



## **Student Handbook 2014-2015**

**2650 E. End Blvd. S.  
Marshall, TX 75672  
903.935.1010  
888.382.8782  
[www.tstc.edu](http://www.tstc.edu)**

# **Texas State Technical College Board of Regents**

**Ellis M. Skinner II**  
**(Chair of the Board)**  
Spicewood, Texas  
2009 - 2013

**Joe M. Gurecky**  
**(Vice Chair)**  
Rosenberg, Texas  
2006 - 2017

**Linda McKenna**  
**(Executive Committee Place 1)**  
Harlingen, Texas  
2009 - 2015

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

**Ivan Andarza**  
Austin, Texas  
2013 - 2019

**John K. Hatchel**  
Woodway, Texas  
2011-2017

**Joe K. Hearne**  
Dallas, Texas  
2006 - 2017

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

**Keith Honey**  
Longview, Texas  
2002 - 2019

# **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 Compliance and Reporting, Director of Networking and Tele-Communication, Vice President of Institutional Effectiveness & Organizational Development, Research, & Planning, and Assistant to the President.

## **Vice President of Student Services (VPSS) – Brett Bright**

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

## **Vice President of Student Learning (VPSL) – Barton Day**

The VPSL is responsible for the oversight and administration of all instructional areas, as well as Workforce Development, Continuing Education and the Learning Success Center. Those that report directly to the Vice President include the Directors of all Technical Instruction, General Academics, Developmental Education, Workforce Development, Learning Success and the Coordinators of Curriculum and Collaborative Projects.

## **Vice President of Financial Services (VPFS) – 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.

## **Director of Institutional Effectiveness & Organizational Development**

The Director is responsible for institutional research, planning and development as it relates to College functions and offerings. In addition, the VP is responsible for the accreditation of the College through the regional accrediting commission, SACSCOC. The Director is responsible for the collection of data that is required for reporting to State and Federal agencies. This same data is also used along with supplemental information for the Strategic Planning process and development of policies and procedures that support the mission of the College. This position is responsible for the approval, submission and monitoring of all grants to help support the College.

### **Associate Dean of Student Services – Annette Ellis**

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

### **Human & Organization Development Consultant - Felicia Hill**

Human & Organizational Development Consultant is responsible for human resource functions. The HOD officer is located at TSTC Marshall.

### **Director of Workforce Development – Bryan Maertins**

The Director 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 Assessment Center. In addition, this position is responsible for forming consortiums and writing grants to fund industry training and institutional efforts.



### 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, gender, national origin, age, genetic information, disability, or veteran status.



Randall Wooten, President

***Get In—Get Out—Get Hired...*** It's not about getting in—it's about getting out and starting a career. If that's not why you're at TSTC Marshall, you might be here for the wrong reasons. TSTC is different than any other College in Texas--and probably the world.

The Texas Legislature funds us differently than any other educational system in Texas. Typically your tuition pays for approximately 20-30% of the cost of your education. The State and other sources provide the remainder. Starting in 2013, that was no longer true at TSTC. We get paid based on performance/results—***your*** performance/results. In short--we don't get paid unless ***you*** get paid. Our job is to prepare you to earn a good-paying job, and that's what the State pays us for. They don't pay us for "trying." They pay us for "doing." And our reputation shows that we're very successful in doing just that. Sounds a lot like the environment you'll face in the work place, doesn't it? And that's the environment you'll be in while at TSTC—a simulated work place. The work place has standards of dress, behavior, and work ethic. That's the environment we'll strive to replicate while you're with us.

I encourage you to read this Student Handbook with that in mind. We want to prepare you to get a great job and to keep the job you'll be pursuing in your chosen career field. We'll do our best to replicate the same environment that you'll be in after you graduate to enhance your chances of success even more.

Remember—it's not about getting in—it's all about getting out and starting the next phase of your life in a great career.

Randall Wooten  
President  
TSTC Marshall

## CONTENTS

### Sections

Academic Calendar .....	9
FERPA .....	11
Directory Information Defined .....	12
Americans with Disabilities Act .....	13
Clery Act and Title IX .....	13
Violence Against Women Reauthorization Act .....	13
Organizations, Programs & Departments .....	14
Career Services .....	14
Veterans Benefits Information .....	15
Excused Absences for Religious Holiday .....	16
College Bookstore .....	16
Free Speech .....	18
Counseling Services .....	19
Testing Services .....	19
Residence Life .....	19
Library Services .....	20
Learning Success Center .....	21
Computer and Internet Resources .....	21
Higher Education Opportunity ACT (HEOA) .....	23
Student Activities Clubs and Organizations .....	25
Campus Safety .....	27
Campus Security Department .....	27
Missing Student Procedure .....	27
Parking Permits .....	27
Traffic and Parking Regulations .....	28
Disciplinary Actions for Traffic and Parking Violations .....	28
Student ID .....	29
Emergency Messages .....	29
Responses to Mental Health Crisis .....	29
HIV/Aids Education .....	30
Educational Materials .....	31
Immunizations .....	31
Meningococcal Meningitis .....	31
Student Health Insurance .....	32
Tobacco Use .....	32
Sexual Harassment and/or Assault .....	32
Alcohol and Drug use .....	32
Inclement Weather .....	33
Severe Weather Plan .....	34
College Facilities by Name and Number .....	36
Texas Statutes .....	39
Federal Statutes .....	40
College Authority .....	41

## CONTENTS

### Sections

Student Rights to Know .....	41
Student Rights & Responsibilities .....	42
Student Code of Conduct .....	43
Behavioral Misconduct .....	45
Campus Disruptive Activities .....	57
Student Complaint Practice and Procedures .....	58
Administration of Discipline .....	59
Interim Suspension .....	63
Disciplinary Appeals Process and Hearing .....	63
Student Appeals .....	65
Definitions .....	65
Academic Rights & Responsibilities Definitions .....	66
Academic Integrity .....	68
Scholastic Dishonesty .....	68
Academic Integrity Violations .....	70
Disorderly Conduct in the Classroom .....	70
Grade /Record Dispute .....	70



**Texas State Technical College Marshall**  
**Academic 2014-2015 Calendar**

<b>FALL 2014</b>		(15 Weeks: 72 Class Days)
August 22, 2014	F	End of Summer Semester
August 25-29, 2014	M-F	Semester Break (5 work days between semesters)
August 29, 2014	F	Fall Registration Ends
September 1, 2014**	M	Student and Staff Holiday
September 2, 2014	T	Fall 2014 First Class Day
November 27-28, 2014**	TH-F	Student and Staff Holiday
December 12, 2014	F	End of Semester
December 15, 2014 – January 9, 2015	M-F	Semester Break (12 work days between semesters)
December 24, 2014 – January 2, 2015	M-W	Staff Holidays (8 days)
<b>SPRING 2015</b>		(15 Weeks: 73 Class Days)
January 9, 2015	F	Spring Registration Ends
January 12, 2015	M	Spring 2015 First Class Day
January 19, 2015**	M	Student and Staff Holiday
March ***, 2015	M-F	Spring Break Week to be selected as local College option in March
April 3, 2015		Staff/Student Holiday
May 1, 2015	F	End of Semester
May 4-8, 2015	M-F	Semester Break (5 work days between semesters)
<b>SUMMER 2015</b>		(15 Weeks: 73 Class Days)
May 8, 2015	F	Summer Registration Ends
May 11, 2015	M	Summer 2015 First Class Day
May 25, 2015**	M	Student and Staff Holiday
July 3, 2015**	F	Student and Staff Holiday
August 21, 2015	F	End of Semester
August 24-28, 2015	M-F	Semester Break (5work days between semesters)
August 31, 2015	M	Fall 2015 First Class Day

Notes:

\*\*\*The Assistant Commissioner of Academic Affairs and Research for the Texas Higher Education Coordinating Board granted a waiver April 22, 2010 to TSTC to allow TSTC a variance on the common calendar start dates for Spring and Summer terms for the years 2011-2012 through 2020-2021.

\*\*"Evening and weekend classes on or around holidays may be rescheduled or cancelled at the option of the College."

Official Day will be the 11<sup>th</sup> class day.

Refund Schedule will be 14<sup>th</sup> day for 70%, 19<sup>th</sup> day for 25%

Prorate payment due date to 19<sup>th</sup> day



# **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 March, 2014.

## **PURPOSE**

The purpose of the Student Handbook is to provide information about the policies and procedures that concern students of TSTC. Policies concerning class participation (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.tstc.edu/mar\\_student/studenthandbook](http://www.tstc.edu/mar_student/studenthandbook).

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

## **STATEMENT OF COMPLIANCE**

TSTC does not discriminate on the basis of race, color, religion, gender, national origin, age, genetic information, disability, or veteran status 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 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 race, color, religion, gender, national origin, age, genetic information, 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 race, color, religion, gender, national origin, age, genetic information, 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. Any student who has impairment should contact the Student Counselor in the South Building, Room 229 and the phone number is (903) 923-3309.

## **TITLE IX ACT & TITLE IX**

The Title IX regulations require all Colleges to publish grievance procedures providing for the prompt and equitable resolution of sexual discrimination complaints. The grievance procedures must apply to sexual discrimination complaints filed by students against College employees, other students, or third parties. Therefore, students at TSTC may use the formal student complainant procedure. To file a Title IX complaint, the individual will need to contact the Title IX Coordinator. The Title IX Coordinator is located in the South Building, Room 216 and the phone number is (903) 923-3233 and/or the Associate Dean of Student Services located in Administration and Admissions Building room 150 and the phone number is (903) 923-3313.

## **Violence Against Women Reauthorization Act - SaVE Act**

SaVE Act, (SEC. 304 of the Violence Against Women Reauthorization Act of 2013) mandates that community colleges provide prevention educational programs on interpersonal violence to all new students.

## ORGANIZATIONS, PROGRAMS & DEPARTMENTS

ALUMNI ASSOCIATION [http://www.tstc.edu/mar\\_welcome/alumni](http://www.tstc.edu/mar_welcome/alumni)

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

## CONNECTION TO THE COMMUNITY

<https://webadvisor.tstc.edu/>

- The password is last six digit of student number
- Locate your Student I.D. number
- Class schedule
- Grade report
- Unofficial transcript
- Account status/Pay account
- Demographic information
- Financial aid
  
- Next Step is go to:
  - <http://sspu.tstc.edu> to answer your challenge questions
  
- After completing these steps, sign in to your resources at:
  - <https://portal.tstc.edu>
  - TSTC provides the portal as a tool to share information with students, faculty and staff. Through the portal you can access financial aid, your Moodle classes, campus information and other useful information. You should check the portal on a regular basis.

## CAREER SERVICES OFFICE

[www.hireTSTC.com](http://www.hireTSTC.com) or [http://www.tstc.edu/mar\\_careerservices/careerservices](http://www.tstc.edu/mar_careerservices/careerservices)

The Director for the Career Services Office is located in the South Building, Room 248, and the phone number is (903)923-3375.

The Career Service Office is utilized by TSTC students as an OneStop Shop for career services and job placement in their degree field. Services include career assessment, job search assistance, resume and cover letter preparation, mock interviews, and career counseling. TSTC students are also encouraged to attend Industry Career Day, which is held every semester, to connect with potential business contacts for future employment opportunities. Employers seeking students and graduates for potential employment are urged to contact the Career Services Office to receive

information on how to post jobs for TSTC students and even view student profiles, including their resume and cover letter. The Career Service Office utilizes a host of resources to provide students with the latest job openings, employer contacts, and labor market trends for their chosen field of study.

The Career Services Office also assists students with the transfer process to a four-year College or university in order to obtain a Bachelor's Degree. There is a College Transfer Fair held every semester that allows students the opportunity to meet with the four-year institutions to find out more information on the transfer process.

**TSTC JOBSTAR:** TSTC and the Career Service Office offer CSO, or TSTC JobSTAR, to all TSTC students to assist them with connecting with potential employers. JobSTAR allows students to build a professional profile, which includes their resume, cover letter, and letters of reference that can be reviewed by employers for future hiring. Employers can post jobs on the site for viewing by students and search for qualified candidates through student profiles.

**INTERVIEWSTREAM:** InterviewStream is a web-based software program that allows students to practice mock interviews and interviewing skills, giving them confidence before going in for a real-world interview. The software allows students to choose from degree specific interviews or they can select their own interview questions from a database of over 6,000 interview questions. Access for the site can be obtained through student's JobSTAR accounts and is available 24/7 from any mobile device, tablet, or computer with webcam and microphone.

[www.hireTSTC.com](http://www.hireTSTC.com): This is an OneStop shop website for TSTC students to access TSTC JobSTAR, InterviewStream, and Career Spots videos. Students can also view the latest job postings from JobSTAR, upcoming events from the Career Service Office, contact information for the Career Service Office, and much more.

## **EMPLOYMENT INFORMATION**

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.tstc.edu/mar\\_hod/humanresourcesoffice](http://www.tstc.edu/mar_hod/humanresourcesoffice) or visit the Human & Organization Development Office (HR) located in the South Building, Room 216 and the phone number is (903) 923-3233.

## **VETERANS**

Individuals receiving Veterans Administration Educational Benefits should contact the Veterans Certifying Official 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 9<sup>th</sup> 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.
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, electronics and notions are non-refundable, unless they are defective. Items determined to be defective will be eligible for exchange only (no refunds). The items must be returned within 14 days of purchase date and must be accompanied by the original sales receipt. Return policies are also posted on our website at [www.marshall.tstc.edu](http://www.marshall.tstc.edu). Then click on students, student bookstore, and finally 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 rights of its students to assemble for free speech. TSTC has designated the Activities Center as the free speech area. 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 (903) 923-3319 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 229 and the phone number is (903) 923-3309.

### TESTING SERVICES

The TSTC Testing Center offers a secure, testing environment that is conducive to individual achievement. The Center administers the TSI Assessment Test to meet Texas Success Initiative (TSI) Requirements as well as proctors other required exams. All testing fees must be paid prior to testing by cash, check, money order or credit/debit card at the Cashier's Window in the TSTC Business Office. For more information, contact Testing Services (903) 923-3227 or by email at [marshall.testing@tstc.edu](mailto:marshall.testing@tstc.edu)

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

## ACTIVITIES CENTER

- Basketball Court
- Volleyball Court

## **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](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 10<sup>th</sup>; Summer semester is March 10<sup>th</sup>, and Fall semester is July 10<sup>th</sup>. 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 [marshallhousingstudents@tstc.edu](mailto:marshallhousingstudents@tstc.edu).

## INSTRUCTIONAL SUPPORT SERVICES

### **Library Online Resources:**

The Library webpage has an online catalog, which provides easy access to view available books, place holds on books, and renew included materials. The Library also provides access to an online collection of databases called TexShare to help students with their research needs on and off campus.

### **Library Campus Resources:**

The Library houses over 14,500 titles and provides an interlibrary loan service to help secure other resources not found on our campus. The Library also provides a variety of currently adopted textbooks on reserve for students to use while in the Library. Computer workstations are available in the Library with access to the online databases, Library catalog, Internet, Microsoft Word, Excel, PowerPoint, and a variety of other learning resources. In addition, the Library provides printing, faxing, scanning and copying services for a small fee. The Learning Success Center is another valuable resource located in the Library. Students are welcome to come and receive free tutoring during Library hours.

The Library also provides a Pearson VUE testing center offering a variety of certification and licensure exams. Pearson VUE must be contacted directly for test registration, payment, and

scheduling. To receive more information or to register, visit the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com). To learn more about what the Library has to offer, visit the Library orientation PowerPoint on the Library's webpage at [http://www.tstc.edu/marshall\\_library/library](http://www.tstc.edu/marshall_library/library).

## **LEARNING SUCCESS CENTER (LSC)**

[http://www.tstc.edu/mar\\_learningsuccesscenter/learningsuccesscenter](http://www.tstc.edu/mar_learningsuccesscenter/learningsuccesscenter)

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 Texas State Technical College, Marshall 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 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 beyond the boundaries of our physical campus. Students, faculty, and staff are able to be more efficient in the production of their assignments and work tasks through using these resources. 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 the College 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 attorney 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](http://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 its organizations that will contribute to these worthy goals. For more information, contact the Director of Housing and Student Activities at 903-923-3647 or the Student Activities Coordinator at (903) 923-3227.

#### **Connection Groups, Clubs and Organizations**

TSTC encourages students to participate in extracurricular organizations and activities sponsored by the College. Certain organizations and activities may require stringent standards. For more information, contact the Director of Housing and Student Activities at 903-923-3647 or the Student Activities Coordinator at (903) 923-3227.

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

**African American Outreach:** The group nurtures an environment that facilitates communication concerning issues relevant to retention and academic achievement within the African American population at TSTC Marshall.

**Biomedical Equipment Technology Club:** For students who share an interest in the biomedical field and allows an opportunity for them to come together for fellowship, support, and growth.

**Gay-Straight Alliance Connection Group:** Creates a safe place for students to find support and bridge gaps to promote a cohesive community of understanding, acceptance and growth.

**Hispanic/Latino Student Group:** Helps bring Hispanic and Latino students together as a community to support each other with lasting connections and tools for success.

**Information Technology Club:** For students interested in the field of computer technology and enables them to join together and relate to a common interest and gain valuable experiences.

**Phi Theta Kappa Honor Society (PTK):** For students with a 3.5 GPA. Helps recognize and encourage scholarship, develops leadership, and provides a lively fellowship.

**Real Talk: Personal Growth Group:** Builds connections by discussing real life issues such as relationships, communication, goals, stress, and everything else that might affect a College student's success.

**Residential Housing Association (RHA):** Provides social and sports activities to foster communication and leadership within students who live on campus.

**Student Ambassadors:** Provides opportunities of leadership for students who would like to represent TSTC at school and community events and help other students whenever needed.

**Student Government Association (SGA):** The Student Government Association is the governing body that represents students and advises the College administration on the issues of student interest and concern. All registered students are already a part of SGA, active involvement allows a voice by sharing ideas for making TSTC even better.

**TSTC Student Veterans Connection Group:** Provides an opportunity for TSTC Marshall's U.S. Veterans and their supporters to participate in team building, fellowship and educational partnership and take pride in honoring military achievements and reaching for academic goals. This group is open to all members of the TSTC Marshall campus: students, faculty, staff, family members and supporters.

**Women in Technology:** This group serves as the foundation for the mentoring program for female students at TSTC Marshall. It helps unite the female population and enhances their experiences in the field of technology as they create a supportive community for growth and development.

#### **CAMPUS SAFETY- Security Department**

Texas State Technical College (<http://www.marshall.tstc.edu/welcome/dps.shtml>) provides a College Security Department located in Campus Housing Building D11, consisting of a Sergeant of the Security Department and several full-time certified Security Officers (commission security officers). For emergency cases, please dial 911. To reach the TSTC Campus Security office call (903) 923-3351 office number or (903) 503-8538 cell phone.

#### **Purpose Statement:**

The TSTC Marshall Security Department supports the faculty, staff and students of TSTC Marshall by endeavoring to provide an on-campus security and serve as a resource for students, faculty, staff,

and guests of the College. For information regarding the following, please contact the Associate Dean of Student Services office:

*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 Security Department at (903-923-3351). TSTC Security will generate a missing person report and initiate an investigation along with the Marshall Police Department. After investigating the missing person report, should the TSTC Security Department determine that the student is missing and has been missing for more than 24 hours, TSTC Security 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 Security or designee will notify the student's parent or legal guardian immediately after TSTC Security 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 each semester before operating the vehicle on said property.
- Parking permits shall be issued at the TSTC College Security 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 Security Department. Once the voided permit is presented to the College Security 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.
- While parking on campus your vehicles should not cover the sidewalks, preventing other from using the sidewalks.
- No parking or driving on the grass or against the flow of traffic.
- No 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. Students 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 his/her own behavior 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 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. **All students under the age of 22 are 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](http://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 as of January 1, 2012**)
2. Tetanus-diphtheria-acellular-pertussis (Tdap) protects against pertussis, also known as Whooping Cough, is 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. **It may also, be found on our website under the Student Tab (Current or Future), just click on Health Services.**

## **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 a 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 an 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, not 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

229. 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.

## **Campus Closings – Emergency Announcements**

The TSTC Marshall Emergency Notification System is a College service used to send emergency alerts, notifications and updates to your phone, mobile device and/or e-mail account in the event of a campus closing or emergency.

Messages can be sent to land line phones, cell phones, e-mail addresses or as a SMS text message. Currently the text message comes from 89361 and phone messages from (903) 935-1010.

Students sign up for alerts by going to the TSTC Portal at <https://portal.tstc.edu/>.

Notifications will be sent to all provided numbers and e-mail addresses a student provides as Contact Information on the form found on the portal by clicking on "WebAdvisor for Students" under "User Account" and then clicking on "Address Change." Please refer to your New Student Orientation booklet for more information. If you have problems logging on to the TSTC Portal, contact the Help Desk at (800) 592-8784. In addition to the Emergency Notification System, you can sign up and follow TSTC Marshall on twitter at <https://twitter.com/tstcmarshall>.

1. TSTC website <http://www.tstc.edu/marshall/>

(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.tstc.edu/mar\\_student/emergencyresponse](http://www.tstc.edu/mar_student/emergencyresponse)

## **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

<b>Academic Issues</b>	<b>Who</b>	<b>Room</b>	<b>Ext #903 923-</b>
Absences Excessive	Counselor	229 S	3309
Academic Probation	Registrar	155 AA	3262
Academic Advising	Instructional Department		
Add/Drop of Class	Program Advisor & Admissions & Records Counselor	152 AA 229 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 (Dual Credit)	Coordinator of Collaborative Projects	S 104	3394
Degree Audit	Admissions & Records	152 AA	3262, 3290, 3234
Distance Learning (Moodle)	Coordinator of Distance Learning	439	3352
Grade Appeal	Course Instructor then department Chair/Division Director		
Graduation Application	Admissions & Records	152 AA	3262, 3290, 3234
Peer Tutoring	Learning Success Center	In the Library	3341, 3319
Retention	Student Counselor & Assoc. Dean of Student Services	229 S 150 AA	3309 3313
Study Skills	Learning Success Center	In the Library	3341, 3352
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	In the Library	3341 3352
Technologies Program	Division Director		
Withdrawal from All Classes	Program Advisor, Counselor, Admissions and Records	229 S 152 AA	3309 3262
<b>Accidents</b>			
Auto (on campus)	Campus Security Department	Housing D11	3351
Emergency call from any campus phone			311 or 903-503-8538 (cell)
Auto (off campus)	Local Police		911
Injury accident	Ambulance		911
<b>Bookstore</b>	Books, supplies & returns	Bookstore 452 S	3220 or 3392
<b>Campus Tours</b>			
College Preview	College Relations	146 AA 402 S	3207/3209
Group & Individual Tours	Recruiting	Admin Bldg.	903-935-1010 3207/3309
<b>Counseling/Advising</b>			
Student Counseling	Student Counselor	229	3309
Academic, Major	Instructional Department and/or Program Advisor		
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
<b>Employment</b>			
Placement of Graduates	Coordinator of Career Services , Program Chairs or Division Directors	248 S	3375
<b>Student Worker or Work Study</b>			

Human Resources	TSTC Website or HR	216 S	3233
<b>Housing</b>			
Student	Director of Housing and Student Activities	HC	3647
<b>Information Systems</b>			
Problem Reporting	Help Desk	205 S	3368
<b>Library</b>			
Student	Library	LIB	3386
<b>Loans</b>			
Guaranteed Student Loan	Financial Aid Office	137 AA	3231, 3232, 3229
<b>Lost &amp; Found</b>			
Lost or missing items	Operator/Receptionist	AA	0
Lost ID Card	Business Office	133 AA	3218
<b>Notary Public</b>			
Free Notary Service	Admissions & Records	155 AA	3262
Communities-In-Schools		153 N	3416
<b>Mailing Letters</b>			
Mailing Pre-stamped Letters	Operator/Receptionist (pick-up point)	AA	0
<b>Poster Approval</b>			
Dept. Bulletin Boards	Division Director	247,255, 222, 454S	3318
Student Organizations	Director of Housing and Student Activities	222 S	3318
<b>Probation/Suspension</b>			
Academic	VP of Student Learning / VP of Student Services or	220S 219 S 150AA	3313

<b>Disciplinary</b>	Assoc. Dean Student Services	150 AA	3313
<b>Safety</b>			
Student/Staff	Campus Safety Officer	241 S	3307
<b>Scholarships</b>			
Scholarship Information	Financial Aid	138 A or 137 AA	3231, 3232
<b>Student Activities</b>			
Student Organizations	Director of Housing and Student Activities	101 HC	3647, 3227
Events	Director of Housing and Student Activities	101 HC	3647, 3227
<b>Student Government Association</b>	Student Government Office SGA President	102 HC 148 AA	3647, 3209
<b>Testing</b>			
Skills Assessment Tests	Workforce Development		3442, 3204
TSI Assessment	Testing Center	151 AA	3227
Pearson VUE Testing	Library	S/ Lib	3386
<b>Traffic &amp; Parking</b>			
Accidents – emergency	Local Emergency		9-911
Auto Permits	College Security Dept.	426 S	3351
Parking Ticket Appeals	Assoc. Dean Student Services Services	150 AA	3313
<b>WebAdvisor</b>	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 Security 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 induced], 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

Security 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/Campus Security 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 state jail offense, and legal action will be taken by the College's administration.

State and Federal Laws regarding making or causing a false alarm or report involving Texas State Technical College:

SECTION 1. Section 42.06(b), Penal Code, is amended to read as follows: An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public or private institution of higher education in which the offense is a state jail felony.

## **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 Security Department and are published on the website ([http://www.marshall.tstc.edu/welcome/student\\_right\\_to\\_know.shtml](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 and online.  
([http://www.marshall.tstc.edu/welcome/student\\_right\\_to\\_know.shtml](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 must notify the Associate Dean of Student Services no later than the seventh (7th) day after the date of graduation, termination, or permanent departure from TSTC of a changed status.

## STUDENT 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, color, religion, gender, national origin, age genetic, age genetic information, disability, or veteran status.
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 undue 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 Dean 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.

If a student is found to have committed an offense who has previously committed an 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 itself 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.
- b. 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.
  - f. Alteration, forgery or misrepresentation of any form of identification.
  - g. Possession or use of any form of false identification or providing false documentation for College information.
  - h. 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.
  - i. 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, (I) College employment, (II) participation in activities sponsored by the College, organizations or groups related to the College, or (III) 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.
- Dating violence - The term "dating violence" means violence committed by a person. – A person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- Domestic violence -The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking - The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—  
(A) fear for his or her safety or the safety of others; or  
(B) suffer substantial emotional distress
- Sexual assault - is any type of sexual activity that a person does not agree to
- Sexual violence - is any sexual act that is perpetrated against someone's will
- Sexual violence - includes a continuum of conduct that includes sexual, not

forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

- 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.
- d. 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.

#### 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 the 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 put on hold and not allowed to enroll the next semester. The student has the right to discuss with the business office in regard to their account, enrollment and/or withholding of official transcript.

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 a manner which suggests sponsorship and/or recognition by the

College.

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

Note this policy does not apply to residential staff in performance of official duties.

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 units will be cleaned and contents disposed of in 72 hours along with a charge of a cleaning fee.
- f. Obstruction of an investigation being conducted by the police/security 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).
  - j. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
  - k. 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.
  - b. Failure to report felonies on the application for admission or housing

application.

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.
- i. 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.
- j. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- k. Aiding, abetting, conspiring, or being an accessory to any act prohibited by this code is to be considered the same as completed violations
- l. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- m. 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 Security.
- 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. 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.

23. 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.
24. Possession of a Pet on campus
- a. Other than a service animal, pets are NOT allowed in campus housing and/or the college campus
25. Trespassing
- a. Entering any private room, locked building, or common area without following security procedures or obtaining appropriate permission.
26. 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.
  - b. 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.
- e. Entering the College campus, residential facilities, parking lots, sporting fields, gymnasium, etc., after being trespassed from the specific area which will result in being taken to jail.

## **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.

## **STUDENT COMPLAINT PRACTICE AND PROCEDURES**

It is the practice of Texas State Technical College Marshall to seek fair, efficient, and equitable solutions for complaints that arise out of the student/college relationship and to allow any student to be heard when he/she feels that his/her rights have been violated or that an action taken by an employee of the College is unfair. These complaints include discrimination based upon race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

### **COMPLAINT PROCEDURES**

Complaint(s) will be considered in the following manner:

1. Informal Procedure: The student must first attempt to resolve the matter informally with the individual and/or the individual's supervisor with whom the complaint originated as soon as possible, but no later than five (5) working days after the occurrence of the disputed matter. If the complaint is resolved by the parties, the matter is deemed closed.
2. Formal Procedure: If the matter cannot be resolved by the informal procedure, the student must complete a TSTC formal complaint form no later than five (5) working days after the informal attempt. The complaint must be dated and signed by the student writing the complaint. The complaint must be submitted to the Associate Dean of Student Services (ADSS) who is located in the Administration Building.
3. The Associate Dean of Student Services shall investigate the complaint, and as necessary,

meet with the student, the person who is the source of the complaint, any witnesses and others as needed. The ADSS will provide a written response to the student submitting the formal complaint within ten (10) working days of receipt of the complaint. This response will also be signed and dated by the ADSS. If the complaint is resolved by the ADSS, the matter is deemed closed and a file of the complaint will be maintained by the ADSS.

4. If no satisfactory resolution regarding the complaint is reached with the ADSS, the student can submit a signed and dated written appeal in a sealed envelope to the Vice President of Student Services (VPSS) within five (5) working days of the ADSS's decision. The ADSS will provide the VPSS with the file and documentation of their investigation.
5. The Vice President of Student Services will provide a signed and dated written response to the student submitting the formal complaint of his/her investigation within ten (10) working days of receipt of the complaint. If the complaint is resolved by the VPSS, the matter is deemed closed. All files will then be returned to the ADSS for record keeping.
6. If after the Vice President of Student Services has issued a written response and the student still feels that a fair resolution has not been achieved, the student may appeal the decision of the VPSS in writing in a sealed envelope within five (5) working days to the President's office of TSTC Marshall. The VPSS will transfer the complaint file to the President's office.
7. The President will review the appeal and the complaint file and issue a written decision within ten (10) working days. The President's decision is final. The file will then be returned to the ADSS for record keeping.

## **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 which 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 from 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, who 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 the College 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

**Academic Complaint** - 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
- 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 complaint with the Department Chair/ Division Director by 5:00 p.m. within one calendar year of the date of received grade.)

**College** –Texas State Technical College Marshall.

**College property** - any property owned and managed by TSTC Marshall, this includes property leased or contracted for use by the College, which includes all apartments. This does not include property leased or rented to individuals or parties not affiliated with TSTC.

**Complaint** - A matter of disagreement or dissatisfaction arising out of the student/College

relationship wherein the student believes and alleges that there has been an infraction, breach, misinterpretation, or inappropriate/ improper action in violation of College rules, regulations, and policy.

**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

**Vice President of Student Services** – Student Services –non academic

## **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, color, religion, gender, national origin, age, genetic information, disability, or veteran

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 are 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.

## **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.