for one or more terms does not remove the probation or suspension status.

An appeal should include the following:

- Your name, TSTC ID number and email address
- A written description of the circumstances that prevented you from making satisfactory progress
- Documentation to support any claims
- If appealing because you have exceeded the maximum hours limit or because of a change in major, a degree plan must be submitted showing the number of hours remaining until graduation.
- A description of the steps you have taken to remedy the situation and/or what has changed that will allow the student to make satisfactory progress
- Your signature

Once you are notified of not being eligible for financial aid (financial aid suspension), you have five (5) working days to submit an appeal or until the term census date. The student is responsible for any payments and meeting payment deadlines, during the appeal process. The student should not miss payment deadlines, while waiting for a response. Failure to pay for tuition and fees may result in deregistration.

Appeal Decisions

Maximum Hour Appeal Approved

The student will be placed on an academic plan and their progress will be reviewed at the end of each term by the Retention Department. Failure to meet both GPA and completion rate standards will result in suspension from aid.

Maximum Suspension Appeal Approved

The student will be placed on an academic plan and will be reviewed at the end of each term by the Retention Department. Failure to meet both GPA and completion rate standards will result in suspension from aid.

Probation

A student may be placed on probation and will receive aid for one term only. During that term, the student must achieve a cumulative GPA of 2.0 or higher and a cumulative completion rate of at least 67 percent in order to continue to retain aid eligibility. Failure to achieve these standards will result in suspension.

Academic Plan

A student may be placed on an academic plan under which they are able to achieve a 2.0 GPA by the end of their second year of enrollment so that they will be eligible for graduation. While on this status, a student must be making progress according to an academic plan which dictates that a student must achieve a term GPA of 2.0 or higher and a term completion rate of at least 67 percent in order to continue to retain aid eligibility. The first term that a student is under an academic plan will be a probationary term. If the student complies with the terms of the academic plan, he or she will be making academic progress and can continue to receive aid as long as they meet the conditions of the plan. Failure to achieve these conditions will result in suspension.

Appeal Denied

The student will not be eligible to receive financial aid until he or she meets the Satisfactory Academic Progress (SAP) standards as listed above; both a cumulative 2.0 GPA and a cumulative completion rate of 67 percent. It may take several semesters in order for a student to regain aid eligibility.

WARNING: REPAYMENT OF FEDERAL FUNDS (Return of Title IV Funds)

If you receive federal financial aid and stop attending or withdraw from all courses at or before 60 percent of the term is completed, you will be required to repay all or a portion of the federal aid you received, including that used to pay for your college expenses. If you received a grade of F in all courses for any term, you will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor certifies and documents that you were participating in at least one class after the 60 percent point of the term or until the end of the term. A term may consist of one or more blocks or modules.

Student Clubs/Organization Risk Management Policy

In accordance with Texas Education Code §51.9361, the advisor and president, or other designated officer, of each registered student organization shall attend a risk management program each academic year. Notice of the risk management program will be provided by campus mail to the advisor and president, or other designated officer, of each student organization on file with TSTC. The advisor and president, or other designated officer, of each student organization will have 90 days from the date of notice to attend the risk management program and report the contents of the risk management program at a meeting of the full membership of the student organization. Failure to comply may result in the student organization's recognition being withdrawn, withheld or denied by the administration or Board of Regents of the College.

Student Drug & Alcohol Policy Statement

TSTC is a drug- and alcohol-free college and workplace. This handbook provides an abbreviated version of the policies on the prohibition of drugs and alcohol and the sanctions for violations thereof. The full-text version outlining these policies is available upon request from the Vice President for Student Development.

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.

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.

Student and Employee Mandatory Notification Information

Crime Rates, Graduation Rates, and Completion Rates may be found at:

<http://www.waco.tstc.edu/ierp/consumer-info>

Student Grievance Practices and Procedures

It is the practice of TSTC Waco to seek fair, efficient and equitable solutions for problems that arise out of the student/college relationship and to allow any student to be heard when he/she feels that his/her rights have been violated or that an action taken by an employee of the college is unfair. These problems include discrimination based upon gender, race, color, national origin, disability or age.

PERTINENT INFORMATION

- This procedure is available to all students to present complaints concerning disagreement or dissatisfaction arising out of the student/college relationship.
- The filing of student grievance is not to be interpreted as a way to change existing school policy or rules. The policy, rules or regulations of the college are of themselves not subject to a grievance process, only their implementation. This student grievance procedure is simply a way for the student to indicate that either:
 1. An action taken by a school official or employee is inappropriate, improper, or too harsh; or
 2. He/she is being treated differently from other students.
- Student disciplinary decisions that involve severe disciplinary penalties are not subject to this policy on student grievance, but should be processed according to the policy and procedure regarding student disciplinary appeals found in the Code of Student Conduct.
- Sexual or racial harassment of a student should be handled according to policies and procedures for such found in the Student Handbook. For more information about this process, please go to College Operating Procedure 4.29.

Student Right-to-Know Campus Security Act

It is the policy of Texas State Technical College to comply fully with the published mandates of the Student Right-to-Know & Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 102-26), the Higher Education Amendments of 1992 (Public Law 102-325), and that each operating unit of the System prepare and follow procedures to satisfy the stipulations of the Act, as amended.

Student Participation at TSTC

The participation of students in TSTC Waco's decision-making process is an important institutional value. The administration recognizes the Student Leadership Council (SLC) 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 President's Council, 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, students have the opportunity to participate in annual surveys relative to institutional climate, services, and instruction. For additional information on student appointments to campus committees, contact the office of the Vice President for Student Development or the Student Leadership Council.

Using the Student Recreation Center (SRC)

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, 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

Weight Room Rules

- 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!
- 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 (4) players may enter the racquetball court at one time.
- Participants can only reserve the racquetball court for one (1) 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.
- 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.
- Students can not bring personal video games, consoles or controllers without the permission of the SRC supervisor.

Alumni, Staff & Faculty

- Alumni, staff and faculty are welcome to use the SRC facilities, but must follow SRC rules and regulations.
- Alumni, staff and faculty may use the SRC. However, alumni, staff and 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.



Texas Higher Education Coordinating 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.

Equal Opportunity

Equal opportunity shall be afforded within the Texas State Technical College System (TSTC) to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age, disability, genetic information, or veterans status. TSTC complies with the Texas Equal Opportunity Plan. The person designated to coordinate compliance activities is the Dean of Students James Fickens, located in the Student Services Center. He can be reached at 254-867-3652.

Accreditation Statement

Texas State Technical College Waco is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 TSTC Waco.