



2011 – 2012

Student Handbook

2650 E. End Blvd. S.
Marshall, TX 75672
903- 935-1010 • 888-382-8782
www.tstc.edu

Texas State Technical College
Board of Regents

**Rolf R. Haberecht
(Chair of the Board)
Dallas, Texas
2006 - 2011**

**Joe M. Gurecky
(Vice Chair)
Rosenberg, Texas
2006 - 2011**

**Gene Seaman
(Executive Committee Place 1)
Corpus Christi, Texas
2008 - 2013**

**Penny Forrest
(Executive Committee Place 2)
Waco, Texas
2009 - 2015**

**Joe K. Hearne
Dallas, Texas
2006 - 2011**

**James Virgil (J.V.) Martin
Sweetwater, Texas
2004 - 2015**

**Linda McKenna
Harlingen, Texas
2009 - 2015**

**Mike Northcutt
Longview, Texas
2002 - 2013**

**Ellis M. Skinner II
Spicewood, Texas
2009 - 2013**

College Administration

President – Randall Wooten

The President is the Chief Executive Officer of the College and is responsible for the overall leadership and management of the college. Directly reporting to the President is the Vice President of Student Learning, Vice President of Student Services, Vice President of Financial Services, Human & Organization Development Executive – Risk Management, Director of Networking and Tele-Communication, Director of Institutional Effectiveness, Research, & Planning, and Assistant to the President.

Vice President of Student Learning – Dr. Irene Cravey

The VP of SL is responsible for those activities related to the Instructional Administration Division. These areas report to the Vice President: Instructional Administration, the Coordinator of Curriculum, and the Vice President of Learning Success.

Vice President of Student Services – Brett Bright

The VP of SS is responsible for all services related to the Registrar's Office, Admissions, College Relations, Testing, Marketing and Communications, Placement Center, Student Activities, Clubs and Organizations, TSTC Police and Student Housing.

Vice President of Financial Services – Deborah Sanders

The VP of FS is responsible for purchasing, accounts payable, financial aid, student accounting, financial and budget management, custodial services, maintenance services, inventory and fleet management and bookstore operations. This division provides support and financial problem-solving for the College as a whole.

Vice President of Institutional Effectiveness & Organizational Development – Mittie Hutchins

The Vice President is responsible for institutional research, planning, accreditation issues, grants and offering general assistance to the President's Office and assists the President in the implementation of the college strategic plan and policies and procedures.

Human & Organization Development Executive - Risk Management – Jeff Bell

Responsible for human resource functions and risk management.

Associate Vice President of Learning Success – April Graham

The Associate VP is responsible for the following campus areas: Information Technology, Office Technology, General Academics, Developmental Education, Learning Success Center, Student Retention, Library, Counseling, and College Readiness.

Associate Vice President of Workforce Development – Dr. Colleen Halupa

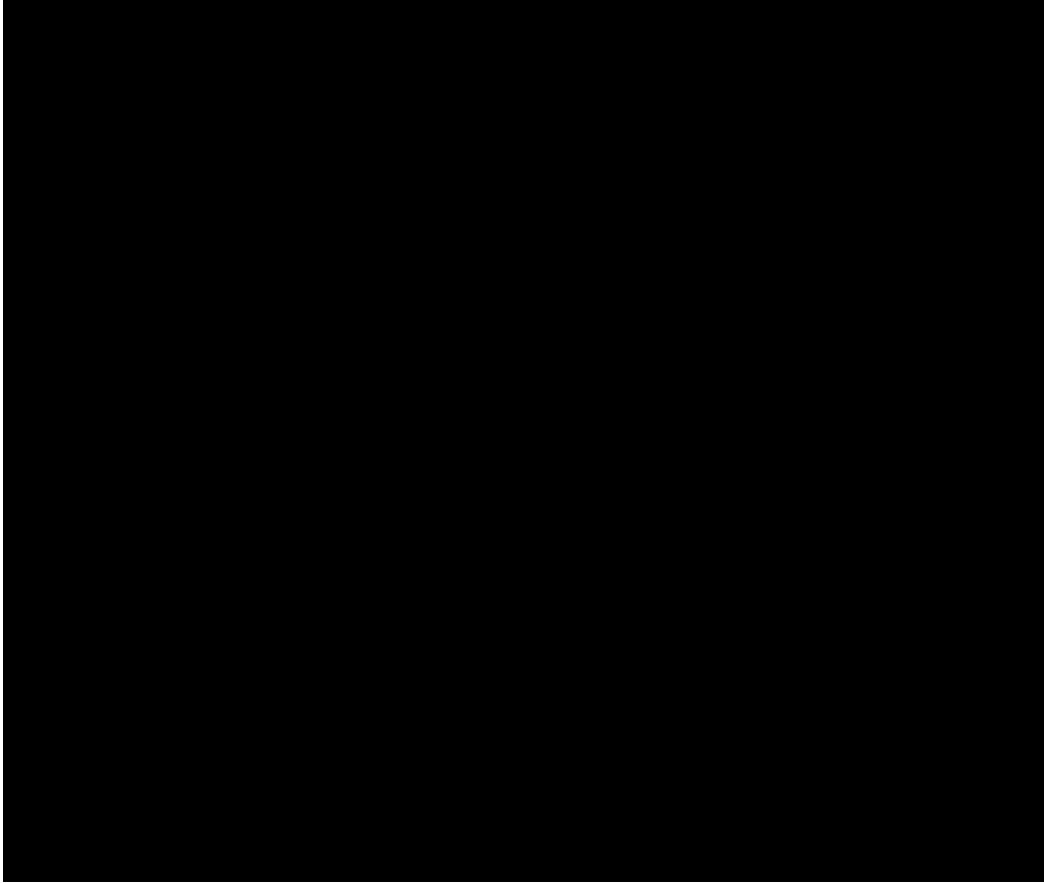
The Associate VP is responsible for Workforce Development and Continuing Education. This consists of providing customized technical training to area industry, employees and the community. Other offerings include professional truck driving and the motorcycle training programs as well as TSTC Marshall's Workforce Development and Veterans Assessment Center. In addition, this position is responsible for forming consortiums and writing grants to fund industry training and institutional efforts. The Associate VP oversees the Biomedical Technology program and the Medical Office Technology program.

Associate Dean of Student Services – Annette Ellis

The office of the Associate Dean is responsible for the administrative management of the student judicial system. The Associate Dean of Student Services serves as the primary hearing officer for disciplinary cases and supervises the college's recruiting efforts.

Director of Network and Telecommunications Services – Dennis Burrer

The Director is responsible for providing planning, programming, and managing network and telecommunication services for use by students, faculty and staff in the accomplishment of their responsibilities. These services include networking, office automation, telephone, and other information technology tools.



An Equal Opportunity College

Texas State Technical College is an equal opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

Texas State Technical College
of the Texas State Texas College System

is accredited by the

Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone number 404-679-4501) to award the associate degree.

Also approved by the

Texas Higher Education Coordinating Board

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2011-2012 College Calendar

Fall 2011

July 2 – Aug 26	Fall 2011 pre-registration	Sept. 26	2nd Tuition/Housing installment due*
July 15	Orientation & registration for new students	Sept. 30	Deadline to apply for Fall 2011 graduation
July 27	Orientation & registration for new students	Oct. 12 - Jan 6	Spring 2012 pre-registration
Aug. 2	Orientation & registration for new students	Oct. 26	3rd (final) Tuition/Housing installment due*
Aug. 12	Orientation & registration for new students	Oct. 27	Industry & Career Day
Aug. 22	Orientation & registration for new students	Nov. 11	Last day to drop/withdraw with a grade of "W"
Aug. 26	Housing "move-in" day	Nov. 24-25	Staff/Student holidays
Aug. 26	Registration/Payment deadline*	Dec. 1	Transfer Fair Day
Aug. 29	First Class Day	Dec. 2	Orientation and registration for new students
Aug. 29	1st day to apply for Fall 2011 graduation	Dec. 9	End of semester
Sept. 2	Last day to change schedules (drop/add)	Dec. 9	Commencement
Sept. 5	Staff/student holiday	Dec. 9	Final grades due by noon (via Web Advisor)
Sept. 13	11th Class Day	Dec. 23-30	Staff/Student holidays
Sept. 23	19th Class Day		

Spring 2012

Oct. 12 – Jan 6	Spring 2012 pre-registration	Feb. 6	2nd Tuition/Housing installment due*
Dec. 2	Orientation & registration for new students	Feb. 10	Deadline to apply for Spring 2012 graduation
Jan. 4	Orientation & registration for new students	March 5 – May 4	Summer 2012 pre-registration
Jan. 6	Housing "move-in" Day	March 6	3rd (final) Tuition/Housing installment due*
Jan. 6	Registration/Payment deadline*	March 12-16	Spring Break
Jan. 9	First Class Day	March 29	Industry Career Day
Jan. 9	1st day to apply for Spring 2012 graduation	March 30	Last day to drop/withdraw with a grade of "W"
Jan. 13	Last day to change schedules (drop/add)	April 12	Transfer Fair Day
Jan. 16	Staff/student holiday	April 27	End of semester
Jan. 24	11th Class Day	April 27	Final grades due by noon (via Web Advisor)
Feb. 3	19th Class Day	April 27	Commencement

Summer 2012

March 5 – May 4	Summer 2012 pre-registration	June 4	2nd Tuition/Housing installment due*
April 30	Orientation & registration for new students	June 8	Deadline to apply for Summer 2012 graduation
May 4	Registration & payment deadline	July 2 – Aug. 24	Fall 2012 pre-registration
May 4	Housing "move-in" day	July 4	Staff/Student holiday
May 7	First Class Day	July 5	3rd (final) Tuition/Housing installment due*
May 7	1st day to apply for Summer 2012 graduation	July 20	Last day to drop/withdraw with a grade of "W"
May 11	Last day to change schedules (drop/add)	July 25	College Fair Day
May 21	11th Class Day	Aug. 17	End of semester
May 28	Staff/Student holiday	Aug. 17	Final grades due by noon (via Web Advisor)
June 1	19th Class Day	August 27	First class day Fall 2012

** Tuition & housing payments must be received in Business Office by 5 p.m.*



(903) 935-1010 • (888) 382-8782
www.tstc.edu

Texas State Technical College Student Handbook

The provisions of this Student Handbook are not to be regarded as a contract between the College and the student. The College reserves the right to make necessary changes in the information contained in this Online Student Handbook which supersedes all previous student handbooks and is the official copy for the institution. This Student Handbook, prepared by the Associate Dean of Student Services with input from appropriate college personnel, was updated June, 2011.

Purpose

The purpose of the Student Handbook is to provide information about the policies and procedures that concern students of TSTC. Policies concerning class attendance, scholastic probation, continuance in the College, and other related matters are found in the official College catalog, a reference point for all decisions made by the faculty and administration in matters relating to you as a member of our student body.

Any student who registers at TSTC automatically accepts the obligation to comply with the regulations and standards of conduct set forth by the College. Therefore, it is to your advantage to familiarize yourself with policies and regulations which are listed in the Student Handbook, as well as those listed in the College Catalog.

Programs and statements included in this publication are subject to continuous review and evaluation. Texas State Technical College reserves the right to make changes at any time without further notice to students. The official copy of the TSTC Student Handbook can be located at http://www.marshall.tstc.edu/pdf/student_handbook.pdf.

The online version of the student handbook is the official handbook and is updated as needed.

ACCREDITATION & COMPLIANCE

Texas State Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate's Degree.

Contact:

Southern Association of Colleges and Schools

1866 Southern Lane,

Decatur, Georgia 30033-4097

Telephone number (404) 679-4501

URL: www.sacscoc.org

STATEMENT OF COMPLIANCE

TSTC does not discriminate on the basis of age, sex, race, color, disability, national or ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, employment practices, athletics, and other school-administered programs.

Expanded Statement of Institutional Purpose

Texas State Technical College Marshall is a coeducational, two-year, public technical college within the Texas State Technical College System. The College offers programs of study leading to Technical Skills Mastery Certificates (TSMC), Certificates of Completion and Associate of Applied Science degrees. These educational programs include preparation for high demand, advanced, and emerging technology fields; developmental education; and general education courses in the humanities, mathematics, and sciences. The College provides a comprehensive teaching and learning environment with a constant focus on individual student achievement and skill enhancement. The College cultivates student-focused strategic partnerships with school districts, colleges, universities and employers and provides supportive transitions through articulated educational and professional pathways.

Texas State Technical College Marshall is committed to the economic development of Texas. To enhance the economic competitiveness of the state, the College provides specialized training and services for business and industry, continuing education, and community service programs. Additionally, TSTC Marshall offers courses to students at the secondary level that can apply towards both their high school graduation requirements as well as credit at the college level.

The faculty and staff of Texas State Technical College Marshall believe strongly in the worth and dignity of each individual and provide students with opportunities for personal and intellectual growth by offering a full range of services. These services include career and guidance counseling, tutoring, student activities, accommodations for students with special needs, financial aid, housing, and provisions for health care.

F E R P A

Family Educational Rights & Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with the respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the request for access. Students should submit to the Registrar. The College official will

make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's educational records if found inaccurate, misleading, or otherwise erroneous. Students may ask the College to amend a record that they believe is inaccurate or misleading. A letter of correction(s) must be mailed to the College official responsible for the record. This document shall clearly identify the part of the record in question and specify why it is inaccurate or misleading. If the College reaches a decision not to amend the record as requested, the student will be notified in writing and advised of his or her right to an official hearing regarding the issue. Additional information regarding the actual hearing procedures will be provided to the student upon notification of a hearing.
- The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.

NOTE: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement 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; a student serving on an official committee, e.g. disciplinary or grievance committee members and staff assisting another school official in performing his or her task(s). A school official has a genuine educational interest if the official must review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Texas State Technical College to comply with the requirements of FERPA.

FERPA contact:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605/
Phone: (202) 260-3887
FAX: (202) 260-9001

DIRECTORY INFORMATION DEFINED

The following information is directory information that can be released to the public without consent of the student:

- Name
- Address
- Telephone Number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Gender
- Academic Honors (honor roll)
- Minor status classification

EQUAL OPPORTUNITY INSTITUTION & EMPLOYER

TSTC is an affirmative action/equal opportunity educational institution and employer. Texas State Technical College will recruit, select, employ, train, promote, compensate, transfer, layoff, terminate and execute all other personnel action without regard to sex, age, race, color, creed, religion, national or ethnic origin, disability or veteran status, pursuant to Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Higher Education Act as amended in 1972, Executive Order 11246 as amended by Executive Order 11375, Section 504 of the Rehabilitation Act of 1972 and of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Section 402).

Texas State Technical College will not enter into any contractual or other relationships, including organizations providing or administering fringe benefits to Texas State Technical College students or employees, which directly or indirectly has the effect of subjecting its students or employees to discrimination based on sex, age, race, color, creed, religion, national or origin, disability or veteran status. The lack of English language skills will not be a barrier to admission.

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 the Student Counselor at least 30 days prior to enrollment to adequately schedule services. The Student Counselor is located in the South Building, Room 437 and the phone number is (903) 923-3309.

ORGANIZATIONS, PROGRAMS & DEPARTMENTS

ALUMNI ASSOCIATION (<http://www.marshall.tstc.edu/welcome/alumni.shtml>)

The Alumni Association extends membership to all former students of TSTC, members of the faculty, staff, and Board of Regents.

MY TSTC

<https://my.tstc.edu/portal/main.html>

- Locate your Student I.D. number
- Class schedule
- Grade report
- Unofficial transcript
- Account status/Pay account
- Demographic information
- Financial aid

PLACEMENT CENTER

<http://www.marshall.tstc.edu/welcome/cso.shtml>

The center offers a free online job search engine; personal résumé and interview preparation assistance; job and transfer fair related information; internship placement; miscellaneous workshops; employment statistics and projections, as well as assistance with the transfer processes to a four year institution of choice. The center utilized MyPlan.com to help students plan more fulfilling lives by making well-informed decisions about their education and careers by exploring options. Additionally, the placement center provides service through the TSTC website called TSTCJobStar that allows students to search current job openings. For more information, the Placement Center is located in the South Building, Room 248 and the phone number is (903) 923-3375.

EMPLOYMENT INFORMATION

http://www.marshall.tstc.edu/hr/human_resources.shtml

Information about on-campus employment is available through the Human Resources office. Information about the on-campus Work Study program is available through Financial Aid. Additional employment resources can be found at

<http://www.marshall.tstc.edu/welcome/cso.shtml> or visit the Human & Organization Development Office (HR) located in the Admissions/Administration Building, Room 106 and the phone number is (903) 923-3233.

VETERANS

Individuals receiving Veterans Administration Educational Benefits should contact the Veterans Counselor in the Registrar's office (903) 923-3262 for the latest requirements and guidelines. For general information on VA College Benefits, please call 1-800-827-1000 toll-free.

INTERNATIONAL STUDENTS

International Students should contact the Registrar's office located in the Admissions Administration Building for current guidelines and admissions requirements, or call the Registrar at (903) 923-3262.

EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS

Students are allowed an excused absence per Texas Education Code 51.911, for the observance of a recognized religious holy day. Students must notify their instructor(s) in writing two weeks prior to the date of the religious holy day.

COLLEGE BOOKSTORE

The TSTC Bookstore maintains a wide selection of books and supplies required for classes and labs. The bookstore also offers an assortment of educational materials, health care products, postage stamps, greeting cards, envelopes, and snacks, as well as an array of college sportswear, hats, and novelties.

How and when do I get my books?

You must always bring your schedule to purchase textbooks. If you are paying by cash or credit card, you may purchase your books as soon as they are available in the bookstore. If you are paying with financial aid (loans or grants), you may charge against your student account in the bookstore as soon as your funds are available on your account (check your account online; usually available a few days before first class day.) If you are sponsored (WIA, TAA, VA, DARS, etc), you must first establish this information with the business office. You will be guided through the process from there. Return policies apply to all purchase methods.

Note: To avoid waiting in long lines, you may drop off your schedule at the bookstore, and we will have your books ready for pick up.

BOOKSTORE RETURNS

Conditions for Textbook returns/exchanges are as follows:

1. TSTC Marshall Bookstore receipt required for all returns and exchanges. Refunds are tendered using same method as purchase.

2. A 20% restocking fee will be assessed for returns and/or exchanges without a schedule change.
3. Exchanges only (no returns) allowed during first class week.
4. No refunds, returns or exchanges after 9 days from purchase date or 9th class day, whichever occurs first, and no exceptions.
5. To obtain a full refund, books must be in new condition. Any markings other than the original price tag and/or the removal of shrink-wrap will deem the book used. The bookstore will determine whether returned books are in new or used condition.
6. Any refunds after the official census date will require the presentation of a TSTC Marshall cash register receipt and be accompanied by a valid, completed drop slip. Refunds under this circumstance will be 50% of qualified receipt price. *Census information is available at the TSTC Marshall Admissions and Records Office.*
7. The bookstore will determine whether returned books are in new or used condition.
8. Special orders or books other than textbooks are not returnable.
9. Exchanges only for defective books provided they are currently being used in class.
10. Textbooks purchased after refund period are ineligible for refunds.

OTHER RETURNS

Tools, supplies, and notions are non-refundable, unless they are defective. If they are defective, the items must be returned within two weeks of purchase and must be accompanied by the sales receipt in order to receive a refund and will be exchanged or replaced if possible. Additionally, more specific information is available by visiting our website: www.marshall.tstc.edu (current students; bookstore refunds.)

BOOK BUY BACK

TSTC Marshall Bookstore conducts three (3) book buys per year. They are always Monday-Thursday (9am-3pm) during the last week of the current semester and are aggressively promoted with signage throughout the campus.

The bookstore will pay up to 50% of purchase price (**with receipt**) for **books needed during the upcoming semester**. Be sure to bring any CDs, DVDs and supplemental materials purchased with your textbook.

If we do not currently need a book you wish to sell, you may choose to take a lesser amount for instant cash (sold to wholesale buyer) or try again at the next buy back. *Always bring any books you wish to sell and let us scan them for value.*

We always provide a wholesale company to buy books in addition to buying books for the bookstore. *You do not need your receipt to sell them wholesale.* Eligible titles and amounts paid for each book are determined by that company.

SPEECH AND ADVOCACY

Students have the right of free expression and advocacy on campus. However, the time, place, and manner of exercising speech and advocacy shall be regulated to ensure orderly student conduct and non-interference with College functions and/or activities. This includes the identification of sponsoring groups or individuals.

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive. Therefore, anyone in any way responsible for action(s) leading to disruptive activity may be in violation of College regulations and/or state law. The following conditions shall formally be sufficient to classify behavior as disruptive:

- Blocking or otherwise interfering with access to College facilities.
- Any type of aggressive or violent behavior in an effort to willfully interfere with College functions and activities.
- Causing others to demonstrate violent actions and behavior through physical and mental intimidation.
- Verbal threats or persuasion accompanied by physical force toward another.
- All other actions not listed deemed as violent and/or aggressive behavior by society.

FREE SPEECH AREA

Texas State Technical College supports and encourages the right of its students to assemble for free speech. TSTC has designated the Pavilion as the area for free speech. Any student who wishes to make public announcements or addresses must do so in this designated free speech area. Use of the free speech area is granted after contacting the Associate Dean of Student Services located in the Admissions/Administration Building, Room 150 to complete a form. The phone number is (903) 923-3313.

The guidelines for computer usage stated herein are to insure the health of the network for educational purposes and to conduct the business of the College. You may disagree with any or all elements of this policy either publicly, privately, or in accordance with your First Amendment rights. However, you may not violate any published policy for any reason or cause. Questions regarding this policy should be submitted to the Associate Dean of Student Services.

SERVICES PROVIDED TO STUDENTS

STUDENT COUNSELOR

The College counseling staff provides professional services to students. These services include individual and group counseling for educational, occupational, and personal development. These services are available to all students. Personal issues and concerns, such as decision-making, personal relationship skills, increasing self-confidence, and personal adjustments necessary to be successful, may be topics through which students might work with the guidance of a counselor.

Study Skills Workshops for improved time management; note taking, listening, and test-taking skills are provided throughout each semester. Please call the Student Counselor at (903) 923-3309 or Learning Success Center at (903) 923-3341 for details.

Special Needs Students are served by our Student Counselor. Services are available by appointment to support students with special needs. The Student Counselor is located in the South Building, Room 437 and the phone number is (903) 923-3309.

TESTING SERVICES

The TSTC Test Center offers a secure testing environment that is conducive to individual achievement. The Center administers tests such as Accuplacer, and Ability To Benefit (ATB). All testing fees must be paid by cash or money order at the Cashier's window at the TSTC Business Office. For more information call (903) 323-3227.

RESIDENCE LIFE (<http://www.housing@marshall.tstc.edu>)

Most college students say that they learn and grow as much by living on campus as they do by attending classes. The living environment at TSTC gives you opportunities for social interaction, interpersonal relationships and cultural activities. Residential living is an important component of your total development as a student. We encourage you to join in residential living and enlarge your experience through human relationships, new ideas and cultural diversity. TSTC offers on-campus housing available to single students. **All students that live on campus must provide a color copy of their valid driver's license when submitting a completed housing application. All students with a felony are automatically denied campus housing; however each student may appeal on a case by case basis through the Associate Dean of Student Services' office.**

HOUSING COMMONS AMENITIES

- Social lounge with big screen TV
- 24-hour laundry facility
- Sand volleyball court
- Basketball pavilion

- Computer connection
- 24-hour courtesy patrol serviced by our TSTC College Police Department
- Onsite Residential Assistants

Rates, Availability, and Deposits

Current rates, required deposits, and dates of availability are provided upon request, or visit us at http://www.marshall.tstc.edu/welcome/housing_reservations.shtml.

Early reservations are accepted and highly recommended. Priority deadline for the housing application for the Spring semester is October 10th; Summer semester is March 10th, and Fall semester is July 10th. Apartments rent on an individual lease basis. For more information, please contact the Director of Housing and Student Activities at 903 923-3647 or e-mail <http://www.housing@marshall.tstc.edu>.

INSTRUCTIONAL SUPPORT SERVICES

LIBRARY SERVICES

The TSTC Marshall Library shares the TSTC System Vision of "strengthening the competitiveness of Texas business and industry by building the state's capacity to develop the highest quality workforce." The TSTC Marshall Library supports that vision by connecting people with ideas, in support of technical teaching and learning and workforce and economic development."

Online resources:

For distance learners, new faculty and staff, we have an orientation power point on the Library's homepage. Please feel free to look at this tool. Visit our library homepage at www.marshall.tstc.edu/welcome/library.shtml.

Through the Library's online services, students and faculty may initiate interlibrary loan requests for books and journal articles; ask reference questions through our "Online Chat" feature; submit suggestions for new titles and materials to be purchased, and more.

General library features:

The Library houses over 14,500 titles and over 25,000 journal holdings through our electronic databases. TSTC Marshall Library is also a demonstration site for the Talking Books Program. This program is a free service that provides books and other materials for all persons who have a visual, physical or reading disability. Please see Library staff for more information.

TexShare Services:

The TexShare State Library card is available to all students and faculty. This site allows access to the library collections of other Colleges, universities, and public libraries.

LEARNING SUCCESS CENTER (LSC)

http://www.marshall.tstc.edu/welcome/success_center1.shtml

The Learning Success Center (LSC) is a central place for you to find a connection to learning resources, such as tutoring, career discovery tools, and workshops on how to be a successful student. The LSC is located in the TSTCM Library.

Mission Statement:

1. To improve student performance as measured by grades.
2. To help increase overall TSTC-Marshall retention rates.
3. To increase student involvement on campus.
4. To increase the visibility and image of TSTC.
5. To create a center of thinking and learning (Think Tank) at TSTC.
6. To inspire students to envision broad possibilities for their lives.
7. To improve the Marshall community through outreach and education.

INFORMATION TECHNOLOGY SERVICE POLICY & PROCEDURES

Use of Computer and Internet Resources

Texas State Technical College, Marshall (TSTCM) provides computer and Internet resources to its students, faculty, and staff as a means of enhancing learning, efficiency, and productivity. This technology allows students to access resources beyond the boundaries of our physical campus so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. Finally, these resources enhance productivity by providing avenues of immediate communication on a global scale. In order to provide this resource to all persons affiliated with the College, a set of standards must be established for its management.

The Internet, as an information resource, enables TSTCM to provide information beyond the confines of its campus. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing to others, inaccurate, or illegal under U.S. law. TSTCM cannot police the global network and takes no responsibility for its content. Rather, all users must take responsibility for their own activities on the Internet.

The use of the Internet must be consistent with the mission of TSTCM, the policies of the College, and State and Federal Law. Access to the Internet via College computers is a privilege granted to users. The College reserves the right to suspend this privilege if a user violates any acceptable use policy and/or clause.

General Provisions

The following should guide your use of TSTCM provided computer resources. Actions that violate these provisions may result in disciplinary action including, but not limited to, the suspension of computer privileges at TSTC:

1. Authorized users may be liable for deliberate or malicious damage or destruction of equipment, software, or data belonging to the College or to other users, including adding, altering, or deleting files on College workstations and/or servers.
2. Authorized users cannot alter the system settings or Internet browser settings on College computers without express permission of an instructor or an authorized member of the IT staff.
3. Authorized users should have no expectation of privacy regarding their use of the TSTCM computer network. TSTCM has the ability and the right to monitor the network and to take the appropriate remedial and/or corrective action to assure that TSTCM resources are used in an acceptable manner
4. Personal use of TSTCM provided computer resources should be limited and should not interfere with assigned class work for students or assigned duties for employees. Personal use of TSTCM provided computer resources should not cause the state of Texas or TSTC to incur a direct cost or other unauthorized cost in addition to the general overhead of providing the service
5. Use of TSTCM's network or computer equipment to view, transmit or store racist, sexist, threatening, harassing, obscene, or objectionable language, graphics, material, or content is strictly prohibited.
6. TSTCM provided computer systems may not be used for any personal monetary interests or gain.
7. Copyright restrictions must be strictly adhered to. Use of material copied from Internet resources should be properly cited.
8. Any software used on TSTCM provided computers must be properly licensed
9. The Internet path record is the property of TSTCM and, therefore, the taxpayers of the State of Texas. Such information is subject to the Texas Public Information Act and the laws applicable to Texas state records retention.
10. Users of the TSTCM computer network will not use this resource to disable, impair, or overload performance of any TSTCM or other computer resource,

or to circumvent any system intended to protect the privacy or security of another user or computer resource.

11. The TSTCM computer network will not be used to commit criminal acts of any kind, including but not limited to, industrial espionage and/or academic dishonesty, i.e., plagiarism, cheating, etc.
12. Distributing or obtaining illegally copied software, programs, games, graphics, sounds, MP3, music, etc. is expressly forbidden
13. Propagating computer worms or viruses or distributing chain letters are a violation of the acceptable use policy

Higher Education Opportunity Act (HEOA)

Texas State Technical College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The college is required by Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to detect and punish users who illegally distribute copyrighted materials. The college must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the college to provide alternatives to illegal file sharing. All users are encouraged to check the list of ["Alternatives to Illegal Downloading"](#). However, Texas State Technical College Information Technology department works to combat illegal and/or software downloads by using various methods.

Although the HEOA makes reference only to students using Peer-to-Peer, this policy applies to all Texas State Technical College network users. The College reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe. Likewise, network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

First Violation

If someone is found in violation, his or her network access will be suspended (the user's network connection is disabled) immediately until the situation is resolved. Once the Information Technology department can determine the identity of the user, he or she will be turned over to the disciplinary officer for discipline.

The user is required to submit a signed [Technology Copyright Violation that](#) states that the user understands copyright issues and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted.

Network access will be restored no sooner than after receipt of the certification page is signed. The Disciplinary Officer will send notifications via email to the Information Technology department to reconnect the user.

Second Violation

If a second notification of violation is received, network access shall be suspended immediately. The user is contacted and/or the user will report to the Disciplinary Officer, and those involving faculty or staff members are referred to the Human & Organization Development Office. Human & Organization Development will notify the appropriate Supervisor. Network access is not restored, if at all, until the case is ruled on by Disciplinary Officer and/or Supervisor. The Disciplinary Officer or the Supervisor can impose whatever sanctions – including termination of network access; probation, suspension, expulsion (for students); or disciplinary action (for faculty and staff) – as deemed appropriate.

The existence and imposition of Texas State Technical College sanctions do not protect members of the campus community from any legal action by external entities or the college itself.

Summary of Civil and Criminal Penalties for Violation of 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 (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

DISCLAIMER

The College accepts **NO RESPONSIBILITY** for any damages to or loss of data due directly or indirectly to the use of Texas State Technical College computing resources or any consequential loss or damage. It makes representation of **NO WARRANTY**, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose.

STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

***All clubs and organizations are required to participate in Risk Management Training.**

STUDENT ACTIVITIES

Texas State Technical College believes in the value of extracurricular experiences as a means of helping students to develop a sense of civic responsibility, social poise, friendliness, initiative, and inventiveness. TSTC gives serious attention to sponsoring such activities and organizations that will contribute to these and other worthy goals. Contact the Director of Housing and Student Activities at 903-923-3647 or (903) 923-3234 for more information.

TSTC encourages students to participate in extracurricular organizations and activities sponsored by the College. Certain organizations and activities may require stringent standards. Contact the Director of Housing and Student Activities at 903-923-3647 or (903) 923-3234 for more information.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the governing body that represents students and advises the college administration on issues of student interest and concern. In October, each instructional program elects one representative to serve on the SGA. Contact the Director of Housing and Student Activities at 903-923-3647 or (903) 923-3290 for more information.

Residential Housing Association: promotes the most favorable environment possible in the apartments on the TSTC Marshall campus and assists the entire housing community by acting as a representative council for all the residents.

Campus Activity Board: contributes to the social, recreational, cultural and educational development of the students and faculty through programs and services conducted by the members and committees of TSTC Marshall. Contact the Director of Housing and Student Activities at 903-923-3647 or (903) 923-3234 for more information.

American Society of Safety Engineer (ASSE): promotes the professional development and professional networking of TSTC students with the ASSE professional community.

Environmental Health, Safety & Quality: establishes environment and safety awareness throughout the campus and generates funds for books and travel to professional development seminars/conferences.

Phi Theta Kappa: promotes honor and academic pursuits on our campus, and provides community service and scholarship opportunities.

Student Ambassadors: provides TSTC Marshall Students the opportunity to give back to the College by assisting in recruitment, orientation, and other college events.

Student Government Association: represents and brings forth student concerns to the College administration.

BioMedical Equipment Technology Club (BET): The BioMedical Equipment Technology Club (hereafter referred to as the BET Club) at TSTC-Marshall was formed for students and faculty who share a common interest in meeting for the purpose of fellowship, support, and sharing of interests and experiences in and related to the BioMedical equipment career field.

Texas State Technical College Marshall Veterans Association, (TSTCM VA): The purpose of this organization shall be to increase awareness and understanding of Veterans issues on campus and to meet the academic and social needs of student veterans through peer support, advocacy, fellowship, and community service

CAMPUS SAFETY- POLICE DEPT.

Texas State Technical College (<http://www.marshall.tstc.edu/welcome/dps.shtml>) provides a College Police Department located in Campus Housing Building D11, consisting of a Chief of Police and several full-time State-of-Texas certified Peace Officers. For emergency cases, please dial 911. To reach the TSTC campus police call (903) 923-3351 office number or (903) 926-6801 cell phone.

Purpose Statement:

The TSTC Marshall Police Department supports the faculty, staff and students of TSTC Marshall by endeavoring to provide an on-campus police presence and serve as a resource for students, faculty, staff, and guests of the College. For information regarding the following, please contact the police department:

DPS Sex Offender Database

Anonymous Report

TSTC Marshall Racial Profiling Policy

MISSING STUDENT PROCEDURE

If a student of the college community has reason to believe that a student who resides in on campus housing is missing, he or she should **immediately** notify the TSTC Police Department at (903-923-3351). TSTC Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the TSTC Police Department determine that the student is missing and has been missing for more than 24 hours, TSTC police will notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, TSTC Police will notify the student's parent or legal guardian immediately after TSTC Police has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by TSTC in the event the student is determined to be missing for more than 24 hours.

PARKING PERMITS

- Students who operate a motor vehicle on College property and/or right-of-ways must register the vehicle and obtain a College parking permit before operating the vehicle on said property.
- Parking permits shall be issued at the TSTC College Police Department.
- This parking permit must be appropriately displayed and visible at all times while parked on College property.

VEHICLE CHANGES

If a registered vehicle is sold, traded, or otherwise changes ownership, the parking permit affixed to that vehicle must be removed and brought to the College Police Department. Once the voided permit is presented to the College Police Department, a new permit will be issued.

As legal drivers, students are responsible for any vehicle operated on campus regardless of the vehicle's ownership registration on file with the State of Texas or elsewhere. Parking citations are issued to both the automobile and the operator and are also the financial responsibility of the registered owner of the vehicle.

TRAFFIC AND PARKING REGULATIONS

It is a violation to park in restricted areas marked by yellow, red, or blue curbs, loading zones, no parking zones, service zones, or areas designated and identified as personalized.

- Only authorized vehicles may park in handicapped parking (blue curb) with either a current hang tag displayed on the windshield, or a special license plate attached to the bumper.
- Observe all posted speed limits. You will be cited for excessive speed on campus.
- No Parking or driving on the grass or against the flow of traffic, Driving the wrong way in a one way traffic area. (Technology and Transportation Building)
- TSTC vehicles loading or unloading will be exempt from parking in all areas of the campus. (Short time parking)

DISCIPLINARY ACTIONS FOR TRAFFIC AND PARKING VIOLATIONS

- Students who receive school/campus citations on their vehicle should pay at the Business Office located in the Admissions and Administration Building.
- Should the violator wish to appeal a citation, an appeal form may be completed at the Associate Dean of Student Services Office.
- Failure to appear in court for a TSTC Justice of the Peace ticket will be subject to disciplinary sanctions.

NOTE: All appeals must be submitted within 7 days from the date on the citation.

STUDENT ID

All registered students are required to carry a student identification card. Proof of registration and an unexpired State Driver's License or State I.D. must be provided in order to process the Student I.D.

This card admits students to College sponsored activities and should be carried at all times. An I.D. card is also needed for usage and checking out books and materials from the library. Please go to the Business Office for your I.D. card. If an I.D. is lost, it may be replaced through the Business Office.

EMERGENCY MESSAGES

No personal messages will be delivered to a student other than emergency messages. “Emergency” is defined as situations involving death, a serious accident, and/or a life threatening illness. Student can make a local call at the courtesy phone at the reception desk.

RESPONSES TO MENTAL HEALTH CRISIS

The College must respond to challenges created by mental health crises promptly and with compassion. The College may respond in a variety of ways, as necessary, when a student exhibits behaviors resembling or indicating a psychological emergency and/or an inability to appropriately manage their own behaviors effectively. College staff will assess the student’s overall safety and ability to reasonably manage his/her community experience and academic progress. This assessment will include consideration of any negative impact created for the community in which the student lives.

It is important to note that campus housing is not managed by mental health professionals. Students should be reasonably healthy in terms of mental and emotional health in order to successfully live in an on campus environment. The College has counseling services on campus, but unless a student is in crisis or acting out, it cannot identify a student who is having serious problems. The student may be referred to the Associate Dean of Student Services to participate in the standard administrative hearing process when deemed appropriate. There may be instances where the student and the College will be best served by employing alternative mechanisms. These include any combination of the following:

- The student may be required to adhere to a behavioral contract.
- The student may be referred for counseling with criteria for future behavior stipulated in a behavioral contract.
- In some circumstances, it may be necessary for the student to move to a new environment either in another residential area or off-campus.
- A parent or guardian may be contacted regarding the identified behaviors and participate in the development of a plan of assistance for resolving these issues.
- An Interim Suspension may be imposed until the student’s health circumstances and/or behavioral issues can be properly addressed and resolved.

An Interim Suspension may be implemented if the Vice President for Student Services or designee determines that a student may be suffering from a mental health crisis, and the student’s behavior poses a current or imminent danger in any of the following ways:

- Potential physical harm to the student or others;
- Causing significant property damage;

- Directly and substantially impeding the lawful activities of others; and/or
- Creating an environment that severely compromises an individual's ability to be an appropriate student and/or campus community member.

A student who is subject to an Interim Suspension shall be notified in writing of the reasons for his/her Interim Suspension. The notification shall include the procedures related to future due process. It may also contain the terms and conditions for consideration for readmission to the College, if appropriate. Students who have received an Interim Suspension for mental health crisis or other health and safety reasons may be required to participate in the normal adjudication process depending on the circumstances of his/her case.

In all circumstances involving imminent danger or the possibility thereof, the College reserves the right to attempt to contact the student's parents(s) and/or other individuals who have been identified as potentially able to respond to and/or assist in resolving an emergency or crisis involving the student.

HIV/AIDS EDUCATION

Texas State Technical College will make HIV/AIDS education available to its students through programs and material, which provide basic and accurate information regarding the modes of transmission and prevention of HIV; to reduce fear and misinformation; to help people recognize and avoid personal behaviors that might cause them to become infected; to encourage nondiscrimination that will enable the HIV-infected individual to remain enrolled as a student as long as physically possible; and to provide continuing education about the human immunodeficiency virus, also called HIV.

Texas State Technical College will work with local health and social service agencies, and other related healthcare providers, to establish an effective community-based resource and/or referral system. An educational pamphlet on HIV infection, developed by the Texas Department of Health, is available to students on request from the Office of Student Services.

EDUCATIONAL MATERIALS – SEXUAL MISCONDUCT

Educational materials related to sexual misconduct will be disseminated to each incoming student during orientation, as well as students currently enrolled at TSTC. Orientation of all new students will include a component related to sexual assault and its prevention. Programming to promote the awareness and prevention of sexual misconduct will continue to be offered in the apartments as well as other locations accessible to the greater student body.

NOTE: Texas State Technical College will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault.

IMMUNIZATIONS

It is strongly recommended that students and their families review their vaccinations to insure that they are up-to-date. Special attention should be paid to such diseases as diphtheria, measles, mumps, tetanus and polio. Currently the college only requires individuals living on campus to provide health records, **beginning January 1, 2012, all students under the age of 30 will be required to provide a shot record to document they have received a meningitis vaccination.**

INFORMATION ON MENINGOCOCCAL MENINGITIS

www.cdc.gov/media/pressrel/2008/r081009.htm

The Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP) recommend that College students, particularly those living in the close confines of campus housing, should consider a prevention vaccination to reduce risk of infection prior to entering College.

While rare, the disease can progress rapidly with symptoms that often resemble the flu. If not treated early, the disease can result in serious complications within hours. These include, but are not limited to, organ failure, brain damage, gangrene, or death. Recent studies indicate that College students, especially freshmen who live in campus housing, are at a six-fold increased risk for meningococcal meningitis compared to all other undergraduates. Cases among 15 - 24 year-olds have nearly doubled nationally since 1991.

Lifestyle behaviors are at the root of this increase. The good news is that a majority of these campus cases are vaccine-preventable. Please visit with your family physician to discuss your options in addressing this important health issue. Recommended Vaccines by the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP) are:

1. Meningococcal conjugate vaccine (MCV4) protects against Meningococcal Meningitis (**Mandatory for all students beginning January 1, 2010 have meningitis vaccination.) (under 30 yrs of age)**)
2. Tetanus-diphtheria-acellular-pertussis (Tdap) protects against pertussies or also known as Whooping Cough, recently on the increase again according to news reports.
3. Human papillomavirus (HPV) vaccine protects girls against cervical cancer.

STUDENT HEALTH INSURANCE

Texas State Technical College does not provide health insurance coverage to individual students. Information on carriers offering student policies is available in the Financial Services Office.

TOBACCO USE

The use of tobacco products is not permitted in any Texas State Technical College building or College owned vehicle. Smoking is permitted in the back of all buildings.

Smoking is permitted outside your apartments; however the butts must be placed into a specified container and not placed in the grass or ground outside your apartments (fire hazard)

SEXUAL HARASSMENT AND/OR ASSAULT

Definition - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of instruction, employment, status or participation on any course, program or other College activity.
- Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decision affecting an individual; or if...
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performances; creating an intimidating, hostile, and/or offensive environment conducive to working and/or learning.

ALCOHOL AND DRUG USE

Students who feel that they have an abuse problem with drugs and/or alcohol may make an appointment with the Student Counselor located in the South Building, Office 437. This counseling session is confidential and not a part of the student record. Students are encouraged to seek help if faced with this form of addiction and self-destructive behavior.

Sources for Health Information

Texas Department of Health (url: <http://www.tdh.state.tx.us/>)

Centers for Disease Control and Prevention (url: <http://www.cdc.gov>)

National AIDS Hotline (toll free)

Phone: 800-342-AIDS

STD Hotline (toll free): Phone: 800-227-8922

INCLEMENT WEATHER

When scheduled classes are cancelled due to inclement weather, every effort will be made to notify students of the cancellations per television, radio, Twitter, and Facebook

when necessary. The “lost” class or laboratory time is to be made up through a variety of possible means. These include group work outside the classroom, research in the College library, or additional class time beyond the regular class hours. Each instructor will decide on which approach is best for his/her curriculum and then notify the immediate supervisor or instructional administrator of the decision.

For detailed information of campus closings, please go to:

1. TSTC website <http://www.marshall.tstc.edu>
(Be sure to register with Twitter to receive severe weather notification per cellular phone and email.)
2. Next, call our main TSTC telephone number at (903) 935-1010 for a notification.
3. Turn your radio to:
 - KISS Country 93.7 FM
 - KRUF 94.5 FM
 - 99 X The Rock Station
 - KEEL News Radio Station 710 AM
 - KWKH 1130 AM or
4. Local TV Channels:
 - KTBS Channel 3
 - KTAL Channel 6
 - KLTN Channel 7
 - KSLA Channel 12
 - KYTX Channel 19
 - KFXK-Fox Channel 51

http://www.marshall.tstc.edu/welcome/emergency_response.shtml

SEVERE WEATHER SAFETY PLAN

Severe Weather Shelter Areas –

When the National Weather Service issues a tornado warning, a college official will make an announcement on the Public Address System for all buildings. When a warning is issued, take immediate action and seek shelter.

Tornado shelter areas identified by building on TSTC Campus:

North Building

- Room 107, 109, 111 – Business Office
- Room 118 A – Women’s Restroom by Concession Area
- Room 118 C – Men’s Restroom by Concession Area
- Room 125, 129, 131 – Faculty offices
- Room 123, 128, 130, 132 – Classrooms
- Room 144 – Admission Office
- Room 153 – Community in Schools Office

South Building

- Room 109 - Classroom
 - Room 211 – Men’s Restroom
 - Room 212 – Women’s Restroom
 - Room 233 A - Men’s Restroom
 - Room 233 B - Women’s Restroom
 - Room 255 – Faculty office
 - Room 313 – Instrumentation Lab IV
 - Room 315 – Classroom
 - Room 405, 452 A, 455 – Faculty offices
 - Room 414, 446 – Women’s Restroom
 - Room 415, 445 – Men’s Restroom
 - Room 444 – Classroom
 - Library – Severe Weather Shelter South Building Room 515
- Please note that you should stay away from walls with windows, exterior walls, and glass doors if possible.

College Facilities by Name and Number

WHAT – WHO – WHERE

Academic Issues	Who	Room	Ext #903 923-
Absences, Excessive	Counselor	437 S	3309
Academic Probation	Registrar	155 AA	3262
Academic Advising	Instructional Department		
Add/Drop of Class	Program Advisor & Admissions & Records Counselor	152 AA 437 S	3262, 3290, 3234 3309
Admission Policies	Admissions & Records	152 AA	3262, 3290, 3234
Auditing a Course	Instructor of Course Admissions	152 AA	3262, 3290,

			3234
College Connection	Coordinator of Collaborative Projects	S 426	
Degree Audit	Admissions & Records	152 AA	3262, 3290, 3234
Distance Learning	Coordinator Educational Technology	217 S	3302
Grade Appeal	Course Instructor then department Chair/Division Director/Associate Vice President		
Graduation Application	Admissions & Records	152 AA	3262, 3290, 3234
Peer Tutoring	Learning Success Center	454 S	3341
Retention	Assoc. Vice President of Learning Success, Advisor	434b S	3393
Study Skills	Learning Success Center	454 S	3341
TSI Requirements	Developmental Education	439 S / 151 AA	3352 / 3227
Transcripts	Admissions & Records	152 AA	3262, 3290, 3234
Transfer Credit Evaluation	Program Advisor & Admissions, Records	152 AA	3262, 3290, 3234
Tutoring Academic Courses	Learning Success Center	454 S	3341
Technologies Program	Program Chair or Division Director		
Withdrawal from All Classes	Program Advisor, Counselor, Admissions and Records	437 S 152 AA	3309 3262
Accidents			
Auto (on campus)	College Police Department	Housing D11	3351
Emergency call from any campus phone			311 or 926-6801 (cell)
Auto (off campus)	Local Police		911
Injury accident	Ambulance		911

Bookstore	Books, supplies & returns	Bookstore452 S	3220 or 3392
Campus Tours			
College Preview	College Relations	146 AA	3230
Group & Individual Tours	Recruiting	146, 147 or 148 AA	3205, 3230, 3217
Counseling/Advising			
Student Counseling Academic, Major	Student Counselor Instructional Department and/or Program Advisor	437	3309
Composition (English)	Academic Studies	456 S	3225
Conduct (Disciplinary)	Associate Dean of Student Services	150 AA	3313
Financial	Financial Aid	138 AA	3231, 3232, 3229
Math	General Academics	325 S	3226
Employment			
Placement of Graduates	Placement Director Program Chairs or Division Directors	248 S	3375
Student Worker or Work Study			
Human Resources	TSTC Website or HR	106 AA	3233
Housing			
Student	Director of Housing and Student Activities	HC	3647
Information Systems			
Problem Reporting	Help Desk	205 S	3368
Library			
Student	Library Director	LIB	3386
Loans			
Guaranteed Student Loan	Financial Aid Office	137 AA	3231, 3232, 3229
Lost & Found			
Lost or missing items	Operator/Receptionist	AA	0
Lost ID Card	Business Office	133 AA	3218
Notary Public			
Free Notary Service	Admissions & Records	155 AA	3262
Communities-In-Schools		153 N	3259

Mailing Letters			
Mailing Pre-stamped Letters	Operator/Receptionist (pick-up point)	AA	0
Poster Approval			
Dept. Bulletin Boards	Division Director	109 140 120 434 S	3344
Student Organizations	Assistant to the VP of Student Service	222 S	3318
Probation/Suspension			
Academic	VP of Student Learning and VP of Student Services	219 S	3320
Disciplinary	Assoc. Dean Student Services	150 AA	3313
Safety			
Student/Staff	Campus Police Officer	Housing D 11	3314
Scholarships			
Scholarship Information	Financial Aid	138AA or 137 AA	3231, 3232
Student Activities			
Student Organizations	Director of Housing and Student Activities	101 HC	3647/ 3234
Events	Director of Housing and Student Activities	101 HC	3647/3234
Student Government Association	Student Government Office SGA President	102 HC	3649/3390
Testing			
Skills Assessment Tests	Workforce Development	107 N / 103 N	3442/3439
Accuplacer Tests	Testing Center	151 AA	3227
Pearson VUE Testing	Library	S216/ Lib	3394/ 3386
Traffic & Parking			
Accidents – emergency	Local Emergency		9-911
Auto Permits	College Police Dept	426 S	3351
Parking Ticket Appeals	Assoc Dean Student Services	150 AA	3313
Web Advisor	Student Information Access Help Desk	205 S	3368

Please contact the Assoc. Dean of Students at 923.3313 if you have questions or revisions.

S – South Building

N – North Building

HC – Housing Commons Building

AA – Admissions Administration Building

STATE & FEDERAL CRIMINAL PENALTIES

State and Federal Laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs are strictly enforced by the Texas State Technical College Police Department. Violators are subject to disciplinary actions by TSTC administration as well as subject to criminal prosecution by Local, State, and Federal Law Enforcement agencies resulting in fees, fines and possible imprisonment.

Texas Statutes: Offense & Penalties under Texas State Law

Driving while intoxicated (includes intoxication from alcohol, drugs, or both):

Minimum: A fine of not more than \$2,000 and confinement in jail for a term of not more than 180 days nor less than 72 hours

Maximum: A fine not to exceed \$10,000 and imprisonment for a term of not more than ten years nor less than two years

Public intoxication:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase, possession, consumption of alcohol by a minor:

Minimum: A fine not to exceed \$500

Maximum: Varies with age and number of offenses

Purchase for or furnishing of alcohol to a minor:

A fine not to exceed \$4000 and/or confinement in jail for a term not to exceed one year

Possession of controlled substances (drugs):

Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years

Manufacture or delivery of controlled substances (drugs):

Minimum: A fine not to exceed \$10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years

Possession of marijuana:

Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed \$250,000 and imprisonment for life or for a term of not more than 99 years nor less than five years

Delivery of marijuana:

Minimum: A fine not to exceed \$2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed \$100,000 and imprisonment for life or for a term of not more than 99 nor less than ten years

The penalties listed above are based on language contained in applicable Texas Statutes and are subject to change at any time by the Texas Legislature and the State Governor.

Federal Statutes: Offense & Penalties under Federal Law

Possession of drugs (including marijuana):

Minimum: A fine of not less than \$1,000 and/or imprisonment for up to one year

Maximum: A fine of not less than \$5,000 plus costs of investigation & prosecution and imprisonment for not more than 20 years nor less than five years

Manufacture, distribution, or dispensing of drugs (including marijuana):

Minimum: A fine of \$250,000 and/or imprisonment for up to three years

Maximum: A fine not to exceed \$8,000,000 for an individual (or \$20,000,000 if other than an individual) and imprisonment for life without release (no eligibility for parole)

Distribution of drugs to a person under 21 years of age:

Minimum: Double the federal penalty for distribution of drugs

Maximum: Triple the federal penalty for distribution of drugs

The federal penalties quoted are based on language contained in the applicable federal statutes creating criminal offenses regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1000 feet of a school or a public university.

STATE OF TEXAS CRIMINAL JUSTICE SYSTEM

The College and victim may also elect to pursue the concern through the State's Criminal Justice system. If the College has reason to believe that sexual misconduct has occurred, sanctions may include warnings, probation, restrictions, suspension and finally expulsion. Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person. Legal consent of a party is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied from silence or passivity, nor from a state of intoxication [alcohol or otherwise induces], or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

In the event of a sexual assault, the victim is encouraged to report the crime to the College Police Department if the act occurred on campus or to the appropriate local authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary evidence as proof of the alleged crime (i.e., do not take a shower).

Prosecution of the perpetrator is a matter for the victim to consider in addition to reporting the crime. The information disclosed by the crime victim will be treated with total confidentiality. Students may also report the incident to the staff within the housing apartments, the licensed student counselor, Associate Dean of Student Services, Vice President of Student Services or other College staff who will, in turn, alert the College Police department and/or Student Services administration. Victims are also encouraged to report the crime directly to the Associate Dean of Student Services in order to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor, and legal action will be taken by the College's administration.

COLLEGE AUTHORITY -Suspension

The College reserves the right to immediately suspend any student found guilty of a felony; found guilty of the possession or use of narcotics; engaged in action that disrupts or interferes with regular College classes or a College-sanctioned function; found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. Length of suspension will be dependent on nature, severity, and future risk to the campus community.

STUDENTS RIGHT TO KNOW

CAMPUS CRIME REPORT

Federal law requires that all institutions of higher education compile campus crime statistics and publish them on an annual basis. Texas State Technical College crime statistics are compiled by the TSTC College Police Department and are published on the website

(http://www.marshall.tstc.edu/welcome/student_right_to_know.shtml)

Federal law also requires that all institutions of higher education disclose graduation rates on request to students, applicants, and potential students. Graduation rates for Texas State Technical College are compiled by and available from the Registrar's Office online.

(http://www.marshall.tstc.edu/welcome/student_right_to_know.shtml)

TEXAS STATE TECHNICAL COLLEGE SEX OFFENDER REGISTRATION POLICY

(Texas Code of Criminal Procedure, Article 62.153 - Registration of Workers or Students at Institutions of Higher Education.)

In compliance with the Texas Code of Criminal Procedure Article 62.153, any sex offender who registers for classes at Texas State Technical College shall report to the Associate Dean of Student Services no later than the seventh (7th) day after the date on which the student first attended class. The person described herein shall provide the Associate Dean of Student Services all information as required under the Texas Code of Criminal Procedure, Section 62.02. In addition, any sex offender described above shall notify the Associate Dean of Student Services not later than the seventh (7th) day after the date of graduation, termination, or permanent departure from TSTC of a changed status.

STUDENT'S RIGHTS & RESPONSIBILITY

RIGHTS AND RESPONSIBILITIES

Texas State Technical College students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. They are subject to the same federal, state, and local laws as non-students, and they are the beneficiaries of the same safeguards of individual rights as nonstudents.

As members of the TSTC community, students are subject to the rules and regulations as authorized by the TSTC Board of Regents. Students retain the responsibility of citizenship upon enrollment in the College. The College expects that each student will conduct himself or herself in a manner compatible with the College function as an educational institution. Regardless of place of residence, each student must observe all federal, state, and applicable local laws both on and off campus. Any student who violates any provision of these laws is subject to disciplinary action, including expulsion, notwithstanding action taken by civil authorities on account of the violation.

General Rights

1. The right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
2. The right to develop one's individual potential.
3. The right to expect a quality education.
4. The right to pursue an education without undo interference.
5. The right to be free from hazing, threats, stalking, violence, and other harassing actions.

6. 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.
7. The right to petition the appropriate college unit or body for redress of grievances in accordance with college procedures.

ACQUAINTANCE WITH POLICIES, RULES AND REGULATIONS

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the Associate of Student Services Office in the Admission/Administration Building room 150. The College holds each student responsible for compliance with these policies, rules, and regulations.

The student is responsible for obtaining and understanding published materials to update the items in this code. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on the College or on the educational process.

STUDENT CODE OF CONDUCT

The mission of Texas State Technical College is to provide an opportunity for education to all its students. In order to achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff and administration in a positive manner. The following regulations have been established by the College staff and approved by the governing board of Texas State Technical College and will apply on College property, any College sponsored or sanctioned activities, and any off campus behavior which reflects on the mission of the College.

Enrollment at Texas State Technical College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Texas State Technical College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves.

Texas State Technical College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard or code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior.

A student who is found to have committed an offense and who previously has been found to have committed a previous offense, the previous offense will be considered during the disciplinary process.

More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations. The standard of evidence used to determine responsibility is a “preponderance” of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

CONDUCT

The conduct of Texas State Technical College students, both on and off campus, is expected to be that of any responsible adult in a public place. Students should consider at all times the effect of their actions on the reputation of the College. It is recognized that each student has the inherent right of free speech and free thought. However, it is also recognized that these rights must be extended to all other individuals.

EXAMPLES OF QUESTIONABLE CONDUCT

Verbal:

- Unwelcome sexual flirtation, advances or proposition for sexual activity.
- Continued or repeated verbal abuse of a sexual nature.
- Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person’s body or clothing.
- Stating, indicating and/or implying that benefits will be gained or lost based on response to sexual advances.

Non-Verbal:

- Displaying sexually demeaning or offensive objects and pictures.
- Staring at someone, blocking another’s path, or otherwise restricting his or her movements, e.g., invading a person’s personal body space.
- Bringing material to work that expresses sexually offensive comments regarding male or female.
- Making sexual gestures with hands or body movements.
- Letters, gifts or materials of a sexual nature.

Physical:

- Offensive physical contact.
- Sexual assault; coerced sexual intercourse; other sexual contact.

Texas State Technical College will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including ‘date or acquaintance’ rape), sexual assault or sexual harassment. In

instances where there is reason to believe that these policies prohibiting sexual misconduct have been violated, administration will immediately pursue disciplinary action.

BEHAVIORAL MISCONDUCT

Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages
 - a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages.
 - b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.
 - c. Inability to exercise care for one's own safety, or the safety of others, due in whole or in part to alcohol consumption. Examples include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and/or loss of control of bodily functions.
 - d. Violating any other policy while under the influence of alcohol.
 - e. Storage of alcohol in any amount or use of alcohol containers for decoration.
2. Narcotics or Drugs
 - a. Use, possession, sale, delivery, manufacture and/or cultivation or distribution whether usable or not of any narcotic, drug, illicit drug, medicine prescribed to someone else, chemical compound, synthetic drug or other controlled substance.
 - b. Possession of drug-related paraphernalia.
 - c. Being under the influence of narcotics, drugs, illicit drug(s) and/or medication(s) prescribed to someone else, chemical compounds and/or other controlled substances on college property including residential facilities, or as part of any of its college events.
 - d. Violation of any other policy while under the influence of a controlled substance.

- e. The inability to exercise care for one's own safety, or the safety of others, due in whole or in part to being under the influence of a controlled substance.
- f. Has knowledge of, or is in the presence of the manufacture, use, possession or sale of an illegal substance. Having knowledge of such behavior or being present when a violation occurs constitutes equal responsibility and involvement in the incident
- g. Any item that may not in its self be an illegal drug but presented to be a drug and passed off as a drug.

3. Flammable Materials/Arson

- a. Use or possession of flammable materials, including incendiary devices, and/or other dangerous materials or substances used to ignite, spread, or intensify flames for fire.

Attempting to ignite and/or the action of igniting College facilities, and/or personal property either by intent or through reckless behavior which results in damage to College and/or student property.

4. Firearms, Weapons and Explosives

- a. Use or possession, exhibition or display of ammunition or any item(s) considered a legal weapon, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, B.B. guns, blow guns, daggers, numchucks, swords, knives, explosive and/or noxious materials deemed potentially harmful to another on College premises are forbidden.

5. Theft, Damage or Unauthorized Use

- a. Attempted or actual theft of property or services of the College, other College students, other members of the College community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Unauthorized use of facility, equipment, lab or resource, including unauthorized use of telephones or telephone systems.

- d. Attempted or actual damage to property owned or leased by the College, by College students, members of the College community, or campus visitors.
 - e. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, account information and/or personal check.
 - e. Alteration, forgery or misrepresentation of any form of identification.
 - f. Possession or use of any form of false identification or providing false documentation for college information.
 - g. Misuse or attempted or actual damage to or defacing property owned or leased by the college, by college students, members of the college community, or campus visitors.
 - h. Failure to provide requested information, or misuse of a college document, form, record, or identification card, or providing false information on a college document. (ex. Failure to claim a felony on admissions or housing application)
6. Actions against Members of the College Community
- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical abuse, verbal abuse, threats, intimidation, harassment, stalking, sexual harassment, sexual assault, rape and coercion.
 - b. Intentional or reckless conduct which endangers the health or safety of self or others.
 - c. Behavior that disrupts the normal operation of the College, including its students, faculty and or staff.
 - d. Sexual misconduct that involves:
 - Deliberate touching of another's sexual parts without consent.
 - Deliberate sexual invasion of another without consent.
 - Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.

- Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, (II) College employment, (III) participation in activities sponsored by the College, organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life.
 - Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.
 - Passive or covert behavior may also be regarded as quite disruptive. Examples of passive yet disruptive behaviors are those students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.
- e. Engaging in any conduct defined as racial harassment in the college policy and procedure prohibiting racial harassment.
7. Failure to register as a sex offender with the Associate Dean of Student Services.
8. Gambling, Wagering, Gaming or Bookmaking as defined by federal, state, and/or local laws is prohibited on College premises or while using College equipment or other services.
9. Hazing is any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person, occurring on or off the premises, that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.

NOTE: Consent and/or acquiescence by a student(s) subjected to hazing is not considered a reasonable defense in a disciplinary proceeding.

Hazing includes but is not limited to:

- a. Any type of physical brutality, such as whipping, beating using a harmful substance on the body or similar activity.
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, or calisthenics that subjects

the student to an unreasonable risk of harm or that adversely affects the mental and/or physical health or safety of a student.

- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of a student or that discourages a student from entering or remaining registered at this educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Student Services.
- f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.
- g. Under both state and federal law, it is a crime to publish, sell, distribute, display, or, in some cases, merely to possess obscene materials or child pornography. Also known as hazing to post information regarding other students on the internet.

NOTE: See Texas Education Code, Sections 37.151-37.155; Section 51.936 (<http://www.capitol.state.tx.us/statutes/ed.toc.htm>)

10. Fire Safety, False Alarms or Terroristic Threats

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.

- b. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures. Exceeding designated fire code capacity of a room/facility.
- c. Initiating, communicating, or circulating a false report of a present, past or future bombing, fire, offense or other emergency that would cause action by an agency organized to deal with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, vehicle, or other mode of conveyance.

11. Financial Irresponsibility

Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.

12. Financial Transactions with the College

- a. A student who owes a debt or has an outstanding financial obligation to the College may be denied admission or readmission to the College, and have his/her official transcript, grades, diplomas, and degrees to which he/ she otherwise would be entitled, withheld until the debt or obligation is paid or met.
- b. A student with a past due unpaid balance is considered to have a delinquent status. 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 such delinquent accounts.
- c. A student who writes a non-payable check to the College for tuition and/or fees will have his/her registration canceled.
- d. A non-payable check written to the College for other purposes will subject the student to legal and/or disciplinary action.
- e. Upon receipt of the unpaid draft, the student will be notified by certified mail and given 10 days to make full restitution and pay any service charge that may be imposed.
- f. 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.

13. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of College premises or equipment.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, College Identification Card or access code for use in College premises or equipment.
- c. Unauthorized use of the College name, logos, registered marks, and/or symbols of the College.
- d. Unauthorized use of the College's name to advertise or promote events or activities in manner which suggests sponsorship and/or recognition by the College.

14. College Parking Services

- a. Violation of College traffic and parking regulations.
- b. Obstruction of the free flow of vehicular and/or pedestrian traffic on College premises or at College sponsored or supervised functions.

15. Failure to Comply

- a. Failure to comply with the reasonable directives or requests of a College official acting in the performance of his/her duties.
- b. Failure to present student identification on request or identify oneself to any College official acting in the performance of his/her duties.
- c. Failure to comply with the reasonable directives of an institutional official (including resident assistants) acting in the performance of his/her duties; includes loitering upon College property after being warned to leave by a person in charge.
- d. Violation of College regulations and policies, including residential life policies, housing contracts, or motor vehicle regulations.
- e. Abandoned housing unit will be cleaned and contents disposed of in 72 hours and charged a cleaning fee.

- f. Obstruction of an investigation being conducted by the police or staff while conducting official business on Campus by a student/visitor will be subject to disciplinary sanction and possible arrest.
16. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer or Network Equipment
- a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
 - b. Use of computing and/or networking resources for unauthorized or nonacademic purposes including, but not limited to, illegal access.
 - c. Unauthorized accessing, copying or installing programs, records, copy-write data material or software belonging to the College or another user without permission.
 - d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to College computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
 - e. Attempted or actual use of the College's computing and/or networking resources for personal or financial gain.
 - f. Attempted or actual transport of copies of College programs, records or data to another person or computer without written authorization.
 - g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to the College or another user or destruction of the integrity of computer based information.
 - h. Attempted or the actual use of the computing and/or networking facilities to interfere with the normal operation of the College's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e. people, capacity, and computer).
 - i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
 - i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

- j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
17. Providing False Information or Misuse of Records
- a. Knowingly furnishing false information to the College, or to a College official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.
18. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices
- a. Use of skateboards, rollerblades, scooters, bicycles or other similar devices in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.
19. Violation of Federal, State and/or Local Law
- a. Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.
20. Violation of Published College Policies, Rules or Regulations
- a. Violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of College Operating Policies and Procedures.
 - b. Violating a published College policy governing residence life or breaching a Housing and Residential Life contract.
21. Abuse of the Discipline System
- a. Failure of a student to respond to a notification to appear before the Judicial Officer during any stage of a disciplinary proceeding.
 - b. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent the Judicial Officer from proceeding with disciplinary action.
 - c. Falsification, distortion or misrepresentation of information in disciplinary proceedings.
 - d. Disruption or interference with the orderly conduct of a disciplinary proceeding.

- e. Filing an allegation known to be without merit or cause.
- f. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- g. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- h. Harm, threat of harm or intimidation, either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceedings.
- k. Abuse of the campus judicial system, including but not limited to; failure to obey the summons of a campus official pertaining to a judicial case.
- l. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- m. Aiding, abetting, conspiring, or being an accessory to any act prohibited by this code is to be considered the same as completed violations
- n. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- o. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by a College disciplinary or appeals proceeding (includes failure to identify oneself to an institutional representative in response to a request), or when acting in the performance of their duty
- n. Failure to comply with the sanctions, conditions and/or restrictions imposed under the Code of Student Conduct or the Student Handbook by the Judicial Officer or College Police.
- o. Failure to maintain a current official mailing address in the Student Records Office, or giving a false or fictitious address to an institutional representative.

22. Fire Safety

- a. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.

b. Misusing or tampering with fire safety equipment. *Examples include removal of doors, door closures, exit signs, emergency exits, alarm pull stations smoke detectors or fire extinguishers.

c. Exceeding designated fire code capacity of a residential room.

23. Guests

a. Failure to take immediate and appropriate action to prevent or to stop a violation by a guest.

b. Persons who have been evicted/trespassed from the residences/campus for any reason returning as guests following eviction/trespassing.

c. The presence of a guest, minors or adults, after visitation hours in the residential facility are not permitted.

24. Noise

a. Unreasonable noise in and around residential facilities that disrupts or potentially disrupts residents or neighboring community members.

- During Quiet Hours, unreasonable noise is noise that can be heard outside of a room/common area, or noise that could travel into another room/common area.
- During Courtesy Hours, unreasonable noise is noise that interferes with, or has the potential for interfering with, the ability of others to sleep or study or noise that can be heard 3 feet outside of the room.

b. Use of amplified sound, subwoofers or musical instruments that violate Quiet or Courtesy Hours.

c. Noise from a vehicle that disrupts residents, classrooms, College functions or neighboring community members.

25. Possession of a Pet on campus

a. Other than a service animal, pets are NOT allowed in campus housing.

26. Trespassing

a. Entering any private room, locked building, or common area without following security procedures or obtaining appropriate permission.

27. Breaching campus safety or security. This includes but is not limited to:

- a. Unauthorized access to College facilities; intentionally damaging door locks; unauthorized possession of College keys or access cards; duplicating College keys or access cards; or propping open of exterior residence hall doors.
- a. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

27. Complicity

- a. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this handbook shall be considered to the same extent as completed violations.

28. Disorderly Conduct/Breach of Peace

- a. Engaging in conduct on College premises or at College sanctioned events, which a reasonable person would believe to be violent, abusive, indecent, obscene, profane, unreasonably loud or disorderly, and which has a tendency to disturb the peace; or
- b. Engaging in conduct on College premises or at College sanctioned events which a reasonable person would believe to be maliciously disturbing, threatening or insolent, and which has the tendency to cause a disturbance of the peace; or
- c. Engaging in conduct that aids and abets another in a disturbance of the peace to the College or to a College-sanctioned event.
- d. Conduct that has the "tendency to disturb the peace" is defined as conduct that is likely to cause violence, or community consternation and alarm. Such conduct is inconsistent with the College's dedication to providing a community that fosters and supports personal and social growth for all members of the College community.

NOTE: This includes, but is not limited to, entering a roommate's bedroom without resident's permission.

* This policy does not apply to residential staff in performance of official duties.

Entering the College campus, residential facilities, parking lots, sporting fields, gymnasium etc. after being trespassed from the specific area.

Campus Disruptive Activities

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

1. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or properties of any private or public school or institution of higher education or public vocational and technical school or college.
2. For the purposes of this section, disruptive activity means:
 - a. obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
 - b. seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
 - c. preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;
 - d. disrupting by force or violence or the threat of force or violence a lawful assembly in progress;
 - e. obstructing or restraining the passage of any person at any exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by the threat thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.
3. For the purpose of this Section, a lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
4. A person who violates any provision of this Section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200, by confinement in jail, for not less than 10 days or more than six months, or both.
5. Any person who is convicted a third time of violating this Section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
6. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

Procedures for Non-Academic Complaint

- (Student Misconduct Report/ Procedure)

Students who wish to file a student misconduct report, grievance, complaint or concern in an expeditious, fair and amicable manner should contact the Associate Dean of Student Services. If the matter cannot be resolved by the Associate Dean of Student Services in the Admission/Administration Building room 150, in an informal manner acceptable to the person filing a complaint, it will be the option of the complainant to pursue the formal process.

Procedural Steps Informal Process – Non-Academic Complaint

The student is advised to discuss the grievance informally with the person who is the source of the grievance (faculty member, staff, or student). If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request a review by the Associate Dean of Student Services or by the Student Counselor (if the matter is a classroom grievance). The student will need to print out the [Non-Academic Complaint Handling Procedure Form](#) and obtain the signatures required as he or she moves through the process.

Formal Grievance Procedure – Non-Academic Complaint

The formal grievance procedure begins when a written complaint is submitted to the Associate Dean of Student Services. The Associate Dean shall further investigate the complaint, and shall, as necessary, meet with the student and the person who is the source of the grievance. If the grievance is not resolved at this level, the student may submit a written appeal within three working days. The appeal will be submitted to the Judicial Appeal Board for a ruling.

If no satisfactory resolution regarding a non-academic complaint is reached, the student can submit a written appeal to the Vice President of Student Services within three working days. After the Vice President of Student Services has rendered a ruling and the student still feels that a fair resolution has not been achieved, the student may appeal the decision in writing (within three working days) to the President of TSTC Marshall. The President may or not choose to act on the student's appeal. Any decisions made by the President are final.

Administration of Discipline

Disciplinary action may originate with the Associate Dean of Student Services or designee or in other units of the College, which may initially deal with the alleged misconduct. A faculty member or College official may report any student violation, which

is not resolvable through an informal process, if he/ she believes that disciplinary action may be warranted. Any such referral(s) to the Associate Dean of Student Services shall be in writing and shall be signed by the College faculty or staff making the referral. Any referral should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

The Associate Dean of Student Services or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the Associate Dean of Student Services or designee may issue one or more of the following disciplinary action:

- Take no action.
 - Take administrative action to counsel, advice, or admonish the student.
 - Forward the grievance to the Threat Assessment Team (TAT).
 - Take disciplinary action against the offending student ranging from warning to suspension or expulsion.
- A. Authority - the Associate Dean of Student Services has the primary authority and responsibility for the administration of student discipline. The Disciplinary Officer has the authority and responsibility to investigate and hold disciplinary hearings and dispose of disciplinary cases. Charges against a student in a campus judicial proceeding need only be proven by “substantial evidence.”
- B. Disciplinary Hearing
1. Investigation - upon receiving information that a student allegedly has violated College policies, rules or regulations, or the Code of Student Conduct, the Disciplinary Officer will investigate the alleged violation. After completing the preliminary investigation, the Disciplinary Officer may:
 - a. Dismiss the allegation as unfounded; or
 - b. Summon the student for a disciplinary hearing according to Section VI., B., 5. herein;
 - c. Upon completion of hearing procedure, dismiss the allegations or impose disciplinary sanctions as defined in Section VI., B., 6.
 2. Disciplinary Hearing Procedures - disciplinary hearing procedures will be informal. After hearing the student and other parties or in the event the student does not appear, the hearing will be considered waived, and the Disciplinary Officer may:
 - a. dismiss the allegation; or
 - b. impose disciplinary penalty as defined by Section VI., B., 6. herein, based on the totality of the information available, and notify the student in writing of sanctions imposed.
 3. General Information - in any disciplinary proceeding, the student or organization has the right to know, and upon request, be informed of:

- a. the alleged violation, the source of the complaints,
 - b. any specific charges,
 - c. the sanctions which may be imposed,
 - d. the fact that any statement can be used against him/her for the purpose of disciplinary proceedings, and
 - e. documents and evidence relevant to a case, prior to a Student Judicial Review Board hearing, upon request.
4. Interim Disciplinary Action - pending any action or proceeding on the charges, the Vice President of Student Services or Disciplinary Officer may take immediate interim disciplinary action, including suspension of a student from being present on the campus and attending class when the continuing presence of the student poses a danger to persons or property, or poses an ongoing threat of disruption of the academic process of the College. When such interim disciplinary action occurs, the suspending official will, if possible, meet with the student prior to suspension to discuss reasons for interim suspension and to allow the student to explain reasons against suspension pending a full hearing. After the imposition of interim disciplinary action, normal disciplinary action procedures will be followed thereafter, provided, however, that the student will remain suspended during all appeal stages when his/her continuing presence poses a danger to persons or property, or poses an ongoing threat of disruption of the academic process of the College.
 5. Summons for Disciplinary Hearing - summoning a student in connection with an alleged violation may be done by sending a letter to the student at the address appearing on his/her permanent record in the Admissions and Records Office, or the Disciplinary Officer may give the notice/ summons directly to the student in person. The letter will direct the student to schedule a hearing date during a specified time frame, not more than five days after the date of the letter, at the Disciplinary Officer's office. The notice will identify the alleged violation. A letter sent to the address listed in the Admissions and Records Office will constitute full and adequate notice. Failure of a student to provide an address change will not constitute good cause for failure to comply with a summons. Failure of the student to respond to the summons to schedule a hearing during the specified time frame will result in the hearing being considered waived by the student.
 6. Disciplinary Sanctions
 - a) Admonition - oral or written reprimand from the Disciplinary Officer to the student on whom it is imposed.
 - b) Discretionary sanctions - work assignments, service-to the college, or other related assignments.
 - c) Disciplinary probation- indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe disciplinary action, including suspension. The Disciplinary Officer may impose conditions related to the offense, such as counseling, educational seminars, special classes, or unpaid work assignments, etc. Failure to meet the conditions will be considered an additional violation.

- d) Withholding of grades, official transcript, or degree-the Disciplinary Officer may withhold the issuance of an official transcript, degree, grade, or certificate of completion from a student alleged to have violated a rule or regulation of TSTC that reasonably would allow the imposition of the penalty of such withholding. The Disciplinary Officer may take such action pending an investigation, disciplinary hearing, appeals hearing, and/or exhaustion of appeal rights.
- e) Suspension of rights and privileges - including participation in intramural, extracurricular activities, election to student office, housing or visitation privileges, and other student activities. Suspension will be for a specified period of time and may impose limitations to fit the particular case, including removal from office or activities. Suspension may include prohibition from representing the College in any special honor activities. This penalty does not supersede or negate the rights or responsibility of any director of such activities to take interim action as necessary.
- f) Bar against readmission - for a specified period of time, and/or drop from current enrollment, or drop from enrollment in one or more courses. This sanction will become a part of the student's permanent record and may be removed upon completion of the sanction period at the student's request.
- g) Restitution - reimbursement for damages to or misappropriation of College, student, or employee property. Restitution may be monetary or by specific duties.
- h) Denial of Degree - a student found guilty of scholastic dishonesty may be denied his/her degree. This sanction will become a part of the student's permanent record.
- i) Failing grade, or other academic penalty - other academic penalties could include reduction of grade in a test, course, or other academic work, and/or performance of additional academic work not required of other students in the course.
- j) Suspension from the College for a specified period of time - during such suspension, a student will not attend class or participate in College campus activities (prohibits the student from entering the College campus without prior written approval of the Associate Dean. Suspension from the College and/ or suspension of rights and privileges are the minimum penalty that will be assessed for conviction of illegal use, possession, and/or sale of a drug, narcotic, controlled substance or alcohol on College property. This sanction will become a part of the student's permanent record and may be removed upon completion of the sanction period at the student's request.
- k) Expulsion from the College - expulsion may be permanent or for a specific period of time not less than one year. Permanent dismissal from the College prohibits the student from entering the College campus without prior approval of the Associate Dean. This sanction will become a part of the student's permanent record.

- l) Revocation of a degree, grade or certification may be imposed when the violation involves scholastic dishonesty. This sanction will become a part of the student's permanent record.
- m) Blocking a student from enrollment until the student performs a specified act.
- n) Bar from Campus after suspension or dismissal - a student who has been suspended or dismissed from a state supported institution of higher education after a hearing, in accordance with procedures established by the institution, for disrupting the orderly operation of the Campus or facility of the institution, as a condition of the suspension or dismissal, may be denied access to the Campus or facility, or both, of the institution for a period of suspension and, in the case of dismissal, for a period not to exceed one year.
- o) Eviction or barred from campus housing.
- p) Administrative withdrawal from a class or classes.
- q) Other penalties may be imposed appropriate to the circumstance when, in the opinion of the Disciplinary Officer or Hearing Officer, the best interest of TSTC would be served.

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

Interim Suspension

In certain circumstances, the Vice President of Student Services may impose a College or student housing suspension prior to the hearing before the Judicial Review Board.

Interim suspension may be imposed:

1. To ensure the safety and well being of members of the College community or preservation of College property.
2. To ensure the student's own physical or emotional safety and well being.
3. If the student poses a threat of disruption or interference with the normal operations of the College.

NOTE: During the interim suspension, students may be denied access to the housing apartments and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Vice President of Student Services may determine to be appropriate.

Disciplinary Appeals Process and Hearing

Students have the right to fair hearings. Although procedural requirements are not as formal as those existing in the civil or criminal courts of law, TSTC will follow the procedures listed below to ensure fairness to all.

- A. A student for which sanctions are imposed, but do not include any restrictions or loss of privileges, may appeal the decision of the Disciplinary Officer to the Associate Dean of Student Services. In a situation where the Associate Dean has served as the Disciplinary Officer, the student may appeal to the Judicial Review Board, but that will be the final level of appeal.
- B. A student for which sanctions include restrictions, loss of privileges, withholding of grades or degree, revocation of degree, suspension, or expulsion may appeal the decision of the Disciplinary Officer to the Judicial Review Board or to the Associate Dean of Student Services, unless the Associate Dean has served as the Disciplinary Officer. In this situation, the student may appeal to the Judicial Review. If the results of that hearing are unsatisfactory, the student may appeal one last time to the President.
 - 1. To file an appeal, a student must submit a sealed letter of appeal to the Disciplinary Officer within three (3) working days of the date of the notification of sanctions from the Disciplinary Officer. The letter should include (among other things) whether the appeal is based upon a plea of innocence, or conversely, the appeal is based upon the severity of the penalties imposed due to an acknowledged violation(s).
 - 2. Upon the filing of the request, the student will be notified within five (5) working days of the date of the request of the time, date and location of the Student Judicial Review Board hearing. If the student does not have a campus address, this notice will be sent to his/her official address as listed in the College's central computer database; a return receipt is requested.
- C. The Judicial Review Board will consist of five members: three (3) faculty/staff members and two (2) student members appointed by the President.
 - 1. A faculty/staff member appointed by the President will be the chair of the Judicial Review Board.
 - 2. The decision of the Judicial Review Board will be based upon review of the findings of fact and sanctions originally imposed by the Disciplinary Officer. They may not impose more severe penalties. The decision will be made by a majority vote with the Chair only voting to break a tie. All votes will be recorded by secret ballot, tabulated by the Chair.
 - 3. The findings of the Judicial Review Board can be appealed to the Vice President of Student Services. In this situation, the Judicial Review Board findings may be appealed to the President, as qualified by section VII, A and B above.
 - 4. Hearing procedures will be confidential and closed to the public.
 - 5. The Judicial Review Board will hear the presentation of the case and evidence by the Disciplinary Officer, followed by the student's presentation. Each party will have the opportunity to present testimony, evidence and witnesses in support of his/her position. The Board will be allowed to question the parties, witnesses and/or request additional information.

6. Upon request by the student, an accused student may have (2) two copies of any documents or evidence to be used in an appeals hearing three (3) days prior to hearing.

D. General Rules

1. Right to counsel - the accused student or organization shall have the right to present witnesses and documentary evidence, as may be pertinent to the case, and to question witnesses offered by other parties. An adviser, who may be an attorney, may accompany the student or organization but the adviser is not allowed to make statements or question witnesses. The College reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a hearing may be extended if the College has to retain counsel.
2. At least (2) two full working days prior to the hearing, the accused student shall provide a list of all witnesses, known by the student or organization, which are expected to attend the hearing.

E. Evidence

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

STUDENT APPEALS

Any student suspended or expelled under this policy may appeal the ruling before the Judicial Review Board. If dissatisfied with the ruling of the Judicial Review Board, the student may appeal to the Vice President of Student Services by submitting a letter of appeal to the Associate Dean of Student Services.

An expelled student will be dropped from all classes and will receive grades that are consistent with the withdrawal policy in this catalog. The expulsion status may be reflected on the student's transcript. The student will not receive a refund for tuition or housing if applicable.

Definitions

College –Texas State Technical College Marshall.

College property - any property owned and managed by TSTC Marshall. This includes property leased by or contracted for use by TSTC Marshall. This includes all apartments and apartments, including property managed under agreement by an outside agency. This does not include property leased or rented to individuals or parties not affiliated with TSTC.

Complaint - a written statement of the essential facts constituting a violation of a College rule or regulation.

Dean - Associate Dean of Student Services or the Dean's designee or representative.

Disciplinary Officer - an employee appointed by the Associate Dean of Student Services to administer the Student Conduct procedures.

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

Severe disciplinary penalty case - any case where the penalty imposed is not admonition, warning or probation.

Student - a person enrolled at the College or a person accepted for admission or readmission to the College, or a person completing requirements additional to classroom instruction for certifications, licensure, etc., that are under the auspices of the College, or persons who may not be officially enrolled for a particular term but who have a continuing relationship with the college.

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

Working day - Monday through Friday, except for official College holidays.

Vice President of Student Learning – Instructional academic appeal process

Vice President of Student Services – Student Services –non academic appeal process

Academic Rights & Responsibilities - Definitions

- A. Academic Freedom – Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas, and take reasoned exception to the data or the views offered.

Responsibility –

Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints, and observing rules of courtesy in the classroom.

- B. Academic Standards – Students have the right to know the standards of academic performance established for each course in which they are enrolled.

Responsibility –

Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session, and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including

those related to plagiarism and cheating.

- C. **Academic Evaluation** – Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written works after the instructor has evaluated them and are accorded protection through the Grade Appeal Procedure against prejudiced or capricious 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 at this level, it may be appealed in writing as outlined in the Grade Appeal Procedure.

- D. **Improper Disclosure** – Except when disclosure may be required by state or federal law, students 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 is not confidential disclosure.

- E. **Disruptions** – Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/ learning process.

Responsibility –

Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity, which would hinder access to or utilization of academic information).

- F. **Non-Discrimination** – Students have the right to learn in a classroom environment where diversity is respected.

Responsibility –

Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationally, sex, sexual orientation or disability status.

- G. **Intellectual Property** – Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission.

Responsibility –

Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purpose, 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.

ACADEMIC INTEGRITY

Academic Integrity is fundamental to the educational mission of Texas State Technical College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

SCHOLASTIC DISHONESTY

Examples of cheating, collusion, or plagiarism, include but are not limited to:

1. Copying from another student's test paper or devices.
2. Using unauthorized materials during a test.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program.
6. Collaborating with, seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test or complete any course-related assignment.

9. Paying or offering to pay money or other valuables or coercing another person to obtain items including, but not limited to, 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.
10. Falsifying research data, laboratory reports and/or other academic work offered for credit.
11. Taking, keeping, misplacing or damaging the 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. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the College and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the College. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.
12. Possession at any time of current or previous test materials without the instructor's permission.
13. Unauthorized use of electronic devices, such as cell phones, videoing, text messaging devices, palm pilots, computers or other technologies to retrieve, exam or inappropriate material or send information during an exam.
14. "Plagiarism" includes, but is not limited to, the appropriation of purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work to instructors for credit.
15. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
16. Misrepresenting "facts" to the College or an agent of the College includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

Academic Integrity Violations

It is the intent of Texas State Technical College Marshall to maintain the academic integrity of all instructional programs while affording students with 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 (Standard of Student Conduct), 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 for Academic Complaint

A. Procedures for Academic Complaint

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 written notification about the modification. Faculty members will apprise students of their classroom performance in a timely fashion.

B. If, during a term, a student has an academic concern (a dispute about a test or assignment grade or the nature of an assignment/activity), he or she must first discuss the matter with the faculty member. This discussion should take place within one week of the occurrence of the disputed matter. If the matter cannot be resolved between the student and the instructor, he or she should consult with the department chair or division director and/or Associate Vice President of Learning Success. The department Chair/Division Director/Associate Vice President is the final arbiter of academic concerns during the term. (In the event that the instructor is the department Chair/Division Director, the student would bring an academic concern to the Student Counselor for final arbitration during the term.

C. However, if an academic concern is in the Academic department, the student will bring the complaint to the Associate Vice President of Learning Success for final arbitration during the term.

D. If a student has an academic grievance, the student has until 5:00 p.m. on the 11th class day of the subsequent term in which to begin the formal appeal process by consulting with the instructor of record. An academic grievance can consist of any of the following:

- A contention of an arbitrary or capricious action taken by an instructor against a student,

- A dispute over an accusation of cheating or dishonesty, or
 - Any other dispute over a matter which has impacted the final course grade (If the instructor of record is no longer available, the student should lodge the academic appeal with the department chair by 5:00 p.m. of the 11th class day of the subsequent term.)
- E. If no satisfactory resolution regarding the academic appeal is reached after discussion with the instructor, the student should, within one week, take the matter to the department Chair or Division Director/Associate Vice President who supervises that faculty member. The student will need to print out the [Academic Complaint Handling Procedure Form](#) and obtain the signatures as he/she moves through the process.
- F. The department Chair/Division Director/Associate Vice President should gather as much information as needed to make a fair ruling regarding the appeal and should apprise the faculty member and the student as to the ruling. The department Chair/Division Director/Associate Vice President will make his or her ruling within one week of hearing the student's grievance.
- G. If, after the department Chair/Division Director/Associate Vice President 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 Student Counselor. The student's written statement should be filed within one week of receiving the ruling of the Department Chair's/Division Director/Associate Vice President and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The Student Counselor should gather as much information as needed to make a fair ruling regarding the academic appeal and should apprise the Chair/Division Director/Associate Vice President, the faculty member, and the student as to the ruling. The Student Counselor will respond in writing to these parties within two weeks of receiving the student's written appeal.
- H. If, after the Student Counselor has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may file a written appeal with the Student Counselor office. This written appeal must be submitted within one week of receiving the ruling from the Student Counselor. Within three working days of the receipt of the written appeal, the Student Counselor will appoint a three-person appeal committee comprised of:
- A faculty member (not the faculty member involved in the dispute) from within the program, if possible. (If that is not possible, then a faculty member from another department will be appointed.)
 - A faculty member from a program outside the program of the faculty member involved in the dispute.
 - A student (not the student involved in the dispute).

- I. The Student Counselor will designate a member of the committee to serve as the chair. A note-taker will be present when necessary to record substantive discussions. The committee should gather as much information as is needed to make a fair ruling regarding the situation. The committee may invite the student and the faculty member to appear before the committee together, or separately, as appropriate, and may invite as many other individuals needed who may add factual information necessary to come to a fair decision. The student may invite one support person to attend the appeal hearing. This support person may be an attorney. However, the support person may only advise the student making the appeal; the support person may not directly participate in the appeal process.
- J. The committee will have up to two weeks from its appointment to make a ruling. Once a ruling regarding the academic appeal has been made, the committee chair should apprise the Student Counselor (or the designee), the department Chair/Division Director/Associate Vice President, and faculty member of the ruling in writing. The Student Counselor will apprise the student of the ruling in writing.
- K. After the committee has rendered its ruling, and the student still feels that a fair resolution has not been achieved, the student may appeal the decision in writing within three working days to the Student Counselor. Then, the Student Counselor will submit the information to the Vice President of Student Learning. Once the Vice President of Student Learning submits his/her ruling and the student still feels that a fair resolution has not been achieved, the student may appeal the decision, in writing, to the TSTC Marshall President within three working days.
- L. The President may or may not choose to act on the student's appeal. Any decisions made by the President are final.

Administrative hierarchy:

- 1. Instructor
- 2. Department Chair/Division Director/ Associate Vice President
- 3. Student Counselor
- 4. Vice President of Student Learning
- 5. President

Disorderly Conduct in the Classroom

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period.

Grade/Record Dispute

Students disputing a grade must contact their course instructor no later than 30 days after the grade was awarded. If the student is not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instructional administration.

Compact With Texans

Texas State Technical College (TSTC) is a public coeducational institution of higher education offering courses of study in technical education leading to the award of Certificates and Associate of Applied Science degrees. TSTC also provides technical education and training to business and industry, continuing education to the public and training programs for community and state economic development. TSTC colleges are located in Harlingen, Marshall, Sweetwater and Waco with extension centers in Abilene, Brownwood and Breckenridge. TSTC serves students from more than 200 counties in Texas, and TSTC graduates begin their careers in high-paying jobs across the state or continue their education at colleges and universities. TSTC graduates are highly valued by business and industry for their work ethic, knowledge and workplace skills. Texas State Technical Colleges are fully accredited by the Southern Association of Colleges and Schools.

TSTC's Vision

The Texas State Technical College System will be a leader in strengthening the competitiveness of Texas business and industry by building the state's capacity to develop the highest quality workforce.

TSTC's Values

- ■ **Innovation** Creating and implementing new ideas and methods
- ■ **Responsiveness** Providing appropriate programs and services in a proactive, flexible, and timely manner
- ■ **Leadership** Developing the visions and strategies for a desired future, and aligning and energizing people to achieve those visions
- ■ **Excellence** Achieving the highest quality in all we do
- ■ **Collaboration** Working cooperatively with other organizations and within our own system
- ■ **Accountability** Measuring our performance and using the results for improvement

- ■ **Stewardship** Ensuring 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

TSTC Customer Service Goal

It is the goal of Texas State Technical College faculty and staff to provide a level of customer service that is beyond expectation. We pledge to be...

Friendly to all we meet in our work,
Helpful in all that we do,
Courteous in all of our dealings,
Responsive to customers' needs and
Accountable for our actions.

We will deliver the highest quality services possible with the highest regard for honesty, integrity and ethical behavior.

- ■ For more information, please call or write to:

Texas State Technical College Marshall
Attn: Annette Ellis
2650 East End Blvd. South
Marshall, TX 75672
Annette.Ellis@marshall.tstc.edu
1-888-382-8782, (903) 935-1010
<http://www.marshall.tstc.edu>

Formal Written Complaint Handling Procedure

Most questions or complaints can be addressed through routine college channels. If additional assistance is needed, you are encouraged to file a formal written complaint. TSTC is committed to your satisfaction. The Customer Service Representative for our college is Annette Ellis.

Submit your complaint in writing by filling out the [Effective Customer Relations Form](#). Alternatively, you may communicate verbally:

Assoc. Dean of Student Services at (903) 923-3313

TSTC Marshall's Customer Service Representative at (903) 935-1010

The TSTC Customer Service Representative will acknowledge your complaint and let you know the matter is receiving attention. You will be notified in writing within five working days of receiving the complaint as to the length of time it will take to resolve the issue.

The TSTC Customer Service Representative will investigate the complaint.

A solution that is consistent with TSTC policies, as well as applicable local, state, and federal laws, will be proposed to you in writing in the time frame specified.

You will be contacted by the Customer Service Representative within ten days of the written response to determine your satisfaction with the proposed solution and to be sure that the provisions of the solution have been implemented.

If you are not satisfied with the proposed solution, you may request that your complaint be considered by a Dispute Resolution Committee appointed by the College President. This committee will review all available documentation and render a decision as to the resolution of the complaint. All decisions of the committee are final and are not open to further review.

For Web users- Please click on the following link to view a printable copy of the complaint form.

[Effective Customer Relations Form](#). (Opens in Adobe Acrobat. Click here to download [Adobe Acrobat Reader](#))