

TEXAS STATE TECHNICAL COLLEGE WEST TEXAS



STUDENT HANDBOOK

2010-2011

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 Student Handbook which supersedes all previous student handbooks. This Student Handbook, prepared by the Associate VP of Student Development (JWH) with input from appropriate college personnel, was updated September, 2010.

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WELCOME TO TEXAS STATE TECHNICAL COLLEGE WEST TEXAS

Thank you for selecting TSTC West Texas as the college of your choice. Attending TSTC West Texas will be a rewarding experience for you as a person and as a professional who is well trained in technical-vocational skills. The experiences and skills you acquire here will benefit you the rest of your life. Please read and study this Student Handbook. It contains much valuable information to assist you as a student. Also familiarize yourself with the college catalog, which is referenced frequently in this Student Handbook. An effort has been made to eliminate duplication of information as much as possible.

NOTE: The Student Handbook is an official document of TSTC West Texas. It is issued to provide detailed information about the campus and extension centers and about current school policies and regulations of importance to students. All information contained herein was verified to be correct and contains the latest information available at the time of publication. All policies, rules, regulations and any other information contained in this publication are subject to change, either as a result of legislative action, actions by the TSTC West Texas Board of Regents, or any other appropriate body or department.

If you have any questions, please consult an appropriate TSTC West Texas official for the most up-to-date information available.

ACCREDITATION

TSTC West Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees and Certificates of Completion.

YOU ARE HELD RESPONSIBLE FOR OBSERVING THE RULES AND REGULATIONS IN THE STUDENT HANDBOOK AND SCHOOL CATALOG, TWO OFFICIAL PUBLICATIONS OF TSTC WEST TEXAS.

COLLEGE RIGHTS

TSTC West Texas reserves the right to make any change in the organization, fees, program offerings, curriculum, course requirements, etc., when such action is deemed to be in the best interest of the student and/or TSTC West Texas.

KEY PERSONNEL

Admissions/Records/Registrar
 Americans with Disabilities Act (ADA) Coordinator
 Associate VP of Student Development
~~Associate VP – Enrollment Management – Sweetwater~~
 Associate VP – Enrollment Management – Breckenridge
 Associate VP – Enrollment Management – Brownwood
 Associate VP – Student Learning
 Associate VP – Student Learning
 Career Planning and Placement Coordinator *Services Executive Director*
 Chief of Police
 Counseling and Testing Director
 Customer Satisfaction
~~Director of Auxiliary Services~~ *Food Services*
 Financial Aid Director
 Housing Supervisor
 Librarian
 Mail (Students)
 President *(Interim)*
 Sponsored Student Programs
 Student Activities Coordinator/Intramurals
 Telecommunications and Network Services Director
 Vice President of Student Learning
 Vice President of Student Development
 Vice President of Financial Services *(Interim)*
 Wellness Coordinator

Maria Aguire-Acuna
 Donnie Armstrong
 Jeff Howard
~~Nick Alvarado~~
 Sherry Strickland
 Brian Kight
 Debbie Karl
 Annette Smith
~~Julia Humphrey~~ *Nick Alvarado*
~~Debrah Heine~~ *Mike Keller*
 Donnie Armstrong
 President's Office
 Rick Nelson
 Connie Chance
 Lupe Navarrette
 Steven Perry
 Kay Kidd
~~Mike Resser~~ *Gail Lawrence*
~~Kerry Hyde~~ *Lorie Greenlee*
 Tod Ryden
 Shelli Scherwitz
 Will Thompson
 Kathleen Butler
~~Susan Wallis~~ *Kevin Shipp*
 Joni Coons

EMERGENCY PHONE NUMBERS/ABILENE

Emergency
 Counseling: Tommie Moore
 Ambulance
 Abilene City Police
 Abilene Fire Department
 Taylor County Sheriff

(8) 911
 325- 734-3641
 325-692-9367
 325-673-8331
 325-676-6434
 325-674-1300

EMERGENCY PHONE NUMBERS/BRECKENRIDGE

AVP Enrollment Management – Sherry Strickland
 Breckenridge Fire Department, Police Department
 or Stephens County Sheriff

254-559-7707
 911

EMERGENCY PHONE NUMBERS/BROWNWOOD

AVP Enrollment Management – Brian Kight
 Student Success - Vicki Campbell
 Emergency
 Brownwood City Police

325-641-3918
 325-641-3912
 9-911
 325-646-2525

Brownwood Fire Department
Brown County Sheriff

325-646-6743
325-646-5518

EMERGENCY PHONE NUMBERS/SWEETWATER

Ambulance	325-236-6828
Counseling:	325-235-7441; 235-7382, 325-235-7414
Emergency	Pay Phone (911)
Campus Phone	(9-911)
Fire Department	325-235-6828
Health Services	325-235-7418
Sweetwater Police Department	325-236-6686
Nolan County Sheriff	325-235-5471
TSTC Police Department	325-235-7400
	(Campus ext. 400)

EMERGENCY NOTIFICATION SYSTEM

Within a few days after school starts you will receive an email with the subject line "TSTC Emergency Notification System (AuthCode)", on the account you listed on your application. It is important to register in this system when you receive the email. The Emergency Notification System will notify you of any emergencies on campus, inclement weather, or threats on campus. Notification methods are cell phone, home phone, text message, or email. If you do not receive the email by the 2nd week of school please contact the help desk at 325-235-7474 or HelpDesk@westtexas.tstc.edu for assistance.

ADMISSIONS INFORMATION

The requirements for admission to TSTC West Texas, registration procedures, instructions on adding, dropping courses and withdrawing from school are outlined in the school catalog. Students are responsible for reading and becoming familiar with these policies and procedures. It is the student's responsibility to ensure that all requirements are met.

CREDIT BY EXAMINATION

Students who feel that they meet the objectives in a technical course or courses offered at TSTC West Texas may receive credit by taking an examination. The Credit by Examination form is available in the Admissions/ Records Office. The student submits the form to the Division Chair of the program offering the course and obtains their signature on the form. Students will be billed for the credit hour fee for the course (s) for the test they are taking. Students who do not pass the test must enroll in the course and pay the required fees. A student may take a credit by examination during the first five (5) class days of the semester in which the student is enrolled in or is seeking credit for a prerequisite course. Students enrolled in or seeking credit by examination in block courses may have a shorter time frame; for the latest information see the Admissions and Records Office. Students will be notified of the test scores by the Instructor giving the exam or the Program Chair.

- Testing availability is at the discretion of the Program Chair/Instructor.
- Refunds are not given for the tests which are failed.
- Students may not take credit by examination for courses they have previously failed.
- Students must complete one semester of residency at the college before credit will be awarded.

Those who are receiving veterans' benefits and/or sponsored or receiving financial aid should consult with the sponsors, the financial aid office or the veterans' benefits coordinator on campus or at the extension center before taking the examination.

LIMITATIONS ON THE NUMBER OF DROPS PER STUDENT

Under Section 51.907 OF THE Texas Education Code, "an institution of higher education may not permit a student to drop more than six (6) courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in Spring, 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in Fall, 2007 or later. Any course that a student drops is counted towards the six-course limit if: "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Texas State Technical College West Texas Admissions & Records office at (325) 235-7349 for more information before you drop a course. Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

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

EMAIL ACCOUNTS AND MAILING ADDRESSES

Students need to maintain a personal email account with the email service of their choice. Email accounts need to be checked frequently. The college will communicate with the student using this email account. Mailing addresses must also be kept updated in the Admissions & Records Office. If you have a change of email or mailing address you may contact the Admissions & Records Office to complete the appropriate form or you may log in to WebAdvisor to submit any changes. *Failure to maintain current student contact information is in violation of the TSTC West Texas student behavior code.*

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Under the Family Education Rights and Privacy Act of 1974, the following is designated as directory information and may be made public unless the student desires to

withhold all or any portion of it: Name, local address, classification of coursework level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of college attendance, degrees, certificates and awards received and most recent previous educational agency or institution attended by the student. A currently enrolled student may prohibit the release of directory information by completing an appropriate request form in the Admissions/ Records Office during registration or within the first five (5) class days of *each term*. Under the Privacy Act of 1974, official records are not open to the public and will not be divulged without the consent of the student. Minors attending the college have the same right regarding their records as adult students. If a student is still a legal dependent of a parent or guardian, the parent has the right to access the records of the dependent student provided the parent can establish this dependency as defined by the Internal Revenue Code of 1954, section 152. This request must be made in writing to the Admissions and Records Office.

TSTC West Texas complies with the Family Educational Rights and Privacy Act and informs students of their rights under the act. Students' rights covered by the act are as follows:

- A. The right to inspect and review the academic record.
- B. The intent of TSTC West Texas is to limit the disclosure of information contained in a student's academic record under the following circumstances:
 - 1. with the student's prior written consent;
 - 2. as an item of directory information which the student has not refused the college to disclose; or
 - 3. under the FERPA provisions which allow a college to disclose information without the student's prior written consent.
- C. The right of a student to consent to release of semester credit hours taken at other institutions to the Texas Higher Education Coordinating Board.
- D. The right of a student to petition TSTC West Texas to amend or correct any part of his/her academic record which is believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student. When the college decides it will not amend or correct a student's record, the student has the right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of the student.
- E. The right of any person to file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-4605, if TSTC West Texas violates the FERPA.

If you have any questions concerning disclosure of information, contact the Admissions and Records Office or call (325) 235-7349.

Behavioral Intervention Team Purpose

TSTC West Texas is concerned about the safety, health, and/or well-being of all of its students, faculty, and staff, and has policies regarding the well-being for all members of the TSTC West Texas community. Specifically, the policies address activities that are disruptive to the mission of the College, as well as any suicidal or self injurious threats or behaviors.

What to report?

Distressed - Emotionally troubled, psychiatrically symptomatic, individuals impacted by situational stressors & traumatic events

Disturbing - Behaviorally disruptive, unusual, and/or bizarrely acting, destructive, apparently harmful to others, and substance abusing

Dysregulated - Suicidal or para-suicidal (self-injurious, eating disorders), individuals engaging in risk-taking behaviors, hostile, aggressive, relationally abusive, and individuals deficient in skills that regulate emotion, self, cognition, behavior, and relationships

You may visit the following web page for more information or to report an incident.

http://www.westtexas.tstc.edu/index.cfm?Action=BIT_Home

Education and Career Specialist (ECS)

Everyone interested in enrolling at TSTC is assigned an Education and Career Specialist (ECS) who will help with the entire application process. The ECS acts as an advisor to help students with items such as their application, financial aid, testing, scholarships and any other documents needed to be a student at TSTC. Once you are a student, your ECS will be your point of contact throughout your educational experience at TSTC. Your ECS will work closely with your faculty and other TSTC staff to help you be successful.

Academic Advising

It is the practice of Texas State Technical College West Texas that faculty advisors from the student's major field of study advise each student that is enrolled in an instructional department.

PERTINENT INFORMATION:

The Division Chair is responsible for ensuring that:

- A. Each student is assigned to a faculty advisor.
- B. Each student is made aware of this assignment
- C. Students receive appropriate assistance and advice from major program chair. One documented advisement per student per term is required.
See COP 360. *web address?*

REGISTRATION

Students must register for classes at the beginning of each ^{term} semester of attendance in accordance to the registration schedule. Attending class or doing course work for a course for which they are not properly registered which includes paying fees, is prohibited and is grounds for dismissal from the college.

Students who are in good standing with TSTC West Texas should pre-register for classes during the scheduled early registration period. Good standing is defined as follows:

- A. The student is clear of any indebtedness to the college.
- B. The student has a GPA of 2.000 or greater from the previous semester.
- C. The student has no registration restrictions documented in college files.

Students who are not in good standing must wait until scheduled registration day.

COPYRIGHT COMPLIANCE LAWS

Copyright compliance pertains to the use of print, CDs, DVDs, Videos, graphic images, logos, and certain corporate signs and symbols. The Recording Industry Association of America (RIAA) works to "protect intellectual property rights worldwide". Class action lawsuits have been instituted in Los Angeles, California against students for illegal downloading of music which is also known as piracy. These class action lawsuits are ongoing and any violator can be added to the suit. It is illegal to download music, copy videos/video clips, download songs and create your own CD for yourself or your friends without getting permission from the author or creator of the original works. Piracy cheats the original creators including the motion picture directors, actors/actresses, writers, etc. This organization assists with the tracking of illegal copyright information and prosecutes any violators. Students have been known to receive letters for the illegal downloading of music, etc. and have been required to pay fines in the amount of \$5,000 within ten days.

Please be aware that piracy and copyright violations will not be tolerated by TSTC. Please read the copyright information located at <http://system.tstc.edu/copyright.asp>

If you have additional questions regarding copyright issues and/or need additional information, please contact your copyright compliance officer or a library staff member for assistance.

CODE OF DISCIPLINARY AND JUDICIAL PROCEDURES

I. PREAMBLE

TSTC West Texas recognizes that enrolled students have certain rights which may be exercised by the student(s) within the limitations of established TSTC

West Texas rules and regulations and federal, state and local laws. TSTC West Texas, therefore, publishes this Code of Disciplinary and Judicial Procedures to inform and guide both students and personnel.

Each student has the right to individual freedom and personal privacy and action except as previously specified. These rights will be observed by all students and employees. Every student has the right to petition for changes in TSTC West Texas policy, practice or procedure and to offer constructive criticism. This right, however, does not allow rebellious protest against persons in authority or a disruption of normal College life.

Each student has the right of freedom from harassment of any nature, the right to peaceful assembly, the right to protection/safety of person and property and the right to petition, through proper procedure, for redress of grievances. Students are expected to exercise their rights, both individually and collectively, in a mature and responsible manner. Students have the right of appeal, through proper channels, of disciplinary decisions pertinent to them.

II. Search and Seizure and Privacy

Realizing the need for privacy, the College shall make every effort to guarantee such privacy to the occupants of the residence halls. It is hoped that entry into residence hall rooms, except for routine inspection and maintenance, will not be necessary. This guarantee of privacy depends on the cooperation and willingness of each occupant to respect the rights of others and the rights of the College.

Except by invitation, students' rooms may be entered by a staff member only for the purpose of routine inspection, when it is reasonably believed that a violation of College regulations or local, state or federal laws is occurring or when it is feared there is an imminent danger to life, safety, health or property.

Routine Inspections

- A. At no time during these inspections is the staff member allowed to open desks or bureaus or to examine the personal effects of the residents of the room, except for the refrigerator for health and hygiene reasons.
- B. Items of contraband* in full view may be impounded during routine inspections by Housing Supervisor/Campus Police, who will then notify students assigned to the room.
- C. The Housing Supervisor will deliver all confiscated/impounded items to Campus Police with the exception of household appliances and pets, immediately upon completing the inspection. The Campus Police Department will then send a written report of the findings to the Vice President of Student Development or designee. The Housing Supervisor/Resident Assistant will write and /or review the incident report and forward this form to the Vice President of Student Development or designee.

All Other Inspections

- A. If anyone has reason to believe that College regulations or local, state or federal laws are being violated, or that there is an imminent danger to life, safety, health or property, he/she will immediately inform the appropriate staff member of all relevant facts and circumstances. A licensed, canine detection service is used to check residential housing, automobiles and other areas.
- B. If the Housing Supervisor, Resident Assistant or other administrative official has reason to believe there is probable cause for concern, an authorized College staff person will enter the room and conduct a search of the premises immediately with the assistance of another College staff member. During this search, the staff members are authorized to open desks, bureaus and closets and to examine the personal effects of residents of the room. Appropriate steps will be taken to alleviate any emergency situation. Any contraband found will be impounded. When possible, the resident (s) will be notified and present.
- C. College staff members will deliver all confiscated/impounded items to Campus Police immediately upon completing the search. The Campus Police will then send a written report of the findings to the Vice President of Student Development or designee, as well as, the Housing Supervisor.

*Contraband is defined as any property that is unauthorized and/or illegal under the rules and regulations of the residence hall, Texas State Technical College West Texas regulations, ordinances of the City of Sweetwater, the laws of the State of Texas, or the laws of the United States.

U.S. Constitution: Fourth Amendment - Search and Seizure

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

All students are expected to familiarize themselves with all TSTC West Texas rules and regulations and to abide by these rules and regulations to ensure that available educational opportunities are fully utilized. Students are also expected to comply with all federal, state, and local laws, not only while on campus, but in their conduct off campus. The student is responsible for obtaining published materials which update items in this Code. If the student is unsure of proper procedure or has any questions concerning the rules and regulations or the correct application of this Code, he/she should confer with the Associate Vice President of Student Development, or with a Counselor.

All Campus Operating Procedures are posted on the Texas State Technical College West Texas web site:

<http://www.westtexas.tstc.edu/sharedapps/cop/>

III. AUTHORITY

TSTC West Texas reserves to itself all the rights, privileges and authority assigned to it and/or its duly authorized administrative officials by the Texas Legislature and/or the Board of Regents. The chief administrative officer is the Campus President. He/she may actively exercise his/her authority in disciplinary matters or he/she may appoint/designate another employee to act on his/her behalf. All policies, rules, regulations, fees, curricula, etc., are subject to change, either as a result of legislative action, action by the Board of Regents, the system Leadership Alliance or any other appropriate body or department. TSTC West Texas retains jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated an institutional policy, regulation or law, even though that person is no longer an enrolled student at TSTC West Texas.

The Vice President of Student Development or designee is the administrative officer charged with supervision of student discipline. He/she may actively participate in all phases of disciplinary action or he/she may assign/designate a counselor or other TSTC West Texas employee to act in his/her behalf. All actions taken by said designee are subject to review by the Associate VP. Instructors may recommend to the Associate VP or to a counselor that a student be placed on disciplinary probation for inappropriate/disruptive conduct or behavior in a classroom or laboratory. Such recommendations will be handled according to stated judicial procedure.

IV. STUDENT BEHAVIOR POLICIES

Each student is expected to act in a manner consistent with the College's function as an educational institution. Specific examples of misconduct or inappropriate behavior for which students may be subject to disciplinary action include, but are not limited to, the following:

- A. Commission of any criminal offense under federal, state or municipal law.
- B. Failure to comply with the directive(s) of a College official acting in the performance of his/her duties.
- C. Giving false testimony or other evidence at any campus disciplinary proceeding.
- D. Failure to meet financial obligations of the College.
- E. Misuse of fire or other life/safety equipment on College property.
- F. Unauthorized use and/or possession of ammunition, firearms or other weapons on College property.
- G. Conducting oneself in a manner that significantly endangers the health or safety of other persons, including members of the school community or visitors to the campus.
- H. Stealing, destroying, defacing, damaging, or misusing school property or property belonging to another person. This is to include, but is not limited to, books, the Internet, materials and/or equipment from the Learning Resource Center (Library).
- I. Accessing, possessing, posting or sharing any racist, sexist, threatening, obscene, pornographic or otherwise objectionable material (i.e., visual,

- textual, or auditory entity) from any electronic source (i.e. internet, CD, DVD, etc.).
- J. Intentionally using the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user (hacking).
 - K. Possession of or making use of College keys for unauthorized purposes.
 - L. Engaging in hazing activity or voluntarily submitting to hazing activity.
 - M. Gambling, in any form, on College property.
 - N. Possessing, consuming, distributing or being under the influence of intoxicating beverages on college property, including a collegiate or intramural athletic facility and/or any off-campus area which serves as a site for a college function.
 - O. Possessing, consuming, distributing an intoxicating beverage or being intoxicated at any College sponsored function or activity, whether on campus or off campus, whether of the age of majority (21 years of age) or a minor (under 21 years of age).
 - P. Purchasing, supplying, and instigating the use or consumption of any intoxicating beverage by a student who is below the legal drinking age (21 years of age).
 - Q. Possession, use, sale or distribution of any quantity, whether usable or not, of any illegal drug, narcotic or controlled substance; of drug paraphernalia or being under the influence of said drug, narcotic or controlled substance.
 - R. Advocating or recommending, either orally or in writing, the conscious or deliberate violation of any federal, state or local law. Advocacy means addressing an individual or group proposing imminent action and urging such action.
 - S. Forgery, alteration or misuse of school documents, forms, records or identification cards.
 - T. Participation in an initiation to any organization and/or club which includes any dangerous, harmful, embarrassing or degrading act to any student. Violation of this prohibition renders both the student(s) involved and the organization/club subject to disciplinary action.
 - U. Violation of any rule or regulation governing residential living in campus and/or auxiliary campus housing facilities or any breach of a residential living contract.
 - V. Unauthorized possession, ignition or detonation of any explosive device, fireworks, liquid or an object which is flammable or which could cause injury or damage by fire or explosion to persons or property on College property.
 - W. Unauthorized entry, by any means, into or use of any College building, facility, vehicle, equipment or resource.
 - X. Failure to heed an official summons to the office of an administrative officer within the designated time. This is to include, but is not limited to, summons or notification to appear in a counselor's office.
 - Y. Failure to maintain a current official mailing address in the Admissions and Records office or giving a false or fictitious address to said office.

- Z. Failure to provide a current local residence address, if different from the official mailing address, to the Admissions and Records office.
- AA. Knowingly furnishing false information to a college official in the performance of his/her duties.
- BB. False alarm or report where the person knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, offense or other emergency that is false or baseless and that would cause action of an official or volunteer agency organized to deal with such emergencies to place a person in fear of imminent serious bodily injury or prevent or interrupt the occupation of a building, room, aircraft, automobile or other mode of conveyance.
- CC. Failure to evacuate a campus building during a fire drill, at the sound of a fire alarm, and during a tornado warning evacuation.
- DD. Issuance of a check without sufficient funds to cover the amount of the check.
- EE. Vulgar, abusive language and/or offensive or obscene behavior directed toward another student, guest or employee of TSTC West Texas.
- FF. Psychological or physical abuse intended to insult, intimidate, harass or injure any person on campus or at an off-campus college sponsored event.
- GG. Harassment in which an individual intentionally threatens or intimidates, in person, by telephone or in writing, to take unlawful action against any person and by this action intentionally, knowingly or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient. This includes stalking of a student or employee.
- HH. Scholastic dishonesty (See Section V.).
- II. Obstruction or disruption of teaching, administration, disciplinary proceedings or other school activities, including, but not limited to, public service functions or other authorized activities on school premises.
- JJ. Actions which attempt to prevent employees of the college from performing their job duties.
- KK. Campus disruptive activities (See Section VI.).
- LL. Sheltering, leashing or providing on-going care to any domesticated or undomesticated animal either within campus housing, auxiliary campus housing or on the premises of college-owned property. The exception to this would include trained animals used to assist the disabled.
- MM. Fraternization with any employee of the College, such as faculty members, administrators or support staff, at personal levels leading to dating, co-habitation and/or sexual intercourse. (COP #330)
- NN. Inappropriate dress, grooming and personal hygiene while attending class or participating in an on or off-campus college sponsored event. If in doubt, ask staff member responsible for class or event.
- OO. Inappropriate behavior (i.e., insubordination, public display of affection, etc.)
- PP. Smoking in a designated non-smoking area or building.

V. SCHOLASTIC HONESTY

The College expects every student to engage in all scholastic pursuits in a manner that is beyond reproach. Students are required to maintain complete honesty and integrity in the classroom and/or laboratory. Any student found guilty of dishonesty in scholastic work is subject to disciplinary action.

- A. Scholastic dishonesty includes, but is not limited to, cheating on scholastic work, plagiarism and collusion.
- B. Cheating on scholastic work includes:
 - 1. Copying from another student's test paper or other scholastic work.
 - 2. Using, during a test, materials or equipment not authorized by the person administering the test.
 - 3. Collaborating, without authority, with another student during an examination or in the preparation of scholastic work.
 - 4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test.
 - 5. Soliciting, bribing or coercing an instructor or student grader to alter the score or grade achieved on a test or other scholastic work.
 - 6. Substituting for another student, or permitting another student to substitute for one-self, to take a test or prepare other academic work or laboratory assignments/experiments.
 - 7. Soliciting, bribing or coercing another person to obtain an un-administered test/examination or information about an un-administered test/examination.

Procedures for discipline due to scholastic dishonesty shall be the same as in disciplinary actions specified in Section IX et seq., except that all scholastic dishonesty actions shall be first considered and reviewed by the faculty member in whose class/laboratory the infraction occurred. If the student does not accept the decision of the faculty member, he/she may appeal to the Program Chairperson and then to the Vice President of Student Learning or designee. The student may then follow the normal disciplinary procedures specified in Section IX et seq. If the student denies the charges against him/her and pursues the disciplinary process, he/she shall not be suspended from class or from the College until he/she has received substantive and procedural due process under Section X. et seq. unless determined otherwise by the Vice President of Student Development or designee.

VI. CAMPUS DISRUPTIVE ACTIVITIES

VERNON'S TEXAS CODES ANNOTATED (VTCA) EDUCATION CODE Sec. 51.935— DISRUPTIVE ACTIVITIES

- 1. A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of an institution of higher education.
- 2. For purposes of this section, disruptive activity is activity described by Section 37.123(b).

- a. Obstructing or restraining the passage of persons in an exit, entrance or hallway of a building without the authorization of the administration of the school;
 - b. Seizing control of a building or portion of a building to interfere with an administrative, educational, research or other authorized activity;
 - c. Preventing or attempting to prevent by force or violence, or threat of force or violence, a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;
 - 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 a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school.
3. An offense under this section is a Class B misdemeanor.
 4. Any person who is convicted the third time of violating this section is ineligible to attend any institution of higher education receiving funds from this state before the second anniversary of the third conviction.
 5. Any person who is convicted the third time of violating this section is ineligible to attend any institution of higher education receiving funds from this state before the second anniversary of the 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.

DISRUPTIVE BEHAVIOR

Disruptive behavior is prohibited. Students are expected to conduct themselves in a manner compatible with the functions and purposes of Texas State Technical College – West Texas. Although the College is committed to the student's constitutional rights, including due process in student disciplinary matters, it has an equal obligation to protect its educational purposes. The college must be concerned with individual or group actions in conflict with the welfare and integrity of the institution.

VII. SUSPENDED STUDENT RESTRICTION

No student who has been suspended for disciplinary reasons from the College shall be permitted on the campus of the College during the period of such suspension without the prior written approval of the Vice President of Student Development or the designated administrator of the College.

VIII. PROCEDURE FOR ADMINISTRATION OF DISCIPLINE

A student at TSTC West Texas neither loses the rights nor escapes the responsibilities of citizenship. The student is expected to obey all federal, state and local laws in addition to college policies and regulations.

This Code applies to individual students and states the function of the student, faculty and administration of the College in disciplinary proceedings. The College has jurisdiction for disciplinary purposes over a person who is or was a student at the time he/she allegedly violated an institutional policy or regulation. This Code contains procedures for dealing with alleged student violations of institutional standards of conduct in a manner consistent with the rights of the student and the College. Specifics are detailed in College Operating Procedure (COP) 700: Student Disciplinary Appeal Board.

IX. INVESTIGATIVE PROCEDURES

- A. When the Vice President of Student Development or designee receives written documentation that a student has allegedly violated a college policy or regulation, the Vice President or designate shall investigate the alleged violation. The investigation may result in one of the following actions:
 - 1. Dismissal of the allegation as unfounded, either before or after discussing it with the person(s) involved; or
 - 2. Proceeding administratively in preparing a charge based on the allegation for use in a disciplinary hearing along with a list of witnesses and documentary/physical evidence supporting the allegation.
- B. The Vice President or designate may take immediate interim action and suspend the right of the student to be present on campus and to attend classes. The Vice President or designate may also otherwise alter the status of the student for violation of college policy or regulation when of the opinion that the interest of the College would be best served by such action and/or the student poses a threat to self and/or others.
- C. During the investigation of an allegation, no person shall search a student's personal possessions for the purpose of obtaining information or enforcing College policies or regulations unless the student's prior permission has been obtained. This permission must be either written or, if verbal, witnessed by at least one person other than the investigating official. Searches by law enforcement officers of personal possessions shall be only as authorized by law.

X. ADMINISTRATIVE HEARING PROCEDURES

A. When information is established that a violation has occurred, the following procedures shall be initiated by the Vice President or designate:

1. If contact cannot be made, summon the student in writing (registered U.S. mail or receipted hand delivered) to appear at a specified time and place, not less than three (3) class or examination days after the date the letter has been received by the student. A form shall be signed by the student upon hand receipt of said letter.
2. Inform the student verbally or in writing of the allegation(s) put forth.
3. Afford the student the opportunity to refute the allegation(s), to agree/ disagree that the allegation(s) is true and to present information in support of the student's position.
4. Make a decision regarding the allegation(s) if the student does not respond in person to the summons.
5. Present, in writing, a decision to the student regarding the allegation(s), which represents the official position of the College. A copy of this letter is to be directed to the student's main program instructor.
6. Inform the student of the right to appeal the decision and the procedure to be followed in the appeal process.
7. If the student accepts the decision of the Vice President or designee, sign a statement within three (3) class or examination days of receipt of the decision letter, verifying that the student understands the nature of the allegation(s) and the penalty imposed and waives the right to appeal. This shall be included in the decision letter.

B. Appeal Procedures of Administrative Decisions:

- A. When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Disciplinary Appeal Board.
- B. A detailed request for an appeal must be put in writing to the Chair of the Student Disciplinary Appeal Board on or before the third (3rd) class or examination day following the receipt by the student of the administrative disposition. A detailed request shall then be presented to the Vice President or designee by the Chair.
- C. Pending final action of the allegation(s), including appeals by the student, the student's status in the College may not be altered, nor will the right to attend class be suspended. Exceptions to this provision will include cases in which the student disrupts college activities, poses a threat to the physical or emotional well being of self, other students or college staff or faculty who might be endangered or adversely affected as determined by the Vice President or designee, or in the event of interim suspension as defined in Immediate Interim Action.
- D. The student's Program Chair/Lead Instructor or Academic Advisor in the instance of undeclared students will also be notified in writing of the proceeding.

XI. STUDENT DISCIPLINARY APPEAL BOARD COMPOSITION

- A. The Board membership shall be appointed by the President's Cabinet of the College.
- B. The Board membership shall be appointed annually at the beginning of the fall semester.
- C. A hearing body shall be appointed from the Board to hear an individual case. The hearing body shall consist, at a minimum, of three members which includes at least one administrator/staff member, one faculty member and one student.
- D. The Chair of the Board shall be elected by the Board members by majority vote. The Chair shall be a non-student member.

XII. PROCEDURAL DUE PROCESS

- A. The Chair of the hearing body shall advise the student in writing when giving notice of the hearing date of the following procedural due process rights:
 - 1. To have a hearing which shall be private unless requested in writing by the student and agreed to by the Chair to be open. Prior notice to this effect shall be given in writing to the Board Chair by the student five (5) class or examination days in advance of the hearing;
 - 2. To have one representative from the college community present during the hearing to advise and be a resource and sounding board for the student concerning due process procedures, pertinent issues and appropriate communication. The representative has the option to speak on behalf of the student only when recognized or asked to do so by the Chair and/or the student. Excluded as representatives are attorneys at law, except in an appeal of a suspension or dismissal from the College. In such an instance, the College is also entitled to representation by an attorney at law;
 - 3. To challenge the presence of a member of the hearing body whom the student feels might be prejudiced against the student. The Chair shall determine the validity of any challenge. If upheld, then the Chair shall declare the member disqualified. Any member of the hearing body must withdraw from the hearing if the member has personal knowledge or evidence relevant to the hearing;
 - 4. To be assured of the absence of conflict of interest, in that no member of the Board shall independently advise, assist or counsel any student or advisor in the preparation of an appeal;
 - 5. To know the identity of each witness who will testify for the College;
 - 6. To produce as well as to require the Administration to produce documentary and physical evidence possessed by the College. This information and request must be submitted to the Board Chair three (3) class days prior to the hearing date;

7. To present witnesses and question these witnesses; the names of these witnesses must be submitted to the Board Chair three (3) class or examination days prior to the hearing date;
 8. To cross examine each witness who testifies for the College;
 9. To appeal the decision of the hearing body to the Campus President.
- B. The College has the following rights:
1. To withhold any refunds due a student while in the appeal process;
 2. To defer registration for the next semester until the appeal process is exhausted;
 3. To produce documentary and physical evidence relevant to the allegation(s); This information must be submitted to the Board Chair three (3) class or examination days prior to the hearing date;
 4. To summon witnesses and question these witnesses on its behalf. This list of witnesses must be submitted to the Board Chair three (3) class or examination days prior to the hearing date;
 5. To challenge the presence of a member of the hearing body whom the college feels might be prejudiced against the case or if a student member has been in disciplinary proceedings regardless of when the offense happened. The VP of Student Development shall determine the validity of any challenge. If upheld, then the VP shall declare the member disqualified;
 6. To cross examine each witness who testifies on behalf of the student;
 7. To appeal a decision of the hearing body to the President of the College.
- C. The Board has the following rights:
1. To have a college staff member present to take minutes of the hearing. The hearing body may record the hearing by electronic measures. The student is entitled to a copy of the tape and the transcript of the proceedings within 30 days of the hearing, if so requested in writing by the student to the Chair of the Board. A copy of this request shall be given to the VP of Student Development or designee;
 2. To summon witnesses and require the production of documentary and physical evidence;
 3. To dismiss the appeal before it if the student does not appear in person;
 4. To deny a representative the right to be present and represent the absent student.

XIII. STUDENT DISCIPLINARY APPEAL BOARD HEARING BODY PROCEDURES

- A. The Chair of the Board shall set the date, time and place for the informal hearing. There shall be a minimum of five (5) and a maximum of ten (10) class or examination days allowed for the preparation for the hearing unless the Chair of the Board decides upon a continuance.

- B. The VP of Student Development or designate shall represent the College before the hearing body and present evidence to support an allegation of a violation of a college policy or regulation.
- C. The Chair of the Board shall send notice (See "Administrative Hearing Procedures", A.1.) of the hearing to the student which shall state the alleged violation(s), direct the student to appear before the hearing body on the date, time and place specified, detail the student's procedural due process rights and inform the student that the hearing will be dismissed and the right of appeal will be forfeited as determined by the Chair if the student does not appear. In the latter instance, this failure to respond to an official College directive shall be referred to the VP of Student Development or designee for disposition.
- D. The hearing shall be private unless requested in writing by the student and agreed to by the Chair to be open. Prior notice to this effect shall be given in writing to the Board Chair by the student five (5) class or examination days in advance of the hearing.
- E. Evidence:
1. All evidence pertinent to the case shall be presented to the hearing body during the hearing and shall be made a part of the hearing record.
 2. Legal rules of evidence shall not apply to hearings before the hearing body. The hearing body may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable persons in the conduct of their affairs.
 3. The hearing body shall exclude irrelevant, immaterial and unduly repetitious evidence.
 4. The hearing body shall presume a student innocent of the alleged violation until the hearing body determines through a preponderance of the evidence that the student violated a college policy or regulation.
- F. Any individual or group which misrepresents, either verbally or in writing, the nature of the events, or which falsifies the given testimony in any way, or which violates an order of the hearing body shall be found in contempt of the Board. This finding shall be referred to the VP of Student Development or designee, who, in consultation with the Board, will determine a course of action.
- G. The hearing body shall proceed as follows:
1. The Chair of hearing body or designate shall inform the student of rights as stated in the notice of the hearing.
 2. The Chair shall read the allegation(s) and the administrative decision.
 3. The Chair shall read the student's appeal statement.
 4. The VP of Student Development or designee shall present the college's case.
 5. The student shall cross examine any college witnesses.
 6. The student shall present a defense.
 7. The VP of Student Development or designee shall cross examine any witnesses of the student.

8. The VP of Student Development or designee and the student may present rebuttal evidence and arguments.
 9. The VP of Student Development or designee and student shall present closing summary remarks.
 10. The hearing body shall then retire to deliberate in private.
 11. The hearing body will determine by majority vote whether or not there has been a violation of college policy or regulation.
 12. If the hearing body finds that there has been a violation committed, the hearing body will then determine if the penalty given was appropriate.
 13. The hearing body shall state in writing each finding of a violation of college policy or regulation and the penalty determined. Each hearing body member concurring in the finding and penalty shall sign a statement to this effect.
- H. The hearing body may:
1. Affirm the action.
 2. Reduce or modify the penalty.
 3. Dismiss the charge (s) if determination is made that action was taken on grounds not supported by a preponderance of evidence and/or the student was not afforded proper due process.
 4. Remand the case to the VP of Student Development or designee for further consideration.
- I. If the appeal is denied, failure of the student to abide by the terms and conditions which have been upheld subjects the student to further disciplinary action up to and including suspension or expulsion from the College.

XIV. APPEAL PROCEDURES OF THE HEARING BODY DECISION

- A. The Campus President may overrule any decision made by the hearing body regardless of whether an appeal is initiated by the student or not.
- B. Only cases heard by the hearing body involving violations of the Code of Disciplinary and Judicial Procedures may be appealed to the Campus President. Appeals to the President must be made in writing within three (3) class or examination days of notification to the student of hearing body's action. The decision of the President is final.

XV. DISCIPLINARY RECORDS

- A. All records pertaining to disciplinary cases shall be retained in the office of the VP of Student Development or designee for one (1) year after the student terminates enrollment by completion or withdrawal from the College. If the decision involves suspension from the College, the records shall be maintained for three (3) years; if expulsion from the College, for five (5) years. Records are to be maintained on paper as confidential information.

- B. Decisions of disciplinary actions shall not be recorded on official transcripts or other official documents attesting to the educational work of the student.
- C. The Vice President of Student Development or designee shall notify Admissions and Records, Telecommunications and Network Services, Financial Services, Student Accounting and appropriate Administration in writing when a student is expelled or suspended from the College. In instances of suspension, these staff members will be notified as to the semester the suspended student is eligible to register for classes.

XVI. PENALTIES

The appropriate VP of Student Development, his/her designate, the Student Disciplinary Appeal Board and/or the Campus President may select one of the following or another appropriate penalty:

- C. Oral or written warning.
- D. Requiring the student to complete a special project which may be, but is not limited to, writing an essay on a specified topic, attending a special class or lecture and/or attending counseling sessions. The special project may be imposed for a definite period of time only.
- E. Cancellation of campus or auxiliary campus housing contract.
- F. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- G. Ineligibility for election as a Student Government Association officer or representative for a specified period of time.
- H. Removal from a Student Government Association or other club/organization office for a specified period of time.
- I. Prohibition against representing the College in any special honorary role or position.
- J. Withholding an official transcript or degree.
- K. Being barred from readmission to TSTC West Texas (all locations) for a specified period of time.
- L. Requiring restitution, whether monetary or by specific duties or reimbursement, for damage to or misappropriation of College, student or employee property and/or funds.
- M. Denial or non-recognition of a degree.
- N. Suspension of rights and privileges, including but not limited to, participation in athletic, co-curricular, extra-curricular and/or other student activities for a specified period of time.
- O. Withdrawal from a course with a grade of W.
- P. Failing or reduction of a grade on a test, in a course or other scholastic work and/or performing additional scholastic work not required of other students in the course.
- Q. Suspension from the College for a specified period of time, ranging from one (1) full semester to one (1) full year. During suspension, a student shall not attend classes or participate in any activities of the College. Repeated infractions which result in suspension may incur the penalty of being expelled from the College.
- R. Expulsion (permanent separation) from the College.

- S. Barring the student from campus property.
- T. Prohibiting the student from enrolling or re-enrolling in the College until a specified act or project has been performed by the student.
- U. Such other penalty as is deemed appropriate to the infraction by the judicial or appellate person or body.

FINANCE

Check Cashing

The TSTC West Texas Student Accounting Office provides students, faculty, and staff with personal check cashing services within certain limitations. Students may cash personal checks up to \$50.00 per day and checks made payable to the student by parents or guardians up to \$100.00 per week.

A valid TSTC West Texas identification card and a valid driver's license must be presented before a check can be cashed. In the event that a personal check does not clear the bank, the cashier will notify the student and a \$25.00 handling fee is assessed. All fees are then payable by cash, money order or cashier's check. In addition, the student LOSES his/her check cashing privileges for a period of 90 days for the first offence. A person will permanently lose check cashing services for a second offense.

FINANCIAL AID

TSTC West Texas has a comprehensive program of grants, scholarships, work study and various loans to assist qualified students with the cost of their education. Please be aware that purchasing a car and various other expenses is not a qualified educational expense for using financial aid funds. For additional information concerning financial aid, please refer to the TSTC West Texas website at <http://www.westtexas.tstc.edu>. Additional information may be obtained from the U.S. Department of Education website at www.ed.gov.

All students, new and returning, must apply for financial aid for each academic year in which they will be attending. Academic years usually begin in September and end in August of the following year. When aid has been awarded for an academic year, it continues through each term of that academic year. Students should begin the application process by completing a new FAFSA and preparing documentation that may be required for the following fall term as soon as all tax returns have been filed by the student and/or parent. Priority processing deadline for the Fall term is June 1st. Your financial aid file should be complete by this date to receive priority processing.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

The following standards of academic progress are adopted for the purpose of determining continuing student eligibility for financial aid. These provisions apply to those students who are receiving financial aid or those who may be applying for financial aid in the future. Progress will be reviewed at the end of each term to determine that the student is making satisfactory progress. This review will include all periods of enrollment. Students are expected to be continually aware of their grades and course completion. A student who is placed on probation or suspension may be notified through their student email account by the financial aid office; however, failure

to receive notification will not change the student's financial aid status. Financial aid probation is a warning period. Financial aid suspension means that you will lose eligibility for all financial aid awards, including work study, if applicable.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS (SAP)

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

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

To continue receiving financial aid, you are expected to successfully complete all of your classes with passing grades. You must have at least a 2.00 cumulative GPA (based on all terms of enrollment) and at least a 2.00 term GPA during each period of enrollment.

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

When you enroll in classes and receive financial aid to pay for those classes, you are expected to successfully complete those classes. You must complete at least 75% of the credit hours that you started or enrolled for during each term. This requirement is also reviewed for cumulative completion of 75% of all courses attempted during your enrollment. Only passing grades count as successful completions. Incomplete, in progress, failing grades, and drop/withdrawals are attempted courses, and will be calculated in the 75% completion requirement.

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

EXAMPLE						
Full-time student, assuming GPA is above a 2.000 every term						
Attempted	Completed	75% for term	Cum. Attempted	Cum Completed	75% cumulative	SAP Status
15	9	no	15	9	no	Probation
12	12	yes	27	21	yes	Satisfactory
12	6	no	39	27	no	Probation
15	11	yes	54	38	no	Suspension
12	6	no	66	44	no	Suspension
15	6	no	81	50	no	Suspension
12	12	yes	93	62	no	Suspension
15	10	no	108	72	no	Max Time Frame – Suspension (Final)

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

1. All attempted credit hours are counted even if you were not receiving aid to pay for them.
2. Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
3. If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for 2 attempts in a course.
4. If you withdraw from a course, it is still counted as an attempted course and included in the SAP calculation.

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

Additional SAP Rules: Remedial or Developmental Coursework

You may be able to take up to 30 hours of remedial or developmental course work and receive financial aid to pay for those costs. These courses will be included in the qualitative and quantitative measurements for SAP. All courses, including failures, incompletes, in progress, or drop/withdrawal are counted toward the maximum 30 credit hour limit. Once you have attempted 30 credit hours of remedial or developmental classes, you will not be able to receive additional financial aid to pay for those courses. Enrollment in these courses is indicated by testing or as recommended by counseling.

Financial aid will NOT pay for:

- Courses taken by audit
- Courses taken outside of your degree plan requirements
- Courses failed and repeated more than two times (except remedial)
- Courses previously passed with a grade of "D" or higher
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term.
- Credit hours in excess of the 150% maximum program limit

More than one academic program change, or two programs
Courses taken without having a declared eligible program (enrolled as undeclared or undecided)

Failure to Meet the Financial Aid Standards of Academic Progress

The first time that a student fails to maintain the minimum standards of satisfactory academic progress requirements, he or she will be placed on financial aid probation for the next term of enrollment. During the probation period, the student will be able to receive financial aid. A student that fails to meet the full terms of the standards of academic progress during the probationary period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measurements have been met. Failing to meet any one of the SAP measurements will place a student on probation or suspension. The financial aid office retains the option of placing a student on continued probation based on a review of individual progress. After financial aid suspension, you must request reinstatement of eligibility in writing to the Financial Aid Office (FAO). If the Financial Aid Office mathematically determines that you cannot complete your program of study within the 150% limit, you will immediately be placed on financial aid suspension. Once the 150% limit has been met, you cannot regain satisfactory progress or financial aid eligibility. The student is responsible for paying all expenses during any enrollment period while on suspension.

Appeal Process

If you are placed on financial aid suspension, you may petition the FAO, in writing, to consider mitigating circumstances that resulted in your inability to meet the SAP requirements. The appeal must include supporting documentation regarding your special circumstance, such as medical statements or death certificates. Special circumstance considerations will be limited to extreme hardships. Only one appeal for mitigating circumstances will be considered during your enrollment. You must also meet with a TSTC Counselor and meet any requirements they ask of you in order for them to make a recommendation to the FAO. The Financial Aid Office will review the appeal and approve or deny your appeal. The decision of the financial aid office appeal process is final and cannot be appealed. Not enrolling for one or more terms does not removeⁱ the probation or suspension status.

Loan Program Restrictions

In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP every time funds are released. You must be enrolled for six or more credit hours to receive loan funds. If you are not meeting SAP when loan funds are being disbursed, your loan will be canceled and you must reapply when SAP has been reached. Other restrictions may limit how much you can borrow and when you will receive your loan payments. You should always borrow the smallest amount possible since these are funds that must be repaid when you leave school for any reason.

WARNING: REPAYMENT OF FEDERAL FUNDS

If you receive federal financial aid and stop attending or withdraw from all courses at or before 60% of the term is completed, you will be required to repay all or a portion of the federal aid you received, including that used to pay for your college expenses. If you received a grade of F in all courses for any term, you will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor

certifies and documents that you were participating in at least one class after the 60% point of the term or until the end of the term. A term may consist of one or more blocks or modules.

FOR FINANCIAL AID PURPOSES: Students receiving financial aid are allowed only one major or program change while attending TSTC West Texas. Additional program changes are not eligible for financial aid. Program changes must be submitted in writing to the financial aid office. The appropriate form may be picked up in the financial aid office or <http://www.westtexas.tstc.edu> and must be completed and signed by the student and a TSTC Counselor. Program Chairpersons may be asked to make a recommendation.

• **FOR ACADEMIC PURPOSES:** Students may change their major during the first three to five (3-5) class days of the semester or at the time they register for the next semester, depending on the program of study the student is wanting to change to. Approval must be obtained from both program chairs and the counselor. Forms for changing majors are available in the Admissions and Records Office.

FINANCIAL AID AWARD LETTERS

Financial aid awards shown on Award Letters assume that the student will be enrolled and attend twelve or more credit hours. Awards may be prorated or eliminated for less than full time enrollment. Financial aid funds are to be used for your educational expenses. For instance, buying a car with financial aid funds is not an allowable expense. . Students who want loans must return the Loan Acknowledgement Form and return it to the financial aid office at the campus you are attending. Students must also complete Loan Entrance Counseling and a Master Promissory Note (MPN) online before any loan funds will be released. Login in to: <https://studentloans.gov> to complete these steps. Instructions for completing these requirements is included with the Award Letter.

Loan proceeds for first time borrowers will not be available until at least 30 days after the first class day. Failure to attend all classes by the census day of the course may result in a reduction of your financial aid for the semester. If you are enrolled in a class that begins later than the first day of the term (i.e. Block Schedule); financial aid for that class will not be earned until attendance is verified by the census date of that class. Loans and certain grants will not be available until attendance is verified for classes totaling 6 credit hours or more.

Your financial aid will not be transmitted until ALL of your "official" transcripts (sealed, stamped envelope) from high school and previous colleges are on file in the TSTC Registrar's Office.

Receiving additional aid or scholarships, after being awarded, may cause a reduction in other types of aid if your total assistance exceeds the maximum allowable. Students must promptly notify the financial aid office of any additional assistance they may receive to avoid having to return money that you may have already received. You should always keep the financial aid office informed of your most current information.

RECEIPT OF FINANCIAL AID

Financial aid is disbursed to the student each term by crediting the student's account. Charges for tuition, fees, books, room and board, and other charges as necessary for your educational expense will be deducted from any financial aid credited to your student account. The Student Accounting Office is responsible for any charges and remaining disbursement of funds. If the amount of all credited financial aid exceeds the student's charges, the remaining balance will be disbursed via the method determined by the Student Accounting Office no earlier than the 13th class day. Loan proceeds for first time borrowers will not be available until at least 30 days after the first class day. Disbursement dates may be changed without prior notice due to changing requirements or conditions.

RETURNING FEDERAL FINANCIAL AID FUNDS WHEN DISCONTINUING ENROLLMENT OR PARTICIPATION

A student earns financial aid based solely on the length of time he or she has attended the college. Until a student has completed more than 60% of the enrollment period, only a portion of the aid has been earned. The amount of earned aid has no relationship to institutional charges or other incurred costs of attendance. A student who withdraws before that time may (but not necessarily) be required to repay funds to a specific financial aid program. A payment owed, but not paid by the student, will result in suspension of future financial aid eligibility until the debt has been paid. Special refund requirements apply to students who received federal aid that is classified as "Title IV funds". Title IV funds include awards such as Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal Direct Student Loans, Parent Loans (PLUS), and other federal awards.

Students must attend classes to remain eligible for financial aid. Students that withdraw from all classes before completing at least 60% of the current term will generally be required to return or repay a portion of their federal student aid. Additionally, a student that ceases participation (stops attending) all classes and receives a grade of "F: in all classes will also be subject to the same refund policy and calculation as those that withdraw.

For additional information concerning financial aid, please refer to the TSTC West Texas website at <http://www.westtexas.tstc.edu>. Additional information may be obtained from the U.S. Department of Education website at www.ed.gov. Students may apply for aid electronically at www.fafsa.ed.gov

Exceptions to any financial aid policy (not regulations), may be reviewed by a committee appointed and presided over by the Financial Aid Director or appointee.

TSTC West Texas reserves the right to withhold refunds when a student has been suspended or expelled from the college for disciplinary reasons. Such students forfeit all rights to student services privileges.

GOVERNMENT REGULATIONS ALCOHOL AND DRUG FREE CAMPUS

Practice: It is the practice of TSTC West Texas that drug-free campus and workplace conditions is maintained. No students on campus and no employees at any work station shall unlawfully manufacture, distribute, dispense, possess or use on or at the campus or workplace any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300.11 through 1300.15.

Pertinent Information: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE), state education agency (SEA), or local educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Drug-Free Workplace Act of 1988 requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace, or, in the case of a grantee who is an individual, certify to the agency that his or her conduct of grant activity will be drug-free.

Workplace is defined to mean the site for the performance of work done in connection with a federal grant. That includes any college building or any college premises; any college-owned vehicle or any other college-approved vehicle used to transport students to and from college or college activities; off college property during any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.

- A. TSTC West Texas may use random or specific investigative techniques, including drug-sniffing dogs and observation, to detect and prohibit the possession and/or use of alcohol and/or illicit (illegal) drugs.
- B. Residence life (Sweetwater only) is a unique living situation provided by the college in which persons of differing ages, wants and needs live. TSTC West Texas officials may use observation and examination to ensure that all common areas remain drug and alcohol free. Observation by staff or an "alert" by a drug-sniffing dog will be cause to enter any room for inspection and to act on violations of the college's Code of Disciplinary and Judicial Procedures.
- C. All students, employees, visitors and vendors are hereby informed that all policies, rules, regulations and legislation pertaining to alcohol and drugs are to be followed and will be strictly enforced.

AMERICANS WITH DISABILITIES ACT (ADA)

TSTC West Texas abides by the Americans with Disabilities Act (ADA) in serving students with disabilities. Students may access available services by contacting Director of Counseling and Testing, who also serves as the ADA Coordinator.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (JEANNE CLERY DISCLOSURE)

Copies of the federal mandated annual report on campus crime and security statistics are available from the offices of the Vice President of Student Development, New Student Admissions, or TSTC West Texas Department of Public Safety. The annual report can also be viewed at:

http://www.westtexas.tstc.edu/index.cfm?Action=Police_Clery

COMPACT WITH TEXANS

It is the goal of TSTC West Texas faculty and staff to provide a level of customer service that is beyond expectation.

We pledge to be . . .

Friendly.....to all we meet in our work,

Helpful.....in all that we do,

Courteous.....in all of our dealings,

Responsive.....to customers' needs and

Accountable.....for our actions.

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

For more information, please call or write to:

Texas State Technical College West Texas

300 Homer K. Taylor Drive

Sweetwater, Texas 79556

(325) 235 – 7334 or (325) 235-7311

<http://www.westtexas.tstc.edu/sharedcode/compact.cfm>

Formal Written Complaint Handling Procedure

Most questions or complaints can be addressed through routine college channels. If additional assistance is needed, a student is encouraged to file a formal written grievance. (See following section, "Student Grievance Procedures".) TSTC West Texas is committed to student satisfaction. The TSTC West Texas Customer Service Representative is the Assistant to the President.

1. Submit a complaint in writing by filling out the Effective Customer Relations form. This form may be downloaded or obtained at the assistant to the President's office and the Welcome Center in the Lance Sears

- Building. Alternatively, this may be communicated verbally to TSTC West Texas Customer Service Representative at (325) 235 – 7334.
2. The TSTC West Texas Customer Service Representative will acknowledge a complaint and let the student know the matter is receiving attention. The student will be notified in writing within five (5) working days of receiving the complaint as to the length of time it will take to resolve the issue.
 3. The TSTC West Texas Customer Service Representative will investigate the complaint
 4. A solution that is consistent with TSTC West Texas policies as well as applicable local, state and federal laws will be proposed to the student in writing in the time frame specified in step 2.
 5. The student will be contacted by the Customer Service Representative within ten (10) days of the written response to determine his/her satisfaction with the proposed solution and to be sure that the provisions of the solution had been implemented.
 6. If the student is not satisfied with a proposed solution, he/she may request that the complaint be considered by a Dispute Resolution Committee appointed by the college president. This committee will review all available documentation and render a decision as to the resolution of the complaint. All decisions of the committee is final and is not open to further review.

Student Grievance Procedures

In the event the student feels the situation has not been resolved, he/she can file a grievance. This information is provided to the students during campus and online orientations as well as printed in the student handbook.

PROCEDURES:

Grievance Committee

It is the responsibility of The Vice President– Student Development or designee to ensure that all aspects of this policy are followed and that all Student Grievance Committee members are informed on the policies and protocol contained herein.

Complaint/Grievance Process

The complainant may elect to seek assistance from the Counseling and Testing office at the beginning or at any step in the grievance process. The Counselor may be contacted via telephone, email, or in person. The Counselor serves as an impartial resource to (a) help provide advice and counsel on the proper procedures associated with filing and resolving grievances; (b) help individuals identify specific issues involved in the grievance process; and (c) assist in developing approaches for individuals to pursue their grievances within the spirit and intent of the Student Grievance Procedure.

Step 1: Student-Instructor/Staff member

The complainant must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this

level. The conference must take place within **five (5) working days** of the incident which generated the complaint.

Step 2: Student-Department Head/Supervisor

If the complaint cannot be resolved at the instructor or staff member level, the student may appeal to the departmental head or the staff member's supervisor, who will review the complaint. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within **five (5) working days** of completion of step 1.

Step 3: Mediation

If the complainant remains dissatisfied, then the complainant may request mediation. The respondent may also request mediation. A mediation session will take effect only after agreement by both the complainant and respondent. If either party chooses not to participate in mediation, the complainant may proceed to Step 4. Mediation must take place within five (5) working days of the completion of step 2.

Step 4: Student-Formal Grievance

If the complaint is not resolved in the first three steps, a student who desires to continue the grievance process must file a written grievance using the Student Grievance Form. The Student Grievance Form shall be made available to the student by the Counselor or designee. Upon request, the Counselor will explain the grievance process to the student. The completed Student Grievance Form must be presented to the Counselor or designee within **five (5) working days** after completing either Step 2 or 3 in the complaint process. (The complaint becomes a formal grievance.) The Counselor will then refer the grievance to the appropriate division Vice President or designee involved. The division Vice President or designee shall investigate the grievance. The Division Vice President or designee shall report their findings and recommendations in writing to the complainant, the respondent, and to the Counselor or designee, within **ten (10) working days** of the receipt of the grievance form.

Step 5: Student-Student Grievance Committee

If the written statement of the Division Vice President or designee does not satisfy the complainant, the complainant must then submit a written request for a hearing before the Student Grievance Committee. The written request for a hearing must be received by the Counselor or designee within **five (5) working days** after the student received the written response of the Division Vice President or designee. The student's request shall include a copy of the original grievance form, the original written response of the Division Vice President, and the reason the Division Vice President's or designee's response is unsatisfactory. Upon receipt of a student's written request for a hearing before the Student Grievance Committee, the Counselor shall notify the Chairperson of the Grievance Committee. The Chairperson of the Grievance Committee will send copies of the appeal to the members of the Committee, and, the respondent(s) Department Head/Supervisor. The person(s) against whom the grievance was filed shall be given an opportunity to respond in writing to the Committee Chairperson. The Student Grievance Committee shall conduct the hearing between **five (5) and fifteen (15) working days** following the date the Committee Chairperson has received the student's written request for a hearing. A postponement may be granted by the chairperson upon written request of either party if, in the Chairperson's discretion, the

reason stated justifies such action. When a Student Grievance Committee hearing is scheduled, all parties involved are entitled to:

1. A written notice of the grievance;
2. A written notice of the time and place of the hearing. This notice shall be forwarded to all parties at least **five (5) working days** prior to the hearing unless they waive this requirement;
3. Review all available evidence, documents or exhibits that each party may present at the hearing, including copies of the investigation notes and findings acquired by the Division Vice President or designee.
4. Have access to the names of the witnesses who may testify;
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. Be represented at the hearing before the Committee by legal counsel retained at the party's expense; provided however, that the party provide notice in writing of such legal representation to the Committee Chairperson at least **five (5) working days** in advance of the hearing in order to allow the college's legal counsel sufficient prior notice of the hearing. The Committee Chairperson will immediately notify the College President.

The Conduct of the Committee Hearings:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a.) the complainant and respondent(s).
 - b.) the Counselor or designee, and
 - c.) witnesses who shall give testimony singularly and in the absence of other witnesses and leave the committee meeting room immediately upon completion of their testimony.
2. **An electronic recording of the hearing will be made.** The electronic recording will become the property of the college, and access to them will be determined by the President. All electronic recordings will be filed in the Counseling and Testing Office.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
4. Within **five (5) working days** of completion of a hearing, the Committee shall meet in executive session to render a determination on the grievance.
5. Decisions of the Committee shall be based upon a preponderance of the evidence as determined by a majority of the Committee.
6. The decision of the Committee shall be in writing.
7. Within **five (5) working days** of the decision of the Committee, the Committee Chairperson shall send a copy of the decision to the Counselor or designee, the complainant, the respondent(s) and the Office of the President.

STEP 6: Student - Appeal to the President

If the complainant or the party or parties against whom the grievance is addressed desire to appeal a decision of a Student Grievance Committee, the complainant must deliver a written request for such appeal to the President within **three (3) working days** of receipt of the Committee's decision. The request should describe in detail all reasons or bases upon which the complainant contends the decision of the Student Grievance Committee is erroneous. After an appeal has been made to the President, the College shall, within **twenty (20) working days** after receiving the appeal, cause the recording of the evidentiary hearing before the Student Grievance Committee to be transcribed and copies of such transcript to be distributed to the President. The President shall have the authority to affirm, remand, modify, or reverse the decision or the findings of the Committee. Within **twenty (20) working days** of receiving the transcript, the President shall send the complainant and the party or parties against whom the grievance has been filed his decision by certified mail, return receipt requested. The decision of the president is final.

EQUAL EDUCATION OPPORTUNITY STATEMENT

Admission to TSTC West Texas with its attendant programs and services is based on the academic qualification of the applicants and is without regard to race, color, national or ethnic origin, religion, disability, gender or age. TSTC West Texas is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of TSTC West Texas to provide equal employment, individual job-related qualifications and educational opportunities without regard to race, color, national or ethnic origin, religion, disability, gender or age. Equal opportunities include, but are not limited to, applicants, employees, upgrading, promotion, demotion or transfer, recruitment, advertising, layoff, termination and rates of pay.

FINANCIAL AID IS DEPENDENT UPON COMPLIANCE WITH THIS LEGISLATION

FIREARMS ON CAMPUS

The Texas Penal Code Section 46.03 prohibits a person from bringing a firearm onto the premises of an educational institution. An offense under Section 46.03 is a third degree felony. However, TSTC West Texas Sweetwater (only) recognizes that some students may wish to practice their hobby of hunting. Therefore, the College has made arrangements for the students to deposit their firearms with the TSTC West Texas Sweetwater Department of Public Safety.

Only rifles and shotguns will be accepted. Handguns on campus are strictly forbidden and violators will be prosecuted to the fullest degree of the law.

RULES, REGULATIONS AND GOVERNANCES

APPEARANCE AND DECORUM (PERSONAL AND PROFESSIONAL

TSTC West Texas is committed to educating and training students to meet the standards for success as determined by state and local industries. This includes, but is not limited to, emphasis on appropriate grooming, appearance, conduct and other non-academic aspects which can impact success.

Classroom, Laboratory and Non-Academic Areas

- A. Students are to dress in a manner which is appropriate to their department and which properly represents the College. Students are expected to comply with instructor/program requirements.
- B. Instructors reserve the right to refuse admittance of a student into class who in their judgment the dress or appearance of said student is a distraction or is determined to be offensive to the rest of the class.
- C. Students are required to maintain good grooming and personal hygiene.
- D. Students enrolled in Automotive Technology, Auto Collision Repair Technology and Diesel Mechanics are required to dress appropriately to meet class dress standards and safety requirements.
- E. For safety reasons, students may be requested to secure long hair and/or loose clothing before entering the classroom or laboratory area.
- F. Unless by exception for cosmetic, medically-related reasons, protective safety or as part of a required department uniform, no hats or headgear are to be worn in classroom or laboratory areas.
- G. Absolutely no vulgar or abusive language will be permitted anywhere within the confines of the learning environment. This includes, but is not limited to, laboratory and class areas, break areas, hallways, offices and entrances to the buildings.
- H. There shall be no running or "horse play" in any instructional building.
- I. Tobacco use of any form is not permitted in any campus building, excluding campus and auxiliary campus housing designated as such, unless otherwise designated.
- J. Food and drink are only allowed in the classroom or laboratory area subject to the discretion of the instructor. Instructors will ensure that classroom and laboratory areas are cleaned of litter at the end of each period.
- K. Students shall leave hallways, sidewalks and break areas (including outside break areas) free of litter following break periods (includes cigarette butts).
- L. All working areas and work benches must be left clean at the end of the job/day.
- M. Additional and specific requirements may be determined by each program or division. Students are expected to know these requirements and comply with the established standards. Violations of the aforementioned rules and regulations and other additional requirements determined by the program or division are addressed in the same manner defined for violations of the Code of Disciplinary and Judicial Procedures (Code of Conduct).

The College reserves the right to determine when a student's dress is inappropriate for a particular occasion or place on campus. This includes, but is not limited to, the Learning Resource Center (Library), Cafeteria and THE STUDENT CENTER. The College administration shall be the final authority on such matters. Failure to abide by their directives and/or requests could result in disciplinary action.

FIRE DRILL PROCEDURES

All students and College personnel must evacuate the building when the fire alarm sounds. Faculty members in classrooms and administrators in all buildings are to enforce the following safety regulations when the fire alarm sounds:

- A. Evacuate all areas.
- B. Close all doors and windows.
- C. Identify any disabled person needing assistance; arrange for necessary aid in evacuation.
 - 1. Follow directional signs to fire exits; use stairs, not elevators.
 - 2. Move away from the building, across the street, down the sidewalk or to a designated safety area. A minimum of one (1) fire drill is mandatory each academic year.

MOTOR VEHICLES/SPEED LIMITS/VIOLATIONS/FINES

Sweetwater and Abilene

Vehicles must be operated in compliance with the regulations posted. Speed on campus is radar controlled.

Sweetwater: The speed limit is 30 mph and 20mph on Homer K. Taylor Drive. On the apartment roadways the speed limit is 20mph. The speed limit at the apartment complex, all other parking lots and the north end of campus is 20mph.

Students living in TSTC Housing at the Sweetwater campus are required to register their vehicle and will receive an Identification Hang-tag to display from their rearview mirror. There is no charge for the tag or registration. Students are required to display the hang-tag while parked in campus housing parking lots. Students can register their vehicle at the time of move-in.

Abilene: The speed limit is 10mph on the entire campus.

Every motor vehicle shall, at all times, be equipped with a muffler in good working order and in constant operation. Muffler cutouts, bypasses or similar devices are prohibited on campus.

All motorized vehicles must be operated in a safe and legal manner at all times. The person who owns a vehicle is responsible for all notices issued on that vehicle even when the driver is not present at the time the violation notice is given. At all stop signs,

drivers must come to a complete stop, pause briefly, and then they may proceed with caution.

U-TURNS ARE PROHIBITED. Please note and obey the one way traffic flow at the campus entrance and exit and the Business Office, General Education and THE STUDENT CENTER parking lots. The privilege of operating a motor vehicle on campus may be revoked at any time for due cause. Campus DPS Officers may issue Justice of the Peace Court tickets for due cause. When in the judgment of the Department of Public Safety officer, a student's failure to comply with traffic and parking regulations becomes a breach of discipline, the student will be referred, in writing, to the Vice President of Student Development for disciplinary action.

Fines are assessed by Campus Police and are payable at the Student Accounting Office within 10 days of the issuance of the violation notice. A late fee of ten dollars (\$10) will be assessed after ten working days.

PARKING - PARKING VIOLATIONS - SWEETWATER

Parking of vehicles is permitted in any designated parking space EXCEPT those specifically designated for disabled (blue), fire lane (red), visitors (black) and reserved staff (green). ANY yellow curb area is a NO PARKING ZONE. Vehicles are not to be parked along the sides of the apartment roadways. Vehicles parked incorrectly or in unauthorized designated areas will be issued parking violation notices. Vehicles MUST be parked within the boundaries of the designated parking space. Vehicles may NOT be parked on any curb, on any sidewalk or lawn, within 15 feet of a fire hydrant, in a fire lane or in front of or on a service drive. Vehicles may NOT be parked so as to block another vehicle.

TSTC West Texas campus regulations require that all parking violation notices be handled within 10 working days of issuance. Failure to comply with this regulation will result in the automatic suspension of driving and parking privileges on the campus. Driving and parking privileges may be reinstated by personally appearing at the Chief of Police office for the assessment of a fine and then paying the fine at the Student Accounting Office. The reinstatement fee is five dollars (\$5.00) if the fine for the parking violation is not paid within ten (10) working days. Students may appeal any violation notice through the Chief of Police within five (5) office working days of issuance. If the student does not accept the decision of the Chief, he/she may appeal to the Associate VP of Student Development. The student and the Police Chief will present their case to the Associate VP. The Associate VP will inform each party of his/her decision either in writing or verbally within five (5) working days, his/her decision is final.

SEXUAL HARASSMENT- ALL CAMPUSES

It is the policy of TSTC West Texas to provide an employment and educational environment free of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature directed toward a student, male or female. This definition further includes sexual advances which are made as a condition of student employment on campus, form a basis for student employment decisions on campus, interfere with student

performance or create an intimidating, hostile or offensive environment for the student. Any complaints of sexual harassment of any student should be made to the Vice President of Student Development or designee who will advise the student as to the proper procedure to follow. Privacy of individuals and confidentiality of information given will be maintained during all phases of the complaint, investigation and the action taken (if any) by the President or designee. (Refer to COP 202)

SMOKING

Smoking is prohibited in all buildings of the TSTC West Texas campus with the exception of student's assigned campus or auxiliary campus residence. A violation of this rule may result in the offender being subject to disciplinary action.

STUDENT PHOTOGRAPHS/SIGNATURE FOR PUBLICATION

It is the practice of TSTC West Texas to use photographs or signatures of students for promotion or advertising purposes. College officials are required to obtain a signed release of the student or the student's parent or guardian if the student is less than 18 years old.

TORNADO DRILL PROCEDURES

A minimum of one (1) tornado drill is required each academic year. A "Tornado Watch" indicates a possible storm; a "Tornado Warning" means a tornado has been sighted in the area and residents should seek shelter. If a Tornado Warning is issued by the Weather Bureau and you are inside you should:

- Remain calm.

- Open a few windows on the northeast side of the building or house to equalize the pressure.

- Make sure disabled persons receive assistance as needed.

- Lie under a bed, desk or heavy table, or go out into the hallway and stand against the inside wall at the center of the hallway.

- Sweetwater residents only:** in the event of a tornado WARNING in the counties that surround Nolan County, evacuate the housing units and go to the Student Center Locker Rooms. Do not leave until the TSTC West Texas Sweetwater Department of Public Safety indicates it is safe to do so.

If outside, travel at right angles to the path of the funnel or lie in a ditch and protect your head or take shelter in a steel-framed or reinforced concrete building. Avoid buildings with wide-span roofs. Do not stay in your car.

CLASS PARTICIPATION

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the instructor. A

student who fails to meet these class participation requirements will earn a failing grade (F) in the course.

SCHOLASTIC INFORMATION

The college operating procedure (COP 309) states that all students maintain satisfactory progress in the courses for which they are enrolled. Satisfactory progress is achieving a 2.0 term grade point average (GPA) and a 2.0 cumulative GPA each semester. Failure to meet this standard will affect a student's financial aid and/or sponsorship. It is very important that students become knowledgeable about guidelines and procedures concerning scholastic standards at TSTC West Texas. A student's education could be interrupted if he/she fails to maintain this average.

ADDING OR DROPPING A COURSE

1. Students who wish to add or drop a course, make a section change or withdraw from school must obtain meet with instructor to initiate Add/Drop Process. Instructor will have the Course Schedule Change Form, also known as the Add/Drop Form.
2. The student will complete the form. Instructor and student must both sign the form.
3. Student will take the signed Add/Drop Form to Admissions & Records Office for processing.
4. If the student is in an online class, instructor should send an email to Admissions and Records with the following information:
 - a. Student Name
 - b. Student ID
 - c. Student Email Address (in Colleague)
 - d. Course Name
 - e. Section number
5. If a student is WITHDRAWING, the student starts the process with Admissions & Records.

No grade will be assigned for courses dropped on or before the 11th day of the semester or census date for the block courses, whichever is applicable. If a course is officially dropped before the last drop date, the student will be given a grade of "W". Consult the college catalog and/or events calendar for the official dates. The Events calendar is available on the TSTCWT web page:

<http://www.westtexas.tstc.edu/sharedapps/CampusCalendar/ThisWeek.cfm?loc=sotr>

Students must officially complete the prescribed forms in order to officially add, drop, make a section change or withdraw from the college. All forms must be submitted to the Admissions Records Office. If this procedure is not followed, the student is not officially dropped from the college and will receive "F's" on his/her grade report. Students participating in 100% online courses (all) may submit their intent to drop or withdraw from a course by email; the only email accepted will be the one recorded in

the Student System (Colleague) as the one assigned or used by the student. Student should email the instructor, program chair and the admission office of the withdrawal and ask for confirmation of drop or withdrawal.

Change of Major

Students may change their major during the first three to five (3-5) class days of the semester or at the time they register for the next semester; depending on the program of study the student wants to change to. Approval must be obtained from both program chairs and the counselor. Forms for changing majors are available in the Admissions and Records Office.

FOUNDATION STUDIES

Foundation courses are available to provide additional instruction in basic math, English and reading skills. Students are referred to Foundation studies by a counselor if the scores the applicants make on the placement test indicate that they need additional assistance in these areas. Students may also be referred by an instructor if they are not making satisfactory progress. Students in associate degree programs are required to enroll in one or more of these courses if needed. Students who have not satisfied the Texas Success Initiative requirements must take at least one Foundation studies course until such time as Texas Success Initiative (TSI) requirements are met.

Developmental studies courses are non-credit courses and the grades will not be calculated in the grade point average (GPA); however, students must register and pay for developmental studies courses the same as credit courses. A grade will be assigned for each course. NOTE: The Financial Aid Office will consider these grades the same as any other grade earned even though no credit is earned. If a student is receiving financial aid, he/she should consult the Financial Aid Office for additional information.

GRADE REPORTING

Grade reports are posted at www.westtexas.tstc.edu/sweetwater/students (go to Web Advisor) within three (3) work days after the semester ends. Students should have a clear understanding with their parents before enrollment about access to grade reports.

Students must keep their address current with the Admissions and Records Office. All address changes must be made in the Admissions and Records Office.

GRADUATE GUARANTEE

As detailed in College Operating Procedure (COP) #327, approved February 16, 2001, it is the practice of TSTC West Texas to guarantee the competencies of its graduates, insuring that graduates who lack required competencies will have a procedure by which the College may address that deficiency. If an Associate of Applied Science (A.A.S) degree graduate is judged by an employer to be lacking in technical job skills identified as exit competencies for a specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training by TSTC West Texas, according to the guidelines set forth in this COP.

Students wishing further information should consult the VP of Student Learning or designee where they can obtain a copy of the complete COP. Any necessary explanation of the specific criteria and limitations applicable to this guarantee policy would also be available.

GRADUATION PROCEDURES

Students should keep their degree plan current. It is wise to review the degree plan with the program chair at the beginning of each semester to ensure that they are taking the courses that they need to complete in order to graduate.

Students are assessed a graduation fee at the beginning of their last semester of enrollment. The graduation fee is assessed at the time they pay their tuition. Students must also apply for graduation. If a student knows his/her graduation date, he/she may apply at any time for graduation. Students who do not complete an application for graduation in advance will have the name under which they registered printed on their diploma/certificate.

Formal graduation ceremonies are held each term. Students who have completed their course-work in the prior semesters will participate in this graduation ceremony. Students must have completed all required subjects and maintain at least a 2.0 GPA. Students in associate degree programs must have passed the THEA test and/or have been exempt from taking the test. Some programs have additional requirements which must be met. Check with your program chairperson. Caps, gowns, and graduation merchandise must be purchased from www.collegejostens.com or call 1-800-854-7464. Notices about activities will be sent to each graduating student.

HONORS

Students who earn a term GPA of 4.0 will be placed on the President's List for that term (semester). Students who earn a GPA of 3.5 - 3.9 for the semester will be placed on the Dean's List. The graduates who receive a cumulative GPA of 4.0 will be on the Board of Regents Honors and students with a 3.5 – 3.9 will graduate with honors.

Full-time students enrolled in a degree program who earn a cumulative GPA of 3.5 or higher over two (2) full semesters and who have demonstrated leadership, citizenship and other qualities consistent with the purpose and spirit of TSTC West Texas are eligible for nomination to the National Who's Who among Students in American Junior Colleges. Nominees are selected once each year from among all eligible students. The number of nominees submitted to National Who's Who for selection is strictly limited by the national organization.

STUDENT DEVELOPMENT

The Student Development staff, under the direction of the Vice President of Student Development, is committed to carrying out the mission of TSTC West Texas of education and care with special emphasis on serving the student. The focus is holistic.

The staff recognizes each student as an individual with social, emotional, spiritual, physical, intellectual and psychological needs.

The purpose of the division is to facilitate the growth of each student in an atmosphere of support, encouragement and mutual respect. The members of this division are advocates for the students. Each seeks to enhance and protect both the rights and the responsibilities of each student and of the college community. Each of the following departments within the division work together to fulfill this challenge:

Admissions and Records

Book Store

Career Planning and Placement

Cardiovascular Fitness Strength Training Center (Sweetwater Only)

Counseling and Testing

Education Career Specialists

Food Service (Sweetwater Only)

Health Services

Housing (Sweetwater Only)

Marketing and New Student Admissions

SOS Team (Retention)

Student Activities/Intramurals

All of these departments have an open-door policy and professionals who are committed to working with the students, administration, faculty and staff to shape a positive environment in which students can develop and be empowered. The education which can and does occur outside the formal classroom enables students to become more productive members of their community, more marketable to employers and more productive in their daily endeavors. This facet of a student's education is the responsibility of the Student Development staff.

STUDENT ACTIVITIES

It is the goal of the Student Activities staff to provide a comprehensive and varied program of social, intramural and recreational experiences regardless of the skill or ability of the individual. Through intramurals, clubs and organizations, recreation and special events, the goal is to strive to meet the needs and interests of students, faculty members, staff, and non-student participants.

This staff promotes various recreational and sports opportunities, not only to enhance physical activity, but to cultivate lifelong sport and leadership skills to develop habits of fair play, to foster personal health and to prepare people for the workload in today's high tech society. Student Activities supports and provides services that integrate students, employees and the public through clubs, organizations, recreation, sports or other college-sponsored events.

Students missing class to travel on trips sponsored by the TSTC West Texas Student Activities Department should have at least a cumulative grade point average of 2.0 or last semester/semester grade point average of at least 2.0 (See Campus Operating Procedure 405: Student Travel). Students must be enrolled or transcribed for a

minimum of six (6) credit hours in the semester which travel will occur. If between semesters, they must be pre-registered for a minimum six (6) credit hours. They must also have permission from an instructor of each class missed.

Moreover, students who have been reported to the Counseling and Testing office for class non-participation for that semester will not be allowed to travel on events sponsored by the Student Activities Department (regardless of GPA). Those who have been involved in disciplinary issues reviewed by the Vice President of Student Development office may not be allowed to travel. Each person will be evaluated on a case by case basis with the final decision being made by the Vice President of Student Development or designee.

Intramural Sports - Sweetwater

Competitive tournaments and leagues are organized and conducted in a variety of sports and games by the Student Activities/Intramural Department. Activities are offered in women's, men's and co-recreational divisions for students and staff of all skill levels. Programs offered are based upon the availability of resources and facilities. Intramural sports include, but are not limited to, basketball, flag football, golf, volleyball, softball, tennis, horseshoes, disc golf and badminton.

Outdoor Facilities - Sweetwater

Students, staff and non-student members are welcome to use a variety of available outdoor facilities. They must accept full responsibility for their guest(s). TSTC West Texas will not assume responsibility for any injuries and/or property damage that may occur at or around the outdoor facilities. The outdoor recreational facilities include the lake lot rental property, basketball court, tennis court, sand volleyball court, flag football field and the softball field in Sweetwater.

Special Events

Sponsored special events, an integral part of the Student Activities Department, are supervised by TSTC West Texas employees. All such special events are considered TSTC West Texas functions; therefore, all Texas State Technical College West Texas policies and rules apply. Academic and personal conduct standards also apply. Events include, but are not limited to, dances, banquets, cookouts, parties, holiday functions, Techsan Day, Student Appreciation Day, guest speakers and community related events.

Trips 'n Travel

Student Activities offers a variety of opportunities for the student, faculty, and staff to get away from the pressures of academia. Trips 'n Travel is open to all of the TSTC West Texas community. Sign up normally begins three weeks prior to departure, and deposit payment is due in full at the time of sign up. Trips are offered at very reasonable rates which fit the student budget. Trips are usually limited to a set number and are filled on a first-come, first-served basis. Activities include, but are not limited to theme parks, camping, rafting/canoeing, fishing, hiking, museums and other points of interest.

Students driving personal vehicles and/or transporting others in their personal vehicles on college trips must show proof of current liability insurance. Students will be required to ride in state vehicles or contracted transportation on long trips offered by the Student Activities Department. Those students traveling in a state vehicle sign a field trip release form. Students are not permitted to drive state vehicles.

All officially recognized student organizations sponsoring dinners, picnics or other social functions, either on or off campus, MUST coordinate such functions with the Vice President of Student Development and have them approved by the designated representative. Student organizations and their advisors (sponsors) are responsible for compliance with TSTC West Texas policies and regulations and all applicable state and federal laws.

TSTC West Texas is judged by the actions of its students, on and off campus. Therefore, students will be responsible to College authorities for any questionable acts, regardless of where they are committed.

No alcoholic beverages and/or illegal drugs or controlled substances will be permitted at any College-sponsored activity. Texas State Technical College West Texas is committed to providing an alcohol-free environment to its students and employees. Regulations concerning this policy will be enforced. **A ZERO TOLERANCE DRUG AND ALCOHOL POLICY IS THE TSTC WEST TEXAS POLICY**

Clubs and Organizations

TSTC West Texas encourages groups of students and staff interested in a common purpose to organize and seek approval as a recognized student organization. Student organizations must comply with College policy, rules and legal requirements. All organizations, clubs or associations of TSTC West Texas students shall have a stated purpose, constitution or by-laws approved by the Board of Regents and a TSTC West Texas faculty/staff advisor. In no case shall any such organization be established for secret purposes or for purposes which are discriminatory against any race, color, national or ethnic origin, religion, disability, gender or age. No student group or organization may use the name of the College or an abbreviation of the name of the College as a part of the group's name.

Participating in a student club can be a very enjoyable experience. It not only provides a group of people with the same interests, but it also enhances a resume. Some TSTC West Texas clubs are affiliates of state and national groups. Recognized clubs and organizations include the following:

Texas State Technical College West Texas – Sweetwater

Agriculture Club (AGT): to promote the progress of the education for its members and to promote within the club the highest type of professional practices; to inspire every member to be the dedicated student of education and of the agriculture industry profession.

Association of Information Technology Professionals (AITP): foster among students a better understanding of the vital business role of information systems, the proper relationship of information systems to management, and the necessity for a professional attitude among information systems professionals in their approach to an understanding and application of the principles underlying the science of information systems.

Autobody Club (AUB): promote the progress of education for its members, promote the highest type of professional practices for each, and inspire members to be dedicated students of education and the autobody profession.

Baptist Student Ministries (BSM): provide spiritual enrichment and fellowship for all students (and faculty and staff) through Bible study, inspirational messages, prayer meetings, social activities, and assistance in finding and/or attending a local church; challenge students to have a personal relationship with Christ, draw closer to God, grow in His love and Grace, and be active in service to the Lord and His Church.

Careers in Automotive Repairs (CAR): encourage the progress of education for its members, promote within the membership the highest type of professional practices, and inspire every member to be a dedicated student of education and the automotive profession.

Computer Imaging Association (CIA): foster the relationship between Digital Imaging and Design Technology students and faculty; stimulate each other's creativity; increase talents as related to Digital Imaging and Design Technology; keep abreast of an ever-changing technology.

Culinary Arts Club (CHEF): The purpose of this club shall be to promote the progress of the education for its members and to promote within the club the highest type of professional practices; to inspire every member to be dedicated student of education and of the foodservice industry profession.

Diesel Technology Club (DSM): promote the progress of the education for its members and promote within the club the highest type of professional practices; inspire every member to be a dedicated student of education and of the heavy-duty diesel industry profession.

Mexican-American Student Club (MASC): improve the enrollment, retention, and spirit of TSTC West Texas, improve public awareness, provide scholarships to deserving Hispanic students, increase Mexican-American social and cultural awareness, and provide school and community service wherever the need might arise.

Phi Theta Kappa – Alpha Chi Upsilon Chapter: promote scholarship, development of leadership and service, and the cultivation of fellowship among qualified students of the college.

Resident Housing Association (RHA): provide an organization for campus residents that will foster leadership and communication and provide a better living environment through social and sport activities.

Society of Manufacturing Engineers (SME): provide the means and methods of applying scientific knowledge in the field of manufacturing; promote and engage activity in research, writing, publishing, and dissemination of knowledge within the manufacturing field.

Student Government Association (SGA): assist in safeguarding the best interests and welfare of the students and in maintaining a good relationship among the student body, faculty, administration, and staff.

Skills USA-(Formerly VICA (Vocational Industrial Clubs of America)): develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process and foster a wholesome understanding of the factions of labor and management organizations and recognition of their mutual interdependency.

Vocational Nurses Association: assist members in developing and applying qualities appropriate to the nursing profession and assist members in recognition of nursing as a profession of serving others; assist members in acquiring values of meeting each patient's physical, spiritual, emotional, and social needs.

Wind Industry Networking and Development club (WINDS of Texas): To provide students with information concerning the study of wind energy and to encourage continued program education to those not in the Wind Energy course of study. The WINDS of Texas would also like to foster a spirit of fellowship among club members, faculty and non-students of TSTC.

Texas State Technical College West Texas – Abilene Center

Association of Information Technology Professionals (AITP): develop a better understanding of the nature and functions of information processing and promote sound general principles in the field by studying technical methods with a view of their improvement.

Code Blue (Emergency Medical Technology/Paramedics): develop a better understanding of the nature and function of the Emergency Medical Technology/Paramedic and promote sound general principles in the field by studying technical methods with view of improvement.

Drafting and Design Technology (DDT): develop a better understanding of the nature and functions of Drafting and Design Technology and promote sound general principles in the field by studying technical methods with a view of their improvement.

Health Information Technology Student Association (HIT): develop a better understanding of the nature and functions of Medical Records Technology and promote sound general principles in the field by studying technical methods with a view of their improvement.

Phi Theta Kappa-Beta Zeta Psi Chapter: promote scholarship, development of leadership and service, and the cultivation of fellowship among qualified students of the center.

Student Government Association Abilene Center (SGA): represent the students of TSTC West Texas at Abilene by securing an active role within the college through student legislation which supports students' interests.

Texas State Technical College West Texas – Breckenridge Center

Environmental Science Technology Club (ESTC): provide a forum for students, faculty, and staff with varied backgrounds to exchange information, ideas, and experiences, especially in the field of environmental science and technology.

Phi Theta Kappa – Beta Iota Eta Chapter: promote scholarship, development of leadership and service, and the cultivation of fellowship among qualified students of the college.

Real Education on addiction Can Help (REACH) To establish a scholarship fund for a chemically dependency counseling student at TSTC Breckenridge

Student Government Association Breckenridge Center (SGA): represent the students of TSTC West Texas at Breckenridge by securing an active role within the college through student legislation which supports students' interests.

Student Government Association (SGA): recommend distribution of student services fees for students at the college, plan and implement programs and activities, review and recommend policy/rule and regulations that affect students, and recognize clubs and organizations.

Vocational Nurses Club: assist members in developing and applying qualities appropriate to the nursing profession and assist members in recognition of nursing as a profession of serving others; assist members in acquiring values of meeting each patient's physical, spiritual, emotional, and social needs.

Texas State Technical College West Texas – Brownwood Center

H.I.T. Club (Health Information Technology): promote friendship, teamwork and good study habits throughout the H.I.T. program. This club tries to work with the community to create stronger ties with the health field.

Phi Theta Kappa-Beta Iota Chi Chapter: commemorate the students' academic achievement and provide further opportunities for scholastic and professional enhancement.

Photography Club: The purpose of the photography club, is to allow TSTC Students to learn the art of photography

Real Education on addiction Can Help (REACH) To establish a scholarship fund for a chemically dependency counseling student at TSTC Brownwood.

Student Government Association (SGA): serve the student government body for the Brownwood campus; promote service in the community and encourage students, faculty, and staff cooperating with one another.

Students seeking to form or organize an officially recognized student organization or club should make application to the Vice President of Student Development. An Application for Approval of Student/Employee Organization must be completed.

No person shall be excluded from participating in, or denied the benefit of, or be subject to discrimination under any program or activity conducted by TSTC West Texas on any basis prohibited by applicable law including, but not limited to, race, color, national or ethnic origin, religion, disability, gender or age.

TRAINING DIVISION AND CAMPUS EVENTS

The Training Center and Corporate College office provides non-credit educational programs needed in West Texas. The courses serve as a professional and educational resource to the community. Course lengths vary depending on the subject matter and intensity of training. Students are welcome to enroll in any Corporate College course. For more information about Corporate College call 325-734-3608.

The Camps and Conferences office, located at TSTC West Texas Sweetwater campus facilitates area associations and organizations in hosting meetings and conferences. The Center and dorms provide an ideal setting for these events. For more information about scheduling or events planning, please call Joni Coons at 325-235-7418.

CAREER PLANNING AND PLACEMENT

The Career Planning and Placement mission is to assist graduates of all programs secure employment in their chosen field of study. The staff provides comprehensive career planning services utilizing appropriate technology to aid students and graduates in developing resumes, cover letters, and learning job search and interviewing skills. Career Planning and Placement professionals initiate and maintain business and industry contacts to improve employer relationships fill job openings and expand markets for job development.

The Coordinator for the Career Planning and Placement Office TSTC West Texas is conveniently located on the Abilene Center and can be reached at 325-734-3612. The Career Placement Office on the Sweetwater campus is located in the Student Center. Drop by the office or call 325-235-7444. Breckenridge and Brownwood Career Planning and Placement are located in the Student Development office. For further assistance call: Breckenridge 254-559-2331 and Brownwood: 325-641-3912.

For further information regarding Career Planning and Placement policies and procedure, please review College Operating Procedure 722. A brief description of services can also be found in the TSTC West Texas catalog.

Tex-Books & More

Tex-Books & More is committed to supporting the teaching, learning, and development of our students by providing the educational materials and service contributions needed to ensure the achievement of their academic goals. We strive to meet the changing needs and demands of our college community, and support the TSTC Customer Service Goals by making every effort in providing great customer service.

Payment Options

Cash / Check / Visa / Mastercard / Discover / American Express

Students may charge to their student loans and Pell grants beginning 2 days prior to each semester. **All students must obtain a book voucher from the Student Accounting Office before charging books.** Charging to loans and grants is only allowed during the 1st week of the semester. Sponsored students must obtain a book voucher before buying their books. All charging to sponsors must be done prior to the 20th class day and cannot be done before 1st class day of each semester.

Return Procedure

Receipt is required for all merchandise returns or exchanges.

A 20% restocking fee will be charged on all returns during the first 9 days of the term unless proof of drop or schedule change is provided. Original receipt must be presented when returning for a refund. Books must be in new condition. Books unwrapped or unmarked may be given a 50% refund on the discretion of the manager.

No returns on tools, supplies, or electronics.

Buyback Procedure

Books are purchased daily at wholesale value.

The last week of the semester books are purchased for the Bookstore at bookstore value. Receipts are required to receive bookstore value. Without a receipt, books will be purchased at wholesale value. If neither the bookstore nor wholesaler needs the textbook, it will not be purchased from the student.

Caps, Gowns & Other Items

You may order your graduation needs from college.jostens.com or call 1-800-854-7464.

THE STUDENT CENTER (Health and Recreation Facility) Sweetwater

THE STUDENT CENTER, the TSTC West Texas Health and Recreation facility, offers large screen televisions, Cardiovascular Fitness Strength Training Center, gymnasium, jogging/walking track, seminar room and food service (cafeteria, catering) and houses the offices of the Associate Vice President of Student Development, Career Planning and Placement, Health Services, Student Activities/Intramurals, and Housing. Students, faculty, staff and non-student members are allowed to check out equipment through the Center's Information Station. A valid TSTC West Texas identification card and/or a current non-student membership card will be required by every individual wanting to check out equipment. Equipment available for check-out includes: basketballs, footballs, volleyballs, portable volleyball nets with standards and volleyballs, tennis rackets and tennis balls, softball equipment, soccer balls and kick balls.

Family members and youth of the community are permitted to utilize the recreational facilities. However, no one under the age of 16 is allowed in the Cardiovascular Fitness Strength Training Center. In addition, minors under the age of 16 are permitted use of the gymnasium if attending a supervised class or activity or under the direct supervision of a parent, custodian or legal guardian. For details, see the Information Station attendant.

Complete workout attire, including appropriate athletic clothing and shoes, is required while using the Cardiovascular Fitness Strength Training Center. Appropriate or acceptable workout attire is defined as sweat/jogging suit, shorts, T-shirt and athletic shoes. Head gear is limited to caps, sweat bands and bandanas. All workout clothing must be washable. Blue jeans are not acceptable except when using the jogging/walking track and the gymnasium. Shoes (court, jogging, walking) and shirt must be worn. All other STUDENT CENTER rules and regulations apply. Non-members may use these same facilities under this policy, but will be required to pay the daily membership fee. For details, or to verify the acceptability of footgear, see the staff member at the Information Station.

THE STUDENT CENTER schedule applies ONLY to regular school terms. It may, at times, be open for students enrolled in programs that continue through semester breaks. THE STUDENT CENTER is closed for ALL College holidays. It will also be closed when full student participation is requested at places other than in THE STUDENT CENTER. The Cardiovascular Fitness Strength Training Center and/or the gymnasium may also be closed for college or community events.

COUNSELING AND TESTING

The Counseling and Testing Department is an integral part of TSTC West Texas. Its mission is to provide quality services to eligible individuals in the college community. It is based on a commitment to respond primarily to students' needs in setting career goals and reaching their personal and academic potential as individuals. The staff offers counseling and testing assistance designed to help students define and accomplish personal, educational, social and career goals. The operations of the department are designed to offer comprehensive, short-term, accessible and flexibly delivered services either on-site or through local referral.

A primary goal of the department's staff is to assist students in developing as mature individuals to become competent, interdependent adults who use their intellectual skills with wisdom and integrity. By providing support and challenge, the staff helps students cope with greater levels of complexity to master life skills required to accomplish life tasks essential to successful post-college adaptation. Students may also see a counselor for a number of other reasons, including excessive absences, scholastic probation/suspension, financial aid suspension appeals, academic advisement for undeclared or non-degree seeking majors, tutors, filing a complaint/formal grievance, etc. The Director of Counseling and Testing serves as the Americans with Disabilities Act (ADA) Coordinator for students. Students may come to Counseling and Testing to self-identify a disability and request reasonable and appropriate accommodations under the ADA. A disability information sheet which outlines this process is available outside the Counseling and Testing Department.

FOOD SERVICE - SWEETWATER

The goal of the TSTC West Texas Food Service is to provide meals, fast food, snacks, related items and services of high quality in a timely and cost-effective manner. Available meal plan options are designed to meet the varied needs of today's college student in terms of value, cost and nutrition. Every effort is made to serve a variety of well balanced and nutritious meals, snack items and assorted beverages and to accommodate special dietary needs. Resident meal plan ticket holders are required to eat in the dining area. For convenience, take out is available to those student ticket holders by special approval of the Vice President of Student Development, Assistant to Vice President of Student Development, Wellness Coordinator, Housing Supervisor or the Coordinator of Student Activities. Carry out is also available to TSTC West Texas staff as well as consumers in the College community, guests of the College and the general public from the surrounding communities. Service and appropriate accommodations are top priorities in carrying out the goals of the Food Service Department.

Hot meals are served in the Food Court. Three meals per day are served, Monday through Friday. Food Service is open during the day with beverages and snacks available at a nominal charge. Vending machines are also available in the Food Court and across campus. Everyone is welcome to take a break in the pleasant atmosphere of the Food Court. All campus and auxiliary campus housing residents are required to purchase a full meal plan per semester. Any non-resident student, TSTC West Texas staff member or Cardiovascular Fitness Strength Training Center member may purchase a meal plan for 70 meals or 21 meals or place TechBucks on their school ID. Details are available in the Food Service Office.

The Food Service Department strives to meet special group needs through catering services which are offered to the college community as well as any individual or group hosting an event on the TSTC West Texas campus. Catering services are available at competitive prices and offer a variety of menu options. For information, contact the Food Service Supervisor in THE STUDENT CENTER.

HEALTH SERVICES-SWEETWATER

The mission of the Health Services staff at TSTC West Texas is to provide students, faculty, and staff with medical treatment and referral as appropriate. Health Services and Cardiovascular Fitness Strength Training Center staff offers services that will provide TSTC West Texas students, faculty, staff and non-student participants adequate programming on health related topics, such as sexually transmitted diseases (STD), HIV/AIDS, nutrition, wellness/fitness, alcohol and drug abuse. Through orientation programs, an annual Health Fair and Cardiovascular Fitness Strength Training Center activities as well as videos and literature, the goal is to meet the needs and interest of persons in the College community and encourage participation in the Cardiovascular Fitness Strength Training Center and other health related programs. Campus input is welcome.

Treatment for minor injuries and minor illnesses is available from the College Wellness Coordinator in the Health Services Office in THE STUDENT CENTER. Expenses incurred by the student for off-campus medical services are the SOLE RESPONSIBILITY of the STUDENT. Students with long-term health problems, (e.g., allergies, diabetes, hypertension, etc.), should confer with the Wellness Coordinator so he/she can be aware of their condition and thus be better prepared to assist them. Students should report ANY illness or accident to the College Wellness Coordinator.

Services offered:

- Monitor blood pressure
- Monitor blood glucose
- Monitor weight
- Arrange appointments with doctors when requested
- Arrange transportation when necessary
- Liaison between TSTC West Texas students and student accident and/or Health Insurance Company, hospitals, doctor's offices, etc., regarding filing TSTC West Texas insurance claims by students
- Work with hospitals and doctors regarding filing TSTC West Texas insurance claim forms

Health Insurance (Student)

A student must:

1. Show proof of having accident insurance coverage, or
2. Enroll in the TSTC West Texas Student Accident Insurance Plan, or
3. Be personally responsible for expenses incurred in receiving medical treatment.

Students enrolled in allied health related programs (Vocational Nursing, Associate Degree Nursing, and Emergency Medical Services) are required to show proof of accident and sickness insurance for clinicals and practicums. During the first two weeks of each semester, students may also purchase a Student Accident and/or Sickness Insurance Plan for an additional cost. Students are responsible for expenses not covered by insurance. Any students riding in a state vehicle for a TSTC West Texas sponsored event must show proof of accident insurance. Student sickness and/or

accident insurance applications are available through the Health Services, New Student Admission and the Business Office.

WELLNESS COMMUNITY PROGRAM

Students, staff and faculty are encouraged to improve their overall fitness levels by participating in the College's Cardiovascular Fitness Strength Training Center. For aerobic fitness, the Cardiovascular Fitness Center has a staff able to assist with instructions on fitness and proper use of the exercise equipment which includes treadmills, stationary cycles, stair climbers and an upper body ergo meter. This type of activity is ideal for those who wish to improve their stamina increase their energy level, lower harmful cholesterol and blood pressure levels and maintain health and fitness. For anaerobic fitness, the Strength Training Center offers a variety of free weights and circuit training equipment to help individuals tone up or build muscle mass.

BACTERIAL MENINGITIS

Bacterial Meningitis Vaccination Required for All New Students Living on Campus New Law effective January 1, 2010

The State of Texas has passed a new law (HR 4189) that will require all first-time freshmen and transfer students who wish to live in campus residence halls or apartments to have a vaccination against bacterial meningitis. All first-time freshmen and transfer students wishing to live on campus after January 1, 2010 must provide the following before moving into campus housing:

Certification from a physician evidencing that the student has been vaccinated at least ten (10) days prior to moving into the residence halls; or an affidavit or a certificate from a physician stating that the vaccination would be injurious to the health and well being of the student or stating that the vaccination has been declined for reasons of conscience. The approved form for an exemption can be found here:

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>

If students are over the age of 18, they can complete the form themselves, listing themselves as the parent or legal guardian.

Students are strongly encouraged to visit with their primary care physician or area health clinic as soon as possible to receive the appropriate vaccinations

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast-so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

Symptoms: high fever, rash or purple patches on skin, vomiting, severe headaches, light sensitivity, stiff neck, nausea, confusion and sleepiness, lethargy, seizures.

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

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

Increased Risk: exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.; living in close conditions (such as sharing a room/suite in a dorm or group home).

Possible Consequences: death (in 8 to 24 hours from perfectly well to dead); permanent brain damage; kidney failure; learning disability; hearing loss, disability; limb damage (fingers, toes, arms, legs) that require amputation; gangrene; coma; convulsions.

Treatment: antibiotic treatment, if received early, can save lives and chances of recovery are increased, however, permanent disability or death can still occur; vaccinations are available and should be considered for those living in close quarters and college students 25 years or younger; vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis); vaccinations take 7-10 days to become effective, with protection lasting 3-5 years; the cost of vaccine varies, so check with your health care provider; vaccination is very safe-most common side effects are redness and minor pain at injection site for up to two days; **vaccination is available at the Taylor County Health Department, 2241 S. 19th; Abilene, Texas ,79605; 325-692-5600.**

More Information: contact your own health care provider; contact your Student Health Center at **235-7418**; contact your local or regional Texas Department of Health office at **235-5463**; contact the following web sites: **www.cdc.gov/ncidod/dbmd/diseaseinfo; or www.acha.org**

HOUSING POLICY – SWEETWATER ONLY

The goal of the TSTC West Texas Residence Life staff is to provide a clean, wholesome residential living environment that supports growth and development outside the classroom. The student's residence is a place on campus that he/she calls home and in which the student works and relaxes.

Facilities and services are designed to be conducive to study and compatible with the rights and responsibilities of the individual and group. The TSTC West Texas residence staff seeks to create a sense of community belonging for campus residents.

Campus and auxiliary campus housing and board plans are available on a mandated, space available basis. On campus housing includes the following:

Two bedroom, double occupancy; one bathroom, kitchen, and living room

- Wasp Apartments (formally "A" Building)
- Rolling Plains Apartments (formally "B" Building)
- Avenger Apartments (formally "C" Building)

One bedroom, single occupancy with shared bathroom with adjoining suite

- Cedar Lodge (formally "D" Pod)
- Pecan Lodge (formally "E" Pod)
- Oak Lodge (formally "F" Pod)
- Mesquite Lodge (formally "G" Pod)

One bedroom, double occupancy, one bathroom

- Bluebonnet Inn

Living on campus challenges each student to develop a new personal awareness and to exchange ideas and experiences. Research has proven that quicker adjustments are made and better grades attained when the student is not burdened with the pressures of commuting.

All students must reside in campus or auxiliary campus housing, unless they are exempt based on one or more of the following criteria:

1. over the age of 21;
2. Married;
3. Parent, or legal guardian, of child/children who live at the student's permanent address;
4. Live with parents or an immediate relative (Sibling or Grandparents) whose home is within 50 miles of TSTC West Texas at Sweetwater as determined by the Texas state mileage guide and interpreted by the Vice President of Student Development.
5. Enrolled as a part-time student, taking nine (9) hours per semester or less;
6. Enrolled exclusively for evening classes or
7. Possess a health condition which requires special medical attention and/or facilities unavailable in campus or auxiliary campus housing.

Students who do not fit any of the above criteria, but who desire an exemption from this policy, may **submit a written request for exemption**, detailing supportive rationale that is notarized and signed by both parents if applicable to the Vice President of Student Development or designee. The Vice President of Student Development or designee will determine if an exemption is appropriate.

A 30 day written notice of termination of the housing contract must be submitted to the Housing Supervisor for refund of deposit.

Housing units and the food service are conveniently located on or near the campus. They provide an economical means for students to live and eat while attending TSTC

West Texas. Furthermore, students have the opportunity of direct representation through serving on the Resident Housing Association (RHA) student organization. The major objective of this Association is to improve the living environment of resident students. An open channel of communication is encouraged between the campus residents and food service administrators. Student recommendations for the revision of resident and food service policies and rules are invited. These recommendations will be carefully reviewed and implemented where possible.

MAIL - SWEETWATER CAMPUS ONLY

Students residing in campus and auxiliary campus housing receive their mail at THE STUDENT CENTER. Students should check their mail on a daily basis. Non-resident students may rent a mailbox, if available, on a semester basis. Students receiving mail at THE CENTER should have their mail addressed to them as follows:

Mr. or Ms. J. Doe
TSTC West Texas Sweetwater, Box # _____
300 Homer K. Taylor Drive
Sweetwater, TX 79556

Packages from home should be addressed in the same manner. No student may pick up another student's mail without written permission from that student. This written permission must be filed with the secretary in the Associate Vice President of Student Development' office and must be renewed/updated regularly every two (2) weeks.

Success for OUR Students (S.O.S.) (Retention)

The staff provides various types of assistance designed to aid students in reaching their true potential. Contact the S.O.S. office if you need help with daycare, transportation, textbook loan, or tutoring*. You may qualify if you are: single parent, displaced homemaker, single pregnant woman, economically disadvantaged, or a non-traditional student. Check out our website at:

www.westtexas.tstc.edu/sharecode/finaid/specialpops.cfm

***These services which are funded through a Carl D. Perkins grant are contingent upon availability of funds and adherence to program policies.**

SPECIAL POPULATIONS

The Special Populations Office provides various types of assistance designed to aid students in reaching their true potential at TSTC West Texas. Services available include:

Childcare Assistance*
Special Accommodations
Textbook Loan Assistance*
Transportation Assistance*
Tutoring Services*
Referral Source for Additional Agencies

***These services which are funded through a Carl D. Perkins grant are contingent upon availability of funds and adherence to program policies.**

In Sweetwater contact Shauna Murphree at 325-235-7310.

In Abilene contact Jennifer Herrera at 325-734-3609.

In Breckenridge contact Patricia Reed at 254-559-7702.

In Brownwood contact Vicki Campbell at 325-643-3912.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the student governing body. Each active academic program at TSTC West Texas is represented by two students (regular and alternate). Election of officers is held in OCTOBER of each year. All students are urged to actively participate in their student government and any sponsored activities. Copies of the Student Government Association Constitution and By-Laws may be obtained from the Coordinator of Student Activities, Vice President of Student Development or designee.



