



STUDENT HANDBOOK

www.TJC.edu



Welcome

From the President of TJC

Dear Scholars of TJC,

Welcome to Tyler Junior College, a world-class, premier and award-winning institution of higher learning, where student and community success are paramount! Throughout its almost 100 years, the College has championed core values of *unity, caring, integrity, empowering and excellence*. These unwavering values are evident because of a visionary Board of Trustees, a strong leadership team, staff who have a commitment to stellar service, faculty who are among the very best in the country, and our supportive communities that are pro-education.



Thank you for choosing TJC. You are to be celebrated for excelling academically, for giving back to our communities, and for your leadership in student organizations, athletic programs and cultural and artistic events, all while remaining focused on promoting the values of TJC.

As president of our beloved institution, I am fortunate to personally witness how people come together to do all possible to advance our work toward a better region, state and country.

Therefore, please continue to learn as much as you can about TJC through this handbook, and proactively visit the many offices and departments throughout the institution, so that you can make the most of your time while in Apache Nation!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Mejia', written on a light blue background.

Dr. Juan E. Mejia

Foreword

The TJC Student Handbook is a great source of valuable information, and it is an excellent reference guide of your privileges, responsibilities and obligations.

Because the College is innovative, proactive and in pursuit of continuous improvement, it is possible that some of the information may change, and the College will do all possible to communicate changes to the student body through various institutional means. To the extent that content in this Handbook may conflict or be inconsistent with the College's policies (current or as amended in the future), the College's policies will govern. The College's policies may be found online in the Board Policy Manual.

For information on academic policies, please consult the current College Catalog or visit an administrative office for assistance. The College promotes student engagement, a vibrant student life and participation in appropriate extracurricular activities, and alerts and reminders can be found in Apache Access under the Student Life tab.

Services for students participating in Continuing Studies courses and programs may be different and may vary. We invite Continuing Studies students to please contact the Continuing Studies office at 903-510-2900 with any questions.

Updated: 8/01/2023



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TJC Mission Statement

The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

TJC Vision Statement

Educating everyone -- the path to a better world.

TJC Civility Statement

In keeping with its rich traditions, TJC pledges to maintain a civil campus climate in which students, employees and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian and tolerant community.

Statement of Nondiscrimination

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Accreditation

Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees as well as certificates. Questions about the accreditation of Tyler Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using the information available on SACSCOC's website (www.sacscoc.org).

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission. The Associate Degree Nursing, Automotive Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, Ophthalmic Medical Assisting, Physical Therapist Assistant, Polysomnography, Professional Tennis Management, Radiologic Technology, Respiratory Care, Surgical Technology and Veterinary Technician programs are nationally accredited through their respective organizations. The Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide and Vocational Nursing Education programs are state accredited.

Our Pledge

The core values of TJC are Unity, Caring, Integrity, Empowering and Excellence. As an Apache, I pledge to uphold these values with integrity and honesty and refuse to tolerate those who do not.

Buildings & Facilities

Central Campus

TJC operates the Central Campus plus four off-campus instructional sites to serve its students and the community. The Central Campus, located at 1400 Fifth Street, includes more than 145 acres of property and more than 40 buildings. The Central Campus is dotted with stately hardwood trees and includes eight residence halls.

With its white columns and Georgian architecture, **Jenkins Hall** is TJC's oldest and most iconic building. It houses classrooms, faculty offices, the office of the dean of the School of Humanities, Communications and Fine Arts, an art department exhibit wing, and the office of the associate vice provost for student affairs.

White Administrative Services Center houses the offices of the president, provost, vice presidents, admissions, registrar, business services, financial aid, career planning, cashier, human resources, alumni relations, information technology, the TJC Foundation, the Board of Trustees meeting room and the Apache Enrollment Center.

The **TJC Welcome Center** is conveniently located at the corner of East Fifth Street and Baxter Avenue, and serves as a first stop for potential students and their guests. The staff and student ambassadors offer guided campus tours and provide information for visitors as they navigate the college selection process.

TJC's **Promise and College Scholarships** building is located on Baxter Avenue next to the Welcome Center. Here, prospective students and parents can learn more about TJC's Promise Programs as well as get information on TJC's general scholarships. Promise students attending TJC have access to success coaches to assist them in their academic journey.

The **Robert M. Rogers Nursing & Health Sciences Center** includes approximately 155,000 square feet of space dedicated to classrooms, labs and study areas for nursing and health science programs as well as the dental hygiene clinic and the Campus Clinic, and the office of the dean of the School of Nursing and Health Sciences. The RNHSC is also home to TJC's Bachelor of Science in dental hygiene program, the first and only degree of its kind to be offered at a community college in Texas.

Located in **Rogers Student Center** are the Apache Rooms, TJC Bookstore, Apache Junction dining hall, Center for Student Life and Involvement, TRIO programs, Counseling, Testing Center, Academic Advising Center, recreational facilities, student lounges, the Presidential Honors loft and the dean of students.

The **Aleck Genecov Science Building** houses the dean of the School of Engineering, Mathematics and Sciences, classrooms and facilities for lab sciences and faculty offices.

Potter Hall consists of classrooms, faculty offices as well as the division director, Student Support Services Office; director, Disability Services Office; and the Deaf Student Services Office.

The **George W. Pirtle Technology Center** provides classrooms and labs for technical courses and the office of the dean of the School of Professional and Technical Programs.

The **Vaughn Library/Learning Commons** is TJC's center for research and academic support and offers books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve and a multimedia non-print collection. Also housed in the library are the TJC Archives and Special Collections, the Tutoring Center, College Success Coaching, the Digital Media Lab, Distance Education offices, the Technical Assistance Desk, Open Computer Lab, and Common Grounds.

The **Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with classrooms and offices.

The **Earth and Space Science Center featuring Hudnall Planetarium** is home to the first 40-foot domed theater in East Texas and features an immersive, full-dome experience. The theater is equipped with Digitarium Aethos, the latest in digital projection technology. The science center also features interactive displays and exhibits, a classroom and outdoor educational spaces.

The **Rogers Palmer Performing Arts Center** provides state-of-the-art facilities for the music, art, dance, drama and speech departments. The center includes the TJC Box Office, and **Wise Auditorium**, a large performance hall which was significantly renovated and expanded in 2021. **Watson Wise and Emma Wise Cultural Arts Center** houses **Jean Browne Theatre**, TJC's smaller performance space with a thrust stage, as well as music/dance and speech/theatre departments, in addition to offices, classrooms, and practice rooms.

Wagstaff Gymnasium and the **Apache Recreation Center** house recreational facilities. Wagstaff Gym provides facilities for intercollegiate athletics. The Apache Recreation Center offers machine, dumbbell, & heavy rack weights. It also offers a variety of cardio equipment, massage chairs, table tennis, cornhole, & outdoor basketball courts.

The **Ornelas Center for Band, Apache Belles & Dance** provides a beautiful home for the Apache Band, the Apache Belles, and dance instruction - including the Academy of Dance.

The **JoAnn Medlock Murphy Tennis Center** is home to TJC's premier tennis courts and facilities, including classrooms, coaching and instructional offices for the tennis teams and the professional tennis management program. The nearby **Louise Brookshire Community Tennis Complex** offers eight tennis courts for College and public use.

The **Residential Life and Housing** building is the hub for on-campus living at TJC. The housing administrative building offices professional staff members who are responsible for the management of eight residence halls which are home to over 1,200 residents from all backgrounds, cultures, lifestyles and attitudes are welcomed and have the unique opportunity to interact with a large, diverse group of people while being in the heart of on-campus activities.

Included are hall amenities; unlimited laundry use, cable TV, high-speed wireless throughout the building, computer labs and study lounges, community microwaves, 24-hour maintenance service and public area housekeeping. Plus, a Chick-fil-A location in **Crossroads Hall**. Each hall is managed by housing staff residing in the hall who are responsible for creating an atmosphere which supports academic, intellectual, social and emotional growth.

The **Pat Hartley Field Complex** serves as home to the men's and women's soccer teams and includes two regulation-size soccer fields, a walking trail, a concession facility and a field house. Playing fields also serve as a practice facility for football and as a resource for intramural and continuing education programs.

The **Baldwin Facilities and Construction Building** and **Satellite Physical Plant** include offices, workshop and storage for maintenance and physical plant staff and provide heating and cooling for the campus.

Campus Services houses mail and duplications, central supply and purchasing offices.

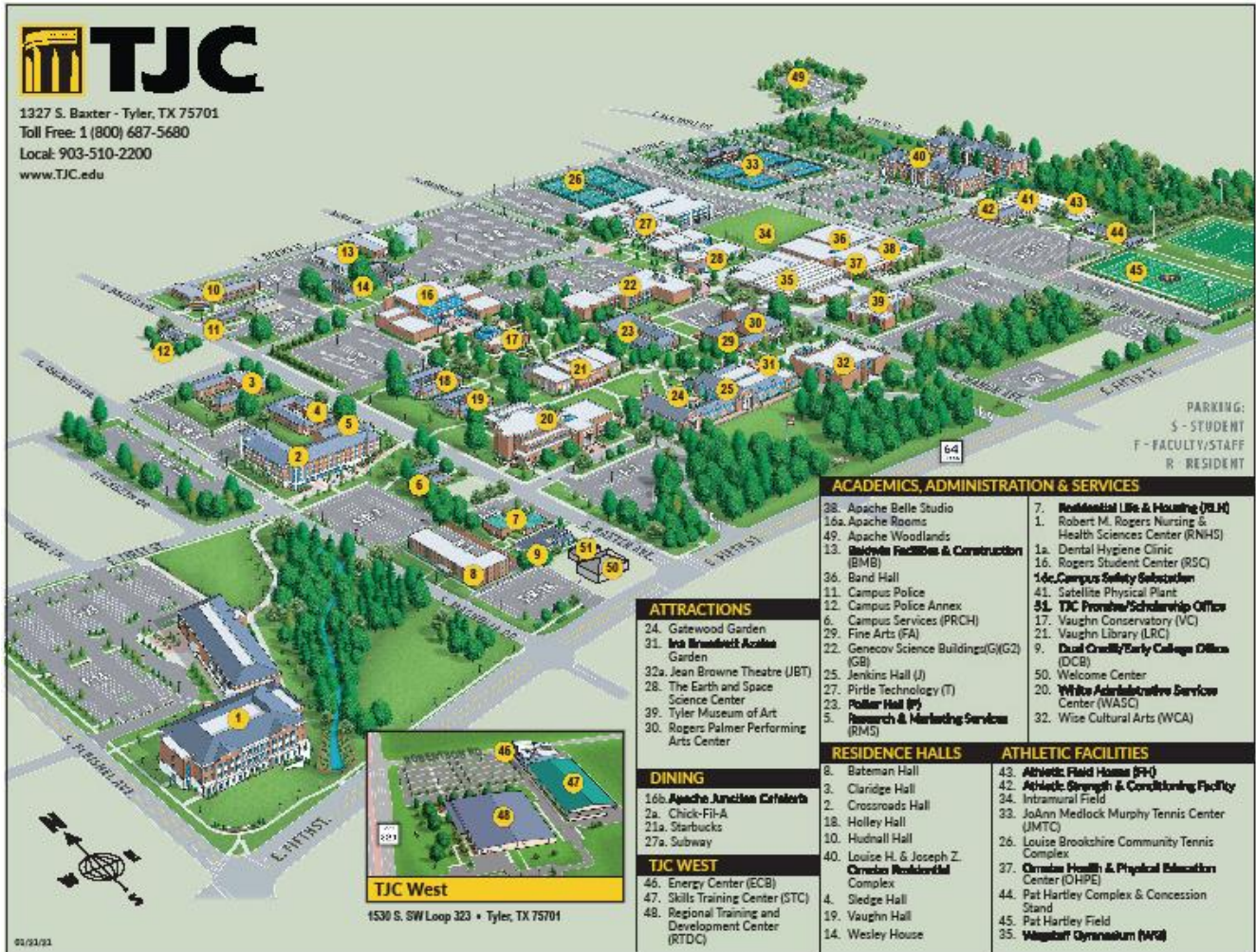
Research and Marketing Services is home to the Institutional Effectiveness, Planning and Research and Marketing, Media and Communications departments.

Also located on the Central Campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately funded contemporary art museum.



TJC

1327 S. Baxter - Tyler, TX 75701
Toll Free: 1 (800) 687-5680
Local: 903-510-2200
www.TJC.edu



TJC West

1530 S. SW Loop 323 • Tyler, TX 75701

ACADEMICS, ADMINISTRATION & SERVICES

- | | |
|---|---|
| 38. Apache Belle Studio | 7. Residential Life & Housing (RLH) |
| 16a. Apache Woodlands | 1. Robert M. Rogers Nursing & Health Sciences Center (RNHS) |
| 13. Baldwin Facilities & Construction (BMB) | 1a. Dental Hygiene Clinic |
| 36. Band Hall | 16. Rogers Student Center (RSC) |
| 11. Campus Police | 16c. Campus Safety Substation |
| 12. Campus Police Annex | 41. Satellite Physical Plant |
| 6. Campus Services (PRCH) | 51. TJC Promise/Scholarship Office |
| 29. Fine Arts (FA) | 17. Vaughn Conservatory (VC) |
| 22. Genevieve Science Buildings (G/G2) (GB) | 21. Vaughn Library (LRC) |
| 25. Jenkins Hall (J) | 9. Dual Credit/Early College Office (DCB) |
| 27. Pirtle Technology (T) | 50. Welcome Center |
| 23. Poller Hall (P) | 20. White Administrative Service Center (WASC) |
| 5. Research & Marketing Services (RMS) | 32. Wise Cultural Arts (WCA) |

ATTRACTIONS

- 24. Gatewood Garden
- 31. Bob Brundrett Aquatic Garden
- 32a. Jean Browne Theatre (JBT)
- 28. The Earth and Space Science Center
- 39. Tyler Museum of Art
- 30. Rogers Palmer Performing Arts Center

DINING

- 16b. Apache Junction Cafeteria
- 2a. Chick-Fil-A
- 21a. Starbucks
- 27a. Subway

TJC WEST

- 46. Energy Center (ECB)
- 47. Skills Training Center (STC)
- 48. Regional Training and Development Center (RTDC)

RESIDENCE HALLS

- 8. Bateman Hall
- 9. Claridge Hall
- 2. Crossroads Hall
- 18. Holley Hall
- 10. Hudnall Hall
- 40. Louise H. & Joseph Z. Overton Residential Complex
- 4. Sledge Hall
- 19. Vaughn Hall
- 14. Wesley House

ATHLETIC FACILITIES

- 43. Athletic Field House (AFH)
- 42. Athletic Strength & Conditioning Facility
- 34. Intramural Field
- 33. JoAnn Medlock Murphy Tennis Center (JMTTC)
- 26. Louise Brookshire Community Tennis Complex
- 37. Christus Health & Physical Education Center (CHPE)
- 44. Pat Hartley Complex & Concession Stand
- 45. Pat Hartley Field
- 35. Wagstaff Gymnasium (WAG)

PARKING:
S - STUDENT
F - FACULTY/STAFF
R - RESIDENT

01/23/23

TJC West

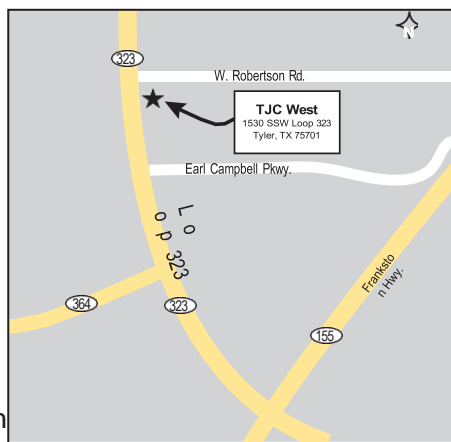
At TJC West, located at 1530 South Southwest Loop 323, are the **Regional Training and Development Complex (RTDC)**, the **Skills Training Center (STC)** and the **Energy Center**. The RTDC is home to the School of Continuing Studies, the Small Business Development Center, the Tyler Area Business Incubator, TJC Corporate Services, the Literacy Council of Tyler, the TJC Fire Academy and the TJC Law Enforcement Academy. The 84,000-square-foot facility offers fast-turnaround, low-cost training programs for business and industry, in addition to lifelong learning and professional enhancement programs for groups and individuals.

Credit programs are also offered at TJC West, including: automotive technology; child development/early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; ophthalmic medical assisting; energy systems technology; welding technology; and industrial maintenance technology.

The **Skills Training Center (STC)** is an innovative, joint project with area public schools and is financed with assistance from Tyler Independent School District, the Tax Increment Finance Board and the Tyler Economic Development Council. The Skills Training Center includes the **Jake and Mary Roosth Automotive Technology Center** as well as the College's welding technology and industrial maintenance technology departments.

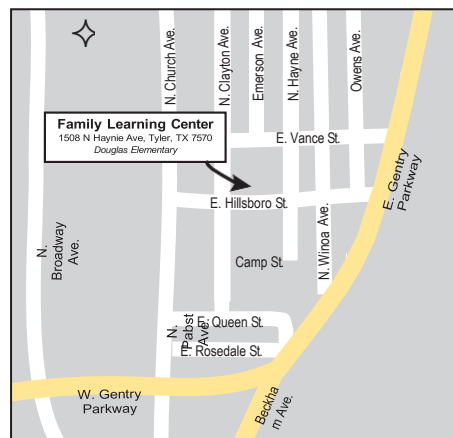
The **Energy Center**, an expansion to the STC, provides training in the latest industry standards for students seeking highly skilled jobs in energy systems technology, heating, air conditioning and refrigeration technology, electrical and electronic controls technology and industrial maintenance technology.

The STC and its departments are utilized by area high school students taking part in dual credit enrollment programs, which offer the opportunity for college credit prior to high school graduation. Many students choose to continue their studies after graduating, obtaining certification in technical fields to enter into the expanding job market.



Family Learning Center

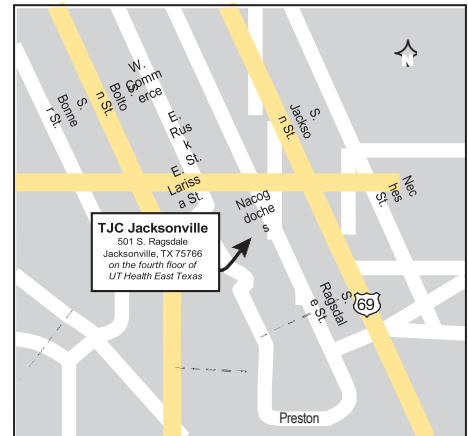
The **Family Learning Center of Tyler** is a joint child care project of TJC, the Literacy Council of Tyler and Tyler ISD. This licensed center serves children ages 6 weeks to 4 years and operates 7:15 a.m. – 5:15 p.m. Monday – Friday during the fall and spring semesters. The center is on the campus of Douglas Elementary School, 1508 North Haynie Avenue, in Tyler. The Family Learning Center operates on standards aligned with national accreditation and is supervised by degreed personnel and students from the TJC early childhood program.



TJC Jacksonville

TJC Jacksonville is located on the fourth floor of UT Health Jacksonville, located at 501 South Ragsdale Street, in Jacksonville. Studies offered at TJC Jacksonville include the LVN-ADN transition program, designed for a licensed vocational nurse to complete the associate degree nursing program and be qualified to become a registered nurse, as well as general education courses needed to qualify for entry and completion of nursing and other health-related and college transfer programs.

TJC Jacksonville is the result of a partnership between the Jacksonville Economic Development Corporation, CHRISTUS Trinity Mother Frances Health System, UT Health East Texas and TJC.



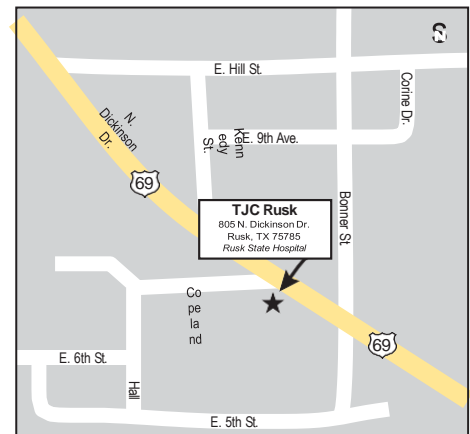
TJC North

TJC North provides Lindale and its surrounding communities with access to general education classes, nursing programs and the veterinary technician program. TJC North is located in The Cannery, a retail/entertainment/residential complex in Lindale. It is a result of a partnership between the Lindale Economic Development Corporation, the Lindale ISD and TJC. TJC North brings lifelong learning to residents of northern Smith County and provides a resource for high schools in Smith, Van Zandt and Wood counties, where TJC offers dual credit courses that provide college credit to eligible high school students.



TJC Rusk

At TJC Rusk, located on the campus of Rusk State Hospital on U.S. Highway 69, TJC maintains a 12-month vocational nursing education program. All academic courses for students within the TJC Rusk LVN program are offered on site.



Administrative Policies

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements, including furnishing the necessary transcripts of prior college work. Failure to meet all requirements within a reasonable period after registration may cause them to be dropped from all work for which they have been enrolled. TJC reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law, or whose conduct consistently has demonstrated anti-social behavior, can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Students who are denied admission to the College based on this policy may appeal the decision in writing to the Admissions Appeal Committee. The decision of this committee shall be final.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. It is college policy to excuse absences related to religious holidays and student participation in College District Sponsored/Approved events. Students are responsible for providing satisfactory documentation to the professor for each missed class. Students with acceptable excuses that are supported with appropriate documentation will be permitted to make up work for these types of absences. Some programs may have additional requirements for attendance/withdrawal. Please consult with the department chair for specifics.

Student Absences for Religious Holy Days

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student should notify the faculty member in writing at least 10 business days prior to an intended absence due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for travel to and observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

Student Absences for College-Sponsored/Approved Events

A student who is absent due to participation in a College Sponsored/Approved event shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member. The student must notify the faculty member in writing at least 10 business days prior to the intended absence (or as soon as notified by the coach or sponsor). A College District Sponsored/Approved event is an activity where:

- the student is an official representative of the College District
- the College District financially supports the activity and/or travel for the event; or
- the student is required to attend to maintain a scholarship.

To be excused, participants must be engaged in conducting the event or serving as a leader of an organization involved in the event. Voluntary attendance at an event without event responsibilities does not qualify as an excused absence.

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their professors prior to their absence. Official notification will be provided in advance of the absence by the leader, coach or advisor of that authorized TJC activity.

Student Absence Responsibility

Students are responsible for arranging to make up any coursework missed due to absences for any reason. A student who is absent due to an official religious observance or a TJC-sponsored or approved activity, and who has appropriately informed the professor, is entitled to make up missed coursework. In other cases, the professor will determine whether or not a student will be allowed to complete makeup work and the time and nature of the makeup work.

Extended Absences

Students with absences that exceed 15% of coursework are encouraged to seek potential alternative options, such as withdrawing from a course. In this case, the student should consult the professor and department chair. Students receiving financial aid should contact a financial aid advisor regarding options.

Absence for Military Service

Upon notice from the student, faculty will excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in required military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. A professor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. *Education Code 51.9111(c); 19 TAC 4.8(a)-(b)*

The maximum period for which a student may be excused under this policy is 25% of the total number of class meetings or the contact hour equivalent, not including the final examination period, for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service. *Education Code 51.9111(d); 19 TAC 4.8(d)*

Date of Last Attendance

Date of last attendance, as defined by TJC according to the *Code of Federal Regulations, Title 34, Part 668.22*.

Is determined in one of two ways:

- (i) For a student who provides notification to the institution of his or her drop/withdrawal, the last date of attendance is the date of notification;
- (ii) For a student who did not provide notification of his or her drop/withdrawal the date of last attendance will be the date the institution becomes aware that the student ceased attendance bearing in mind the requirements for academic engagement as defined under 34 CFR 600.2. Academic engagement includes but is not limited to --
 - 1. Attending a synchronous class, lecture, recitation, or field laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
 - 2. Submitting an academic assignment
 - 3. Taking an assessment or exam
 - 4. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
 - 5. Participating in a study group, group project, or an online discussion that is assigned by the institution
 - 6. Interacting with an instructor about academic matters

Attendance does not include activities where a student may be present, but not academically engaged, such as:

1. Living in institutional housing
2. Participating in the institution's meal plan
3. Logging into an online class without any further participation
4. Participating in academic counseling or advisement

A determination of "academic attendance" or "attendance at an academically related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

The second method for determining last date of attendance will also apply to students who earn failing grades to account for unofficial withdrawals.

Acceptable Forms of Identification

Prospective or former students requiring services from TJC must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Texas Driver License (DL) or Identification Certificate (ID)
- Temporary receipt for a Texas DL or ID
- DL or ID issued by another U.S. state, U.S. territory, the District of Columbia or Canadian province
- U.S. Passport book or Passport card
- U.S. Citizenship Certificate or Certificate of Naturalization
- U.S. Citizen Identification Card
- Permanent Resident Card
- Foreign Passport, Visa
- U.S. Military ID card for active duty, reserve or retired personnel
- Current Student ID from any College/University or High School
- Identification Letter "School or Notarized Identification Letter for Individuals Without Photo ID" for high school students who do not have DL or Student ID. This form is available at the TJC Testing Center.

Current students requiring services from TJC must present a valid form of ID with an identifiable photo. An individual must present one of the following options to the office they are requesting services from:

- Current TJC or government-issued photo ID
- Temporary receipt for a current TJC or government-issued photo ID

Note: Additional information may be required for transactions involving the following areas: Higher One, Testing, Cashier's Office.

Classification, Load and Numbering

Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

Freshman – Less than 30 semester credit hours

Sophomore – 30-72 semester credit hours

Junior – 73-89 semester credit hours; enrolled in the third year of a bachelor's program

Senior – 90+ semester credit hours; enrolled in the fourth year of a bachelor's program

Unclassified – More than 72 semester credit hours; no associate degree or above earned

Associate Degree – Previously earned an associate degree

Baccalaureate or above – Previously earned a degree of baccalaureate or above

Part-time – Enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term

Full-time – Enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Student Load

A student may enroll in one or more courses. The minimum credit-hour load to be considered a full-time student is 12 semester hours during a fall or spring semester or 6 semester hours during a regular summer session. Students desiring to take more than 19 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload.

The combined summer and May term load may not exceed 15 semester hours.

Course Numbering

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses which are developmental have four-digit numbers; the first number is a “0.”

TJC has joined the Texas Common Course Numbering System Consortium approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This number system was developed for the purpose of facilitating the transfer of general academic courses.

- The four-letter prefix will be used to identify subject areas.
- The four-digit numbers will be used as follows:
 - o First digit – to identify level (0 = developmental, 1 = freshman, 2 = sophomore)
 - o Second digit – to identify credit-hour value
 - o Third and fourth digits – to establish course sequence

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week, while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Note: Course numbers in which the first digit is a 3 or 4 are upper-division courses that pertain only to baccalaureate programs.

Drop/Withdrawal

Drop/Withdrawal from a Course(s)

A **Drop** is defined as removal from a class or classes, typically prior to the official state reporting date, with no indication on the student's transcript that enrollment in the class or classes ever existed. **Withdrawal** is defined as removal from a class or classes after the official state reporting date and is indicated on the student's transcript with a grade of “W.” Withdrawal from all classes constitutes **Complete Withdrawal** from the College.

Professor Initiated

A professor seeking to withdraw a student from a course for disciplinary reasons should follow the Faculty Procedure for Reporting Student Misconduct detailed in the [Faculty Handbook](#).

Student Initiated

A student may request a drop/withdrawal from a course or withdrawal from the College in Apache Access or by visiting the Apache Enrollment Center. Before dropping/withdrawing, it is strongly recommended the student discuss their course progress with their instructor. Students should be aware that dropping/withdrawing from a course may affect the status of scholarships, financial aid, VA benefits or on-campus housing.

A student will receive a grade of “W” for any class from which the student withdraws or is withdrawn after the official reporting date has passed, and before 5 p.m.:

Last day of 14th week	16 weeks
Last day of 7th week	8-9 weeks
Last day of 4th week	5 weeks
Thursday of 2nd week	3 weeks

Refer to the academic calendar for exact deadlines and for information on withdrawals during special sessions. Students may consult the Registrar’s Office for more questions about drops/withdrawals. Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not been dropped/withdrawn from a course by the above deadlines.

Medical Withdrawal

Any drop or withdrawal due to medical reasons may be initiated in the Registrar’s Office. The student must provide a signed doctor’s excuse with dates.

Limitations on Number of Courses that May Be Withdrawn (TEC 51.907)

A student shall not be permitted to withdraw from more than six courses taken while enrolled at TJC or another public institution of higher education. For this limit to apply:

1. The student must be permitted to withdraw from the course without receiving a grade or being penalized academically;
2. The student’s transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have withdrawn from the course to withdraw from the College District.

A student shall be permitted to exceed the limit on the number of withdrawn courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. The care of a sick, injured or needy person if providing that care affects the student’s ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student’s active military duty service;
6. The active military service of a member of the student’s family or a person who has a sufficiently close relationship to the student; or

7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

Additionally, a student shall be permitted a total of more than six withdrawn courses if the enrollment is for a student who qualifies for a seventh course enrollment, because the student:

1. Has reenrolled at the institution following a break in enrollment from the institution or another institution of higher education covering at least the 24-month period preceding the first class day of the initial semester or other academic term of the student's reenrollment; and
2. Successfully completed at least 50 semester credit hours of coursework at an institution of higher education before that break in enrollment.

Dean-Initiated

The dean of students, in collaboration with the instructional dean, may withdraw a student from a course for disciplinary reasons.

Reinstatements

A student who has been dropped/withdrawn from a course may be reinstated only with the approval of the professor and department chair. The student must initiate the reinstatement within seven calendar days of the official drop/withdrawal date.

Academic Standing

Academic Standing

When a student's cumulative TJC academic record indicates that the student is failing to make satisfactory progress, the student is considered to be scholastically deficient and is placed on academic probation.

Academic status levels are defined as follows:

Good Standing – Students are considered to be in good standing when they maintain a College District CGPA of 2.0 or higher.

Academic Probation – A student who fails to maintain a College District CGPA of 2.0 or higher will be placed on academic probation. The student may continue to enroll while on probation unless or until they earn less than a 2.0 semester GPA.

First Academic Suspension: The first time a student who is on probation earns less than a 2.0 GPA in any semester, he or she will be placed on suspension and may not enroll for the next long semester. Suspended students may complete a petition for admission through the office of admissions, requesting continued enrollment. A student returning from suspension is required to meet with an academic advisor prior to receiving permission to enroll.

Second Academic Suspension: In the event that a student is suspended a second time, he or she may not enroll again for a full calendar year, and only then after completing an interview with an academic adviser. A student returning from suspension is required to meet with an academic advisor prior to receiving permission to enroll.

Third Academic Suspension: The third time a student is suspended, the student may not enroll again for a full calendar year, and only then if his or her readmission is reviewed and approved by the admission appeal committee.

Academic Integrity

As a premier learning-centered higher education institution, TJC is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. In accordance with Our Pledge, students attending TJC are responsible for adhering to this principle.

Faculty Initiated Academic Integrity Plan

It is the responsibility and prerogative of the faculty member to make an initial determination regarding the extent and severity of an academic integrity violation. If the instructor believes that the student violated the Student Code of Conduct:

1. The faculty member will discuss the violation with the student.
2. If the faculty member and student are in disagreement concerning the accusation or the penalty, the student may, within three (3) business days of the faculty discussion, ask the instructional dean in whose school the course resides to review the decision. The decision of the dean is final, except in the case of suspension or expulsion from the College.
3. If the decision of the dean is suspension or expulsion, the student may, within three (3) business days, request a hearing in writing to the dean regarding the decision. If the student does not request a hearing within three (3) business days, the decision of the dean will be final. The hearing will follow the guidelines delineated in Article V of the Student Code of Conduct found in the Student Handbook.

Grades

Grade Forgiveness Policy

A student may repeat a course that he/she has previously taken for the purposes of improving his/her grade. Only the semester credit hours and quality points from the highest grade will be used in calculating the CGPA. The repeated course(s) with the lower grade(s) will be marked as excluded on the official record in earned hours. All course attempts are recorded on the student's transcript. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned. Major topic courses which are required to repeat for certain majors are exempt from this policy.

Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Final grades for each class are posted on Apache Access, the TJC web portal for students. Grades are not mailed. To check grades, log into Apache Access.

For course grade complaints, please review the Grievance Procedures found in this Student Handbook, [Catalog](#) and at tjc.edu.

Canvas Grade Book

Canvas is the Learning Management System for courses offered at TJC. The College has adopted the Canvas grade book as the grade book of record for all courses at TJC, whether face-to-face, hybrid, or online.

To access course grades:

1. Log into Apache Access and click on the My Online Classes (Canvas) icon.
2. Select the course on the Canvas dashboard.
3. Click "Grades" on the Canvas course navigation menu to see grades and current course average.

Additionally, to determine how to achieve a desired course grade, enter "what-if" grades for assignments yet completed. This will show the score needed to reach the desired grade. For additional questions, please contact de@tjc.edu or call 903-510-2529.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to

apply for “Academic Fresh Start” must complete forms in the Academic Advising Office. When students apply for “Academic Fresh Start,” all credit 10 or more years old will not be used for admission.

Grading System

- A - 4 grade points per semester hour, an EXCELLENT performance
- B - 3 grade points per semester hour, a GOOD performance
- C - 2 grade points per semester hour, a FAIR performance
- D - 1 grade point per semester hour, a POOR performance, but a passing grade
- F - 0 grade points per semester hour, a FAILING grade
- I - 0 grade points, INCOMPLETE due to illness, unavoidable circumstances or medical necessity must be completed within 30 calendar days after the beginning of the following fall or spring semester, or grade will be F.
- W - 0 grade points, WITHDRAWN from course without failing, prior to the deadline to withdraw. Withdrawal deadlines are posted in the academic calendar for long semesters, 8-week, and summer terms
- CR - Credit by Examination or Advanced Placement; Credit by Articulation Agreement

Semester hours with grades of “I,” “W,” and “CR” will not be used to calculate averages for any GPA. “CR” credit will count toward graduation, but the credit does not count toward the residency requirement for degrees and/or certificates.

A “D” after a letter grade denotes a development course grade. A “T” after the letter grade denotes a transfer course grade.

President’s List

Dean’s and President’s lists will be compiled based on the student’s semester grade point average (SGPA). Developmental courses will not be considered when calculating the GPA. In addition, the program will evaluate each record to ensure that only students enrolled in at least 12 semester hours of college-level courses are considered. To qualify for President’s List, recipients must have a 4.0 GPA. To qualify for Dean’s List, recipients must have a minimum 3.3 GPA.

Honors for graduation will be calculated according to the CGPA on all college-level work (1000 or above) attempted at the College District.

Graduating with Honors

To graduate with honors, a student must complete all required courses of his/her appropriate award. Grade-point average is based on all accumulated coursework of college-level courses (1000 or above) attempted.

- Summa Cum Laude (Highest Honors):
4.0 grade-point average
- Magna Cum Laude (High Honors):
3.6 grade-point average
- Cum Laude (Honors):
3.3 grade-point average

Transferring Credits

Transfer Credit

All credits taken at a college or university will be evaluated for credit toward a degree at TJC. Consideration will be given to comparability of coursework and applicability of that coursework to a TJC degree or certificate program. Credit will be transferred if:

1. An official transcript is received before the end of the student's first academic semester of enrollment.
2. Credit for courses in which a passing grade ("C" or better) has been earned may be transferred to TJC from colleges and universities.
3. The College will consider coursework completed at colleges and universities outside the U.S. on an individual basis.
4. To complete the transcript evaluation process, the student may be required to document course learning outcomes from previous institutions.

Transfer Out of Lower-Division Coursework

Students planning to transfer should be aware that Texas public institutions have the following requirements and limitations on transfer of credit, core curriculum and field of study curricula:

Core Curriculum

- If a student successfully completes the 42 semester-credit-hour core curriculum at a Texas public institution of higher education, that block of courses must be substituted in transfer to any other Texas public institution of higher education for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution.
- A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution.

Field of Study

- If a student successfully completes a field of study curriculum developed by the Coordinating Board, that block of courses must be substituted in transfer to a general academic teaching institution for that institution's lower-division requirements for the degree program for the field of study into which the student transfers, and the student must receive full academic credit toward the degree program for the block of courses transferred.
- A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution.

General Considerations

- All institutions of higher education must accept transfer of credit for successfully completed courses identified as substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.
- Institutions shall be required to accept in transfer into a baccalaureate degree program the number of lower-division semester credit hours (SCH) in the program which are required for their non-transfer students in that program; however,
 - No institution shall be required to accept in transfer more semester credit hours in the major area of a degree program than the number set out in any applicable Board-approved field of study curriculum for that program.
 - In any degree program for which there is no Board-approved field of study curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in

that major.

➤ No institution of higher education shall be required to accept in transfer, or apply toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.

- An institution of higher education may deny the transfer of credit in courses with a grade of “D” as applicable to the student’s field of study curriculum courses, core curriculum courses, or major.

It is strongly recommended that students with plans to transfer coordinate with their TJC advisor and with their planned transfer institution frequently to make sure courses taken at the lower-division will transfer into the student’s desired program of study.

Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course must be listed in THECB General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

TAC Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
 2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
 3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course Catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Texas Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Reverse Transfer Graduation

Students who have completed 25 percent of a degree program at TJC may transfer coursework back from college or university credits to complete their degree requirements. These students must furnish TJC with official transcript(s) for review from the college or university they have attended and complete the online graduation confirmation form. Transcripts will be reviewed to assure that course outcomes are comparable to those courses at TJC for which the student is seeking credit.

Transfer Services

University recruiter visits to TJC and Transfer Fairs on our campus are scheduled throughout the year by the TJC Admissions Office. Academic Advisors are available to assist with understanding the transfer process and transfer course requirements for a student's intended upper-level University. Students may pick up transfer resources in Rogers Student Center, 2nd floor.

Military Credit

Credit for Military Training

TJC will evaluate course credit toward a degree offered by the institution for the student's completion of certain military training. The following conditions must be met:

1. An official military record must be presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training; and
2. The substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution's course catalog

Credit for Military Service

TJC shall award to a student who is admitted to the institution course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside of the student's major. Course credits are available to veterans who have met the following requirements:

1. Graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense.
2. Honorably discharged former member of the Armed Forces of the United States.
3. Completed at least two years of service in the Armed Forces or was discharged because of disability.

The awarding of credit is irrevocable (i.e., cannot be removed from transcript once awarded). Therefore, in deciding whether to claim this credit, students should consult with an academic advisor to verify if their degree plan allows for elective credits and how many should be applied. Students should also verify how posted credits may affect grants or scholarships.

A request to post credits will be processed in the Registrar's Office.

Credit from accredited institutions such as the Community College of the Air Force are not reviewed under this policy. Such credits are assessed per standard transfer credit policies and procedures.

Records

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, TJC will not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. A release of information to parents requires the student's written consent if there is no proof of dependency on file.

In compliance with the *Family Educational Rights and Privacy Act of 1974* (PL-93-380), as amended, the following information is provided concerning student records maintained by TJC; and upon request, this act is available for review in the Registrar's Office.

Area in which student records are maintained:

1. Academic records: Registrar's Office, Continuing Education Office and faculty offices
2. Placement and testing records: Registrar's Office and Testing Center
3. Financial records: Business Services Office and Financial Aid Office
4. Medical records: UT Health East Texas Campus Clinic
5. Disciplinary records: Dean of Students Office

Records Retention

Records submitted to TJC such as official transcripts and test scores, without official admission to the College, will be retained for 1 academic year. Upon the conclusion of the academic year, all information may be destroyed. Students who apply to TJC and do not enroll within 1 academic year of acceptance must make reapplication to the College and submit all official records.

Review of Record

Access to records may be requested on a form available from the official in charge of the particular record.

Parental Notification Policy in Higher Education

The Higher Education Reauthorization Act of 1998 amended the Family Educational Rights and Privacy Act (FERPA) to permit a college, without a student's consent, to disclose to parents or legal guardians of students under age 21 information regarding:

- Any criminal or school policy violation involving alcohol or drugs.
- The final results of disciplinary proceedings against a student charged and found responsible for a violent crime as identified in the [Student Handbook](#).

In addition, colleges are allowed to disclose educational records to federal law enforcement officials and parents of dependent students without the student's consent. Thus, within the structure of this policy, TJC reserves the right to implement all parts of the policy applicable by law.

Family Education Rights and Privacy Act (Directory Information)

In compliance with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), TJC protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

TJC hereby designates the following student information as public or "Directory Information": name and address, major field of study at TJC, dates of attendance, most recent previous educational institution attended, classification, degrees, certifications and awards received, date of graduation, e-mail address, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status (e.g., undergraduate or graduate; full-time or part-time).

A student may request that the above "Directory Information" be withheld from the public by making written request to the Registrar's Office. Unless a request is filed, information may be released upon inquiry at the discretion of the institution. Once a student files a request to withhold directory information, the request will remain on file until the student refiles to stop the request. TJC assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

The Family Educational Rights and Privacy Act also provides that in addition to TJC employees having a "legitimate educational interest," certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of

their federal income tax form each filing year. For more information, contact the Registrar's Office.

Written Proof of Dependency

Under the Family Education Rights and Privacy Act (FERPA), TJC is permitted to disclose information from a student's educational records to the parent(s), if the parent(s) claim the student as a dependent for federal tax purposes. Documentation of dependency must be on file with the Registrar's Office.

Solomon Amendment

Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which exceeds the scope of TJC's FERPA directory information list.

In addition to the records already designated as Directory information at TJC, Solomon Information adds these additional fields:

1. Telephone
2. Date of birth
3. Age
4. Place of birth

If the student has submitted a written request through the Registrar's Office to restrict the release of his/her Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

Informed Consent

Student records will be examined by TJC and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by TJC or its authorized subcontractors. Unless a student notified TJC in writing of a desire to prevent examination of his/her records, the student's signature on the admissions application and/or readmission form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Change of Name or Address

Name Changes

Note: Changes to nicknames, reversing legal first and middle names, replacing middle with maiden name, etc., cannot be allowed. The College must keep the correct legal name in the file in order to keep accurate records. Any name change request other than by change in marital status must be accompanied by a signed court order.

In order to change a name or make a name correction, the student will need to come in person to the

Registrar's Office and will need to bring a valid Driver's License or U.S. Passport reflecting the current name, along with the following documents*:

- Original Marriage License (from the county, not a church)
- Divorce Decree

- Original Birth Certificate (must be United States)
- Original Certificate of Naturalization

**Multiple documents may be required to prove identity in the event that a person has had more than one name change since the last record on file.*

Change of Address

In order to change or correct your personal email, mailing or permanent residence address, please visit tjc.edu/changeofaddress.

Intellectual Property Policy-Students

The College encourages the creation, development, invention, writing and production of intellectual property. Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as but not limited to literary, dramatic, musical and artistic works; computer software; multimedia presentations; and inventions. Issues or disputes between the College and students regarding intellectual property should be directed to the Provost and Vice President for Academic and Student Affairs, who will serve as the point of contact and identify the best approach to resolving the issue.

TJC Refund Policy*

(Subject to change by the State Legislature, Coordinating Board or Board of Trustees of TJC.)

TJC refunds will be processed with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. 4-6 weeks after the 12th class day. Refunds are issued on a weekly basis. Go to the BankMobile Disbursements website (Refundselection.com) to select your refund payment preference.

Refund of Mandatory Tuition and Fees

(16-week/Regular Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at TJC) by **completing the proper forms shall have their tuition and mandatory fees refunded according to the following schedule:**

Prior to the first official class day.....	100%
During the first 15 class days	70%
During the 16th through 20th class day	25%
After the 20th class day	0%

Students who “swap” credit hours (exchange one three-hour course for another three-hour course) may do so without a monetary drop penalty. The even exchange applies only if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

Students with financial aid who completely withdraw on or before the 60% point in time of the enrollment period may have a federally required return of Title IV calculation done to determine the amount of money the student will owe to the federal government and/or College.

Weekend College

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

Special Notes

It is the student’s responsibility to drop/withdraw courses. The dates used for determination of refunds are those entered by the Registrar’s Office when the drop/withdrawal slip is received and processed by them. Refunds will be applied to outstanding debts owed to TJC. Unpaid student accounts may be turned over to a

collection agency. Any cost associated with the collection of outstanding account balances, including reasonable attorney’s fees, cost of collection and court cost incurred in the prosecution of suit, will be paid by the student.

The refund policy is subject to change by the vote of the TJC Board of Trustees or the legislature of the State of Texas.

Refund of Mandatory Tuition and Fees
(8-Week/Special Terms Only)

Students who completely withdraw or reduce their credit-hour load (remain enrolled at TJC) by completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule:

- Prior to the first official class day..... 100%
- After classes begin (see table below)

Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16+	15	20

- Example: Three-Week Course
- Prior to the first official day of class..... 100%
 - During the first through third class days..... 70%
 - During the fourth class day 25%
 - After the fourth class day0%

The Key to Faster Refunds

TJC delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://refundselection.com/refundselection/#/welcome/continue>

Classroom Etiquette and Management

TJC is committed to student and community success through teaching excellence and a healthy learning environment; therefore, the College has the following expectations:

1. Punctual and complete attendance, engagement and participation.
2. Respect, courtesy and professionalism for faculty, staff and fellow students.
3. Completion and submission of required assignments and projects on time and with academic integrity.
4. Positive communication, in and out of class, among faculty, staff and fellow students.
5. Collaborative work among students in the class to promote academic excellence and student success.

Protected Expression on Campus

Tyler Junior College ensures that the common outdoor areas of the institution's campus are deemed traditional public forum and permits any person to engage in expressive activities in those areas. For specific information regarding the usage of traditional public forums, see [Board Policy GD\(LOCAL\) – Community Expression and Use of College Facilities and FLA\(LOCAL\) - Student Expression and Use of College Facilities](#).

Acceptable Use Policy

Overview

The TJC Student Acceptable Use Policy serves as a supplement to the TJC Information Security Standards. College information resources consist of the computer devices, data, applications, and the supporting networking infrastructure. These technologies are critical to the multifaceted mission of the College.

While these resources help the College function, they also require responsible use from every user. You must use these technologies responsibly and with respect.

This policy establishes guidelines and best practices for acceptable use of information resources. It includes examples of what you can do and cannot do, and what rights you have. All these guidelines are based on the following underlying principles:

- Information resources are provided to support the essential mission of TJC.
- TJC policies, state and federal law govern your use of information resources.
- The information resources infrastructure is provided for the entire campus. This infrastructure is finite and requires millions of dollars to maintain, and all users are expected to use it responsibly.

This policy applies to all TJC students who access TJC information resources. It is intended to be a reference to assist with compliance with established TJC security controls, and adherence to TAC 202. All College students granted access to or use of College Information Resources must be aware of and agree to abide by the following acceptable use requirements.

PRIVACY EXPECTATIONS

As a user of information resources at the College, there are certain things you can expect.

Are my e-mails private?

- In general, electronic communications transmitted across a network should never be considered private or confidential. When you are considering the safety and security of a communication, it is best to think of e-mail and instant messages like postcards—viewable by anyone with access.
- E-mails sent or received by Users while conducting College business are College Data that are subject to state records retention and security requirements as well as Public Information Requests.

- Users who are College employees are to use College provided e-mail accounts, rather than personal e-mail accounts, for conducting College business.

Are my files private?

- The College respects the contents of your files and monitors the College network in accordance with the TJC Security Standards. Additionally, OTS systems administrators may become aware of file content while dealing with specific operational problems. Usage logs are frequently kept to diagnose such problems. Furthermore, the College will comply with the lawful orders of courts, such as subpoenas and search warrants, as well as Public Information Requests. This compliance has included providing, when required, copies of system files, e-mail content, or other information ordered by the court.
- The College does not review electronic communication for the purpose of determining whether impermissible activity is occurring. However, while assuring the viability of the College's network, OTS systems administrators may become aware of activity that poses a risk to the network's proper operation. In such cases, OTS system administrators may need to disable or block access to the services or systems involved if they are deemed to pose a risk to the network's optimal performance. Also, during the process of diagnosing potential problems involving the proper function of the network, any information obtained that indicates possible unauthorized distribution of copyrighted materials may be referred to the TJC Information Security Officer for further investigation.
- Users who are College employees, including student employees, or who are otherwise serving as an agent or are working on behalf of the College have no expectation of privacy regarding any College Data they create, send, receive, or store on College owned computers, servers, or other information resources owned by, or held on behalf, of College. TJC may access and monitor its Information Resources for any purpose consistent with College's duties and/or mission without notice.

RESPONSIBILITIES

Just as everyone in the College community is expected to use physical resources at TJC responsibly, we are all expected to help protect information resources at TJC. Protecting information resources is not the sole responsibility of OTS, any more than taking care of books is singularly the responsibility of librarians.

Protecting IT Resources from Physical & Electronic Access

- You are responsible for the use of the College information resources you have been provided.
- You must control unauthorized use of your College information resources by preventing others from obtaining access to your accounts. You are responsible for protecting your information resources from unauthorized electronic access by using effective passwords (or other access controls) and by safeguarding those passwords.
- Although you may believe that the data you store on a TJC computer system need no protection from access, remember that an insecure account may provide an access point for the entire computer system. Persons attempting to gain unauthorized access to a system do so through user accounts, and your password may be the only safeguard against such access.

Using Electronic Communications Responsibly

- All members of the College community are encouraged to use electronic communications for College-related activities and to facilitate the efficient exchange of useful information. However, access to the College's electronic communications services is a privilege, and certain responsibilities accompany that privilege. People who use College communication services (such as e-mail) are expected to use them in an ethical and responsible manner, following general guidelines based on ethics and responsibility applied to the networked computing environment.
- Electronic communications should meet the same standards for distribution or display as if they were tangible documents or instruments. Identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never excusable.

- All stored electronic correspondence belongs to somebody. It should be assumed to be private and confidential unless the owner has explicitly made it available to others.

Using Limited Resources Responsibly, Efficiently, and Fairly

- You are expected to promote efficient use of network resources, consistent with goals of the College. Show consideration for others and refrain from engaging in any use that would interfere with their work or disrupt the intended use of network resources.
- It is not responsible to use disproportionate amounts of information resources. Examples of disproportionate uses generally include activities such as the misuse of peer-to-peer (P2P) applications, streaming media at high bit rates, or serving a multi-user game.

Complying with the Terms of the User Agreement

As a member of the College, you are expected to read, understand, and comply with the terms of the agreement. If you have questions, ask for clarification from the OTS Service Desk or from the OTS Security Team.

Complying with College Rules and Federal Laws

As a member of the College, you are expected to comply with all applicable College regulations and federal and state laws. The College reserves the right to terminate computing services of users who repeatedly violate College rules or infringe upon the rights of copyright holders.

REQUIREMENTS

- You are the only person who can use an information resource (such as an electronic identifier or an electronic mail account) that the College has provided for your exclusive use.
- NEVER GIVE YOUR PASSWORD TO ANYONE ELSE, even people you trust, such as your friends or relatives or someone who has offered to help you fix a problem. If you suspect someone may have discovered or guessed your password, change it immediately.
 - o College issued or required passwords, including digital certificate passwords, Personal Identification Numbers (PIN), Digital Certificates, Identification Cards, Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes shall be maintained securely and shall not be shared or disclosed to anyone.
 - o Users must not give others access to College Information Resources unless they are authorized and authenticated for such access. Users may not extend access to College information resources to others without permission (e.g., proxy services, accounts for non-College personnel, etc.).
 - o Each User will be held responsible for all activities conducted using the User's password or other credentials.
- Do not give others access to College information resources unless they are authorized and authenticated to do so. You may not extend access to College information resources to others without permission.
- Incidental Use of College Information Resources is permitted, but must not interfere with User's performance of official College business, result in direct costs to the College, expose the College to unnecessary risks, or violate applicable laws or other College or System policy.
 - o Users must understand that they have no expectation of privacy in any personal information stored by a User on a TJC Information Resource, including College e-mail accounts.
 - o A User's incidental personal use of Information Resources does not extend to the User's family members or others regardless of where the Information Resource is physically located.
 - o Incidental Use to conduct or promote the User's outside employment, including self-employment, is prohibited.
 - o Users may not be paid, or otherwise profit, from the use of any College-provided

information resource or from any output produced using it. Users may not promote any commercial activity using College information resources. Such promotions are considered unsolicited commercial spam and may be illegal as well.

- o Incidental Use for purposes of political lobbying or campaigning is prohibited.
 - o Storage of any e-mail messages, voice messages, files, or documents created as Incidental Use by a User must be nominal.
- Never use any College-provided information resource to do something illegal or deliberately destructive—not even as a joke. The OTS Security team will investigate all complaints and refer findings to the appropriate department. Violations can result in disciplinary action, criminal charges, or both. Law enforcement agencies will investigate violations of state or federal law.
 - o Ignorance is no excuse.
 - o You cannot be exempt from the law because you are “just a student,” you were “conducting research,” or you were “just playing around.”
 - o If you are a student with a part-time job at the College, you may be disciplined both as an employee and as a student, resulting in both professional and educational consequences.
- Use resources appropriately. Do not interfere with the activities of others or use a disproportionate share of information resources. Examples of inappropriate use of resources are shown below. These actions frequently result in complaints and subsequent disciplinary action.
 - o Sending an unsolicited message(s) to a large number of recipients (known as “spamming”).
 - o Consuming an unauthorized disproportionate share of networking resources (e.g., misuse of peer-to-peer applications).
 - o Deliberately causing any denial of service, including flooding, ICMP attacks, or the unauthorized automated use of a service intended solely for human interaction.
 - o Deliberately altering OTS equipment/disconnecting OTS equipment to plug in your own devices.
- Never falsify your identity or enable others to falsify identity using College information resources. This type of forgery can result in serious criminal penalties and disciplinary action.
 - o All electronic correspondence must correctly identify the sender.
 - o All electronic correspondence belongs to someone and should be treated as private communications unless the author has explicitly made them available to others.
 - o The following email activities are prohibited when using a College provided email account:
 - Sending an email under another individual’s name or email address, except when authorized to do so by the owner of the email account for a work-related purpose.
 - Accessing the content of another User’s email account except:
 - as part of an authorized investigation;
 - as part of an approved monitoring process;
 - for other purposes specifically associated with the User’s official duties on behalf of College.
 - Sending or forwarding any email that is suspected by the User to contain computer viruses.
 - o Any Incidental Use prohibited by this policy.
 - o Any use prohibited by applicable TJC policy.
- Never infringe upon someone else’s copyright. It is a violation of College policy and federal law to participate in copyright infringement. The College complies with all legal requests (e.g., subpoenas) for information and will report your use in response to a lawful request. Copyrighted materials

include, but are not limited to, computer software, audio and video recordings, photographs, electronic books, and written material. If you share movies or music that you did not create, you may be infringing on another's copyright. Consequences of copyright infringement can include disciplinary actions by the College. In addition, copyright owners or their representatives may sue persons who infringe on another's copyright in federal courts.

- Never try to circumvent login procedures on any computer system or otherwise attempt to gain access where you are not allowed. Never deliberately scan or probe any information resource without prior authorization. Such activities are not acceptable under any circumstances and can result in serious consequences, including disciplinary action.

DISCIPLINARY ACTIONS

What are the consequences for violating the rules listed in this document? Consequences for infractions include, but are not limited to:

- Verbal warnings
- Revocation of access privileges
- Disciplinary probation
- Suspension from the College
- Criminal prosecution

If your activity breaks the law, you can be prosecuted. Even if you are not charged criminally, you can still be suspended from the College.

The College reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.

If you are unsure whether an action you are considering is an acceptable use of electronic resources, contact the OTS Security Team at security@tjc.edu, or contact the Dean of Students before you act. Representatives from either department will be glad to work with you to prevent problems.

How do I report an incident?

How you report an incident involving the misuse of OTS resources depends upon the nature of the incident:

- If you believe that your personal safety is threatened, call 911.
- For other incidents, contact the OTS Security Team at security@tjc.edu. You will receive an acknowledgment, and the incident will be handled by staff at the appropriate College office.

Academic Advising

Academic advisors help you define, plan and achieve your academic and career goals. Visit with an advisor from your academic pathway/major prior to registering for classes. Our academic advisors are trained to help you navigate your major and get the schedule that fits your lifestyle. You must meet with an Academic Advisor before attempting to register if:

- You are a first time in college (FTIC) student
- You have placement test scores indicating a need for Developmental Education coursework and non-TSI completion status
- You have an advising hold preventing you from self-registration
- You are on academic probation or suspension

You should meet with an academic advisor if:

- You have less than a 2.0 GPA (recommended at least once per semester visit)
- You need to drop a course or courses, but are living in on-campus housing, are on scholarship, are a student athlete, are receiving financial aid, or you need to remain in full time status for any reason
- You are within one semester of graduation and need to confirm final coursework or confirm core completion for transfer to a four-year university

You should also visit with academic advising, your faculty mentor, or the Office of Career Planning if intending to change, or are unsure of your major. TJC's Academic Advising Department would like to encourage students to come see us each semester for help with registration, degree, and graduation planning.

Locations

Advising Text: 903-231-7121 (Monitored 7 Days Per Week)

Advising Phone: 903-510-3287

Academic Advising Center: Advisors are located on the 2nd floor of Rogers Student Center for all majors

Advising is also available year-round at the TJC Main Campus, through several targeted registration events, and by appointment via Zoom. For our limited Zoom appointments, we request students live at least 1.5 hours or more away from the main campus or have transportation limitations.

Contacting an Advisor

No appointments are required for face-to-face advising.

Phone or Zoom advising appointments can be scheduled by using the appointment tool found at:

<https://www.tjc.edu/advising/meetyouradvisors>. First time advising visits are strongly encouraged to be in person, and we ask all students living on campus to reserve Zoom appointments for our students who would have difficulty coming to see an advisor in person.

Advising Hours

- Monday thru Wednesday from 8 a.m. to 5 p.m.
- Thursdays from 8 a.m. to 7 p.m.
- Fridays from 8 a.m. to 5 p.m.

Advisement and Registration Procedures

New Student Advising Process

1. Complete all requirements for Admission to TJC at www.tjc.edu/apply
2. Determine Texas Success Initiative (TSI) or testing status through Admissions office. More info is located at <https://www.tjc.edu/tsi>
3. Meet with an academic advisor for assistance in course selection and registration. The academic advisor helps the student with:
 - Interpretation of test scores
 - Information on campus resources
 - Selecting a major
 - Degree Plan and transfer information
 - Course selection
 - Manual class registration
4. Pay tuition and fees by the deadline. Secure parking permit and student ID card.

Returning Student Advising Process

In order to register for classes, the following are general registration procedures:

1. Students with an advising or TSI hold, or on academic suspension or probation, must meet with an advisor.
2. Visit with an academic advisor for registration assistance.
3. Pay tuition and fees by the deadline. Secure parking permit and student ID card. Consider the following factors prior to registration:
 - A. Are you on scholastic probation or suspension?
 - If so, you are required to see the academic advisor for assistance in course selection and information on study skills and tutorial resources. Be aware that, due to your GPA, you may be limited in the number of hours and type of courses for which you may enroll; students on suspension may need to stay out one or more semesters before they can register. Also, if using federal financial aid, please follow up with the financial aid office for information on your Financial Satisfactory Academic Progress. If using military benefits, stop by the VA Office for help with continued eligibility.
 - B. Do you plan to graduate within two semesters? If so, then follow the steps below:
 - Meet with an academic advisor for your major the semester before your last semester, to make sure you are still on track.
 - If necessary, request course waivers and/or substitutions for specific Degree Plan requirements.
 - Confirm your graduation online at tjc.edu/graduation for your major by the published deadline.

Transfer Student Advising Process

1. Complete all requirements for Admission to TJC. http://www.tjc.edu/info/2004237/how_to_apply
 - Submit official transcripts from all colleges previously attended.
2. Determine Texas Success Initiative (TSI) status through the Admissions office to identify need for placement testing.
3. Complete a Transcript Evaluation Request Form in the Registrar's Office. This form can also be completed online at <https://www.tjc.edu/info/20006/academics/26/transcripts/2>.
4. While advising would recommend your transfer credits be evaluated and reflected on your degree audit before seeing an academic advisor, we know sometimes students want to be seen

early. If this is the case, please bring an unofficial copy of any transcripts to your advising session for generalized feedback.

5. For locations, operating hours and appointment opportunities, please go to <https://www.tjc.edu/advising/meetyouradvisors>
6. Pay tuition and fees by the deadline. Secure parking permit and student ID card.

Schools of Study and Deans

Provost Office

WASC 3rd Floor • 903-510-2261

The School of Skilled Trade and Continuing Studies

Dean's Office: West Campus RTDC 100; 903-510-2999

The School of Engineering, Mathematics and Sciences

Dean's Office: Genecov 102C, 903-510-2546

The School of Humanities, Communications and Fine Arts

Dean's Office: Jenkins Hall 152, 903-510-2468

The School of Nursing and Health Sciences

Dean's Office: RNHS 2.255; 903-510-3194

The School of Professional and Technical Programs

Dean's Office: TJC North; 903-533-5564

Distance Education

Director's Office: Vaughn Library 202; 903-510-2529

Career Planning

Career Planning helps students become more knowledgeable and empowered regarding their choice of major and career options in relation to their personal strengths and professional goals.

By utilizing various tools for assessment, we help students identify their values, interests, personality, skills and strengths. These measures aid in the selection of a major, determining a career direction, developing goals and successfully completing college. Our guidance supports students--those who know exactly what they want to study, and those who do not--through the career planning, decision making Wiggins process.

Career Planning is committed to providing support to our students and recent alumni in the career development process by:

- Facilitating career and self-awareness
- Engaging students in the career decision-making process
- Integrating values, interests, personality, skills and strengths in order to set career goals
- Developing a career action plan
- Providing a learner-centered environment by making services and resources available through both technology and written formats
- Maintaining the Apache Jobs online job board

The Career Planning office is located in the Admissions Office in the White Administrative Services Center. Visit online at www.tjc.edu/careerplanning or call 903-510-3346.

Testing Center

Locations

Main Campus: Rogers Student Center, 2nd Floor, Suite 279 • Phone: 903-510-2617 TJC

West: Regional Training and Development Complex (RTDC), Rooms 151 and 155
Phone: 903-510-2993

Web: <http://www.tjc.edu/testing/>

TJC offers a variety of testing opportunities designed to meet the individual needs of each student. Government-issued Photo ID or TJC student ID is required for all testing. The TJC Testing Center is operational, five days a week during the fall and spring semesters. For summer hours of operation and services offered, call the Testing Center or consult the TJC Testing Center web page. Through both the main campus and TJC West, we offer the following services to students:

- Placement & Admissions Tests
- Exams required for selective admissions programs
- Professional Exams

Some exams like TCFP, TCEQ, ACT Work Keys and exams through Pearson VUE are only offered at TJC West.

Academic Testing for Online and Hybrid Courses

Students will typically take their proctored exams online from home or another acceptable location and will be proctored via the college's remote online proctoring system. However, academic testing for College classes may be available in the Center for Academic Exams, which is located in the Learning Commons.

State TSI Placement Test

The Texas Success Initiative Assessment (TSIA2) will determine a student's readiness for college-level coursework through a test which may be required of all first-time, entering students. Under no circumstances will the results of any test be used as a condition of admission to TJC. (Subject to change by state or College.) Certain exemptions and waivers apply; please reference the TJC Catalog for a listing of exemptions.

Students are strongly urged to complete the necessary steps required to take the TSIA2 as soon as possible. Before taking the TSI Assessment, a pre-assessment activity is required. TSI Testing is administered on a walk-in basis. Please bring a government-issued photo ID or TJC Student ID on the day you test. For additional information, visit the Testing Services website.

**In accordance with HB 1224 TSI Placement scores are subject to change.*

TSI Pre-Assessment Activity

If a student is not exempt, he or she must complete the TSI Assessment before registering for classes. Before taking the TSI Assessment, a student must complete a TSI Pre-Assessment Activity Module. This activity requires students to answer several questions regarding the assessment process and exposes them to practice questions that will help them prepare for the actual TSI exam. At the completion of the activity, the student must print out his or her Pre-Assessment Activity Completion Certificate. A student will not be allowed to take the TSI assessment without this certificate.

Testing Center Cell Phone Policy

Cell phones can be used to communicate with people and access the internet. Thus, using a cell phone in the Testing Center is in direct violation of the academic honesty policies of TJC. Any use of a cell phone during an exam is considered an act of cheating. To avoid misunderstandings, students are advised not to bring cell phones to the Testing Center. If you must bring your phone with you to an exam, turn it off and keep it in your book bag or lock it in a locker. You may not make a call, receive a call or keep your cell phone “in plain sight.”

Children in the Testing Center

To maintain an appropriate testing atmosphere, children are not allowed in the Testing Center. To preserve their safety, and out of consideration for others, children under the age of 13 may not be left unattended in the Testing lobby.

Academic Integrity in the Testing Center

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at TJC, and all members of the College community are expected to act in accordance with this principle. Consistent with this expectation, the College states that all students should act with personal integrity, respect other students’ dignity, rights and property, and help establish and maintain an environment in which all can succeed. Adherence to these values is expected in the Testing Center.

Academic dishonesty will not be tolerated in the TJC Testing Center. Examples of academic dishonesty include but are not limited to:

- Plagiarism.
- Copying or any unauthorized assistance in taking quizzes, tests or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor when writing papers, preparing reports, solving problems or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the College.
- Using a cheat sheet during a quiz or exam.
- Looking at someone else’s answers.
- Talking during an exam.
- Any other act designed to give a student an unfair advantage.
- Students may not use any items while testing unless specifically permitted by your exam instructions. All materials not specifically mentioned by the instructor including: cell phones, scrap paper, notes, books of any kind, calculators, iPods (or other music players or electronic devices), translators or dictionaries and/or other reference materials will not be permitted while testing. We collect all testing materials including scrap paper and permitted notes at the end of the exam. No papers are allowed outside of the Testing Center.

TSI Testing Information for Veterans

TSI Exemptions: There are certain exemptions to the TSI assessment for those who are veterans or active military. According to the Texas Higher Education Coordinating Board’s TSI statutes, the following students may be exempt:

- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A student who, on or after Aug. 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

Critical VA Information: It is important for you to know that the Veterans Administration has certain guidelines that will impact what developmental classes they will cover.

- If you decide not take the TSI assessment, the VA WILL NOT cover the cost of any developmental courses unless you show a “Verifiable Need” for the developmental class. Verifiable need is defined as taking the TSI assessment, and those results will be included in the student’s VA file.
- However, if you do decide to take the TSI assessment, development courses will be covered by the VA as long as the developmental class is taken on campus. The VA will not pay for any developmental class that is taken via internet or hybrid.

If you choose to take the TSI assessment, please visit the TSI web page for further information regarding the TSI.

College Level Examination Program (CLEP) for Veterans

Each year, nearly 50,000 military service members from the Army, Navy, Marine Corps, U.S. Air Force and U.S. Coast Guard, as well as eligible spouses and civil service employees, take CLEP exams to reach their education goals. Because the exams are funded by the United States government through the Defense Activity for Non-Traditional Education Support (DANTES), you could save hundreds or even thousands of dollars toward your degree.

The following groups are funded under contract with DANTES:

- Military personnel (active duty, reserve, National Guard): Army, Navy, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard.
- Spouses of: Coast Guard (active and reserve)
- Civilian employees of: Air Force*

*To be eligible, Air Force civilian employees must test at on-base or U.S. fully funded test centers.

For further information and details regarding DANTES funding for CLEP exams, please review the DANTES Eligibility Chart. (<https://clep.collegeboard.org/pdf/clep-dantes-eligibility-chart.pdf>)

For more information on:

- CLEP Military Benefits - please visit <https://clep.collegeboard.org/earn-college-credit/military-benefits>
- How To Register For A CLEP Exam – please visit <https://clep.collegeboard.org/earn-college-credit/how-to-register>

Fully Funded Test Centers

The College Board and DANTES have partnered to launch a program that provides more fully funded test center locations to DANTES-funded test-takers. At fully funded centers, eligible participants taking a test for the first time will not only have their exam fee funded by DANTES but will also have their administrative fee waived. In addition, all on-base military test centers waive the administrative fee for DANTES-funded test takers.

Find fully funded test centers near you. Visit the test center search page, and check the fully funded test center box. All centers that appear in your search will have a “fully funded” tag in the test center type column.

Credit for Prior Learning (CPL)

TJC provides students with opportunities to receive Credit for Prior Learning (CPL) while maintaining the quality and integrity of its academic programs. CPL provides students an opportunity to earn college credits for college-level knowledge and/or skills acquired through experience, including military experience, licensure or certifications, or TJC continuing studies. To ensure the academic quality of credit earned through CPL, all assessment criteria are developed and processes by academically qualified faculty in the discipline.

For specific information see the following webpages:

- Advanced Placement (AP) by the College Entrance Examination Board
https://www.tjc.edu/info/20005/admissions/256/advanced_placement_ap_exam_credit
- College-Level Examination Program (CLEP)
https://www.tjc.edu/info/20031/testing_services/117/available_testing/3

Services for Students

Carl D. Perkins Grant

Students majoring in an Associate of Applied Sciences Career Technology degree, certificate or health science program as listed in the TJC course catalog may be eligible for limited financial support for child care assistance, book loans, transportation reimbursement and/or tools & uniforms for students enrolled in designated programs. Students must meet all guidelines and submit all necessary documentation with application by the appropriate deadline each semester. To be considered, the student must also apply for Federal Student Aid (FAFSA) through the Office of Financial Aid. Eligibility for financial assistance support is based upon the student's major, economic need, full time status, associating as one of the Perkins Special Populations students and is dependent on continued funding of Perkins V: Strengthening Career and Technical Education for the 21st Century Act. Applications may be picked up in the Perkins CTE Success Center located in Pirtle 128, or may be downloaded from our website. Please visit https://www.tjc.edu/homepage/239/perkins_cte_success_center for more information.

Application deadlines for the academic 2023-2024 year to be considered are:

- Fall 2023-deadline is July 7, 2023
- Spring 2024-deadline is Nov. 10, 2023

CTE Success services are available in the Perkins CTE Success Center and help promote a positive and successful learning experience for career and technical students in an effort to increase student retention, success, and completion. With collaboration among students and their families, advisors, faculty members, counselors, and administrators, effective and appropriate action plans in supporting students and their personal and academic challenges can be developed. This office can share relevant campus and community resources through direct referrals and personal communication. Students will be treated with respect, provided with support and, most importantly, students will gain the tools necessary to meet their TJC goals.

For more information on the Perkins CTE Success Center call 903-510-2391.

<http://www.tjc.edu/PerkinsCTESuccessCenter>

Student Support Services

The Student Support Services department provides a variety of services for students with special needs and capabilities through the following services: Disability Services (ADA), TRIO Program, Foster Care Alumni Services and Counseling Services. For more information regarding Student Support Services, please visit tjc.edu/SupportServices, or contact Division Director, Student Support Services at 903-510-2495, Potter Hall 206.

Disability Services (ADA)

Disability Services provides accommodations for qualified students with documented disabilities. Disabilities may include physical, mental health, learning, deafness or hard of hearing, blindness or visual impairment or autism. Classroom and testing accommodations, including sign language interpreters, must be obtained from this office. The Students with Disabilities Handbook can be found at www.tjc.edu/downloads/download/132/students_with_disabilities_handbook

TRIO Program

SSS TRIO, funded by the U.S. Department of Education, provides cultural enrichment activities both on and off campus; community service; tutoring; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic coaching; individual guidance; TSI preparation seminars; university transfer information – including campus visits; and information and referral assistance for students who qualify for this program by having academic,

education or economic need, and/or who are the first members of their family to earn a bachelor's degree. For more information regarding SSS TRIO, please visit www.tjc.edu/trio, or contact SSS TRIO at 903-510-2621, Rogers Student Center 301.

Educational Opportunity Center, TRIO Program

EOC TRIO, funded by the U.S. Department of Education, provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions. For more information regarding EOC TRIO, please visit www.tjc.edu/trio or contact EOC TRIO at 903-510-2612, Rogers Student Center 301.

Foster Care Alumni Services

TJC Foster Care Liaison is available to help guide students who are alumni of the Foster Care system to on campus resources to achieve their goals through access to student services, resources and academic support. Access to these services is intended to facilitate:

- Retention
- Successful academic performance
- Completion of courses, programs and a degree

For more information regarding Student Support Services, please visit tjc.edu/SupportServices, or contact Division Director, Student Support Services at 903-510-2495, Potter Hall 206.

Counseling Services

Our goal is to provide professional counseling services to students enrolled in the current semester who feel that interpersonal events or emotions are a barrier to their academic pursuits. Counseling follows a brief, solution-focused approach requiring referral for more intensive issues. The primary charge is to manage the situation through intervention, stabilization and linking to community-based services for ongoing counseling or other needs. Services are available in-person and online.

To make an appointment, please visit tjc.edu/counseling and choose the option to schedule an appointment with an on-campus counselor. This will lead to the appointment request form on which students submit their days and times of availability and verify enrollment in the current semester they are seeking services. From there, students will receive an appointment offer email with more information, which they must confirm, and a link for the online intake. The forms and all contents are confidential.

Vaughn Library/Learning Commons

Vaughn Library/Learning Commons offers a wide range of information resources for its patrons that includes books, print journals, databases to access online journals, e-books downloadable to a patron's account, audiobooks (primarily fiction), textbooks and other materials on reserve and College archives. Patrons both in the library as well as those online can access the library's databases via the library's website at www.tjc.edu/library. Subject Guides are found at <http://libguides.tjc.edu>. Live reference chat is available during library hours, and chat boxes are located on all the library web pages. In the library, patrons have access to personal research assistance, Interlibrary Loan (ILL) for books and journal articles not owned by Vaughn Library, wireless access, library tours, in-class instruction and computers with print capability. TJC Archives and Special Collections, the Center for Academic Exams, TJC Tutoring Services, the TJC Writing Center, the Technical Assistance Desk and Open Computer Lab, and Common Grounds are all located within the Learning Commons on the central campus.

Library hours for fall and spring semesters generally are:

Mondays-Thursdays from 7:30 a.m. to 11:30 p.m.

Fridays from 7:30 a.m. to 5 p.m.

Saturdays from 10 a.m. to 2 p.m.

Sundays from 1 p.m. to 5 p.m.

Summer and holiday hours and hours before final exams will differ.

For more information on Vaughn Library, go to www.tjc.edu/library or call 903-510-2502.

Tutoring

Apache Tutoring provides free tutorial services to all currently enrolled TJC students. The goal of Apache Tutoring is to promote critical thinking through the use of study skills, content clarification, reading comprehension strategies and techniques for better writing. Scheduled and walk-in appointments for tutoring services are available for subject content and writing. Students may meet with a tutor in-person or through Zoom. On-demand study strategy and writing tutorials are also available through the TJC Learning Management System, Canvas: <https://tjc.instructure.com/courses/41676/>

Tutoring hours for fall and spring semesters generally are:

Mondays-Thursdays from 8 a.m. to 7 p.m.

Fridays from 8 a.m. to 4 p.m.

Saturdays from 10 a.m. to 1 p.m.

Sundays from 1 p.m. to 4 p.m.

For more information about tutoring, go to www.tjc.edu/tutoring or call 903-510-3114.

The Center for Academic Exams-Purpose, Location and Availability

The Center for Academic Exams is located in the Vaughn Library/Learning Commons and provides an appropriate testing site for students to take exams for their academic courses. Faculty will contact the Center to schedule student exams. Students will be directed to the [booking page](#) to schedule an appointment. It is the student's responsibility to make an appointment or walk in for the exam.

The Center for Academic Exams is open M-TH, 8-7 pm and Friday, 8-5 pm. Students may come to the Center at any allowable time prior to the test deadline. Any student who has technological issues, including logging in may come to the Learning Commons and receive assistance before taking an exam.

Please remember that due to limited space, this option is only available to students who do not have the ability to take an online exam from their home or another suitable location. A student's preference for taking an exam at the Center is not a valid request.

Proper Student Conduct for the Center for Academic Exams:

- No electronic devices are allowed in the Center. These include cell phones, iPod, computer pens, cameras, etc. The Center provides calculators to students if requested by faculty.
- No crib notes or cheat notes of any form are allowed. If the student is observed cheating, the student will be notified of the offense when they leave the Center. The professor, department chair, dean, and other appropriate contacts will receive an incident report. The security recordings will be reviewed to ascertain whether the incident was caught on camera.
- Children should not be left unsupervised in the Center lobby or anywhere on campus.
- No food or drinks are allowed in the Center.

Financial Aid

For information about financial aid, please see the Financial Aid office's web page at www.tjc.edu/finaid, call or visit the Apache Enrollment Center at 903-510-2385 or visit the White Administrative Services Center on the main campus. Students, expecting to receive financial aid or scholarships, should monitor their financial aid status by logging into Apache Access and checking the Financial Aid Main Menu or traffic lights page. Financial aid students must read the Financial Aid Handbook to understand the details of how financial aid works and the need-to-know information. Students needing financial aid to cover costs must be specifically aware of the following:

It can take two to three months for the entire financial aid process to be completed. All students must complete the First Step in TJC financial aid on the Apache Access traffic lights page and may be required to submit TJC financial aid eForms via Dynamic Forms or turn in personal documents, such as a copy of their tax return. Students who do submit documents go through a verification process that may require additional documents, and this may cause the Student Requirements light to change from green to yellow multiple times. Students will see a yellow traffic light appear on the Award menu line, once they have been awarded. Awarded financial aid must progress to authorized aid before it is considered payment, and the Account Balance light must turn green to indicate enough authorized aid to cover tuition and fees.

Students must be awarded and have authorized aid (explained above) for financial aid to be used as payment for tuition/fees, books and room/board. The FAFSA and all student requirements must be completed by the priority deadlines below in order to rely on financial aid payment. Students who do not meet the financial aid priority deadlines will have to pay for tuition/fees, books and housing/food themselves.

Failure to meet these deadlines will also result in a delay of the financial aid refund release to the student's selected refund preference with BankMobile Disbursements.

Priority Deadlines:

Fall and Spring Awards

File the FAFSA at <https://studentaid.ed.gov/sa/fafsa> Deadline April 1st
All student requirements satisfied (green light) Deadline June 1st

Spring Awards

File the FAFSA at <https://studentaid.ed.gov/sa/fafsa> Deadline October 1st
All student requirements satisfied (green light) Deadline November 1st

TUITION AND FEE PAYMENT with Financial Aid

Financial Aid students must meet the payment deadlines posted each semester for all students.

Financial Aid students are considered PAID, if by the payment deadline, the account balance light on Apache Access Financial Aid Main Menu is GREEN.

Financial Aid students are considered NOT PAID if the account balance light is YELLOW.

BOOK PAYMENT with Financial Aid

Financial Aid students must have a green light on the Account Balance menu line. Students should determine if there is enough to cover their books as follows:

- Click on the Green light on the Account Balance menu line. (If there is not a green light, then books cannot be paid for by financial aid.)
- Click on the term's link that states: Your account balance is zero.
- Scroll to the bottom of the Term Account detail screen, subtract the Account Balance from the Authorized Financial Aid balance. Students who have \$100 or more can go to the Rogers Student Center Campus Store and charge books against their financial aid during the published dates.

Student Publications

Policy

Student publications at the College are under the general supervision and governance of the Board of Trustees. This authority for oversight of student publications is delegated through the President and the Provost to the Dean of Humanities, Communications and Fine Arts. The Dean for Humanities, Communications and Fine Arts collaborates with those who are responsible for the teaching-learning process involved in specific publications, including but not limited to the following: the Coordinator for Communications, the Advisor for Student Media, and the English, Art and Visual Communications Departments.

The Drumbeat

Philosophy

The student newspaper, *The Drumbeat*, is an independent student publication created by TJC students with guidance provided by the Mass Communication program. This publication, a biweekly broadcast and associated website TheDrumbeat.com, provides a working laboratory for students seeking careers in newspapers, magazines, broadcasting, multi-media production, advertising, graphic design, public relations and other mass communication fields. Through their work with *The Drumbeat* and TheDrumbeat.com, students have the opportunity to learn the rights and responsibilities guaranteed by the First Amendment to the Constitution of the United States. Guided by experienced faculty advisers, students have an opportunity to explore and understand:

- basic techniques employed by professional journalists as they gather and distribute information and opinion.
- the responsibility for creating publications that become the historical record of the College.

The Drumbeat student newspaper, website TheDrumbeat.com, broadcast and social media presence are created, managed and distributed by TJC students and advised by faculty of the Mass Communication program. Students work as reporters, page designers, photographers, editors, producers, directors, ad salespersons and graphic designers. The newspaper is published every other week during fall and spring semesters and distributed free on campus to students and College employees. TheDrumbeat.com is updated regularly with news and information for the campus community, including a broadcast that is live-streamed every other week during the fall and spring semesters. For more information about participating in student media, contact the department chair at 903-510-3278.

The Bell Tower Arts Journal

The Bell Tower Arts Journal is sponsored by the Psi Gamma - Tyler Chapter of Sigma Kappa Delta, the National English Honor Society, and is published each spring semester. We accept submissions of poetry, short fiction, essays, photography and fine and graphic art by current TJC students. Submissions for consideration for possible publication are accepted in the spring semester each year and continue until the deadline in the fall semester.

The Bell Tower Arts Journal is entirely student generated and seeks to provide a publishing venue for the rich artistic expression of TJC students. Our goal is to create a publication that is a high-quality, content-rich source of literary and artistic expression on a wide range of topics and themes. Therefore, we seek unique, insightful work that displays vivid, lively language and artistic skill.

Each submission must be the original work of the student writer or artist who submits it. We do not accept previously published or plagiarized work. Every attempt is made by the editor to assure originality. All literary pieces will be submitted to the plagiarism website used by the College. However, it is ultimately the responsibility of each student to submit only his or her own literary and artistic work.

Moreover, while we strongly support intellectual freedom as the right of every individual from all points of view, we do not accept work deemed pornographic, profane, exploitative or that seeks to cause injury to an individual or group.

Editorial Board

The editorial board for the journal is comprised of full-time faculty members from the English Department, the Graphic Arts Department and the Fine Arts Department. The editorial board has the final approval on all selections and publication decisions.

Selection Committee

The selection committee for *The Bell Tower Arts Journal* is comprised of student members from the English Department, the Visual Communications Department, the Art Club and faculty advisors.

The selection process for publication in the journal is blind; student names are removed from the works before consideration for inclusion in the next issue. Selection for publication is based entirely on the quality of the work.

Apache Access

Apache Access is a secure web site designed to provide students, faculty and staff with Intranet and internet services and applications. Think of it as a collection of tools for your academic and work success at TJC.

Faculty, staff and students learn about upcoming events, access announcements and store internet links and bookmarks through Apache Access. It is also where students check e-mail, register for courses, access financial aid and scholarship information and check grades.

Your secure login grants you access to a highly customizable view of TJC tools within Apache Access. An Apache ID number is required for authentication. Each student of TJC is assigned a unique ID-Number referred to as your A-Number (sometimes denoted as A#). In order to receive your A-Number or reset your password, you may contact one of the following offices:

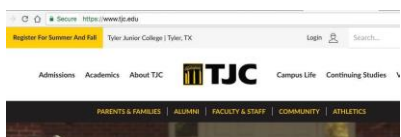
TJC IT Service Desk, 903-510-3269 (Password reset)

Accessing Apache Access

To log into Apache Access:

- Go to the main TJC website: www.tjc.edu.
- Click on the **Students** to the right.

Click the **Login** button



- Enter your **User Name** which is your A# (Ex: A00012345).
- First-time users: Your new password will take the form of the letters “TJC” followed by your birthdate in MMDDYY format.

For example, if your birthday is July 10, 1988, your new Apache Access password will be TJC071088. You are strongly encouraged to change your password after successfully logging in!

Google Apps

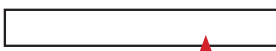
Gmail | Google Calendar | Google Drive

- Your TJC Gmail account is your official student email account at Tyler Junior College. All official correspondence to you from the college will be sent to this email account. It is very important that you check it regularly.
- Your Google Apps for Education account (includes Gmail, Calendar, Drive and other apps) has unlimited storage! No more worries about having to delete mail or documents! Instant messaging from within your inbox and free voice and video calls.
- Google Calendar to schedule meetings, create events and share calendars with others.
- Google Drive allows you to create and share documents, spreadsheets and presentations online as well as save any file type. New to Google Drive -- the ability to edit and save Microsoft Word files.
- Access to your information from anywhere with an internet connection, including your mobile device.

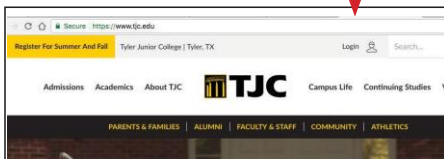
Online Registration

Quick Steps to Registration

1. Go to: **tjc.edu**



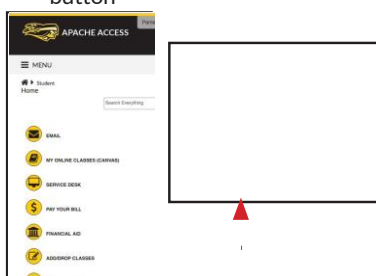
2. Click the **Login** button



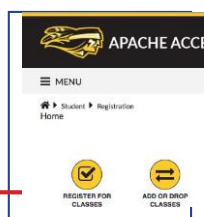
3. Login with **A#** and **Password**



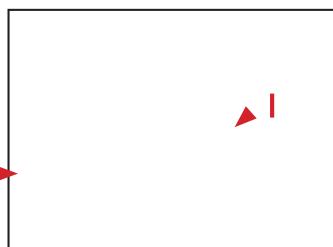
4. Press the **ADD/DROP CLASSES** button



5. Press the **REGISTER FOR CLASSES** button

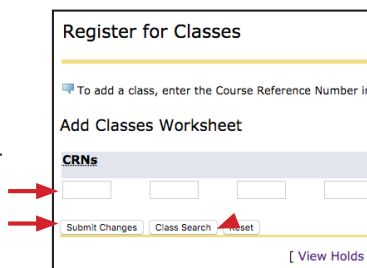


6. Select **Term** & click **Submit**



Note: you will not be able to register until all holds are cleared

7a. If you know the Course Reference Number (CRN) for your classes, you may enter the CRN for each class in the **Add Class** section and click on **Submit Changes** to register for your classes.

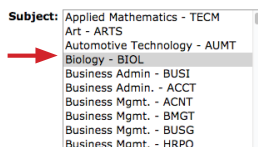


7b. If you do not know the CRN for your classes, you will need to select **Class Search**.

8a. Scroll to find your **Subject**, highlight your selection and click on **Course Search**.

Look Up Classes

Use the selection options to search the class's Subject. Select Class Search when your select



Course Search Advanced Search

8b. Scroll down to find the specific class number and click on **View Sections**.



8c. Check the box in front of the CRN. You may select **Register** or **Add to Worksheet**. Repeat the Class Search to continue adding other classes.



9. If you use the Worksheet, you must click **Submit Changes** to successfully register your classes.

TJC.edu/advising



TJC Alerts

Tyler Junior College, TJC, has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to both TJC and personal email addresses, as well as landline and cell phones.

Students have been automatically enrolled in the “TJC Alerts” system. Students are encouraged to log into the “TJC Alert” (Rave Wireless) site via the link below to confirm contact information and choose your notification preferences. You can enter up to 3 email addresses, 3 mobile phone numbers, and 3 voice-only telephone numbers. To get started follow the link below.

To manage their account, a student should visit <https://www.getrave.com/login/tjc>

Account username is the student’s A-Number.

Account password is the password associated with the student A-Number and used to login into TJC accounts.

Assistance Center (OCC/TAC)

TJC provides an open computing center space in the Vaughn Library/Learning Commons for active TJC students and a limited number of community members. Active students can log into their virtual desktop (VDI) on any of the stations in the open computing center. Each student has access to standard software packages via their “General” pool and to specialty software by logging into a program or class-specific pool. The most current information regarding this facility is available at www.tjc.edu/ComputerLabs.

A valid TJC ID card is required for students to access the open computing center. Patrons are expected to follow all policies, as outlined in the TJC Student Handbook, as well as the open computing center policies, when using the computer lab. Copies of the open computing center policies are available on the TJC web site. Software copyright laws and licensing agreements are strictly enforced in the computer lab.

The purpose of the open computing center is classroom support. All policy and center rules are designed to facilitate and optimize that purpose. Any student activity in the center that is not directly connected to a TJC course (student enrolled in current semester) is at the College’s discretion.

- Students desiring to use the open lab center may be asked to present a valid TJC student identification card with the current semester sticker.
- The open computing center has four designated “community access” computers. The minimum age for using open computing center entry is 16 years for non-students. Due to safety factors, insurance liability, etc., children under 16 years of age are not allowed in the open computing center area.
- Students may be asked to provide the following information when checking in: A-Number, first and last name, course name/number, instructor name, station to be used. The students should keep their printed schedules (from registration), which has most of this information.
- The open computing center is staffed by full-time OTS staff, whose primary duties are to provide basic sign-in and printing assistance to registered TJC students. The OTS staff may also be able to assist students with basic software assistance, basic learning management system (LMS) help, and first-level Service Desk support tasks (password resets, VDI pool eligibility, etc.).
- The Office of Technology Services Technical Assistance Center is staffed Monday – Friday 8:00am to 5:00pm, and does not follow the open computing center schedule.
- Students may not bring friends with them to the computing center unless they are signing in to work on a computer.
- Respect is to be shown toward the lab assistants and others using the open computing center (lab assistants do not make the rules, but they must follow them).
- Offensive language is not permitted.

- Pornography, lewd, offensive, inappropriate material (as determined by the lab staff) is not permitted in the lab. Failure to abide by this policy will result in the student being banned from the lab and a report filed with Campus Police and the student will be required to meet with the judicial coordinator.
- Copying software in the lab is strictly forbidden. Most software is copyright protected with criminal charges and/or fines possible if caught.
- Only software legally purchased and/or licensed by TJC is allowed on the TJC computers/networks. Downloading software programs of any kind onto the hard drive from any source, and/or changing any setting on the computers is prohibited. Violation can result in a student being banned from the open computing center.
- Noise/talking is to be kept at a minimum. Headphone volumes must remain low.
- Pager/cell phone alarms must be turned off. Patrons should step out of the library to talk on a cell phone.
- Students must wear headphones while listening to videos or internet information that has audio/sound recordings included.
- Students must return all materials checked out in the open computing center before checking out and leaving the OCC.
- Food and drinks are not allowed in the open computing center.
- Students are responsible for cleaning up their work area before checking out.
- Students must bring their own supplies to the open computing center (pens, pencils, erasers or any other school/office type supplies will not be provided). A stapler, pencil sharpener and/or hole punch may be provided for student use.
- The open computing center phone is not for student use.
- Printing is permitted in the open computing center and is handled by PaperCut, a print management solution. You may add money to your PaperCut account at any time using the kiosks in the open computing center or via the web. No refunds will be issued; therefore, it is recommended that you do not add more than \$5 to your account at one time. The cost to print is \$.10 per page for black and white print and \$.75 per page for color prints. Print credits must be purchased prior to printing.
- Students are expected to abide by all policies in the TJC Student Handbook.
- A student caught violating any of the above regulations may be referred to the judicial coordinator for disciplinary action.
- Questions and comments regarding open computing center policies or other OCC/TAC issues should be directed to the lab manager at 903-510-2560.

Open Computing Center Hours of Operation

Fall and Spring semesters:

Monday–Thursday	7:30 a.m.–9 p.m.
Friday	7:30 a.m.–5 p.m.
Saturday	10 a.m.–2 p.m.
Sunday.....	1 p.m.–5 p.m.

Summer I and Summer II semesters:

Monday–Thursday	8 a.m.–9 p.m.
Friday.....	8 a.m.–5 p.m.

Closed Weekends

Open computing

center hours and services are subject to change and will be posted accordingly.

Bookstore

The TJC Campus Store, located in the Rogers Student Center, is proudly managed by Barnes & Noble and is the official bookstore for TJC. Open to all students, staff, faculty and alumni, the TJC Campus Store offers excellent selection and pricing on used and new textbooks for all TJC course offerings plus any required course materials. Rental and digital pricing are also available for most offered textbooks.

School and office supplies are always available, along with the latest styles in imprinted TJC logo clothing and gift items.

The TJC Campus Store offers year-round textbook “buyback” at current market values. Special buyback periods at the end of the fall and spring semesters offer up to 50 percent of the original purchase price on textbooks. Students are also encouraged to visit the bookstore website. Textbooks, clothing, gifts and software are available for purchase or reservation at the website.

Phone: 903-510-2522

Website:www.tjc.bncollege.com

TJC Campus Store hours (subject to change)

Mondays–Thursday	8 a.m.–5 p.m.
Friday	10 a.m. -2 p.m.
Saturday, Sunday	Closed

(Extended hours will be provided during Back to School, Buyback and other special events. Please check the website or contact the bookstore for more details.)

TJC Dining Service

ARAMARK operates dining services on the TJC campus, providing a full range of options for both resident and commuter students. Meal plans and declining balance dollars/Apache Bux (retail dollars) are available to anyone. Dining Services follows the College Master Calendar for days open/closed. For information, please visit our dining website at www.tjcdining.com.

Apache Junction - Real Food on Campus*

The Apache Junction is located in the Rogers Student Center, offering unlimited dining with exhibition-style cooking, cooked-to-order pasta & grill, freshly made pizza, full deli bar, an ever-changing menu of home-style meals and much more!

The Apache Junction is open to all students, faculty and staff by either using a meal plan, Apache Bux (declining balance dollars), credit card or cash.

Monday–Friday:

Breakfast.....	7:00 a.m.-10:30 a.m.
Lunch	10:30 a.m.-2:00 p.m.
Lite Fare Options	2:00 p.m.-4:30 p.m.
Dinner	4:30 p.m.-8:00 p.m.

Saturday and Sunday

Brunch.....	9:00 a.m.-1:30 p.m.
Dinner.....	5:00 p.m.-7:00 p.m.

Rising Roll *

Rising Roll is located in Pirtle Technology Building and offers a large assortment of freshly made sandwiches, bowls, wraps and salads.

Monday–Thursday 7:30 a.m.-6:00 p.m.

Friday 7:30 a.m. -3:00 p.m.

Common Grounds *

Common Grounds is located in the Vaughn Library/Learning Commons and offers fresh-brewed coffee, beverages, pre-packaged sandwiches, wraps, salads, breakfast items, and snacks.

Monday–Thursday..... 7:30 a.m.-8:00 p.m.

Friday 7:30 a.m.-3:00 p.m.

Chick-fil-A® *

Located in Crossroads Hall, Chick-fil-A® is a quick-service chicken restaurant serving chicken sandwiches, salads, beverages, and waffle fries.

Monday–Thursday..... 10:00 a.m.-6:00 p.m.

Friday..... 10:00 a.m.-3:00 p.m.

*Times are subject to change throughout the year.

TJC Campus Clinic

TJC partners with UT Health East Texas to provide students an on-campus acute care clinic staffed and managed by UT Health East Texas Physicians.

Health Problems?

If you have a health-related question, need health care for a minor illness or injury, or require information regarding a community agency, please come to TJC Campus Clinic. And remember, all care and consultations are completely confidential.

Charges

Office visits and most services provided on campus are covered by the student health service fee (included in tuition and fees paid each term) and are free of additional charge to the student. However, outside services, such as prescriptions, lab work, X-ray and hospital/ER care, are NOT covered and are the financial responsibility of the student.

Services

- Diagnosis and treatment of injury and illness
- Physical exams
- Orders for lab/X-ray
- Immunizations and TB skin tests for Allied Health students only
- Flu vaccine
- Continuous after-hours referral care by phone at 903-510-3862
- Access to health education materials, including such topics as substance abuse, sexually transmitted diseases, nutritional information and specific illnesses
- Access to Licensed Professional Counselors (LPC)

Health Care

- A. Minor injury (cuts, burns, sprains, etc.)
- B. Minor illness (colds, headaches, nausea, etc.)

Health Maintenance Programs

- A. Blood pressure check
- B. Nutritional information
- C. TB skin test
- D. Immunization
- E. Consultation
- F. Preventive Medicine

Health Education

Health literature is available at no cost in the TJC Campus Clinic, covering a variety of topics, including specific illnesses, substance abuse, life skills and contagious diseases.

Current information on AIDS and other sexually transmitted diseases is also furnished.

Resources

National AIDS Hotline (Toll free) 800-342-AIDS (English)	800-344-SIDA (Spanish) 800-AIDS-TTY (Hearing impaired)
National AIDS Information Clearinghouse	800-458-5231
STD National Hotline	800-227-8922
AIDS Teen Hotline	800-234-TEEN

Location and Phone

The TJC Campus Clinic is located on the 2nd floor of the Rogers Nursing & Health Sciences Center. The telephone number is 903-510-3862.

TJC Campus Clinic Hours

(When school is in session)

Monday-Friday, 8 a.m.-5 p.m. (Closed noon-1 p.m. for lunch.)

TJC HIV Statement

Consideration of the existence of AIDS, a positive HIV antibody test, or any communicable disease is not a part of the initial admission decision for those applying to attend TJC.

TJC students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes; however, TJC reserves the right to exclude any person who poses a health or safety risk to themselves or to others.

The College shall not require a screening of students or employees for HIV; however, the TJC Campus Clinic shall refer students or employees requesting such testing. TJC will provide NO medical information to anyone outside the College without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional staff members with a direct need to know as determined by the College's legal counsel; however, TJC Campus Clinic must strictly observe anonymous public health reporting for AIDS. For a copy of the TJC HIV policy and the Texas Department of Health HIV pamphlet, please contact the TJC Campus Clinic.

Important Information About Bacterial Meningitis

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 causes 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.

What are the symptoms of Bacterial Meningitis?

- **High fever • Severe headache • Rash or purple patches on skin • Vomiting • 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.

How is Bacterial Meningitis Diagnosed?

- 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.

How is the Disease Transmitted?

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

How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

What are the Possible Consequences of the Disease?

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

Can the Disease be Treated?

- Antibiotic treatment—if received early—can save lives, and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 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 and most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your personal physician and/or area health care providers.

How May I Find Out More Information?

- Contact your own health care provider.
- Contact the UT Health Jacksonville Campus Clinic, 903-541-5000.
- Contact your local or regional Texas Department of Health office. For Smith, Henderson, Van Zandt, Wood and Rains counties, contact: Disease Surveillance Office of North East Texas Public Health District (NETPHD)
- Contact Web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

Residential Life and Housing

Come Live the Experience!!!

One of the most rewarding aspects of the college experience is residence life. TJC offers students a variety of living experiences in eight residence halls with a total capacity for more than 1,100 students. Double occupancy rooms are offered in female, male and co-ed facilities. Each hall has its own unique community built around the residents. The halls are managed by an area coordinator or resident director and staff members. Resident assistants are assigned to each floor of every residence hall. The hall staff works with College and community resources to plan and deliver activities and events that create a vibrant and exciting community for students. And if there are hall problems, staff members help resolve them to create a strong living and learning community.

Residence Halls

Amenities in the residence halls include unlimited laundry, community microwaves, basic cable TV, high-speed wireless internet connections, computer labs and study lounges.

FACILITY	TYPE	BATHROOM	COST PER SEMESTER	MANDATORY MEAL PLAN RATE PER SEMESTER
Crossroads	Co-ed by floor	Suite*	\$2,970	\$1,485
Ornelas	Co-ed by floor or wing	Private	\$2,800	\$1,485
Claridge	Co-ed by wing Athletic	Suite*	\$1,600	\$1,485
Hudnall	Athletic - Football Team	Suite*	\$1,600	\$1,485
Holley	Male	Suite*	\$1,600	\$1,485
Vaughn	Female	Suite*	\$1,600	\$1,485
Bateman	Co-ed by floor	Suite*	\$1,600	\$1,485
Sledge	Female Athletics	Suite*	\$1,600	\$1,485

* Two rooms, 4 residents, share a bath. Note: Suite bathrooms are located between two bedrooms.

Meal Plan Options

The mandatory meal plan rate is \$1,485 a semester. Students can select the plan which fits their lifestyle and are selected while completing the housing application. Each plan offers a combination of full meals in the Apache Junction cafeteria and Apache Bux, a declining balance dollar amount. Apache Bux are used at the retail locations on campus, Rising Roll, Chick-fil-A and Common Grounds. Plus, you can add Apache Bux at any time.

Plan #1, The Platinum Plan 19 meals/week + \$50
(Monday - Friday, 3 meals per day and Saturday/Sunday, 2 meals per day)

Plan #2, The Gold Plan 15 meals/wk. + \$125
(Monday - Friday, 3 meals per day)

Plan #3, The Silver Plan 10 meals/wk. + \$200

FACILITY	TYPE	BATHROOM	COST PER SEMESTER	MANDATORY MEAL PLAN RATE PER SEMESTER
Crossroads	Co-ed by floor	Suite*	\$2,970	\$1,485
Ornelas	Co-ed by floor or wing	Private	\$2,800	\$1,485
Claridge	Co-ed by wing Athletic	Suite*	\$1,600	\$1,485
Hudnall	Athletic - Football Team	Suite*	\$1,600	\$1,485
Holley	Male	Suite*	\$1,600	\$1,485
Vaughn	Female	Suite*	\$1,600	\$1,485
Bateman	Co-ed by floor	Suite*	\$1,600	\$1,485
Sledge	Female Athletics	Suite*	\$1,600	\$1,485

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(Monday - Friday, 3 meals per day)

Plan #3, The Silver Plan 10 meals/wk. + \$200

If a meal plan is not selected on the Housing application, the student is assigned the Gold Plan. Students may change their meal plan selection during the first week of a semester. Once a change has been made, additional changes to meal plans will not be considered until the following semester without approval from one of the Assistant Directors or the Director in Residential Life and Housing.

Applying for Housing

Housing assignments are made on a first-come, first-serve basis. An early application every year, is strongly advised. Application for the following fall semester opens on Jan. 1 each year. April 1 of each year is the Priority Placement deadline. A room is never guaranteed, but usually, applicants meeting the April 1 deadline are assigned a room. For new students, April 1 of every year is the Housing Priority Placement deadline. Completing application documents and paying the \$130 non-refundable processing fee does not guarantee a residential space on campus. If rooms are not available, the application will be put on a waiting list. A student's priority on the Housing waiting list is based on the date their Housing file is received completed.

1. Students wanting to live on campus should first complete the TJC Admissions application and receive their student ID number (referred to as an A#). Then log onto Apache Access and click on the “campus life” tab, then click on “apply for housing” for the separate housing application. There is a one-time, non-refundable \$130 application processing fee that must be submitted to continue with your housing application.
2. In addition to the Housing application and fee, the student must complete the required background check authorization within the application and it must come back clean in order to be approved for a space on-campus or on the waiting list if there are no spaces available at that time. Background checks will not be processed until the non-refundable application processing fee has been paid.
3. Room and meal plan charges are per semester and must be paid by a designated date for each semester communicated to students through email and/or on our website or students may be removed from their housing assignment prior to move-in or at any time during the semester should payment plans not be adhered to or expected aid not granted. Payments can be made online through your Apache Access account and a payment plan may be set up through Business Services. The first payment is due when you set up the payment plan plus an origination fee. Business Services will verify all payment statuses as referenced above. Any account questions may be answered through Apache Access or by contacting Business Services.
4. Current residents who re-contract with the Residential Life and Housing Department by the specified re-contract date each spring semester will be guaranteed placement without completing a new housing application and background check form or paying an additional application fee.

Contract

Residents are on an annual, fall to spring two (2) semester contract if they begin in the fall semester. Students beginning in January are on a contract for the entire spring semester. All residents sign the contract for the academic year electronically upon receipt in their residence portal after they are assigned or select a space and must do so prior to check-in. If a student is not returning to the residence hall for the spring semester or otherwise not completing the terms of their housing contract, a Housing Withdrawal form should be completed or an email sent to housing@tjc.edu. In most cases, a \$600 cancellation fee will be charged to the student's TJC account depending on the reason for moving out (e.g., graduating vs. moving off-campus, etc.). Residential students removed from the residence halls or College for disciplinary reasons are not entitled to any room or board refund.

As stated in the contract, students living in a residence hall must enroll for a minimum of 12 hours and remain enrolled in 12 hours for the duration of the semester. Full-time enrollment status will be verified by Business Services and/or Registrar's Office prior to allowing a student to move into the residence halls each semester. Exceptions to the full-time credit hour requirement will likely be granted for students whose academic program does not require full-time enrollment due to degree completion and/or graduation. If a student resident must drop a class or classes, they must contact the Residential Life and Housing Office to determine if they will be permitted to remain in the residence halls. Students remain able to reside in TJC owned and managed residence halls as long as they remain eligible as students through the Registrar's Office and are not removed for disciplinary or community welfare reasons.

Cancellation and Refunds

A student who chooses not to move in or chooses to move out of a residence hall may be refunded a portion of the room and board payment. The refund amount will be based on the TJC refund guidelines associated with tuition and fee refunds in addition to the contract breakage fee. A written notice of Contract Cancellation must be sent to the TJC Residential Life & Housing Department.

On-Campus Housing Questions?

If you have any questions, please contact the Residential Life and Housing office by e-mail at housing@tjc.edu or call 903-510-2345. Residence hall tours are by contacting our office or checking our website.

New Student Orientation

TJC New Student Orientation (NSO) is designed to set students up for success in college and offers a fun-filled opportunity to become familiar with the TJC campus as well as available resources and services.

Although open to any new, incoming student, NSO is designed for recent high school graduates or GED recipients ages 18-21 and provides a first-hand glimpse of college life before their semester begins. Incoming students will make connections with new and current TJC students as well as learn about career planning opportunities, how to afford college, about campus involvement and will meet with an academic advisor to register for classes.

Parents and student supporters are welcome to attend TJC's NSO with their incoming student. Specific sessions are designed just for parents and families to teach them how to help their student transition into the college lifestyle and gain valuable knowledge about TJC.

Student Code of Conduct

Preamble

Students at TJC assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The College community has developed standards of behavior pertaining to students and registered student organizations. Students and student organizations (hereafter referred to only as students) are subject to disciplinary action according to the provisions of the Student Code of Conduct and/or the Student Handbook.

All students at TJC should clearly understand that the College is expressly concerned about student conduct both on and off campus. The College may enforce its own disciplinary policies and procedures when a student's conduct directly, seriously or adversely impairs, interferes with or disrupts the overall mission, programs or other functions of the College. To these ends, any student who is found in violation of the Student Code of Conduct or federal, state and/or local laws, even though in an off-campus setting, is subject to administrative discipline procedures.

The College takes care to assure any requisite due process when students are accused of misconduct for which they are subject to disciplinary action. The appropriate faculty, dean and/or chair will oversee all cases involving Academic Conduct violations. The Student Conduct Coordinator oversees all other non-academic violations of the Student Code of Conduct.

Article I: Definitions

1. The term "College" or "institution" means TJC.
2. The term "student" includes all persons taking courses at the College, either full time or part time, pursuing undergraduate, certificate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students," as are persons who are living in residence halls, although not enrolled in this institution. This Student Code does apply at all current and future locations of the College, including Tyler Junior College (Central Campus), TJC West, TJC North, TJC Jacksonville and TJC Rusk.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Department of Human Resources or the Office of the Registrar.
6. The term "College premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "Hearing Officer" means any person authorized by the Provost and Vice President for Academic and Student Affairs to determine whether a student has violated the Student Code and to recommend sanctions, conditions and/or restrictions that may be imposed when a rules violation has been committed.
9. The term "Student Conduct Coordinator" means a College official authorized by the Provost and Vice President for Academic and Student Affairs to impose sanctions, conditions and/or restrictions upon any student(s) found to have violated the Student Code. The Provost and Vice President for Academic and Student Affairs may authorize the Student Conduct Coordinator to serve simultaneously as the Student Conduct Coordinator and the Hearing Officer. The Provost and Vice President for Academic and Student Affairs may authorize the same Student Conduct Coordinator to impose consequences in all cases.

10. The term “Student Conduct Hearing Committee” means the group of College employees appointed by the Provost and Vice President for Academic and Student Affairs to convene student conduct hearings.
11. The term “Student Discipline Appeals Committee” means any persons authorized by the Provost and Vice President for Academic and Student Affairs to consider an appeal of the Hearing Officer’s determination as to whether a student has violated the Student Code or of the consequences imposed by the Hearing Officer.
12. The term “shall” is used in the imperative sense.
13. The term “may” is used in the permissive sense.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Board Policy Manual, the Student Handbook, Residence Life Handbook, the College web page, computer use policy or College Catalogs.
15. The term “dishonesty” includes, but is not limited to, knowingly furnishing false information to the College District, either verbally or in print.
16. The term “fabrication” includes, but is not limited to, manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
17. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the College community submitted the charge.
18. The term “accused student” means any student accused of violating this Student Code.
19. The term “investigation” means the follow-through on a complaint to ascertain details and circumstances associated with the complaint. Investigations may result in charges, a form of alternative dispute resolution, or dismissal of complaint. This determination is made at the sole discretion of the Dean of Students and/or designee.
20. The term “hearing” means a process which provides an opportunity for an accused student to respond to specific charge or charges. The purpose of a hearing is to determine whether there is a preponderance of evidence to support the charges and, if so, to determine the appropriate sanction(s), condition(s), and/or restriction(s). Only information presented during the hearing can be used to determine if there is a finding of responsibility.
21. The term “hold” refers to the indicator placed on a student’s official record, preventing registration and/or the issuance of a transcript until the student meets the requirements of the College office placing the indicator on the record.
22. The term “sanction” includes responses or requirements given by the College to a student during a hearing in response to a violation of a rule. College sanctions, conditions and responsibilities include all items listed in this Student Conduct Code and the Residence Hall Policies and Procedures.
23. The term “business days” means College District days when College District offices are open, unless otherwise noted. In calculating timelines under this regulation, the day an event occurs or the day a document is filed is “day zero.” The following business day is “day one.”

Article II: Student Code Authority and Jurisdiction

1. The Provost and Vice President for Academic and Student Affairs is that person designated by the College President to be responsible for the administration of the Student Code of Conduct. The Provost and Vice President for Academic and Student Affairs may assign his/her designee to meet these responsibilities.
2. The Student Conduct Coordinator is that person designated by the Provost and Vice President for Academic and Student Affairs to be responsible for the administration of the Student Code of Conduct and reports to the Dean of Students.
3. The Provost and Vice President for Academic and Student Affairs shall determine the composition of the Student Conduct Hearing Committee and the Student Discipline Appeals Committee.

4. The Student Conduct Coordinator may develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Hearings that are consistent with provisions of the Student Code.
5. Decisions made by the Student Conduct Hearing Committee shall be final, pending any applicable appeal process.
6. The appropriate Academic Dean(s) and/or Chair(s) are designated by the College President to be responsible for overseeing academic conduct violations and all processes and rules related to same.
7. The College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities or off-campus. Each student shall be responsible for his/her conduct from the time of application for admission through termination of enrollment, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded). The Student Code may apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Article III: Prohibited Non-Academic Conduct

A. Applicability

Article III applies only to non-academic violations of the Student Code of Conduct.

B. Non-Academic Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions, conditions, and/or restrictions outlined in Article IV:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
3. Attempted or actual theft of and/or damage to property or services of the College or property of a member of the College community or other personal or public property, on or off campus; possession of property known to be stolen or belonging to another person with or without the owner's permission; attempted or actual damage to property owned or leased by the College, by students, members of the College community or campus visitors; attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, Apache Bux account information and/or personal check; alteration, forgery or misrepresentation of any form of identification or possession or use of any form of false identification.
4. Any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off College premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.
5. Failure to comply with the reasonable directives or requests of College officials or law enforcement officers acting in the performance of their duties and/or failure to present student identification on request or identify oneself to any College official acting in performance of their duties.
6. Unauthorized entry into or use of College facilities, equipment or resources; unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, student identification card or access code for use in College premises or on equipment; unauthorized use of the College name, logotype, registered marks or symbols of the College; unauthorized use of the College name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the College.

7. Violation or alleged violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of the policies stated in the College Catalog, Athletic Code of Conduct, Residential Life Handbook, any contracts with TJC, or any handbook published by TJC.
8. Violation or alleged violation of any federal, state or local law; misconduct which constitutes a violation of any provision of federal, state and/or local laws. Arrests for same violations constitute alleged violations.
9. Use, possession, manufacture, or distribution of marijuana, heroin, narcotics, medicine prescribed to someone else, chemical compound or other controlled substances except as expressly permitted by law, or being under the influence of such controlled or illegal substances.
10. Possession of drug-related paraphernalia, except as expressly permitted by federal, state and/or local law.
11. Consumption, possession, sale, manufacture or distribution of alcoholic beverages (except as expressly permitted by College regulations and federal, state and/or local law), or being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Possession, use or illegal carry of any items appearing to be or which could be used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives or explosive or noxious materials on College premises except as expressly permitted by federal, state and/or local law or other College policy or rule.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the legal rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Traffic and Parking Regulations including, but not limited to, obstruction of the free flow of pedestrian and/or vehicular traffic on College premises or at College-sponsored or supervised functions.
15. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
16. Prohibited/Disorderly conduct includes but is not limited to: littering on campus grounds or spitting on campus sidewalks or facilities.
17. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
 - b. Use of computing and/or networking resources for unauthorized or non-academic purposes including, but not limited to, illegal access.
 - c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, material or software belonging to the College, another user or another entity.
 - d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to College computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
 - e. Attempted or actual use of the College's computing and/or networking resources for personal, political or financial gain.
 - f. Access, creation, storage or transmission of material deemed offensive, indecent or obscene other than for official academic purpose.
 - g. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the College's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e., people, capacity, computers).

- h. Intentional “spamming” of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
 - i. Use of computing and/or network resources to engage in activity that may harass, threaten or abuse others.
 - j. Allowing another person, either through one’s personal computer account, or by other means, to accomplish any of the above.
 - k. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
 - l. Unauthorized transfer of a file.
18. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to respond to a notification from the Student Conduct Office to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, misrepresentation, or omission of information in a Student Conduct or Student Discipline Appeals Committee Hearing.
 - c. Disruption or interference with the orderly conduct of a Student Conduct or Student Discipline Appeals Committee Hearing.
 - d. Filing an allegation known to be without merit or cause or filing with reckless disregard to truth or falsity of same.
 - e. Attempting to discourage an individual’s proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of the Student Conduct Coordinator, a Hearing Officer or a member of the Student Conduct Hearing Committee or of the Student Disciplinary Appeals Committee prior to, and/or during the course of, a student conduct code proceeding.
 - g. Harassment (verbal, physical or written) and/or intimidation of a member of a Student Conduct Hearing Committee or Student Discipline Appeals Committee prior to, during and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s), condition(s), and/or restriction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
 - j. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook or other College policy or procedure.
19. Violation of NJCAA Regulations.
20. Bias-Related Violations–Violations of this Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed by an enhanced sanction as prescribed in Article IV(B)(1)(f–l) of this publication.
21. Use or possession of flammable materials, including incendiary devices or other dangerous materials or substances used to ignite, spread or intensify flames for fire.
22. Conduct that threatens or endangers the health or safety of self or others, including but not limited to:
- a. Acts such as physical abuse, verbal abuse, threats, intimidation, harassment and/or coercion.
 - b. Intentional or reckless conduct which endangers the health or safety of self or others.
 - c. Behavior that disrupts the normal operation of the College, including its students, faculty and/or staff.
 - d. Obstruction or disruption of teaching, administration or other College activities.
 - e. Racial discrimination.
 - f. Sexual discrimination.
 - g. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.
23. Sexual Harassment including but not limited to:
- a. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with or creates an intimidating, hostile or demeaning environment for an individual’s academic pursuits,

- College employment, participation in activities sponsored by the College or groups related to the College, or opportunities to benefit from other aspects of College life.
- b. Sexual assault is the oral, anal or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.
 - c. Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent
 - d. As otherwise defined by applicable Board policies.
24. Gambling, wagering, gaming or bookmaking as defined by federal, state and/or local law on College premises or with the use of College equipment or services.
25. False Alarms or Threats including but not limited to:
- a. Intentional sounding of a false fire alarm.
 - b. Falsely reporting an emergency or threat in any form.
 - c. Destruction or activation of fire sprinklers.
 - d. Filing false police reports.
 - e. Improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.
 - f. Issuing a bomb threat or constructing mock explosive devices.
26. Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.
27. Knowingly furnishing false information to the College, or to a College official in the performance of their duties, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.
28. Student Dress Code
- a. Students should dress in a manner that should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the College community. Students who are not following guidelines of appropriate dress when advised by a College official shall be considered in violation of the TJC Student Code of Conduct and will be subject to disciplinary action.
 - b. Each student is expected to follow the TJC guidelines of dress, which includes but is not limited to:
 - Dress and grooming - Students shall not wear clothing that exposes intimate body parts or undergarment or any clothing that disrupts the classroom or academic environment or causes undue attention to an individual student. Pants and shorts shall be worn on or above the hips at all times.
 - Footwear should be worn at all times while on campus.
29. Vaping or use of any tobacco product – including but not limited to: cigarettes, electronic cigarettes, smokeless tobacco of any kind, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco, nasal tobacco, as well as any product intended to mimic tobacco products that contains tobacco flavoring or that delivers nicotine other than for the purpose of cessation – is prohibited in all property owned, leased, occupied or controlled by the College. This shall include all buildings, vehicles, grounds, sidewalks and streets considered campus property.

ZERO TOLERANCE

The College refuses to tolerate certain conduct and has a zero-tolerance policy related to same. The College will not allow excuses or explanations for such conduct. The following offenses are examples of actions that have pre-determined consequences and may result in immediate suspension or expulsion. This list is not meant to be all inclusive and is included for illustrative purposes only.

30. Narcotics or drugs, including but not limited to:

- a. Use, possession, sale, delivery, manufacture or distribution of any illegal drug, narcotic, hallucinogen or other controlled substance, except as expressly permitted by federal, state and/or local law. This also includes prescription drugs without a label and/or appropriate prescription.
- b. Being under the influence of narcotics, illegal drugs, hallucinogen, or other controlled substance, prescription drug without a label or prescription, except as expressly permitted by federal, state and/or local law. [See Board Policy FLBE (Local)]

31. Weapons:

The use, possession or display of a handgun, other firearm, or other deadly weapon on College District property or at an event or activity related to or sponsored by the College District in violation of law and/or College District regulations, except individuals who are licensed to carry the weapon at issue and comply with all applicable laws and College policies related to same. [See Board Policy CHF (Local)]

32. Gang Activity:

Any gang related activity or crime, as defined by applicable Texas law. Premises owned, rented or leased by TJC, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. [See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within “gang-free” zones.]

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Coordinator. Determinations made or consequences imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or consequences). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

D. Student Identification Cards

1. All students of the College District must obtain a TJC identification (ID) card. ID cards are to be on your person while on TJC grounds. TJC students must be able to produce their identification cards if asked by an employee or TJC police officer.
2. Approval of any and all identification procedures or items will be made by the TJC Police Department.
3. The TJC ID card shall be the property of the College District and must be surrendered upon demand if requested by a College District official.

4. The TJC ID card shall be intended for the sole use of the individual pictured and/or named on the card and shall not be shared with any other person or duplicated in any form or manner.

Article IV: Student Conduct Code Procedures – For All Non-Academic Integrity Violations

A. Charges and Student Conduct Committee Hearings

1. Any member of the College community may file charges against a current student for violations of the Student Code. A charge may be submitted as an incident report through the College's conduct management system, which may be accessed through Apache Access. A member of the College community without access to Apache Access may file a written incident report with the Dean of Students. An incident report shall be filed within five (5) business days of the conduct in question. Police reports and incident reports generated by the College that involve violations of the Student Code will be automatically filed.
2. The Student Conduct Coordinator may, in his/her discretion, conduct an investigation and/or meeting with the Accused Student to determine if the charges have merit and/or if they can be disposed of administratively by written mutual consent of the parties involved on a basis acceptable to the Student Conduct Coordinator. If the Student Conduct Coordinator and Accused Student agree in writing as to both responsibility and sanctions, then such disposition shall be final and there shall be no subsequent proceedings. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a hearing shall be held, but shall be limited to determining the appropriate sanctions. If the charges and sanctions cannot be disposed of by written mutual consent, then a Student Conduct Hearing will be held, and the Student Conduct Coordinator may later serve in the same matter as the Hearing Officer.
3. All charges shall be presented to the Accused Student in written form via TJC email, hand delivery and/or TJC Campus Police in enough detail so that student can prepare a defense. This written notice of charges shall also give notice of a time and date for a Student Conduct Hearing, that is not less than three (3) nor more than ten (10) business days after the date of the notice. Maximum time limits for scheduling of Student Conduct Hearings may be extended at the discretion of the Student Conduct Coordinator.
4. A student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed from the College District with loss of all College District privileges. In such incidents, a notice of administrative hearing will follow for resolution of the matter as soon as is practical. (Immediate Temporary Suspension, Article IV, Section B)
5. Student Conduct Hearings shall be conducted by a Student Conduct Hearing Committee led by the Hearing Officer according to the following guidelines except as otherwise provided by the appropriate board policy, or as provided by Article IV (A)(7) and (A) (8) below:
 - a. Student Conduct Hearings shall be conducted in private, and may be conducted electronically, at the College's sole discretion.
 - b. The Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). A person filing charges under A.1. herein may also attend some or all of the hearing at the Student Conduct Coordinator and/or Committee's discretion. Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Coordinator and/or Committee.
 - c. In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Coordinator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
 - d. The Accused Student has the right to be assisted by an advisor they choose, at their own expense. The Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not, absent extraordinary circumstances, be allowed due to the scheduling conflicts of an advisor or the student.
 - e. The Accused Student and the Student Conduct Coordinator may arrange for witnesses to present pertinent information to the Student Conduct Hearing Committee and Hearing Officer. The College

will try to arrange the attendance of witnesses who are members of the College community, if reasonably possible, and who are identified by the Accused Student at least two (2) weekdays prior to the Student Conduct Hearing. Hearings will not generally be rescheduled if a witness cannot attend in person. The Committee and/or Student Conduct Coordinator may allow a witness to attend electronically in their sole discretion. Witnesses will provide information to and answer questions from the Student Conduct Hearing Committee and Hearing Officer. Student may ask questions of a witness but must, at all times, preserve the educational and respectful tone of the hearing and to avoid creation of an adversarial environment. Any question may be withdrawn and a witness told not to answer if irrelevant or otherwise deemed inappropriate at the discretion of the Hearing Officer in consultation with the Student Conduct Hearing Committee. Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Conduct Hearing Committee and Hearing Officer.

- f. All procedural questions are subject to the final decision of the Student Conduct Hearing Committee and the Hearing Officer, but rules of evidence do not apply. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Hearing Committee shall determine whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - g. The determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code (a preponderance of the evidence standard).
 - h. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings. Objections are not generally allowed.
6. If an Accused Student, with notice, does not appear before a Student Conduct Hearing, for any reason, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 7. The Hearing Officer may, in his/her sole discretion, accommodate concerns for the personal safety, well-being and/or fears of confrontation of the persons involved in the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the judgment of Student Conduct Coordinator to be appropriate and when proper advance notice of such concern is given.
 8. If the prohibited conduct involves sexual harassment, then the investigative policies/procedures of the applicable Board Policy shall govern.
 9. The Student Conduct Hearing Committee and Hearing Officer shall provide a written disciplinary decision within five (5) business days of the hearing.

B. Student Conduct Sanctions

The following educational sanctions, conditions and/or restrictions may be assessed when a student is found responsible for misconduct. Implementation of the disciplinary sanctions, conditions and/or restrictions will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Potential sanctions, conditions and/or restrictions are not limited to those listed below, and these are included for illustrative purposes only.

1. Sanctions are defined as the primary outcome of the alleged violation(s). If found responsible, the range of sanctions includes, but is not limited to the following:
 - a. Written Warning—The written warning is an official written notification to the student that the action in question was misconduct.
 - b. Disciplinary Probation—Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed by the Code of Conduct Coordinator. The student must demonstrate the ability to comply with College District policies, rules and/or standards and any other requirements stipulated for the probationary period.
 - c. Deferred Disciplinary Suspension—Deferred disciplinary suspension is a period of time during which a disciplinary suspension may be deferred for a period of observation and review. Additional

- misconduct or failure to comply with any other requirement stipulated for the period of deferred disciplinary suspension will result in suspension.
- d. Disciplinary Suspension—Disciplinary suspension is a period of time during which a student is withdrawn and separated from the College District. During this time, the student may not attend class or participate in any College District-related activity, nor may the student be present on campus at any time.
 - e. Disciplinary Expulsion—Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the College District.
2. A condition is defined as a secondary component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:
 - a. Personal and/or academic counseling.
 - b. Restitution or compensation for loss, damage or injury.
 - c. Monetary assessment owed to the College District.
 - d. Completion of an alcohol or drug-treatment program.
 - e. Residence hall relocation, residence hall contract cancellation, and/or dining facility cancellation.
 - f. Discretionary educational conditions and/or programs of educational service to the College District and/or community.
 3. A restriction is defined as a secondary component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will be time specific. Some examples of restrictions include, but are not limited to:
 - a. Prohibited access to College District facilities and/or prohibited direct or indirect contact with members of the College District community.
 - b. Denial of eligibility for holding office in registered student organizations.
 - c. Denial of participation in extracurricular activities.
 - d. Revocation of parking privileges.
 4. Failure to comply with disciplinary sanctions, conditions and/or restrictions will result in actions including, but not limited to, the following:
 - a. Further disciplinary action.
 - b. Additional sanctions, conditions and/or restrictions.
 - c. Immediate dismissal from the College District.
 - d. Prohibition from reenrolling in the College District.
 - e. Having all College District records placed on hold.
 5. Any disciplinary sanctions, conditions and/or restrictions may result in notification of the following:
 - a. Registrar's office, which may make a notation regarding disciplinary status on the student's transcript.
 - b. Any other faculty or staff member who has been determined to have an educational need to be informed of the outcome.
 6. Revocation of Degree—A degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 7. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 8. A student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed (Immediate Temporary Suspension) from the College District with loss of all College District privileges. In such incidents, a notice of administrative hearing will follow for resolution of the matter as soon as is practical. Students on Immediate Temporary Suspension who have legitimate business on campus must report to the TJC Police Department upon arrival, and an officer will escort the student while on campus.
 9. More than one of the sanctions listed above may be imposed for any single violation.
 10. Student Records:
 - a. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions, conditions and restrictions shall not be made part of the student's permanent academic record but

shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Coordinator. Cases involving the imposition of sanctions, conditions, and restrictions, other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree may be expunged from the student's confidential record two (2) years after final disposition of the case.

- b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the consequences imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
11. The following sanctions may be imposed upon groups or organizations:
- a. Written warning.
 - b. Disciplinary probation.
 - c. Restitution or compensation for loss, damage or injury.
 - d. Monetary assessment owed to the College District.
 - e. Loss of selected rights and privileges for a specified period of time.
 - f. Deactivation: loss of all privileges, including College recognition, for a specified period of time.
12. In each case in which a Student Conduct Hearing Committee determines that a student and/or group or organization has violated the Student Code, the sanction(s), conditions and/or restrictions shall be determined and imposed by the Student Conduct Hearing Committee. Following the Student Conduct Hearing, the Student Conduct Coordinator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of the determination.

NOTE:

- Violations of the alcohol and/or drug policies may result in notification of the parents/guardians of students under the age of 21 if allowed or required under applicable law.
- See Residence Hall Policies and Procedures for specific sanctions of violations of the Residential Life Code of Conduct.

C. Student Conduct Appeal Process

1. Any student who has, after a hearing, received sanctions, conditions and/or restrictions may appeal the disciplinary decision made by the Office of Student Conduct. Appeals are not automatic and must be timely made or it is waived. Appeals are not available if the student agreed to the sanction, condition, or restriction.
2. All appeals and supporting documentation must be completed and submitted as required below within three (3) College business days of the date the disciplinary decision is received.
3. All appeals are to be directed to the Student Discipline Appeals Committee via email along with supporting documentation. Failure to file a written appeal within three (3) College business days from the date of the decision letter will render the original decision final and conclusive.
4. The Student Discipline Appeals Committee will review materials relevant to the case in the written appeal. All appeals are reviewed in writing and no additional hearing is held. The Committee will respond to the student in writing via email regarding its decision within five (5) business days. The Committee's decision is final.
5. The Student Discipline Appeals Committee may:
 - a. Uphold the original decision.
 - b. Add to or increase the severity of the sanctions, conditions and/or restrictions.
 - c. Modify or decrease the original decision.
 - d. Overturn the original decision.
6. In cases involving immediate suspension or expulsion from TJC, the student may not attend class or any on- or off-campus event sponsored by the College during the appeal process. The student is not allowed on campus for any reason other than to deliver a letter of appeal. Any violation of the Student Code of

Conduct, Student Handbook and/or local/state/federal laws occurring while the appellate process is ongoing will be considered during the appeal.

Article V: Academic Conduct Violations

A. Applicability

Article V applies only to academic conduct violations of the Student Code of Conduct (as defined below) alleged against a student. This Article V does not apply to issues related to grade disputes or other academic grievances initiated by a student. Please refer to Board policy FLDB(REGULATION) related to grade disputes or other academic grievances.

B. Academic Conduct Violations:

1. **Plagiarism.** Using someone else's ideas, images or words without referencing the source or as otherwise defined herein. Examples include but are not limited to: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using 'copy and paste' from any website and presenting it as your own words; using facts, figures, graphs, charts or information without acknowledgment of the source.
2. **Cheating.** Using or intending to use unauthorized materials, information, notes or study aids in any academic exercise; or any act that gains or attempts to gain an unfair advantage in an academic setting or as otherwise defined herein. Examples include but are not limited to: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams; substituting for another person, or permitting another person to substitute for one's self, in taking an exam or completing an assignment in person or online.
3. **Collusion.** Unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting. Examples include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the professor.
4. **Sale of Academic Product.** Preparing, selling, or offering to sell any academic product in exchange for any consideration of any kind. Tutoring is not a violation. An academic product includes but is not limited to a paper, writing, work of art or any other material or product intended to be submitted to satisfy an academic requirement.
5. **Fabrication, Falsification and Misrepresentation.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Examples include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence from or tardiness to a scheduled academic exercise; lying to a professor to increase a grade.
6. **Multiple Submissions.** Submitting the same or substantially the same academic work (including oral presentations) for credit in two or more courses without prior approval from the course professors. Examples include: Submitting the same paper for credit in two courses without professor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
7. **Abuse of Academic Materials.** Intentionally damaging, destroying, stealing or making

inaccessible library or other academic resource material. Examples include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing; altering or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

8. **Complicity.** Assisting or attempting to help another student in the commission of an act of academic dishonesty. Examples include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information; taking an exam or quiz for another student in person or online; signing another student's name on an academic exercise or attendance sheet; conspiring with one or more persons to commit or to attempt to commit, any violation of academic integrity; failing to report an incident of academic dishonesty to your course professor.
9. **Miscellaneous.** Any other act, whether specifically set forth herein or not, that constitutes academic misconduct or scholastic dishonesty of any kind.

C. Procedural Process

1. Academic dishonesty allegations may be reported by any member of the College community. However, faculty are primarily responsible for reporting same in accordance with these provisions.
2. Faculty should discuss the allegations with the student first. Faculty should contact the student via campus email or in person, and attempt to arrange a meeting, whether virtual or in person. If the student does not respond after two attempts to contact or does not show for a scheduled meeting, the faculty shall assess a penalty and send notice of same to student via campus email or in person, and report same into Maxient, or the College's then current database tool. Student may ask the Chair to review the decision if requested in writing within three (3) business days of the notice. Otherwise, it is final.
3. If faculty and student meet and it is determined that no violation occurred, the matter is resolved. If faculty and student meet and agree on a penalty, then faculty shall report same to the appropriate Academic Dean who will enter the decision in Maxient, or the College's then current database tool. If there is a meeting with faculty, but no agreement can be reached, then the matter is referred to the applicable Chair, and the next step in the process begins.
4. The Chair shall review all information submitted by faculty and student and will meet with the student (or make a reasonable attempt to do so) and/or faculty. The Chair may consider any prior instances of academic misconduct/dishonesty by the student in the course in question. The Chair will attempt to come to an agreement with the student as to a course-level penalty. If an agreement cannot be reached, then the matter will be referred to the appropriate Dean for final review and decision. The Dean will place a decision of academic penalty in writing and present it to the student in person or via campus email. The Dean will report same in Maxient, or the College's then current database tool. If the decision is expulsion or suspension, then the student may request a hearing in writing (given to the Dean) within three (3) business days of the Dean's decision. Failure to timely request a hearing will waive any rights to request same and the decision is final. With respect to any other penalty, the Dean's decision is final and no hearing or other appeal is available.

D. Hearing

1. The College shall give the student advance notice of the date, time, and place of his or her

Academic Conduct Committee hearing. Notice will be delivered via campus email and/or in person. It is the student's responsibility to check campus email. At least three (3) business days' notice will be given.

2. Hearings may be held in person or virtually at the College's sole discretion. The hearing panel will be comprised of the same persons that are on the Academic Appeals Committee. Notices shall set forth allegations against the student that are specific enough for the student to present a defense. If the student does not appear for any reason and he/she received proper notice, the hearing will proceed without the student.
3. The College must present a preponderance of evidence that supports the allegation(s) of academic misconduct to the Academic Conduct Committee. Rules of evidence do not apply, there are generally no objections, and all attendees must be respectful and non-hostile. Accused students shall have the right to confront and present witnesses. The student may be accompanied by one advisor of their choice but the advisor cannot speak or actively participate. A hearing will not be rescheduled due to an advisor's conflict or inability to attend.
4. The Committee may put any reasonable time limit on the hearing, but hearings generally last no longer than 30 minutes. Within three (3) business days after the hearing, the Academic Conduct Committee will issue a written majority decision either dismissing the matter (finding student is not responsible) or finding the student responsible for academic misconduct.
5. If the student is determined not responsible, the matter is concluded and may, if necessary, be referred to the faculty, Chair, and Dean to address any issues related to overturning the adverse consequences of the accusation of academic misconduct (including issues related to grades, or otherwise).
6. A decision finding a student responsible for academic misconduct shall state the specific academic misconduct and determine whether an expulsion or suspension is warranted. The Academic Conduct Committee cannot change a grade or assess any other academic penalties/remedies – it can only uphold or overturn the expulsion or suspension recommendation for the student involved. The Committee may also decide, based upon a finding of academic misconduct, that suspension is more appropriate than expulsion or vice versa. But no other penalties are allowed. No appeal of the Committee's decision is allowed.

E. Student's Status

Pending the final outcome of the process outlined herein, the student shall remain enrolled in the class at issue and attend all classes and meet all other requirements of the class. Any proposed academic penalty shall not be implemented until after the process is complete and final, including any applicable appeals.

Article VI: Interpretation and Revision

- A. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Provost and Vice President for Academic and Student Affairs or his or her designee for final determination.
- B. If a student has any question regarding the academic conduct policy or what may constitute a violation, he/she is responsible for seeking guidance from faculty regarding same.
- C. The Student Code of Conduct shall be reviewed on an as needed basis by a review committee named by the Provost and Vice President for Academic Affairs. The President's Cabinet will be the final approval for any updates.

Grievance Procedures

College Student Complaint Procedures

Occasionally a student may have a grievance that may take the form of a general student complaint or an academic complaint/appeal. TJC Board Policies FLD (Regulation) and FLDB (Regulation), found in the Board Policy Manual on the TJC website, govern the processes by which these grievances are resolved. Students must represent themselves in all steps of the process.

In the processes described below “Business days” means College District days when College District offices are open, unless otherwise noted. In calculating timelines under this regulation, the day an event occurs or the day a document is filed is “day zero.” The following business day is “day one.”

General Student Complaints - [FLD \(Regulation\)](#)

This procedure is designed to provide a student with an opportunity to file a complaint or grievance regarding problems and conditions he or she believes to be unfair or inequitable. All student complaints not addressed elsewhere in policy will be governed by FLD (Regulation).

Exceptions

This regulation does not apply to any complaint covered by another policy, including but not limited to, the following:

1. Complaints alleging discrimination, including harassment against students on the basis of race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status, or limited English proficiency. [See FFDA and FFDB]
2. Complaints regarding final course grades. [See FLDB(REGULATION)]
3. Complaints regarding accusations/consequences of academic misconduct [Student Code of Conduct, Article V]
4. Complaints regarding disciplinary issues. [See FMA]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]
6. Complaints concerning denial of admission. [See Prospective Student Denied Admission, below]
7. Complaints concerning dismissal from an academic program. [See Dismissal from an Academic Program, below]

Informal Procedures

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing to or causing the issue and with his or her supervisor or the next level of authority. If the grievant is uncomfortable for any reason discussing the issue with the individual contributing to or causing the issue, he or she can go directly to the next level of authority. The student may check with the administration to determine the next level of authority. If this does not resolve the issue, the student may seek review under the formal procedures below.

Formal Procedures

Procedures for a formal grievance are as follows:

1. The grievant must file, no later than ten (10) business days after he or she knew or should have known of the alleged incident or event giving rise to the grievance, a written complaint with the office of the dean of

students. The dean of students will meet with the student and consider the grievance within a reasonable time from the date of the complaint. The grievance must contain a statement of the actions being complained of, describe the remedy sought and include any other relevant information and/or documentation. The grievance must also include the complainant's name and contact information. Failure to file within the timeline or to show up to any meeting in this process will waive the student's right to appeal.

2. The dean of students will make a written decision within five business days of meeting with the student and/or completing any investigation, whichever is later. The student, if dissatisfied, may appeal in writing to the Associate Vice Provost for Student Affairs within three business days. If not timely filed, it is waived.
3. The Associate Vice Provost for Student Affairs will meet with the student, may request additional records or information, and will consider the record in making his or her determination, which will be communicated to the student in writing within a reasonable time frame. This decision is final.

To view the most current policy in its entirety, please go to FLD (Regulation)

Academic Complaints - [FLD \(Regulation\)](#) and [FLDB \(Regulation\)](#)

Academic Complaints may involve dismissal from an academic program or the appeal of a final course grade.

Dismissal from an Academic Program - [FLD \(Regulation\)](#)

Procedures to appeal dismissal from an academic program are as follows:

1. The grievant must attempt to resolve the issue by discussing it with the program department chair within five business days of notification of dismissal from the program. The department chair will meet with the grievant and consider the grievance within a reasonable time from the date of the complaint.
2. If dissatisfied with the ruling from the department chair, the grievant may appeal the decision in writing to the instructional dean of the appropriate school. The instructional dean will meet with the student and/or complete any investigation. The instructional dean will render a decision in writing to the student within five business days.
3. If dissatisfied with the ruling from the instructional dean, the grievant may appeal the decision in writing to the Dean's Council by contacting any instructional dean. The instructional dean identified in Step 2 will be recused and not present for the discussion and vote. The Dean's Council will render a decision in writing to the student within 12 business days.
4. If dissatisfied with the ruling from the Dean's Council, the grievant may appeal the decision in writing to the Associate Vice Provost for Student Affairs. The Associate Vice Provost for Student Affairs may request additional records or information and will consider the record in making a determination, which will be communicated to the student in writing within a reasonable time frame. This decision is final.

Dispute of a Final Course Grade - [FLDB \(Regulation\)](#)

This regulation is only applicable to a student who wishes to dispute a final course grade. Grades for specific tests, reports, projects or otherwise given during a semester will be discussed at that time with the professor and are not subject to this procedure. Student appeals regarding disciplinary issues are covered by separate procedures. [See FMA (Regulation)]

A student is entitled to a review and explanation of the grading process and the grade received. A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of a dispute is intended to ensure accuracy, fairness and adherence to College District policy.

The steps below must be strictly followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with the faculty member within ten (10) business days into the following long semester; e.g. summer school disputes may be challenged no later than ten (10) business days into the following fall semester.
2. The decision of the faculty member in all grade disputes is presumed final since the grade is the sole prerogative and responsibility of the faculty member. However, if the student feels that a grade is unfair/incorrect, does not comply with policy or the syllabus, or was not calculated correctly, the student may present the dispute in writing to the appropriate program director/department chair for review. This step must be completed within five (5) business days following the decision of the faculty member. If there is no program director/department chair, or in the event the program director/ department chair is the professor named, the student will proceed to the appropriate instructional dean.
3. The program director/department chair will review the written student dispute and request a written faculty response to the dispute in question. Within five (5) business days, the program director/ department chair will make a written response to the student and faculty member regarding the dispute. Attached to this response will be appropriate documentation thus far accumulated.
4. If the student does not agree with the decision of the program director/department chair, the student may proceed to the dean of the appropriate instructional school. This step must be completed within five (5) business days after the decision of the program director/department chair. Within five (5) business days after receiving the dispute, the dean will review all documentation and respond in writing to the student, faculty member and program director/department chair. Attached to this response will be all appropriate documentation. The dean's decision is final.

Note: In the event the instructional dean is the professor of record, the dispute will proceed to another person appointed by a vice president.

Prospective Student Denied Admission

A prospective student denied general admission to the College District may appeal to the admissions appeal committee, whose decision is final.

State and Federal Student Complaint Procedures

It is TJC's goal to resolve student complaints and concerns in a friendly, fair and efficient manner. The first step for students who desire to resolve a complaint is to follow the College's internal student grievance procedures contained in the College's [Student Handbook](#).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board in some situations. The student should follow the procedures as outlined on the THECB website (<https://www.highered.texas.gov/student-complaints/>).

Send forms electronically to StudentComplaints@thecb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. All submitted complaints must include a student complaint form, a signed [Family Educational Rights and Privacy Act \(FERPA\)](#) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities should also include a signed Authorization to Disclose Medical Record Information form.

Colleges to award associate and baccalaureate degrees. Tyler Junior College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Tyler Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using the information available on SACSCOC's website (www.sacscoc.org).

To file a grievance against the Commission or any of its accredited institutions, follow the complaint procedures policy (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>).

TJC online students residing outside of Texas, who desire to resolve a complaint, should follow the College's internal student grievance procedures as explained above. However, if an issue cannot be resolved internally, the student may file a complaint with his or her home state. The Student Grievance Contact Information for Individual States provides phone numbers, e-mails and/or links to state education agencies (<https://www.nc-sara.org/state-portal-entity-contacts>). More information about the out-of-state student complaint process can be found on the NC-SARA website (<https://www.nc-sara.org/student-complaints>).

Title IX

Title IX of the *Educational Amendments of 1972* (Title IX), 20 U.S. CF.R. 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance.

Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

Title IX Grievance Procedures

Freedom From Discrimination, Harassment and Retaliation - Sex and Sexual Violence - FFDA (Local)

The College District prohibits discrimination, including harassment, against any student on the basis of sex, gender, gender identity or gender expression. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of sex/gender that adversely affects the student.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

The College District designates the following persons as responsible employees: any instructor, any administrator or any College District official defined below.

For the purposes of this policy, College District officials are the Title IX coordinator and the College President.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Jacqueline Lozano
Manager, Employee & Organizational Development
Title IX Coordinator
1327 South Baxter, Tyler, TX 75701
(903) 510-3155

Tiffany Perez
Title IX Investigator
1327 South Baxter, Tyler, TX 75701
(903) 510-2028

To view the most current policy in its entirety, please go to [FFDA \(Local\)](#).

Freedom From Discrimination, Harassment and Retaliation - Other Protected Characteristics - [FFDB \(Local\)](#)

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency or on any other basis prohibited by law, that adversely affects the student.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President. Student reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator:

Jacqueline Lozano
Manager, Employee & Organizational Development
Title IX Coordinator
1327 South Baxter, Tyler, TX 75701
(903) 510-3155

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Jacqueline Lozano
Manager, Employee & Organizational Development
Title IX Coordinator
1327 South Baxter, Tyler, TX 75701
(903) 510-3155

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

To view the most current policy in its entirety, please go to [FFDA \(Local\)](#).

Student Life

Traditions

As defined by Webster, traditions are customs that have their roots in the past and are handed down from one generation to the next. College traditions are formed in much the same way. Some customs, begun at TJC by students in the years past, are still seen on the campus today. A few of our most cherished are as follows:

- Mascot—The Apache Indian
- Colors—Black and Gold
- Feathers Up—Raise an arm, make a fist and extend index and middle fingers
- Drumbeat during Homecoming Week— Drumbeat started in 1948 and it has been an unbroken tradition since that time. The drum beats to the Apache Cadence 24 hours a day starting on Monday of Homecoming Week continuing until kickoff on Saturday. As legend goes, if the drumbeat does not stop we will win the game on Saturday, but if it stops, we will lose the game.
- Lighting of Ramey Tower—In the past, Ramey Tower was lit in gold if we won the game and white if we lost. The stained-glass window captures many traditions, including the old logo; the school flower, the yellow rose; the Apache; and the first building built on the TJC campus, Jenkins Hall.
- Rim March began in 1948 as a way to give psychological advantage to our football team, as the Indians did in old westerns, silhouetting themselves on a canyon to intimidate the cowboys. Apache Band and Belles march the rim of Rose Stadium approximately 45 minutes prior to kickoff.
- Ya-A-Te means “Welcome” in Apache and is a leadership retreat held off campus for freshman and sophomore students. It teaches leadership skills and team work, all while demonstrating the resources students will need for a successful future at TJC. Students also compete in tribal games for the bragging rights of the ultimate tribe.
- At enrichment series events, students are expected to be courteous and respectful to the speaker or speakers.
- At pep rallies, yelling, cheering, whistling and clapping are allowed only under the direction of a cheerleader, but at no other time.
- Students appearing on assembly should be suitably dressed. Student ID’s are required for all school functions.
- Friendliness—It has been said that TJC is “the friendliest college in Texas,” and a simple walk across the campus shows this to be true. With a warm smile and a friendly greeting, this tradition continues to live. Try it, you’ll like it!
- Football—TJC vs. Kilgore College. From the beginning of football at TJC in 1947, this has become a long-standing rivalry between the two schools.
- The Alma Mater is played at the close of all assemblies and TJC football games. All students rise and put their “feathers up” when the Alma Mater is sung, and no one is to applaud afterward.

Alma Mater

All Apaches, men and maidens

Raise your voices high

Till the echoes heavy laden

Swell up to the sky!

On to Honor! On to Glory!

On to Victory!

Hail to thee our Alma Mater!

Hail to T-J-C

Fight Song

Sons of Black and Gold

Will you let the foe

Take from us the victory?

Hear our warriors chorus,

Sweep that line before us

Carry on the victory.

Onward, onward

Charge against the foe.

Forward, forward

Apache banners go.

Sons of Mars and Thunder

Rip that line asunder

Carry on to victory!

Athletics

The TJC Intercollegiate Athletics program includes sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball, soccer, golf, tennis and softball. For more information about each program, visit www.apacheathletics.com.

Athletic scholarships, also known as performance grants, are awarded by the TJC athletic program according to Region XIV Athletic Conference and NJCAA guidelines. Award amounts vary, and full-time enrollment (12 hours) is required. Currently, TJC offers scholarships in football, men's and women's basketball, men's and women's tennis, men's and women's soccer, men's and women's golf, women's volleyball, softball, baseball and athletic training. These scholarships are not awarded through the TJC scholarship application. Each area has its own award process which may require separate application and try-outs. For more information, contact the athletic office.

The Center for Student Life and Involvement (CSLI)

The Center for student Life and Involvement contributes to the social, recreational and cultural development of students with programs and services created and conducted by students. The Center for Student Life and Involvement, also known as "C.S.L.I." orchestrates both large and small events, such as comedians, magicians, concerts, etc., as well as traditional events such as Weeks of Welcome, Homecoming, Winter Wonderland and Spring Fling.

Purpose

Center for Student Life and Involvement's purpose is to create leadership opportunities for students to evolve academically, socially and personally through dynamic programs and services.

Mission

The Center for Student Life and Involvement enriches the college experience of TJC's diverse student population by creating social connections through activities, service opportunities and leadership development. We encourage student engagement inside and outside of the classroom, while integrating an enthusiastic culture of spirit and tradition.

Apache Cheer

Apache cheerleaders perform at sporting events on and off campus representing the college at community events throughout the year as well as compete in the spring semester for national titles. Tryouts are held at the end of the spring semester.

Apache Game Zone

The Apache Game Zone is located on the second floor of Rogers Student Center and is open five days a week. Hours vary per semester. The Game Zone offers table tennis, pool tables, air hockey, arcade games and the latest video games. Throughout the semester, various tournaments and events are held which students can participate in to have fun and win prizes.

Students must present a valid Apache ID to enter the Apache Game Zone and check out equipment.

Co-Curricular Transcript (CCT)

The Co-curricular Transcript is a comprehensive record of a student's extracurricular activities while attending TJC, such as leadership experiences, organizational membership and/ or community service hours. During their final semester at TJC, students can record their activities or leadership roles and request an official copy of their Co-Curricular Transcript from the Center for Student Life and Involvement.

Student Senate

As one of the oldest organizations in TJC history, the Student Senate is considered the voice of the students, serves as the governmental body of TJC and as the umbrella over all on-campus student organizations. The senate acts as the liaison between the students and college administration, assists in the development of the college and develops future leaders for our community. For more information about Student Senate, refer to Page 84 of this handbook.

Recognized Student Organizations

A number of recognized student organizations are available to students. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, participating in community service, making new friends and developing leadership skills. These organizations are categorized as academic, athletic and recreational, campus involvement, philanthropic and service, spiritual/religious, honorary, multicultural and special interest. A complete list of organizations is online at orgsync.tjc.edu. Also, if a student doesn't find an organization that suits their interest, they are encouraged to create one.

Classification

TJC provides various types of social activities which furnish students with opportunities for leadership training, service and recreation. Recognition of each organization is granted in terms of the specific purposes stated in its constitution and by-laws in accordance with the following classifications:

1. Academic—Club or organization based on students' major(s) or individuals have similar academic or career goals. *May require a certain GPA to become a member.
2. Athletic and Recreational—Club or organization that participates in intercollegiate athletics, campus recreational activities or members have a common interest in recreational or sporting events.
3. Campus Involvement—Club or organization provides both social and leadership opportunities, contributes to general student welfare and offers programs for the campus and/or community.
4. Honorary—Club or organization recognizes scholastic achievements and/or students who excel academically or as leaders among their peers.
5. Multicultural—Club or organization celebrates and incorporates the histories, values and perspectives of various cultures.
6. Philanthropic and Service—Club or organization with a common interest of serving the philanthropic needs of others whether on or off campus.

7. Special Interest—Club or organization formed on the basis of members' common interests and coordinates a broad range of activities to promote interaction and fellowship among students.
8. Spiritual/Religious—Club or organization that continues the student's religious education under the guidance of individual churches or other religious organizations.

Role of Student Organizations

Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the campus. They are obligated to contribute to the scholastic attainment and general development of the individual student.

Recognition Procedure

To achieve recognized status, an organization must:

1. Identify a full-time college employee(s) to advise or sponsor the organization and at least 5 TJC students.
2. Create a Constitution and Bylaws for the organization.
 - a. Each honorary or academic group, if related to a specific academic or technical program, must have written approval of the appropriate instructional dean before recognition will be granted.
3. Adhere to the TJC Statement of Nondiscrimination, which states:
 - a. "Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence."
4. Complete the recognition forms on OrgSync within the application period, attach the constitution, along with the roster of members and positions.
 - a. The Center for Student Life and Involvement will review and ensure the recognition form and attachments have been submitted correctly.
 - b. Applications will be accepted up until the Friday of the fourth week of each long semester and all new organizations will be presented at a designated meeting.

Faculty/Staff Sponsor's Responsibility

The faculty/staff sponsor plays a vital role in the development of student organizations on campus. The success of most student organizations is related directly to the participation and guidance of its sponsor. The following responsibilities are applicable to all sponsors and are provided to serve as a guide:

1. Sponsors must be full-time employees of the College. Secondary or co-sponsors can be part-time employees, if another full-time advisor is not available. Special accommodations are made for those organizations that are affiliated with outside organizations, such as churches or sponsors appointed by administration.
2. Sponsors should be familiar with the constitution, objectives and purposes of the student organization.
3. Sponsors are expected to provide the necessary guidance to the organizations they sponsor and work with its members and officers and plan activities and meetings.
4. Sponsors should ensure that all activities conform to general College policies, all deadlines are met and the proper procedures are followed in conducting the organization's business.
5. Sponsors should ensure that all activities, programs and other forms of entertainment are in good taste and reflect favorably upon the College. Programs and activities should not be scheduled or presented unless the sponsor has full knowledge of the activity or presentation.
6. Sponsors should schedule all activities on the College Master Calendar and approve all facility requests for the organization's events or meetings. Organizations should post all events and activities

in OrgSync which requires additional approval from the Director of Student Life.

7. Sponsors should be present at meetings, events or activities scheduled by the organization, whether on- or off-campus.
8. Sponsors should be present for regularly scheduled general assembly meetings when a student representative is not available to ensure the organization remains recognized and is in good standing with the Student Senate. Attendance by the sponsor(s) is also mandatory at all scheduled president/ advisor meetings held during the fall and spring semester.
9. Sponsors must follow all student travel guidelines and be present for all organization travel off campus that is funded by the college, such as conferences, competitions, community service, etc. Students may drive their own vehicles to events within a 50-mile radius of TJC. All travel more than 50 miles from TJC must be done in vehicles owned or rented by TJC, must be driven by an approved driver and personal vehicles cannot be used to transport students. Sponsors must also ensure all proper travel forms are completed and signed by the appropriate officials in a timely manner.
10. Sponsors should handle all financial transactions in dealing with deposits or withdrawals from the organization's agency account and must be present during the presentation to the S.S.F.A.C. committee.
11. Sponsors should assist in processes and procedures for passing on information to future members and encourage students to keep all documentation and records of events and meetings held.

General Organization Requirements

1. Individual students and student groups are responsible for conducting their activities consistent with the regulations, standards and the Student Code of Conduct of TJC.
2. No organization shall require of its members any activity incompatible with scholastic attainment or unacceptable to the general development of the individual. In particular, hazing is prohibited.
3. Each organization has the right to elect and expel its own members and is responsible for members' actions as related to the organization.
4. Each organization desiring to use the name of TJC or its facilities must obtain proper approval from the Director of Student Life.

Tier System

The Tier System is a vehicle for placing the TJC student organizations into three different tiers. To remain active, an organization must meet all the qualifications of a Tier One organization per semester. This system places the organizations in a tier based on the selected criteria:

Tier 1 Organizations (Recognition Level)

Points per semester	100
Number of members.....	5+
Years as a recognized organization.....	0-3 Years
Amount of community service points.....	10
Committee points.....	5

Additional Responsibilities:

1. Update registration information annually
2. Attend 1 President/Advisor Meeting annually

Privileges:

1. The right to coordinate use of College facilities, including buildings, grounds, equipment and staff assistance.
2. The right to request advertising in, and news coverage by, the TJC newspaper and other campus publications normally open to organizational interest.
3. The right to post advertisements and/or materials on campus that promote events or fundraisers that the organization is hosting, upon receiving proper approval.
4. The right to register for a portal through OrgSync and have access to all of its capabilities.
5. Yearly SSFAC funding requests up to \$10,000
6. Appropriate use of TJC logos, names, etc.

Tier 2 Organizations

Points per semester	200
Number of members	20+
Years as a recognized organization	3-5 Years
Amount of community service points	20
Committee points	7

Additional Responsibilities:

1. All responsibilities of Tier 1
2. Attend 1 President/Advisors Meeting semesterly

Privileges:

1. All Tier 1 Privileges
2. Yearly SSFAC funding requests up to \$20,000

Tier 3 Organizations

Points per semester	300
Number of members	30+
Years as a recognized organization	5+ Years
Amount of community service points	30
Committee points	10

Additional Responsibilities:

1. All responsibilities of a Tier 1 and Tier 2
2. Hold 1 service event annually

Privileges:

1. All Tier 1 and Tier 2 Privileges
2. Yearly SSFAC funding up to \$30,000
3. Ability to request Special Program Funding

* Organizations which receive operational funds are automatically categorized as Tier 3 organizations*

*This does NOT force an organization to remain under the same tier throughout their time as an

organization. An appeal can be made if the organization has the desire to change from one tier to another. Change of tiers will be put into action upon the approval of the Student Senate Executive Board and the Director of Student Life. *

1. Criteria for rating the various organizations will include the following: community service, lectures, meetings, social events or service to the College. Organizations may not claim community service points for activities for which they are paid. (This also applies to Performance Grant Scholarship recipients who perform duties that are within the requirements of their membership.)

Policy

All College policies and the Student Code of Conduct will be adhered to at College-sponsored activities. All rules and regulations established by the Student Senate or the College must be followed. Admission to activities will be by valid student identification cards. Failure to respond or comply with official and proper regulations or requests of a designated authority is a violation of the Student Code of Conduct.

In instances wherein a recognized organization has violated the Student Code of Conduct, but the investigation shows withdrawal of recognition is too severe a measure, lesser sanctions may be levied against the offending organization by the Student Conduct Coordinator. These sanctions may include verbal or written admonition or reasonable probationary measures.

If an organization is determined to be in violation of the Student Code of Conduct or any city, state or federal law, the organization will be disqualified from receiving any awards and will forfeit its recognition status for the current academic year. Traffic violations are excluded. For serious infractions, additional steps may be taken by the Student Conduct Coordinator or Campus Police.

Rules

1. All organizations recognized by TJC must have an on-campus revenue/expense (agency) account.
 - a. All organization money must be deposited into the account through the Business Services office. The Director of Student Life will assist organizations in setting up the account.
 - b. Any off-campus accounts will be considered a violation of this policy.
2. Each organization may hold closed meetings for its own members and may invite speakers for such meetings.
3. Special permission must be obtained from the Director of Student Life to hold open meetings for non-member students and/or the general public.
 - a. Such meetings must be properly scheduled on the College Master Calendar and TJC, and no changes in the approved agenda shall be made without prior written consent of the Director of Student Life.
4. Active membership (voting and office holding) shall be limited to registered students who are in good standing.
5. Students seeking an office in any organization must be carrying a minimum of 12 hours with at least a "C" average (2.0 CGPA) and must not be on scholastic or judicial probation. Exceptions for minimum hours for non-traditional student groups may be granted by Director of Student Life.
6. Each organization, except established Bible Chairs, must be sponsored by a full-time employee of the College. Bible Chairs are sponsored by a church-appointed director.
7. When a sponsor resigns, an organization has ten (10) working days to secure a new sponsor and notify the Director of Student Life or it becomes inactive.
8. Each organization must anticipate, provide for and promptly meet its financial obligations. Financial aspects of events sponsored by the organization shall be familiar to and have the approval of the

organization's sponsor.

9. If an organization disbands or becomes inactive, the organization is responsible for properly closing accounts and returning any remaining funds.
 - a. If the organization fails to discharge its responsibilities in this area, and money remains in its account after all debts are paid, the account shall be cleared by transferring these funds to the Student Senate Account.
10. The name of the organization shall indicate the organization's purpose. If the organization wants its name to be in honor of an individual, that individual must have been nationally recognized in the academic or technical area represented by the organization. Local or state luminaries may be so honored if they are retired or deceased.
11. No organization or individual shall conduct raffles, benefits, concessions or sales campaigns on campus without having the approval of the Director of Student Life
12. The primary liaison agent between the College administration and recognized organizations shall be the Student Senate and the Director of Student Life.
13. All organizations must appoint a representative to attend the Student Senate meetings. After missing three meetings in the fall and two meetings in the Spring semester, the organization becomes inactive and must be reinstated by following the reinstatement procedures.
 - a. Two tardies will constitute an absence. (A tardy is considered coming to the meeting after roll has been taken by the Senate Secretary or leaving before the meeting is adjourned.)
14. All organizations must complete and submit a facility request form with the proper approval, including that of the club/organization's advisor, prior to holding an event or meeting.
15. Every organization must update their organization's membership roster at the beginning and end of each semester to ensure it reflects accurate membership and roles of its' members.

For clarification of these rules, organizations should contact the Student Senate Executive Board or the Director of Student Life.

Recognition Withdrawal

Recognition and all privileges may be withdrawn for cause. Withdrawal of recognition may be agreed upon by the Judicial Committee. Grounds for withdrawal of recognition must include at least one of the following charges: willful or negligent violation of the rules of the College or community; conduct deemed irresponsible or in violation of the College standards of good taste and good citizenship.

Point System

Points will only be awarded for those events and participation that has been properly submitted via the organization's events on OrgSync. Points can be accumulated from March to March of each year. The Student Senate Executive Board Members will keep track of the official point tabulations. To earn points, It is the duty of the organization to post events on OrgSync and track attendance and/or submit to the appropriate Student Senate officer. Awards will be presented at the annual Student Leadership Banquet in the spring semester.

To remain active, an organization must earn at least 100 points per long semester (fall and spring). If an organization is determined to be in violation of the Student Code of Conduct or any city, state or federal law, the organization will be disqualified from receiving any awards and will forfeit their points for the current academic year.

Points may be claimed for each event once. Separate points will not be given for pre-event meetings, travel or other items connected to a single event. Exceptions to this may be granted by the Student Senate Executive Board with the approval of the Director of Student Life.

1. Community Service (per hour, per participating member)2 points

2. Lecture (per event)..... 10 points
3. Meeting
 - a. General Assembly Meeting (per representative) 10 points
 - b. Student Senate Committee Meeting (per representative)..... 1 point
 - c. Organizational Meeting (per representative)..... 1 point
4. Social Event (per event)..... 10 points

Posting Regulations

***Posting materials include posters, sandwich boards fliers, handbills and yard signs.**

1. Posters may be posted ONLY on student life bulletin boards. Thumb tacks or staples should be used.
2. Posters should not be larger than 11" x 17". All other posters must be typed or made digitally on uniform-sized paper. Exceptions may be granted by the Director of Student Life.
3. All materials for posting, except those made by TJC Marketing, must be stamped by the Center for Student Life and Involvement.
4. Persons or organizations responsible for posting all materials are also responsible for the removal of the signs within three business days following the event.
5. All materials for posting must be in good taste and shall not contain wording which is offensive or inflammatory in nature. The decision is left to the discretion of the Center for Student Life and Involvement.
6. Approved student life bulletin boards are located in the following buildings: Jenkins, Potter, Genecov, Pirtle Tech, Residence Halls, Wise Cultural Arts and Rogers Student Center.
7. College property may not be used for commercial advertising except under circumstances approved by the Center for Student Life and Involvement.
8. Any student or student organization found defacing or removing any approved posting material, or covering any other materials, may be subject to College disciplinary action and/or termination of all posting privileges.
9. Posters shall not be placed on glass, poles, doors, trees or any other location other than the approved student life bulletin boards and should not cover other fliers.

Event Scheduling Policy

All programs or meetings on campus must be properly scheduled. All scheduled activities must be placed on the Campus Calendar by completing a Student Life Organization Event request form. Events requiring substantial set-ups, or utilizing Dining Services, IT, Campus Police or maintenance should be arranged at least 2 weeks in advance. Meetings scheduled for organizations throughout the year cannot always be assured of the same location for each meeting, and the Event Scheduling Coordinator reserves the right to assign a different room, if necessary. Meetings will be scheduled on a semester by semester basis. Every effort will be made to schedule space, on a priority basis for each eligible group, on the desired date(s) and time(s) indicated on the Event Request Form.

Event Procedures and Responsibilities

1. Only the student organization's officers and sponsor(s) will be eligible to request and cancel an event request.
 - a. The organization's sponsor will be notified of the approved event by the Event Scheduling Coordinator via email through Ad Astra and must be present at the event.
 - b. In addition, the organization scheduling space is not permitted to transfer the reserved space to another organization and/or group.
2. The organization is responsible for providing event personnel for any event. The number of personnel required for an event is listed below:

50 or less (1), 50–100 (2), 100–200 (3), 150–400 (4), 400+ (5)

3. Requests for technical equipment or media services must be made with the Office of Technical Services at the time of the request in order for scheduling arrangements to be made. The IT Event Request Form is located in Apache Access.
4. Any group bringing in outside food or off-campus catering will assume responsibility for contacting housekeeping for trash disposal or removing trash themselves. In addition, organizations should follow all proper food safety and sanitation guidelines.
5. College furniture and equipment may not be moved or removed from the premises. Specific event set ups should be provided in detail on the event request form and/or notify the moves and setups department.
6. The use of alcoholic beverages, tobacco products or drugs at any student-related activities are prohibited on College property and in any College building.
7. Only those with valid TJC ID cards are eligible to attend campus functions.
 - a. If guests are permitted, the organization reserving the facility is responsible for the actions of all their guests while on campus. In addition, the organization is responsible for enforcing College policies with their guests.
8. If a group cancels a reservation, it is the group's responsibility to notify the Event Scheduling Coordinator in writing, a minimum of thirty-six (36) hours prior to the scheduled date of the reservation.
9. The person responsible for the event should check the room immediately upon taking possession, look for items that are broken or any other obvious damages and report said damages to the college employee present. The college employee will verify the damages and make any alternate arrangements that are required. This will also protect the group from having charges levied against them to repair said damages.
10. If, in the course of the event, accidental damage does occur, it should be reported immediately to the college employee present, so that arrangements can be made for cleanup and repair.
 - a. The organization should notify the college employee if additional cleaning is required at the conclusion of the event. Damage to any room/space and/or equipment by an organization may result in appropriate disciplinary action and/or charges on a time and material basis for replacement or repair of the damage to the appropriate College property.
11. No duct tape and tacks will be allowed as they may damage surfaces, however masking tape or command hooks may be used.
12. Open flames, flammable or combustible materials are not allowed anywhere on campus.
13. Campus Police officers will be assigned to each function based on the recommendation of the Campus Police office. The organization sponsoring the event is responsible for contacting the Campus Police office for facility access or security purposes.
14. At the time of the reservation, each organization must give an estimated attendance figure. After the reservation is made, if there is a significant increase or decrease in estimated attendance size, please contact the Event Scheduling Coordinator.

Individuals and organizations using any TJC facility are expected to comply with College policies, rules and regulations. It is the responsibility of the organization to verify these procedures with the TJC Event Scheduling Coordinator. Failure to follow any of the guidelines listed above, may result in a group losing its privileges to use any College facility and/or disciplinary actions.

Fund-Raising Events

Recognized student organizations shall be allowed to sponsor fund-raising events for which they sell tickets or secure funds on the College premises. Clearance for sponsored fund-raising events is obtained as follows:

1. Secure approval form for fund-raising events from the Center for Student Life and Involvement or OrgSync two weeks prior to the fund-raising event.
2. Fill out the facilities request form, if applicable, and obtain the proper approval.

Only recognized student organizations may register fund-raising events on campus. The student organization registering the event will assume full responsibility for the event, including the behavior of its members, guests and any damage done to the reserved space. TJC student organizations are allowed use of a College facility for two (2) fund-raisers per semester, provided the fund-raiser has been approved. All funds that are raised must be deposited into the organization's agency account within five (5) business days of the event.

Judicial Committee

The Judicial Committee shall hear all complaints against an executive officer or Senate member if the complainant feels that they have had their rights as a student violated by another student. The committee will also hear complaints of violation of the campaign guidelines as specified in the Student Handbook.

In addition, actions or misconduct that may result in disciplinary actions and/or a hearing with the Judicial Committee are as follows: plagiarism; furnishing false information to TJC Student Senate; forgery, unauthorized possession or misuse of TJC Student Senate Governing Documents; illegal placement of campaign materials; participating in hazing acts; incorrigible or irresponsible behavior; discrimination against persons based upon race, religion, sexual orientation, gender identity or illness; Harassment of students and/or advisors while participating in TJC activities.

The Judicial Committee shall, upon receipt of the complaint, first try to resolve the complaint informally; but if this fails, the committee shall convene a meeting of those persons involved and hear the complaint and seek to find out the facts of the case. The complaint must be in writing, with proper documentation and/or evidence attached, and brought within five days after the occurrence of the event giving rise to the complaint. The complaint must involve a member of the Student Senate including executive officers, representatives, senators, appointed officials or those participating in TJC activities.

All individuals who are involved in an investigation have a duty to keep information from the hearing confidential. Persons who violate this confidentiality may be subject to disciplinary action. At all times during this procedure, the College official involved will keep all information confidential and may share this information with other college officials only on a "need to know" basis as determined by that College official. A written record will be sent to the Student Conduct Coordinator as appropriate.

The committee members will designate the chair, who will only vote in the case of a tie and the members of the committee will be Executive President, Executive Vice President, Executive Secretary and a representative from an organization of each tier. If a member of the Code of Conduct Committee is the accused or the accuser, they must remove themselves as a member of the committee; and they will vote on a replacement for the particular case being heard.

A written report with signatures of attendees should be submitted to the Director of Student Life at the conclusion of the meeting. If in the event the attempt to resolve the problem is unsuccessful or if the grievant feels that a formal hearing is required, they may then make a complaint through the Student Grievance procedure.

Hazing

"Hazing shall be defined as any action taken or situation created whether on or off College property to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities shall include (but not be limited to): paddling, beating, physical exercise, scavenger hunts, road trips, any activity resulting in fatigue, physical or psychological shock, wearing apparel which is uncomfortable to the individual or which is conspicuous and not normally in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating games or activities, giving of food or drink which is distasteful or designed to provoke nausea, any form of verbal harassment, any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal

dignity, or is required to compromise personal values, any activity which interferes with scholastic duties, threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches of the Hazing Code.”

The following is a non-inclusive list of activities considered to be hazing.

Any act or procedure done by, or on behalf of, a member of a student organization, and with the expressed or implied authority of the organization, shall be chargeable to the organization and/or its individual members. The following actions by recognized student organizations are explicitly prohibited:

1. Forcing or requiring an individual to drink alcohol or any other substance.
2. Dropping food (eggs, grapes, liver, etc.) in the mouth.
3. Forcing or requiring calisthenics, such as push-ups, sit-ups and runs.
4. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
5. Theft of any property under any circumstance.
6. Assigning or endorsing “pranks” such as stealing, panty raids; setting off fireworks, any other incendiary devices, fire extinguishers; or harassing another organization.
7. Defacing trees, grounds or buildings.
8. Awakening or disturbing individuals during normal sleeping hours.
9. Engaging in activity which compels an individual or group to remain at a certain place or transporting anyone without their knowledgeable consent anywhere (road trips, kidnaps, etc.).
10. Conducting guests on hunts which are unreasonably difficult or would place a person in peril.
11. Conducting activities which interfere with the individual’s stated requirements for study time.
12. Expecting participation in activities that the full members are not willing to participate in.
13. Required eating of spoiled foods or raw onions, goldfish or anything an individual refuses to eat.
14. Causing excessive fatigue through physical and/or psychological abuse.
15. Requesting, requiring or having a person feel obligated to be branded.
16. Paddling of any nature.
17. Pushing, shoving, tackling or any other physical abuse.
18. Interrogations conducted in a psychologically damaging manner.
19. Deceiving new members prior to the initiation that he/she will not be initiated or will be hurt.
20. Publicly wearing apparel which is conspicuous and not “normally” in good taste unless approved by the Director of Student Life.
21. Yelling and screaming at potential members.
22. Calling an individual demeaning names.
23. Requiring or endorsing a person to yell when entering or leaving the meeting area.
24. Playing extremely loud music or music repeated over and over or any other audible harassment.
25. Not permitting a person to talk for an extended period of time.
26. Engaging in public stunts and buffoonery.
27. Requiring or encouraging a person to act like an animal or other object.
28. Nudity at any time.
29. Members intentionally messing up the meeting area for someone else to clean.
30. Acts of servitude.

This list illustrates the kinds of behaviors prohibited by recognized student organizations. The list is not necessarily exhaustive, and other behaviors will be judged according to the general policy above. Violations of the hazing policy will result in an immediate referral to coordinator for judicial programs for disciplinary action.

Active Organizations

ORGANIZATION	TYPE OF ORGANIZATION	SPONSOR
Apache Aeros	Special Interest	Karen Williams
Apache Band*	Campus Involvement	Jeremy Strickland
Apache Belles*	Campus Involvement	Jasilyn Schaefer
Apache Chiefs	Campus Involvement	
Apache Cheer*	Campus Involvement	Tammy Rose
Apache Punch*	Campus Involvement	Tom McGowan
Art Club	Academic	Derrick White
Baha'i Club of TJC	Religious	Karen Anglin
Baptist Student Ministries (BSM)	Religious	Andrea Hathcote
Black Students Association (BSA)	Multicultural	Emily Mass
Chamber Singers	Special Interest	Robert Boren
Chi Tau Epsilon (Dance Honor Society)	Honorary	Kristi Franks
Criminal Justice Student Association	Academic	Jason Waller
Dental Studies Student Assoc.	Academic	Christina Horton
Harmony	Special Interest	Robert Boren
Hispanic Student Organization (HSO)	Multicultural	Juan Lesser
International Education Club	Special Interest	Dr. Manouchehr Khosrowshahi
International Game Development Assoc.	Special Interest	Caroline Dougherty
International Relations Club	Multicultural	Jamie Bitzenhofer
Kappa Kappa Psi (KKY)	Honorary	Jason Waller
Las Mascaras	Academic	David Crawford, Jacob Davis
Overflow	Religious	Zelia McGaha
Phi Rho Pi (Speech and Debate Team)	Honorary	M'Liss Hindman, Joan Andrews
Phi Theta Kappa (PTK)	Honorary	Gigi Delk
Pride of TJC	Special Interest	Cory Howard
Sigma Kappa Delta	Honorary	Keith Eppich
STEM Club	Academic	Jennifer Parsons
Student Ambassadors	Campus Involvement	Hannah Fauss
Student Nurses Association (SNA)	Academic	Joy Jenkins, Jennifer Brooks
Student Occupational Therapy Assistants	Academic	Elizabeth Olivier, Kianna Arante
Student Physical Therapy Assistants	Academic	Amanda Storer
Student Senate	Campus Involvement	Lauren Tyler
The DrumBeat	Academic	Derik Gray
Turning Point USA	Special Interest	Amanda Ratcliff
Touch of Gold	Campus Involvement	Jenna Hauck
Webb Society (History/Archaeology Club)	Academic	Keith Eppich
Wesley Foundation	Religious	LaRhonda Hamilton

* Membership determined by tryouts.

The Student Senate

Student Senate

As one of the oldest organizations in TJC history, the Student Senate, advised by the Director of Student Life, is the student government body of Tyler Junior College (TJC).

The purpose of the Senate is to promote active student government, engage and educate student leaders as well as to assist organizations in their development and membership. Also the Senate strives to promote better relationships among the student body, promote good citizenship, and provide an avenue by which student needs and desires are transmitted to the administration.

The Student Senate Executive Board is composed of three (3) Student Senate Executive Officers; three (3) Sophomore Class Officers – consisting of, but not limited to Parliamentarian, Ambassador of Organizations and Public Relations Officer; and three (3) Freshman Class Officers.

Beyond the Executive Board, Student Senate representatives are appointed by each recognized organization throughout the campus system, along with senators who attend as contributing members of the Senate and serve on various committees.

Student Senate Executive Officers and Sophomore Class Officers are elected in the spring by a majority vote of the student body. Freshmen Class Officers and senators are elected in the fall by a majority vote of the student body. Subcommittee Chairs are nominated and appointed during the Student Senate General Assemblies.

The Senate meets each Tuesday during the fall semester at 4 p.m. and bimonthly in the spring semester. Special meetings may be called by the Executive President of the Student Senate when necessary. In general, the Senate sets all policies governing student body activities.

The Senate provides an avenue through which students' requests and grievances may be channeled to the administration of the College. The Senate may also make recommendations regarding general student welfare. These recommendations are adopted by the Student Senate in regular session, and the consensus is forwarded to the Director of Student Life and then to the Vice President of Academic and Student Affairs.

The TJC Student Senate is an active participant in the Texas Junior College Student Government Association and has won numerous awards at state convention and held various offices in this association.

The TJC Student Senate Governing Documents are designed to assist individual student organizations in their interactions with Student Senate and to foster greater involvement among members of the College. The Governing Documents are divided into the following sections:

- I. The TJC Student Senate Constitution
- II. The TJC Student Senate Bylaws
- III. The TJC Student Senate Campaign Guidelines

For more information about Student Senate and its membership, visit www.tjc.edu/StudentSenate.

Student Senate Constitution

Preamble

We the students, of Tyler Junior College, in order to establish an official student government, promote the interests and opinions of the Student Body, enhance the quality and scope of education, undertake projects and programs beneficial to the student body and local community, and be the resounding voice of all

students, do hereby ordain and establish this constitution for the Student Senate of Tyler Junior College.

Article I: Name and Purpose

Section 1

This organization shall be known as Tyler Junior College (TJC) Student Senate.

Section 2

The Student Senate shall serve as the central and all-encompassing student organization on campus, and shall represent the student body, which consists of all students at TJC, and shall exercise its authority through this constitution as hereafter provided.

Article II: MEMBERSHIP

Section 1

The Student Senate shall consist of the voting Student Body, Senators, Representatives and Executive Board.

Section 2

Every registered student, as defined by TJC, shall have equal membership in the Student Body.

Section 3

Membership will not be denied or discriminated upon on the basis of race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency, or any other qualities that have no bearing on a student's ability to function as a member of the Student Body.

Article III: The Executive Board

Section 1

- A. Oath of office shall be given at the Student Senate General Assembly. The oath should be read as follows:
 - 1. I, (state your name) do solemnly swear, to faithfully execute the duties of my office, uphold the principles of the constitution of the Student Senate, and will serve and defend the students of TJC to the best of my ability.
- B. All executive powers shall be vested in the Executive President. The primary charge of the Executive President and the Executive Board shall be the timely implementation of all statutes enacted by the Student Senate. The Executive Board Officers shall consist of:
 - 1. Executive President
 - 2. Executive Vice President
 - 3. Executive Secretary
 - 4. Parliamentarian
 - 5. Ambassador of Organizations
 - 6. Public Relations Officer
 - 7. Freshmen President
 - 8. Freshmen Vice President
 - 9. Freshmen Secretary.
- C. All Officers shall serve a term of one academic year and cannot hold the same position for more than two terms.

Section 2–Duties and Responsibilities of the Officers

A. Executive President

- 1. Shall preside over all Student Senate meetings.
- 2. Shall have jurisdiction over all appointed Student Senate Committees.

3. Shall represent the Student Body to the administration, faculty, staff and other entities outside the College.
4. Shall set the time and place for special sessions of Senate meetings if they deem necessary.
5. Shall appoint members of the Student Body to appropriate Student Senate Committees.
6. Shall be in charge of maintaining appropriate meeting locations and offices of the senate.
7. Shall be empowered to introduce and lobby legislation to the Student Senate.
8. Shall appoint qualified replacements for any vacated offices from a pool of applicants within two general assemblies after the vacancy, per the guidelines in Section 3.
9. Shall be empowered to veto any legislation of the Student Senate within 30 days of its passage.
10. Shall be empowered to set policy consistent with this Constitution in the absence of direction from the Student Senate.
11. Shall take the position of Chairman of the Student Service Fee Advisory Committee (SSFAC) in accordance with statutes and bylaws of this Constitution.
12. Shall review all applying organizations to ensure the qualifications have been met prior to the organization's presentation to the Student Senate.
13. Shall be responsible for the Student Senate agenda.
14. Shall be empowered to perform other duties as directed by the Student Senate or as required to achieve the purposes of this Constitution.

B. Executive Vice President

1. Shall serve as President in the event that the Executive President is unable to serve, resigns, or for any other reason becomes disqualified from holding office.
 - a. Resigning includes, but is not limited to, willfully leaving Student Senate, graduation, transferring, or withdrawing from the College.
2. Shall serve as assistant to the President to the degree the President deems necessary.
3. Shall serve as Chair of the Election Committee.
 - a. The election committee shall be conducted in a manner that satisfies the bylaws.
4. Shall be responsible for maintaining a workforce for all voting polls during elections.
5. Shall be the point of contact for all Representatives or Senators wishing to make announcements, propose legislation, or voice concerns/complaints.

C. Executive Secretary

1. Shall record and maintain all records of Student Senate meetings to include accurate minutes, all proposed Student Senate legislation, and official laws enacted throughout the year.
2. Shall record, maintain, and publish all public voting records and results where a specific vote is taken for public viewing.
 - a. Shall maintain, but not publish, voting records for secret ballots.
3. Shall maintain an up-to-date forum which allows public access to all records.
4. Maintain separate records of all Senate encountered problems and their solutions, and all Senate projects and methods used for their execution.
5. Shall notify the sponsor, president, and official representative of an organization within forty-eight hours of their organization being unrepresented at a General Assembly.

D. Parliamentarian

1. Shall conduct all Student Senate Meetings in accordance with Robert's Rules of Order Newly Revised Edition.
2. Shall hold an open educational workshop at least once per semester to educate students on

Robert's Rules of Order.

3. Shall have the power to nominate a Sergeant-At-Arms to assist in upholding order and educating Senators in parliamentary procedure.
 - a. The Sergeant-At-Arms can be voted upon by a two-thirds majority vote by the Student Senate.
 - b. The Sergeant-At-Arms shall work under the Parliamentarian and shall have the power to censure or dismiss any persons from a meeting who do not conduct themselves in a respectable business manner.
 - c. A student's dismissal shall be at the jurisdiction of a majority vote of the Student Senate.
 - d. The Sergeant-At-Arms shall fill the vacancy in the absence of the Parliamentarian.

E. Ambassador of Organizations

1. Shall oversee all recognized organizations at TJC.
2. Shall be the liaison for all recognized student organizations.
3. Shall keep an accurate roster of all recognized organizations, their officers, and sponsor(s) by maintaining up-to-date records for each organization at the start of each academic year.
4. Shall keep an up-to-date calendar of all recognized organizations' events and meetings.
5. Shall periodically review recognized organizations to ensure that all requirements are being met.
6. Shall report to the Executive President any recognized organization which violates this Constitution or its Bylaws.
7. Shall collect and present all applying recognized organizations' documentation to the Executive President to be reviewed prior to its presentation to the Student Senate.

F. Public Relations Officer

1. Shall promote, advocate, and maintain the reputation of the TJC Student Senate through promotions or publicity to the students, faculty, and staff.
2. Shall oversee all forms of marketing and communication, including social media and OrgSync.
3. Shall record the history of TJC Student Senate for their time in office. In addition, they will work with the Executive Secretary to collect Student Senate's legislative and meeting history for the betterment and reference of students: past, present, and future.
4. Shall annually compose an album of pictures, records, and so forth of the Student Senate during the year they are in office. The album is to be completed in the Spring semester so that it may be filed with past editions.
5. Shall collect information from other officers in the event of their absence from a Student Senate meeting.
6. Shall remain up-to-date with the school newspaper for the purpose of keeping articles pertaining to Student Senate and its members to go into the annual album.

G. Freshmen Officers

1. Shall consist of a President, Vice President, and Secretary.
2. Shall learn from their respective Executive counterparts and assist their Executive counterparts to the best of their ability.
3. The Freshmen President shall hold a seat on the SSFAC Committee in the fall and spring Semester.
4. Shall serve on a committee of the Student Senate.

Section 3–Requirements and Qualifications for all elected Officers

- A. All officers shall be recognized as a full-time student with a minimum of a 12-hour course load. An exception shall be made for those executive officers who do not require 12 hours to graduate in the spring semester of their final term.

1. Exceptions shall include, but are not limited to, availability of 12 hours in required classes, student teaching (or other graduation plans) required, instances where the school recognizes a student as full-time without being at 12 hours, etc.
- B. All Executive officers shall have at least a 2.5 Cumulative Grade Point Average at the time of election and shall maintain this standard for the duration of their term in office.
- C. All Executive officers shall have a minimum of 24 accredited hours by the start of the fall semester following spring elections.
- D. All Freshmen officers shall have 2.5 Cumulative Grade Point Average at the start of the spring semester.
- E. All Freshmen officers shall have a minimum of 12 accredited hours by the start of the spring semester.
- F. All officers shall not be on any type of disciplinary probation or suspension.
- G. The Executive President shall appoint qualified replacements for any vacated offices from a pool of applicants within two general assemblies after the vacancy.
 1. Announcement shall be made at the first general assembly following the vacancy.
 2. A pool of applicants shall be formed from those seeking the position, excluding Student Senate officers who serve in elected positions.
 3. All applicants must have two-thirds approval from the Executive Board before they may take office.
- H. All officers shall not be absent from more than two Student Senate meetings.
- I. Any officer that does not adhere to the above standards shall be automatically and irrevocably removed from office.
 1. Any officer removed from office shall forfeit any and all financial incentives for the semester in which they were removed.
- J. In instances where all prospective Executive Board candidates are in an unopposed election and no other individuals declare candidacy before the petition deadline, the Student Senate Executive Board reserves the right to cancel the election period and vote to accept candidates by a two-thirds vote amongst the Executive Board Members. The swearing in of officers shall be conducted at the closest Student Senate meeting date following the petition deadline.

Article V: The Legislative Branch

Section 1

All legislative powers shall be vested in the Student Senate.

Section 2–Representatives

The Student Senate shall have power to recommend and implement policies necessary and proper for the general student body welfare. The Student Senate shall be comprised in the following manner:

- A. The Student Senate shall be comprised of one representative for every recognized organization.
 1. Each organization shall have at least one representative from their roster who may represent their organization in the Student Senate General Assemblies.
 2. Non-voting delegations to the Student Senate, with otherwise full procedural rights, shall be accepted from the following groups: General Student Body members, Non-Active Student Organizations, and Faculty/Staff.
- B. Each Organization shall have the right to send whomever they deem necessary from their roster to serve as representative to the Student Senate.

Section 3–Officer Elections

- A. Senate elections shall be held each long semester.
 - 1. Election dates will be announced at the beginning of each long semester, unless a vacancy is announced during the semester. Elections will be commonly held as:
 - a. Student Senate Executive and Sophomore officers are elected in the spring by a majority vote of the student body.
 - b. Freshman officers are elected in the fall by a majority vote of the student body.
- B. The results of any Student Senate election will take effect immediately upon selection and shall be reported to the Ambassador of Organizations within ten business days.

Section 4–Senate Meetings

- A. The Student Senate shall meet weekly during the fall semester and bi-monthly during the spring semester.
- B. The Student Senate shall have special sessions upon the direction of the Executive President of the Student Body.
- C. A simple majority of the Student Representatives of recognized organizations shall constitute quorum.
- D. All Student Senate meetings are subject to Texas Open Meetings Laws.

Section 5–Student Senate Committees

- A. Student Senate Committees shall be created as needed by the Executive President.
- B. The Committee Chairman shall be appointed by the Executive President of the Student Body.
 - 1. Student Senate Committee positions shall be filled by Senators as approved by the Committee Chairman.

Section 6–Duties and Responsibilities of the Student Senate

- A. Shall have the power to consider Bills and Resolutions.
- B. Shall propose a bill or amendment to improve TJC policies.
- C. Shall carry out duties assigned by this Student Senate Constitution and its Bylaws.
- D. Shall have the power to amend this Student Senate Constitution and its Bylaws by an absolute two thirds majority vote.
- E. Shall act as a directing force in promoting student involvement.
- F. Shall charter new student organizations recognized by TJC as “on campus” organizations.
- G. Shall impeach and convict, by two-thirds majority vote of the voting membership present, any senator or elected student officer who refuses to resign after failing to maintain requirements for candidacy and taking office, or whose actions tend to reflect an unfavorable image of the Senate.
- H. Shall declare campus organizations inactive who fail to hold more than two meetings in one semester, thus making that organization ineligible for Senate representation. Disciplinary action taken against an organization could also deem it to be inactive.

Article VI: Amendments

Section 1

- A. Amendments to this Constitution may be proposed by any Student Senator, Committee Chair, or representative with a verifiable petition of fifty members of the General Student Body.
 - 1. Amendments can also be proposed by a representative of the student body with a verifiable petition of fifty members of the student body.
- B. Any proposal of amendments shall be turned in no later than one week prior to the Student Senate Assembly in which it will be presented.
- C. Any proposal of amendments, meeting the explicit requirements, shall be considered sufficient

grounds and merit for the calling of a Vote.

- D. Amendments to this Constitution shall be passed with a two-thirds majority of the Student Senate.

Article VII: Constitutional Legality

Section 1

- A. This Constitution shall become the official and binding Constitution of the Student Senate and the Student Body of TJC upon majority ratification by the Student Senate.
- B. This Constitution shall be subject to the laws of the United States of America, the State of Texas, the policies of TJC, and maintenance of the utmost good faith to the Students of TJC.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order: Newly Revised Edition, shall govern the organization in all cases to which they are applicable and in which they are not consistent with these Bylaws and any special Rules of Order the Senate may adopt.

Student Senate By-laws

Article I: Rules of the Senate

Section 1 Composition of the Student Senate

- A. TJC Student Senate Officers shall consist of the Executive Board as listed in Article III. Section 1. Subsection B of the TJC Student Senate Constitution.
1. Officers of the Student Senate shall be responsible for the duties listed in Article III. Section 2 of the TJC Student Senate Constitution.
- B. TJC Student Senate shall consist of at least one Representative per active "on-campus" organization in addition to the Student Senate Executive Board and senators.
1. A Representative is defined as a member of an organization who is appointed or elected by that organization to be their advocate in the Student Senate.
 2. After an organization has missed three meetings in the fall semester or two meetings in the Spring semester without a legitimate excuse, they will be placed into a probationary period until proper documentation has been submitted for re-recognition. After being placed on probation, the organization's sponsor will be notified of the infraction.
 3. Probationary period begins at the time an infraction is committed and ends at the end of the following long semester. An infraction is defined as missing more than three meetings in the fall and two meetings in the Spring, without legitimate excuse, or when an organization fails to meet the requirements set for their tier.
 - a. When placed on probation, an organization's funds are frozen until the end of the probationary period. The organization also cannot request SSFAC until the probationary period is over.
 - b. During Probation, organizations are still able to reserve rooms, keep recognition status, and maintain full voting rights in the Student Senate, except on probation appeals. In order to get off of probation, the organization must complete the requirements set for their tier and cannot miss any Student Senate general assemblies during the period.
 - c. If the organization has been able to meet the necessary probationary requirements, the probationary period will end at the last Student Senate meeting of the long semester after the infraction(s) occurred.
 - d. To appeal to be taken off of probation before the last meeting, the organization may appeal to the general assembly. A two-thirds vote is required to end the probation period early. Organizations on probation must recuse themselves from this vote and organizations cannot be placed on probation and appeal in the same semester.
 - e. If the organization fails to maintain probationary requirements, they will automatically become unrecognized and will not be able to seek reinstatement until after the end of the following long

semester that the probationary infraction was committed.

f. All points accumulated prior to losing recognition status will be forfeited and the organization will begin with zero points after re-instatement.

4. If an organization is placed on probation from the campus for disciplinary reasons, they will lose their status for the remainder of the semester after which they will be permitted to apply for “on-campus” standing with permission from the Director of the Student Life.
 - a. A \$25 reinstatement fee must be paid.
 - b. A written excuse signed by the President of the organization and the sponsor must be submitted.
 - c. A two-thirds vote of the members of the Student Senate is required.
 - d. All points accumulated prior to losing recognition status will be forfeited and the organization will begin with zero points after re-instatement.

Section 2–Meetings

- A. Student Senate Assembly meetings will be held weekly on Tuesdays at 4:00 PM in the Fall semester and held bi-monthly in the spring semester.
- B. All meetings will be conducted in accordance with the most recent edition of Robert’s Rules of Order.
- C. All General Assembly meeting locations shall be announced the Friday before the next General Assembly.

Section 3–Committees

- A. The Executive Board shall be empowered to create committees, as needed, to perform certain actions, consider specific issues, or review pieces of legislation. These include, but not limited to, Academic Affairs, Building, Constitution and Bylaws, Election, Health and Safety, Keep TJC Beautiful, and Technology.
- B. Committees may consist of Student Senate officers, organization representatives, senators and/or interested students.
 1. The number of students involved in each committee is subject to the designation of the Student Senate Executive Board.
- C. All committees shall keep record of all business in the form of minutes, which shall be reported back to the Executive Secretary.
- D. Committees shall exist until the resolution of its intended purpose or the end of the academic year.
- E. The Executive President shall serve as chairman of the Student Service Fee Advisory Committee (SSFAC).
 1. The Freshmen President shall hold a seat on the SSFAC Committee in the Spring semester.

Section 4–Senators

A senator is defined as a non-elected, non-voting member of the Student Senate organization.

- A. Senators must be in good standing with TJC at the time of their appointment by the organization/program they represent.
- B. Senators must be actively enrolled in classes at TJC for the length of their term.
- C. Senators must have a cumulative GPA of 2.0 for the duration of their term.
- D. Senators must attend all General Assembly meetings and serve on at least one committee.

Section 5–Special Sessions

- A. The Executive President shall be empowered to call special sessions of the Student Senate.
- B. The Executive President shall give at least two business days’ notice prior to any special session.
- C. Absences from special sessions will count equal to an absence from regularly scheduled general assemblies.

Section 6–Election Committee

- A. Shall organize and attend campaign meetings.
- B. Shall tally all votes and certify the final election reports.
- C. Shall serve as the workforce for all voting polls.
- D. Shall be comprised of members appointed by the Executive Vice President and must be approved by the Student Senate.
- E. In the event that a position of the election committee becomes vacant, the Vice President may elect a new member to the committee.

Section 7–Organization of Public Voting Records

- A. For all pertinent pieces of legislation where a specific vote is taken, voting results shall be recorded and maintained.
 - 1. The Executive Secretary shall review all legislation submitted.
- B. Records shall be organized by legislation and shall list each organization's vote or abstentions.

Section 8–Judicial Committee

Actions or misconduct may result in disciplinary actions and/or a hearing with the Judicial Committee are as follows:

- 1. Plagiarism.
- 2. Furnishing false information to TJC Student Senate.
- 3. Forgery, alteration, unauthorized possession or misuse of TJC Student Senate Governing Documents or Records.
- 4. Illegal placement of campaign materials.
- 5. Participating in hazing acts, which are degrading or injurious to another, or acts in which an individual is held against his/her will.
- 6. Incurable or irresponsible behavior.
- 7. Discrimination against persons based upon race, religion, sexual orientation, gender identity, or illness.
- 8. Harassment of students and/or advisors while engaged with TJC activities.

Such other policies of the appropriate disciplinary agency involved may decide a warrant of disciplinary action. If the defendant is found guilty after a judicial review from the committee, a letter of the Judicial Committee's findings will be sent to the Director of Student Life informing them of the proceedings.

Article II: Amendments

These Bylaws may be amended at any regular or called meeting of the Senate by a simple majority vote with at least 30 days previous notice or a 2/3 vote without previous notice. They may also be amended by a 2/3 vote of the Executive Board. All amendments will not be in effect until they are ratified or rejected by the General Assembly.

Student Senate Campaign Guidelines

Campaigning can be defined as soliciting support via print and/or digital materials.

- 1. Students must complete an intent to run form or Nominee form by the required deadline.
- 2. Candidates must attend the scheduled campaign meeting(s) or notify the Director of Student Life with credible excuse.
- 3. Elections will be held one week after the required deadline.

4. Campaigning may not commence until the completion of the mandatory campaign meeting.
 - a. If campaign meeting cannot be held, candidates cannot campaign until the campaign meeting has been conducted.
5. No alcohol, drugs, vulgar language or explicit material may be used for campaigning or depicted on campaign materials.
 - a. Placement and distribution of illegal campaign material will be removed.
6. No amplified sound may be used for campaigning including, but not limited to, playing music over a speaker and/or making announcements via microphone.
7. No candidate may deface sidewalks or buildings including, but not limited to, sidewalk chalk or spray paint.
8. No campaigning or loitering will be permitted inside the same building as the voting polls, located in Rogers Student Center and Jenkins Hall.
 - a. Campaigning shall not be permitted in White Administration Service Center
9. Candidates shall be responsible for the removal and proper disposal of all campaign materials within two business days of the conclusion of the election.
10. Candidates shall not sabotage or remove others' campaign materials.
11. Candidates may give a campaign speech at a Student Senate General Assembly for no more than five minutes.
12. All legal voters must be currently enrolled at TJC.
13. The election committee will be designated to address and document campaign guidelines and infractions.
 - a. A Judicial committee shall be created to discuss infractions.
 - i. The Executive President, Executive Vice President, and Executive Secretary shall make up the committee, along with one representative from each tier. No one who is personally running in the election shall be on the committee.
 - ii. Infractions must be presented in writing, prior to the start of the judicial committee meeting, with proper documentation or evidence attached.
 - iii. The Judicial committee shall hold the final decision regarding infractions and disqualifications. A formal vote should be made regarding the infractions and/or disqualifications.
 - iv. A written report with signatures of attendees should be submitted to the Director of Student Life at the conclusion of the meeting.

Please respect other candidates' property and keep campaigning clean!

Campus Police

The TJC Campus Police office is service oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely. Members of the campus community should call 903-510-2800 and/or 911 to report an emergency or crime.

Parking and Traffic

Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code, and Board Policy of TJC Board of Trustees, these Traffic, Parking and Safety Regulations are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on college property at TJC Main Campus, TJC West, TJC North, TJC Rusk, and TJC Jacksonville (hereafter collectively referred to as TJC). These rules and regulations are supplementary to applicable ordinances of the Cities of Tyler, Lindale, Rusk, Jacksonville, and the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

TJC is a "Parking by Permit Only" campus. The operation of a motor vehicle or bicycle on college property is a PRIVILEGE granted by the college and is not an inherent right of any faculty/staff member, student, or visitor. All faculty/staff, students, and visitors who park on college property must have a valid TJC issued parking permit or temporary parking permit displayed on their vehicle parked on campus. There is a three (3) day grace period that begins on the first class day of each semester to obtain and properly display a valid TJC parking permit. Permits purchased are valid for all included semesters until the permit expires. Permits expire on the date printed on the permit.

Permits from other universities, junior colleges, or other institutions are not valid for the purposes of parking at the TJC campuses. TJC parking permits signify that an individual has been granted the privilege of parking a vehicle on College property but does not guarantee a parking place on campus.

The College assumes no liability and/or responsibility for damage to or theft of any vehicle parked or driven on campus. The College assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the College.

These regulations are in effect at all times on College property. Controlled parking areas include all parking lots on campus. Signs or pavement markings have been placed to designate these parking areas. Handicap parking spaces are reserved 24 hours a day and may only be used by designated persons displaying the appropriate current license plate or placard according to state law and a valid TJC parking permit.

Spaces for faculty/staff and visitors are reserved from 8 a.m. – 5 p.m. After 5 p.m., these areas are available for open parking with a valid TJC parking permit.

The parking lot in front of Potter Hall is reserved for faculty and staff at all times. The first two rows of the covered lot beneath Pirtle Technology are reserved for faculty and staff at all times. The executive parking area behind the White Administrative Services Center is reserved at all times. As such, these spaces are subject to enforcement 24 hours a day. Violators will be cited and will be subject to booting and/or towing and any fees associated with enforcement.

Areas are available in certain lots for motorcycle parking, and motorcycles should park in these areas. Automobiles are prohibited from parking in designated motorcycle parking areas. Motorcycles may occupy automobile spaces if all motorcycle parking is full.

Visitors are welcome to the campus and special parking spaces are provided for them. Temporary permits should be obtained from the hosting department or from the TJC Police Department when visiting campus. Visitor/temporary permits should be placed on vehicle dashboard or inside front windshield so that it is completely visible. This permit identifies the person as a visitor on the campus and prevents the inconvenience of a citation being issued for not having a permit. Legitimate visitors who do not have a visitor permit displayed on their vehicle may be issued parking citation(s).

Please visit <https://www.tjc.edu/parking> for the full Traffic, Parking and Safety Regulations.

ALL FEDERAL, STATE, CITY AND LOCAL LAWS WILL BE STRICTLY ENFORCED!

Identification Cards

Each student, whether part time or full time at TJC, shall obtain a TJC Identification card. These cards are to be retained throughout the student's attendance at TJC and should be updated during each registration period. There is a three (3) day grace period that begins on the first class day of each semester to obtain a valid TJC Identification card and parking permit.

Student ID cards are considered VALID only if they have a sticker on the front for the CURRENT semester. Broken or cracked cards are not considered a valid card and must be replaced—a replacement charge is required. Also, a card that is damaged so that the photo, name or barcode are illegible is no longer considered a valid card.

Prospective, current or former students requiring services from TJC must present a valid form of ID with an identifiable photo. ID cards are made during the final (walk-in) registration process at the beginning of the fall and spring semesters and during New Student Orientation registration.

Continuing Education students are not issued an official college ID card. In rare occasions where identification is needed, a receipt for the current Continuing Education course in which they are enrolled will suffice.

Students who do not have their ID/lanyards may pick up a Day Pass at Campus Police. If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay a fee according to the fee schedule, then take the receipt to Campus Police to pick up the Day Pass.

Students may also obtain ID cards throughout the semester at the Campus Police office and from 7:30 a.m. to 5 p.m. during the fall and spring semesters at the Campus Police Substation, located on the second floor of Rogers Student Center.

A student's first ID card is provided at no charge to the student, but a replacement fee (see fee schedule) is charged for any subsequent ID cards. Card is necessary for admission to college activities, computer labs, OHPE Center, use of learning resources, at the Testing Center and other campus facilities and functions. Students must display their ID card whenever present on campus. The TJC Student ID card is the property of TJC and must be surrendered upon demand if requested by a TJC official.

Students must have their ID cards on their person while on the TJC campus, and shall present them when asked by a college official or member of the TJC Police Department.

Drug-Free Campus Statement and Zero Tolerance Policy

As a drug-free campus, TJC adheres to the Drug-Free Schools and Communities Act amended in 1989, which requires a clear statement regarding the consequences of drug use and abuse. In support of the Drug-Free Schools and Communities Act, TJC maintains a Zero Tolerance Policy. Thus, any student or employee found in violation of the Student Code of Conduct, which prohibits the use, possession or distribution of any illegal drugs or related paraphernalia as defined by the Comprehensive Drug Abuse Prevention and Control Act of 1970, will receive swift and appropriate disciplinary and legal action which may lead to immediate suspension or expulsion from the College.

Along with information about resources for assistance to students and employees with drug use or abuse problems, the Student Handbook encourages students to contact the Office of Student Life or the TJC Campus Clinic for additional and related information.

Community resources for assistance are listed on pages 104-107.

Gang-Free Campus Statement and Zero Tolerance Policy

Premises owned, rented or leased by TJC, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028, for the consequences of engaging in organized criminal activity within “gang-free” zones.

Missing Person Policy

Each resident will be informed regarding the Missing Student Notification procedures upon check-in at their residence hall. Each resident will provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing, Campus Police and the Associate Vice Provost of Student Affairs will be notified immediately. The individual identified on the Residential Life and Housing Emergency Contact form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the College.

For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by College staff. When a member of the College community has reason to believe that a student is missing, all possible efforts will be made immediately to locate the student to determine his or her condition.

Procedures:

Once the Associate Vice Provost for Student Affairs has confirmed that a student is missing, s/he will take the following steps:

1. Notify the President and appropriate staff and faculty that a student has been missing for more than 24 hours.
2. File a missing person report with Campus Police, who in turn notifies Tyler Police Department.
3. Notify the person designated as an emergency contact on the Resident Hall Student Information form.
4. Notify the student’s custodial or legal guardian if the student is under 18 and not an emancipated individual.

Jeanne Clery Disclosure (Crime Statistics)

TJC makes available to you the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report. TJC Campus Police office collects and publishes specific information on campus crime statistics, security policies and services. This information is summarized in this document. The full and most up to date document can be viewed online at <https://www.jec.edu/campuspolice/reports>.

Reporting Crimes, Emergencies and General Calls for Service

All criminal offenses that occur on campus should be reported immediately to the TJC Campus Police Office. The TJC Campus Police Office is operational 24 hours a day, year-round. You have easy access to Campus Police either by telephone, (903) 510-2800, or by going to the Campus Police Station, located at 1025 South Baxter Street. This location is clearly marked on campus maps. Campus Police officers are trained to respond to criminal actions or other emergencies that may occur on campus. Campus Police officers are licensed Texas police officers.

Campus Procedures for Reporting Crimes or Emergencies

To report an emergency or criminal incident call 903-510-2800 and/or 911.

General Calls for Service and Administrative Division

For general calls for service or non-emergency related calls call 903-510-2800. To reach the police department's administrative division, please call 903-510-2258.

Access to Campus Facilities. Section 51.209 of the Texas Educational Code states "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property." It is required that members of the Campus community have their Campus-issued identification card with them at all times. The TJC Campus Police officers and Public Safety officers have been vested with the above authority by the Board of Trustees.

Maintenance and Security of Campus Facilities. Campus Police personnel routinely check doors, lights and the grounds for defects and unsafe conditions. All safety concerns are directed to the Facilities and Construction Department for corrections.

Parking lots and campus buildings are patrolled by Campus Police to ensure the safety of students, employees and visitors. Safety issues such as poor lighting, excessive vegetation and shrubbery growth are reported. Students and employees may also assist by reporting any safety or security hazard. Recommendations are forwarded to the Director, Institutional Safety and Emergency Management and to the Director, Facilities and Construction.

Law Enforcement Authority and Interagency Relations

The TJC Campus Police Department (Campus Police) is recognized as a police agency throughout the State of Texas. Campus Police is comprised of licensed police officers, public safety officer, telecommunications officers and civilian employees. The Office of Campus Police is located at 1025 S. Baxter Ave.

The TJC Police Department is a full-service law enforcement agency. The police officers of the department are vested with all the powers and immunities as other peace officers in the State of Texas. The Campus Police officers have the authority to make arrests, issue traffic citations and enforce parking and traffic regulations on the TJC campus and public streets.

The Campus Police officers are certified peace officers and have passed the Texas Commission on Law Enforcement licensing examination for police officers. Police officers with Campus Police must also

receive at least 40 hours of in-service training every two years, in order to comply with the State of Texas licensing requirements for police officers. TJC Campus Police Department has jurisdiction in counties in which property is owned, leased, rented or otherwise under the control of the Tyler Junior College District.

Campus Police receives its primary support from the City of Tyler Police Department; and it also receives support from the Smith County Sheriff's Department and the Texas Department of Public Safety.

Campus Police enjoy a good relationship with other local and regional law enforcement and criminal justice agencies. There is a written Inter-Local Agreement in place between the TJC Police Department and the City of Tyler Police Department, for campus emergencies and the investigation of serious criminal offenses.

Security Awareness and Crime Prevention

The TJC Campus Police office provides the following information and programs:

- **Crime Prevention Materials and Presentations:** These are available at the Campus Police office upon request.
- **Texas Crime Victims' Compensation Act:** Information is available at the Office of Campus Police and is given to anyone who is a victim of a violent crime or a relative of a victim of a violent crime.
- **External Awareness:** Crime prevention statistics and information are distributed through the Campus Police website, campus newspaper, bulletin boards and annual reports.
- **Security Surveys:** Performed regularly to assure that the physical elements that contribute to crime are reduced, i.e., doors are locked, vegetation is under control and internal and external lighting is appropriate.
- **Escort Service:** Upon request, Campus Police provide students and employees an escort to their vehicles after dark.

Crime Prevention on Campus

Crime prevention is the combined effort of law enforcement and the public to prevent and deter crime. While we cannot take away one's desire to commit a crime, together we can reduce the opportunity one has to commit a crime. Below are some precautions you can take to avoid being a victim.

Protect Your Property:

1. Lock your residence every time you leave, even for a short time. This includes your motor vehicle.
2. Do not leave valuables lying out in the open or in unlocked vehicles.
3. Engrave your driver's license number on all valuable property.
4. Record the serial numbers and brand names of all property of value.

Protect Your Self:

1. Lock your doors when you take a nap or retire for the evening. Do not block open-entry doors to residence halls after hours.
2. Require identification before admitting someone unfamiliar into your residence or your vehicle.
3. Avoid walking alone at night, if possible, and stay on lighted routes.
4. Report suspicious persons or circumstances. This could stop a crime before it happens.
5. You may offer confidential assistance and information to Campus Police.

Crime prevention is important to the campus community, and you can help by reporting any crime or suspected crime to your Campus Police immediately. By doing so, you may be preventing someone from becoming a victim of a serious crime.

Sex Offenses

TJC is committed to maintaining an environment free from all exploitation and intimidation based on sex. TJC will not tolerate sexual assault or sexual harassment in any form.

It is the policy of TJC that sexual assault, including rape and other offenses, is a violation of the Board Policy (<http://pol.tasb.org/Home/Index/1076>), the Student Code of Conduct, and the Texas Penal Code.

TJC provides various programming to enhance sexual assault awareness and prevention throughout the year. Specific emphasis is given during Apache Orientation and Residential Life hall meetings. Selected faculty and staff members and community experts give presentations and provide resources upon request. Informational pamphlets are provided upon request through Campus Police, at the Visitor Information Center, and at the Counseling Office.

If the allegations are against an employee, Campus Police and the Office of Human Resources will conduct a concurrent investigation. If the subject of the inquiry is suspended without pay or dismissed as a result of the investigation, those actions will be in accordance with procedures outlined in the Board Policy Manual. However, any disciplinary action decided upon will not preclude the continuance or subsequent outcome of the Campus Police investigation, including the filing of criminal charges against the subject unless directed to do otherwise by the complainant and/or the District Attorney's office. Parties to any sex-related offense (forcible and non-forcible) are entitled to and will be given results of any disciplinary actions taken.

Any sex-related offense (forcible or non-forcible) alleged to have been committed by a student will be investigated by Campus Police. Campus Police officers will investigate and take action on violations of federal, state and local laws. Campus Police will assist when requested with violations of the Student Code of Conduct anywhere on campus. Campus Police will refer their actions and reports to the Coordinator Student Conduct. The Coordinator Student Conduct will be notified and kept informed of the progress in the investigation. Possible sanctions against a student found guilty of sexual assault through on-campus proceedings include expulsion, suspension and probation. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the College with loss of all college privileges. The accuser and the accused perpetrator are entitled to have an adviser or advocate present during campus disciplinary proceedings. Parties to any sex-related offense (forcible and non-forcible) are entitled to and will be given results of any disciplinary actions taken.

Complaints of sex-related offenses (forcible or non-forcible) committed while on TJC property by persons other than students or employees will be investigated by Campus Police, with arrests made and charges filed according to law.

In those instances where sexual assault is alleged, the victim is strongly encouraged to report the incident to a law enforcement agency. A sexual assault victim may seek on-campus assistance by contacting Campus Police at (903) 510-2800; or by visiting the Campus Police Office at 1025 S. Baxter; or by contacting the TJC Counseling Office located in the Rogers Student Center weekdays (903) 510-2041. To file an emergency sexual assault report off campus, call the City of Tyler Police Department at 911 or (903) 531-1000; or the East Texas Crisis Center at (903) 509-2526. Upon request by the victim of a sexual assault, College personnel will assist in notifying these authorities. Victims can avail themselves of various professional referral programs located on and off campus. Other private organizations can be identified upon request.

Students should refer to the Student Handbook for more information. Employees should refer to HR Policy and Procedures for further details. A comprehensive list of agencies that provide counseling, mental health or other social services may be found in the Student Handbook.

Reporting an assault does not mean that the victim must press charges or take the case to criminal trial or a college disciplinary hearing. If you prefer anonymity, Campus Police can report the crime under a pseudonym and the crime will be prosecuted without revealing your name. Even if a victim has not decided whether to press charges, calling the police and going to the hospital will allow for his/her emotional or medical needs to be cared for and will preserve the option of the victim to press charges.

Should an assault occur off campus, call the local law enforcement authorities as soon as possible. If the assault occurs on campus, contact Campus Police as soon as possible. If an assault occurs, don't change clothes or bathe. All physical evidence, including seminal fluids, hair, blood types and scrapings of flesh from the victim's nails may be used in court.

After reporting a sexual assault, a victim has the option for, and may request assistance in, changing academic, living conditions or employment situations. A student victim may request assistance from Campus Police, the Coordinator Student Conduct, Title IX and Residential Life. If the victim is a faculty or staff member, assistance may be obtained from Campus Police, the Executive Director, Human Resources, and the appropriate supervisor. Accommodations will be made only if so requested by the victim, and only if such changes are reasonably available.

Counseling and referral information for survivors of sexual assault is available on campus through the Counseling Office and off-campus through the East Texas Crisis Center.

The Campus Sex Crime Prevention Act

Law enforcement agency information provided by the state regarding Registered Sexual Offenders may be obtained by accessing the sexual offender database maintained by the Texas Department of Public Safety. The Texas Department of Public Safety's website is <http://www.txdps.state.tx.us/>.

Sexual Harassment

If you believe you have been subjected to (1) sexual harassment by College faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Office.

If you believe you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another College student, you may report such conduct or file a complaint under Title IX with the Title IX Office.

Complaints must be submitted in writing not more than 300 days after the incident(s) in question. For good cause and at the College's discretion, the College may waive the writing requirement or the 300-day time limitation.

Who to Contact:

Jacqueline Lozano, Title IX Coordinator
Tyler Junior College
1327 South Baxter Ave
Tyler, Texas 75701
Telephone: 903-510-3155
Email:
Jacqueline.Lozano@tjc.edu

Health Risks of Alcohol and Drugs

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to driving a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol

cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs are usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Tobacco (Nicotine)

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risk such as spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perception.

Cocaine

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increase pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors,

loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological and physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics

Lysergic Acid (LSD), mescaline, peyote and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surrounding, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have bad psychological reactions to LSD, mescaline and psilocybin. The user may experience panic, persistent memory problems and speech difficulties. Users who discontinue use experience “flashback” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent Inhalants (e.g. glue, lacquers, plastic cement)

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis)

All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Campus Penalties of Alcohol and Drugs

The Campus will impose a disciplinary penalty for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal, or local law. Penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension from the College for a specified period of time, expulsion or such other penalty as may be deemed appropriate under the circumstances.

Available Drug Counseling or Rehabilitation Services

Several campus offices provide reference materials upon request to interested students. This information includes the characteristics and types of drugs/symptoms of drug abuse, dysfunctional family systems and other topics. Offices where this information is available include Counseling Services located in the Rogers Student Center (by appointment), the TJC Clinic located in the Rogers Nursing and Health Sciences Building and several publications available in the Vaughn Library.

Education, intervention and referral services are available through the Counseling Services office. Classes and workshops may be presented to student groups on signs of addiction and abuse among college students, types and characteristics of drugs, and other topics as requested. Referral services are provided without charge for students interested in determining the level of their use/abuse and what appropriate actions would be indicated to reduce their risk of emotional, legal or health-related consequences from continued use. Intervention and referral services are available in connection with community resources for students needing specialized assistance with their own or another's substance abuse problems.

Community Services

Several sources of assistance are available in the local community for students and others experiencing problems. In some cases, assistance is free or nominal, but the student must determine the cost involved for themselves. If requested, the College will assist a student through a formal referral to sources listed below or other sources which may be available. Specific sources of assistance include:

ADOPTION SERVICES

Adoption Network* 800-367-2367
Loving Alternatives..... 903-533-1288

ALCOHOL/DRUG ABUSE

Alcoholics Anonymous/AI-Anon* 903-597-1796
AI-Anon/AI-Ateen* 903-597-6492
East Texas Council on Alcoholism & Drug Abuse (ETCADA)* 800-441-8639
UT Health East Texas Behavioral Health Center 903-266-2200
East Texas Substance Abuse Coalition 903-939-9010
The Beginning 903-581-9472 or 800-466-8253

APARTMENT LOCATORS

Home Finders (apartment rental & locator agency)	903-595-4663
Rental Properties & Management	903-593-2211
AUTO REGISTRATION AND LICENSING	
Auto Registration (Smith County Tax Office)	903-590-2900
Driver's License Renewal (Texas Dept. of Public Safety)	903-939-6014
CREDIT AND DEBT COUNSELING	
Consumer Credit Counseling Service	903-581-6691
CRISIS SERVICES	
Texas Abuse Hotline*	800-252-5400
Catholic Counseling Services*	1-800-BABYDUE (800-222-9383)
Child Protective Services (TX Dept. of Human Services)	800-252-5400
East Texas Crisis Center (ETCC; Business Office)	903-509-2526
24-Hour Hotline (ETCC)*	903-595-5591 or 800-333-0358
East Texas Food Bank.....	903-597-3663
Parent Services Center, Inc.....	903-595-2235
PATH (People Attempting to Help).....	903-597-7284
Salvation Army*	903-592-4361
School Supply Train (PATH).....	903-597-7284
Survivors' Network (ETCC Incest Support Group).....	903-509-2526
East Texas Cares Resource Center (AIDS Counseling).....	903-592-0757
WIC (Women, Infants & Children)	903-592-7635 or 800-942-3678
DISABILITY SERVICES	
Tyler Deaf and Hard of Hearing Center (Voice and TDD).	903-617-6204
Department of Assistive and Rehabilitative Services Blind Services	903-581-9945
Vocational Rehabilitation.....	903-581-8151
EMPLOYMENT ASSISTANCE	
Workforce Solutions of East Texas	903-561-8131
TJC Career Planning	903-510-3346
GOVERNMENT OFFICES	
North East Texas Public Health District Administration.....	903-535-0030
Chronically Ill & Disabled Primary Care/Treatment	903-535-0030
Preventive Care, Family Planning & Immunization.....	903-535-0060
Social Service Department	903-535-0066
Vital Statistics (birth and death records).....	903-535-0031

Smith County Tax Assessor-Collector

Auto Registration	903-590-2900
Smith County Veterans' Service Office	903-590-2950
Smith County Property Tax Department	903-590-2920
Social Security Administration	1-800-772-1213
Texas Department of Health and Human Services Commission	903-595-4841
Tyler City Hall	903-531-1100
Tyler Police (non-emergency) *	903-531-1090
Tyler/Smith County Crimestoppers*	903-597-2833(CUFF)
Tyler Neighborhood Services (Housing Assistance, Summer Food Program, and Community Development)	903-531-1303

HOSPITAL/EMERGENCY HEALTH CARE

Ambulance*	9-1-1
UT Health Jacksonville*	903-541-5000
UT Health Tyler*	903-597-0351
Poison Control Center*	800-222-1222
North East Texas Public Health District (Preventive Care)	903-535-0060

* Indicates telephone numbers answered 24 hours a day.

The University of Texas Health Center at Tyler*	903-597-0351
Christus Trinity Mother Frances Health System (TMFHS)*	844-606-3627

INFORMATION/REFERRAL

Better Business Bureau	903-581-5704
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JUVENILE/RUNAWAY SERVICES

Care Shelter (Youth & Family Enrichment Centers) *	903-534-0414
Juvenile Probation (Smith County) *	903-535-0850

LEGAL AID

Lone Star Legal Aid	903-595-4781
Family Law Hotline (legal advice and counseling)	800-777-3247
Family Violence Legal Line (Texas Advocacy Project)	800-374-4673
Lawyer Referral (State Bar of Texas)	800-496-0043
National Domestic Violence Hotline*	800-799-7233
Smith County District Attorney's Office	903-590-1720

MENTAL HEALTH SERVICES

Mental Health Hotline	9-8-8
Andrews Center Behavioral Healthcare System*	903-597-1351
ETBU Counseling Center	903-705-0424
Tyler Counseling Assessment Center	903-581-0933

UT Health East Texas Behavioral Health Center 903-266-2200

PARENT SERVICES

Coats for Kids (PATH) 903-597-7284

Parent Services Center, Inc. 903-595-2235

Parents Anonymous of Tyler 903-597-1831

WIC (Women, Infants & Children) 903-592-7635 or 800-942-3678

SOCIAL SERVICE AGENCIES

Andrews Center Behavioral Healthcare System* 903-597-1351

East Texas Crisis Center Hotline* 903-595-5591 or 800-333-0358

East Texas Food Bank 903-597-3663

Goodwill Industries of East Texas 903-593-8438

Health and Human Services/East Texas 2-1-1

Parent Services Center, Inc. 903-595-2235

PATH (People Attempting to Help) 903-597-7284

Salvation Army* 903-592-4361

Transient Lodge (Salvation Army) 903-592-4361

School Supply Train (PATH) 903-597-7284

United Way Info Line 903-581-6376 or 2-1-1

TESTING SERVICES

TOEFL Exam (Test of English as a Foreign Language) 800-468-6335

CLEP Exam (College-Level Examination Program) 800-257-9558

SAT Exam 888-477-7728

TJC Testing Center 903-510-2617

TRANSPORTATION

East Texas Yellow Cab Company* 903-597-2526

Tyler Transit System 903-533-8057

The Taxi Company of Tyler* 903-592-3232

UTILITIES

AT&T (formerly Southwestern Bell Telephone; for residential:)

Order new, move or change existing service 877-357-5317

Payment arrangements and amount due 844-221-7261

Billing questions 844-221-7261

Repair service* 855-708-2999

CenterPoint Energy (natural gas service) * 800-332-7143

City of Tyler Solid Waste 903-531-1388

City of Tyler Water Department—Administration 903-531-1230

Service connection and disconnection 903-531-1231

Optimum Cable	866-347-4784
TXU Energy (electric service)	800-818-6132
Service restoration*	800-818-6132

* Indicates telephone numbers answered 24 hours a day.

Additional sources of information and assistance within the community may be available. Please contact the Dean of Student's office for more information.

TJC Campus Police Crime Statistics

To ensure compliance with the Campus Security Act, the TJC Office of Campus Police collects and reports campus crime statistics. For up-to-date, yearly statistics reflecting any crimes reported to Campus Police, please visit <https://www.jec.edu/campuspolice/reports>.

Fire Safety

All fires should be reported to the Campus Police Office and 911. To report fires to the Campus Police Office, call 903-510-2800. Fire alarms should be sounded in areas where they are available. Buildings should be evacuated immediately for large uncontrolled fires or heavy smoke. All doors should be closed after building is evacuated. Once outside the building, individuals should proceed to safe areas at least 200 feet from the building, with care taken not to block passageways and roadways, so accessibility can be maintained for rescue personnel. Employees and students should not return to the building until appropriate authorities at the scene declare an all-safe condition. In the event of injuries, Campus Police will render fire aid and call for Emergency Medical Service (EMS) assistance.

Appliances

The following are lists of items to bring and items to leave at home. Only plug the "items to bring" into surge protectors or directly into an outlet, not extension cords.

Items to Bring:

Computer	Hair Dryer
Radio	Shaver
Television	Curlers/Curling Iron
Blender	Coffee Maker
Small Lamp	Clock
Small Refrigerator (1.8 amps is max)	Iron

Items to Leave at Home:

Candles/Incense/Warmers	Halogen Lamps
Microwave (provided in each hall lobby)	Hot Pots/Crock Pot
Toaster/Toaster Ovens	Extension Cords
BBQ Grill	Weapons
Neon Signs	Hot Plate/Frying Skillet Cooking Appliance

Fire Safety

Prohibited Conduct includes:

Tampering or playing with fire extinguishers, smoke detectors, exit lights or emergency lights. Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

1. Tampering with or pulling a fire alarm under false pretense.
2. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
3. Propping open the stairwell fire doors.
4. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution and disciplinary measures.

Campus Police Fire Statistics

To ensure compliance with the Campus Security Act, the TJC Office of Campus Police collects and reports campus fire statistics. For up-to-date yearly, statistics reflecting any crimes reported to Campus Police, please visit <https://www.jc.edu/campuspolice/reports>.

Complaint and Commendation Procedures

The TJC Police Department is a community-oriented police agency and as such is dedicated to providing the best possible service to the faculty, staff, students and visitors. Our employees strive to make your contact with the department as professional, courteous, and informative as possible. If any employee of the TJC Department has presented him/herself in an exemplary manner you may call the department and recommend that he/she be commended for their service. On the other hand, if you have an unpleasant or unprofessional experience with an employee of the TJC Police Department, you may choose to register a complaint with the department.

Commending an Employee

If an employee has done a good job and you want to say thanks, we would appreciate hearing from you. You may call or visit the police department during regular business hours and ask to speak to a supervisor within the division the departmental employee works. You can even send us a letter to our mailing address (see next page) or TJCPD@tjc.edu, outlining the circumstances of how you were helped or impressed by the employee. Please try to obtain the name of the employee(s) when providing us with the commendation this information.

After the commendation is received, it will be forwarded through the employee's chain of command and ultimately reviewed by the Chief of Police. After the review, the employee could receive a letter of recognition, letter of commendation or even an award presented by the Chief of Police.

This type of recognition is greatly appreciated by the TJC Police Department, and you can be assured that we will continue to serve the community in the most courteous and professional manner possible.

Registering a Complaint

We encourage you to let us know if you have a negative experience with any police department employee. This experience may have resulted in police officer misconduct or employee misconduct. In any event, each legitimate complaint on departmental employees is taken seriously and handled with the utmost professionalism.

If you have a complaint, you should first call the department at 903-510-2258 and ask to speak with the involved employee's supervisor. If the employee's supervisor is unavailable, then you may be forwarded to the next available supervisor in the employee's division.

When filing a complaint, it is important that you remember the name of the police officer or employee (if known), the date and approximate time of the incident, any available witness names and the circumstances outlining any wrongdoing committed by the employee. The TJC Police Department policy requires that complaints involving serious misconduct be placed in writing and signed by the person making the complaint. If there are valid reasons this cannot be done, we will try to make other arrangements.

Depending on the seriousness of the allegations against the employee, the Chief of Police, Chief of Police's designee or the employee's supervisor may investigate the complaint. The investigation will be thoroughly reviewed to determine if the employee's actions violated any criminal laws and/or departmental policies or procedures. Once the investigation is completed and officially closed, you will be sent a letter outlining the disposition of the complaint.

If the complaint is sustained (proven true), the employee will receive the appropriate training or disciplinary action. These actions are counseling, oral reprimand, written reprimand, suspension, demotion or termination.

In the event that your complaint is not supported by sufficient evidence, the complaint will not be sustained. If the complaint is proven false or not factual, the disposition will be unfounded. If the incident complained of occurred, but the actions of the employee are deemed lawful and proper, then the disposition will be exonerated.

If it becomes necessary that you register a complaint against an employee of the TJC Police Department, you can be assured it will be given a fair and thorough investigation. You can also be assured that the Chief of Police will review your complaint.

Please do not hesitate to commend an employee or file a complaint when necessary. This information is invaluable in the College's continuing effort to provide the best possible service to the community and to be the best law enforcement agency in Texas.

Mailing address:
TJC Police Department
P.O. Box 9020
Tyler, TX 75711
Phone: 903-510-2258

Physical address:
TJC Police Department
1025 S. Baxter St.
Tyler, TX 75701
Phone: 903-510-2258

Consumer Information Dissemination Requirements

TJC is required by 34 CFR Part 668.41 through 668.48 to disseminate a list of items of information that must be readily available to students, employees and prospective students and employees and where that information can be found. A list of this information and where it can be obtained is available at: <https://www.tjc.edu/cidr>.