



**Residence Hall Handbook
2024-2025**

Welcome Letter

Welcome to the residence hall community at Tyler Junior College. We are excited that you have chosen to join us. Our goal is to assist you in developing in your personal, academic, social, and independent decision-making. In order to reach this goal, we offer programs and activities in a vibrant multi-cultural residential environment designed to promote your growth in these important areas. You will have the opportunity to meet many new students from all over the world while you learn and grow together. Each of our residential communities provides a unique opportunity to take advantage of myriad ways to achieve success.

There are Area Coordinators/ Residence Directors who, in collaboration with their team of Resident Assistants (RAs), are available and live in each residence hall and on each floor to assist, guide, and engage you in the community. You should seek them out for questions, advice, concerns or to get connected. Additionally, we provide department wide programs and initiatives which will be posted in your halls and/or shared via your TJC email account. You should become accustomed to checking that account frequently (preferably at least once a day) as important housing and College information, information directed to you specifically, package arrivals to our Main Office and all College communications are sent to you via this email. Check flyers in your hall and on our web page for specific dates and times for check-ins, check-outs, hall closings and openings, room re-contract periods, and breaks, etc. If you have any questions as a result of any of this information, please contact a staff member for assistance.

Our Main Residential Life and Housing Office is located at 1415 S Baxter Avenue and is identified by a banner across the windows. You may reach us via email at housing@tjc.edu or by calling (903)510-2345. Our office hours are as follows: Monday, Tuesday, Wednesday, and Friday from 8 AM to 5 PM and Thursday from 8 AM to 7 PM. We are closed on weekends and holidays and holiday breaks. If you have a non-emergency maintenance issue, there are flyers available in each residential community on which you may photograph the QR code which will take you directly to the maintenance request form for easy access so the TJC Facilities team may address it as quickly as possible. If you have an emergency maintenance issue, please contact a hall staff member, Campus Police, or our Main Office (if during business hours).

We look forward to spending this academic year with you. Please do not hesitate to reach out for support or direction with questions or concerns. One of the roles our team plays is creating a positive and civil living community. Therefore, there are rules and expectations which we must enforce for responsible community living. Much of that information is provided below in this document. Other rules that apply to the residence halls are included in your housing contract and/or the TJC Student Code of Conduct.

Regards,

The TJC Residential Life and Housing Team

Table of Contents

Conduct Requirements and Procedures	1
Student Accountability.....	1
General Expectations of Conduct.....	1
Zero Tolerance.....	1
Disciplinary Measures	2
Student Misconduct.....	2
Student Code of Conduct or Criminal Issues	2
(a) Non-Zero Tolerance Conduct.....	2
(b) Zero Tolerance Conduct	3
Procedural Overview – Housing Violations	3
Policies and Conduct Code	5
I. POLICIES/CODE OF CONDUCT.....	5
Accommodations.....	5
Adult Status.....	5
Alcohol and Public Intoxication.....	5
Altering Room	5
Assignments.....	6
Assault (Fighting)/Drugs/Weapons/Gangs	6
Assigned Living Space.....	6
Bacterial Meningitis	6
Bicycles/Hoverboards/Scooters	6
Campus Police	6
Candles/Open Flames/Explosives/Matches.....	7
Check In/Out Procedures.....	7
Coercion.....	7
Cohabitation	7
Common Area Hours	7
Concealed Handguns.....	7
Confiscation	8
Criminal Background Check.....	8
Damages.....	8
Darts	8

Doors/Access	8
Drugs – Illegal and Prescription	8
Electric Appliances.....	9
Eligibility	9
Email	9
Emergency Exits	9
Fire Safety Equipment.....	9
Fireworks/Explosives	10
Food Service/Food.....	10
Furnishings and Community Electronic Equipment	10
Gambling, Wagering, Gaming and/or Bookmaking	10
Guests/Visiting Hours.....	10
Harassment.....	11
Hazing.....	12
Health and Safety Checks and Other Entry	12
Housing Removals/Contract Revocation.....	12
Identification	13
Possession of Weapons and Firearms.....	13
Lobby Hours.....	13
Lofting Beds	13
Lost Keys	14
Maintenance.....	14
Mandatory Meetings.....	14
Non-Compliance	14
Pets/Service/ESA Animals	14
Quiet Hours/Noise.....	15
Repeat or Recurring Behavior.....	15
Respect for College Officials.....	15
Room Changes	15
Smoking.....	15
Theft.....	16
Title IX – Sexual Assault/Harassment	16
Trash.....	16
Vandalism	16

Windows	16
II. SANCTIONS	17
Disciplinary Sanctions	17

Conduct Requirements and Procedures

Student Accountability

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for violating any Tyler Junior College policies or rules, City of Tyler ordinances, or State, or federal law. Such behavior will result in disciplinary action, which can include, but is not limited to, monetary fines, required community service activities, probationary status, termination of the housing contract, removal or suspension from the residence halls, and/or suspension and/or expulsion from TJC. A monetary fine is intended to remind residents that such behavior or possession of prohibited items is unacceptable and will not be tolerated in the residence life community. All monetary fines for conduct issues must be paid immediately (but in no instance more than ten (10) business days) after they are placed on your student account. If fines are not timely paid, they will be considered a “failure to comply” incident and a written Incident Report (“IR”) will be submitted, and a “Hold” will be placed on the student’s account and added to the established resident conduct file. A “failure to comply” incident occurs when a student has not completed the disciplinary sanctions they were issued as a result of a conduct violation.

General Expectations of Conduct

Residents are expected to take care of and respect the facilities and equipment owned and provided by TJC. Students are also expected to conduct themselves according to acceptable standards of the TJC community and the College’s function as an educational institution. Consideration for others is the basic principle to be followed by all residents. Each resident possesses individual rights, which will be respected by roommates, peers, and the administration. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return.

Zero Tolerance

The discipline procedure for residential housing has predetermined consequences for certain conduct. As used in this Handbook, “Zero Tolerance” means a refusal to tolerate certain behavior and a predetermined consequence of removal from housing and termination of the housing contract. There is no room for explanations or excuses with zero tolerance offenses. The student will be issued a temporary immediate removal (TIR) from the residence hall while the incident is investigated. Zero Tolerance offenses include any offense related to drugs, weapons, gangs, or fighting. As used herein, these offenses include the following:

- **Drugs** – Manufacturing, distribution of, possession or use of (including being under the influence of) any controlled substance, illegal drug or prescription drug (without a label and appropriate prescription), or drug paraphernalia that has any trace of illegal drug. The illegal possession of drug paraphernalia, as defined by the Texas Health and Safety Code, regardless if the person is charged with a criminal offense or referred for administrative discipline, will be treated as Zero Tolerance if it tests positive for traces of illegal drugs.

- Weapons – possession, display, or use of any kind of firearm, illegal weapon, or deadly weapon (other than a concealed weapon allowed by law and that is compliant with all applicable TJC rules and requirements). This policy also prohibits any object that appears to be such a weapon.
- Gangs – Any gang related activity or crime, as defined by the Texas Penal Code or other applicable law.
- Fighting – any assault, act of physical violence, or a physical altercation between two or more students/people whether on or off TJC grounds.

Disciplinary Measures

Resident students must know and comply with all rules in the TJC Residence Hall Handbook, their housing contract and the TJC Student Handbook. All students' rights and responsibilities, as listed in these documents, apply to all TJC students. Disciplinary actions are also covered in the Student Handbook under the Student Code of Conduct. Disciplinary actions can include warnings, community service, monetary fines, probation, residence hall removal, suspension from school, expulsion from school, and/or termination of the student's housing contract.

Student Misconduct

The hall staff is required to submit a written IR for every violation. The resident(s) involved in the violation will be told when an IR is submitted. The IR is submitted to the housing office, and a resident conduct file is established. In some cases, Campus Police are called to the scene of a violation, and a police report is submitted. Receipt of a Campus Police report will also automatically establish a resident conduct file. The severity of a housing violation is determined after the Assistant Director of Residential Life, or designee reviews the IR(s) submitted by hall staff and/or Campus Police. Video from the common area security cameras, witness statements/interviews, or any other relevant information/documentation may also be reviewed. An IR may result in the resident being summoned for a conduct hearing before housing or a student discipline hearing under the TJC Student Handbook. Such determination is made on a case-by-case basis at TJC's sole discretion.

Student Code of Conduct or Criminal Issues

(a) Non-Zero Tolerance Conduct

If a resident is charged with a crime or a matter that is a violation of the Student Code of Conduct, then the matter will be handled pursuant to the student disciplinary process (as set forth in the Student Handbook) and/or criminal process, and not handled under the housing violation procedures herein. If the student disciplinary process results in expulsion or suspension from TJC, then the student's housing contract will be automatically terminated and the student is automatically removed from housing. No refunds will be given in such circumstances. If a student is arrested (and as a result is not able to occupy housing) or convicted of a crime, then student's housing may be terminated by TJC. An arrest during a contract term will be considered based on Housing's Criminal History Standards, Guidelines and Procedures Policy, just as it would on the application process. No refunds will be given in such instances.

(b) Zero Tolerance Conduct

Incidents involving the stated Zero-Tolerance housing offenses herein will also be handled pursuant to the student disciplinary process set forth in the Student Handbook. Zero Tolerance housing offenses will result in temporary immediate removal (“TIR”) from the residence halls while the student disciplinary process is ongoing, including any appeals. If the student disciplinary process results in a determination that the student committed conduct that constitutes a Zero Tolerance offense as defined herein, then the student is automatically dismissed from housing, and the housing contract is automatically terminated. This is true regardless of the sanction imposed as a result of the student conduct disciplinary process. Any sanction imposed by the student conduct disciplinary process as to a finding of responsibility for a Zero Tolerance offense pertains to student’s status at TJC in general and has no bearing on housing sanctions. Any finding of responsibility for a Zero Tolerance offense (as defined herein) by the student conduct disciplinary process will result in automatic termination of the student’s housing contract and removal from housing. No refunds will be given in such circumstances. If there is a determination of responsibility that there was no Zero Tolerance violation (as defined herein), then the student shall be automatically returned to housing. However, if lesser violations were found, those sanctions will be imposed against the student by TJC.

Procedural Overview – Housing Violations

Incidents that are solely housing violations will be handled under this section. When a resident is identified as involved in a possible violation of rules requiring a housing conduct hearing, they will receive an allegation letter via their TJC email account. The Residential Life & Housing Office will arrange for a conduct hearing with the resident and the RLH Hearing Officer, considering the resident’s class schedule. The hearing shall be set within five (5) business days after the date the allegation letter is sent, absent good cause for an extension. The hearing information is included in the allegation letter sent to the resident. The resident may contact RLH to re-schedule the hearing if there is a scheduling conflict, but rescheduling is not guaranteed and is at TJC’s discretion.

If the resident does not appear for the scheduled hearing, it is considered a “failure to comply,” and the hearing is held without the resident. The RLH Hearing Officer will decide the outcome of the hearing by a preponderance of the evidence.

Following the hearing, a decision letter will be sent to the resident via their TJC e-mail account. It is the resident’s responsibility to read the decision letter and comply. If the resident does not agree with the decision or sanctions, they can appeal the outcome. All appeal letters must include information and/or documentation to support the appeal and be submitted to the Assistant Director of Residential Life, or person serving in that role, in writing within five (5) business days after the letter is sent. Appeals that do not strictly comply with these requirements are not considered.

The Assistant Director of Residential Life, or person serving in that role, will review the

relevant evidence/documentation and either modify, uphold, or overturn the decision and sanctions determined by the RLH Hearing Officer. No additional hearing is held; this is determined by a review of documents only. No further appeal process is provided for the resident.

Policies and Conduct Code

I. POLICIES/CODE OF CONDUCT

Accommodations

Students are requested to self-disclose any disabilities with the Disabilities Services office at the time of application to housing. Residents with a disability that requires an accommodation must contact the Disability Services offices for any requested ADA and/or Section 503 accommodations. This should be done as soon as possible in light of room assignments and other factors. If not done prior to room assignments, accommodation may not be possible or may be delayed.

Adult Status

You are legally an adult at age 18. Any resident under 18 must have a parent or legal guardian sign his/her housing contract and guarantee payments related to housing. All matters pertaining to academic performance, personal conduct, and payment of charges due to the College are your personal responsibility. The following recommendations are to assist in your success as a College Student:

- Read all documents before signing them
- Understand your signature means you have read, understood, and agreed to all the terms and conditions
- Read emails, mail and notices posted throughout campus and your residential hall

Alcohol and Public Intoxication

Tyler Junior College is a dry campus, and no alcohol or alcohol paraphernalia is allowed on the campus. Students found under the influence in public, drinking, manufacturing, or possessing alcoholic beverages, alcoholic containers (whether full or empty), or paraphernalia will face disciplinary action from the College, as well as possible penalties under Texas State Law. Any containers of alcohol found in a resident's room may be confiscated or discarded by a campus staff member. No student may be publicly intoxicated. A resident who violates the TJC alcohol and public intoxication policy in a residence hall, or participates in a situation off campus where illegal or excessive consumption of alcohol takes place in which the resident returns to the hall intoxicated, or a resident whose behavior in the hall is affected by the use of alcohol will be subject to disciplinary action by the Residential Life & Housing Department and/or the Student Conduct Office in addition to any action by the TJC Campus Police Department and/or the Tyler Police Department.

Altering Room

Residents may not: paint their room, attach anything to the ceiling, attach any structure to the room or residence hall, attach anything to walls that will damage the room or paint, or make holes in the walls or ceiling or furniture (no nails or screws are allowed). No alterations to a room will be made without written permission from a RLH authorized representative.

Assignments

The Leadership Team of the Residential Life & Housing Office or their designee reserves the right to assign and re-assign residence hall spaces, including temporary housing, when deemed necessary for the benefit of the individual student, other residents, or the College. No student has a right to reside in any particular room. Any resident whose actions are found to be detrimental to the welfare of the student living group may be required to move into another room/building and/or may be subject to disciplinary actions up to and including residence hall contract cancellation and/or removal from the residence halls.

Assault (Fighting)/Drugs/Weapons/Gangs

Tyler Junior College is a Zero-Tolerance campus for this behavior. Please refer to the “Zero-Tolerance” section of the Conduct Requirements and Procedure set forth herein, for definitions of these terms, and the consequences of such conduct. Zero-Tolerance behavior violates the TJC Residence Hall Handbook and the Student Code of Conduct, and will result in Campus Police and/or the City of Tyler Police being called immediately.

Assigned Living Space

Residents are not guaranteed any specific room or hall and may be assigned a different room/hall at any time. Residents are not permitted to occupy or use any space in their hall or room to which they are not assigned. This includes vacant rooms, vacant beds, and storage furniture on an unoccupied side of a room and/or, in a suite assignment, the adjoining bedroom of the assigned room. Residents who violate this policy will be responsible for any and all charges necessary to return the room to a move-in-ready state by housing standards and a possible conduct hearing with a hearing officer in the Residential Life and Housing Department.

Bacterial Meningitis

Texas law requires most students entering TJC under a certain age to have a bacterial meningitis vaccine. If required by law and the college to have this vaccine, or any other vaccine, a student must have same to live in housing.

Bicycles/Hoverboards/Scooters

Bicycles, hoverboards, scooters, or other motorized personal transportation cannot be stored in rooms, or inside a residence hall.

Campus Police

TJC has its own police department on campus that employs full-time, certified police officers. They are professionally trained to perform their duties and are on campus 24 hours a day, 7 days a week, including holidays. The cooperation of every student is required whenever a Campus Police officer approaches them. Students violating campus regulations or refusing to cooperate with a Campus Police officer are subject to discipline up to and including eviction from a residence hall and/or suspension from the College.

Candles/Open Flames/Explosives/Matches

Candles or any items/devices with an open flame that create embers or ashes are not allowed in the halls. This prohibition includes incense, oil lamps, and wax sculptures. Residents may not light matches or use lighters in the halls. All explosives or incendiary devices of any kind are prohibited. Violations of this policy will result in disciplinary referral and conduct hearing.

Check In/Out Procedures

There are specific procedures for check-in and check-out of the residence halls including dates and times which may be found in the Housing Portal on the Residential Life and Housing website and in emails sent to the student's TJC email account.

Coercion

Any student who attempts to coerce or threaten another student or person on campus, either verbally or in writing to force the student to take actions against his or her will, will be subject to disciplinary action, reassignment, or removal from housing. This includes attempting to coerce a student to change rooms or halls.

Cohabitation

Cohabitation is an arrangement where two or more people of the opposite or same sex who are not married live together in an intimate relationship, particularly an emotionally and/or sexually intimate one, or any situation where someone is sleeping overnight on a regular basis or using a room not assigned to them as if it was their assigned room. Cohabitation by members of any gender is not allowed in the residence halls. Violation of the cohabitation policy may result in immediate removal from the residence hall depending on the nature of the violation.

Common Area Hours

The common areas including the main lobby, interior courtyard, and lounges in each hall are open from 10 a.m. to 11 p.m. All visitors in the lobby must be 18 years of age or older. Anyone younger than 18 must be accompanied by a parent (not including the resident) and must remain in the main lobby area. Residents are encouraged to use the common areas for relaxing, socializing, entertaining visitors, and studying or hall programs. Public, disruptive behavior and sleeping in the common areas are not socially acceptable behaviors and should not happen. Courtesy and quiet hours as established throughout the residence halls must be followed in these spaces as well. Building supervisors may restrict hours of common spaces or temporarily close them down completely if there are on-going policy violations in these spaces. Residents have no reasonable expectation of privacy in any common area, which includes hallways.

Concealed Handguns

Only lawful currently licensed Texas concealed handgun permit holders may possess a handgun in the residence halls. Additionally, the resident must, at all times, comply with all applicable TJC rules and policies, as well as all applicable state and federal laws related to such handguns. Failure to strictly abide by this policy will result in loss of the right to possess the handgun on campus and/or removal from the residence hall.

Confiscation

Residential Life & Housing staff and/or TJC campus police may confiscate items that are deemed illegal, in violation of Residential Life & Housing or Tyler Junior College policy/rules, or deemed unsafe. In instances when Residential Life and Housing have confiscated an item and the resident is not present, a notice will be left in the room, and the residents of that room should expect to receive further notification from the Residential Life & Housing Department about the conduct violation.

Criminal Background Check

RLH performs criminal background checks on all applicants and may perform same on any resident. An application is not complete without all paid fees, signed authorization and completed form related to same. Please refer to the RLH Criminal History Procedures and Criminal History Record Guidelines and Standards for more information. (tjc.edu/downloads/file/2613/criminal_history_guidelines_and_standards_2023-24)

Damages

Residents will be held responsible, financially and/ or through disciplinary actions, for any loss and/or damage to their assigned space and TJC-supplied furnishings, beyond normal wear and tear. In rooms, suites, and common areas, if it is not possible to determine the cause of the damage and charge the damage of college property to a specific individual(s), the charges will be divided evenly among the members of the room, suite, floor, or hall (depending on where the damage occurred). Damages should be reported to the hall staff as soon as possible so that maintenance can be notified and repairs started immediately. See the Residential Life and Housing website for current rates.

Darts

Darts/Dartboards are prohibited.

Doors/Access

Exterior doors, doors to hallways, room doors or bathroom doors should not be propped open and locks on doors may not be tampered with in any way. Doing so violates this policy. Providing your TJC ID/key to another or jeopardizing the security of the residence hall is prohibited. Violations are subject to disciplinary action up to and including removal from the residence halls depending on the severity of the incident.

Drugs – Illegal and Prescription

TJC is a zero-tolerance campus for this behavior. Refer to the Assault (Fighting)/Drugs/Weapons section above for more information. A student who uses prescription drugs or other legal controlled substances may be requested to provide proof that they are doing so under the supervision of a licensed medical doctor. If requested by a College official, the proof will be provided immediately upon demand or there will be a deemed violation. It is illegal and a violation of this policy to provide prescription drug(s) to another person or to use another person's prescription drug(s). Drug paraphernalia is prohibited on campus and in the residence halls. If such drug paraphernalia tests positive for drugs/traces of drugs, then it is a zero-tolerance violation. A resident who violates this

policy and/or whose behavior is affected by the use of illegal drugs, misuse of legal drugs, or other legal substances, will be subject to disciplinary action (including the zero-tolerance provisions herein) by the Residential Life & Housing department, the TJC Office of Student Conduct and/or the Campus/Tyler Police Departments. The illegal possession of drug paraphernalia, as defined by the Texas Health and Safety Code, regardless if the person is charged with a criminal offence or referred for administrative discipline, will be treated as Zero-Tolerance if it tests positive for traces of illegal drugs. The individual will be issued a temporary immediate removal from the residence hall while the incident is investigated.

Electric Appliances

The list of approved and non-approved items is available on the Residential Life and Housing website. Examples of approved appliances include: hair dryers, curling irons, straighteners; clothes iron, and small refrigerators. All space heaters are prohibited. Extension cords must include circuit breakers and surge protectors to meet safety standards.

Eligibility

Eligibility requirements for housing are set forth in the current academic year housing contract. Any resident who does not meet eligibility requirements at all times will have their contract terminated and will be required to leave housing.

Email

A resident's TJC email address is the mechanism for official communication with the resident from RLH and TJC. Hand delivery may also be used at RLH's discretion (or mail in the case of former student/former resident). The student is responsible for checking TJC email in a timely manner.

Emergency Exits

Exterior residence hall doors, except for the main front doors, are restricted from normal use and should be used appropriately. Residents will be made aware of which door(s) are emergency exits. Residents and/or their guests found responsible for using emergency exits when no emergency exists will be subject to severe disciplinary sanctions up to and including contract revocation or suspension from the College and a substantial monetary fine. A violation by a guest will be assessed against the resident.

Fire Safety Equipment

The following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke/heat detectors, fire suppression systems, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke/heat detector batteries or otherwise rendering a smoke/heat detector inoperative.
- D. Obstructing halls and stairwells with furniture, debris, and/or other items.

Residents who commit these acts jeopardize the security and/or safety of residents will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution and disciplinary measures which include up to and including removal from the residence halls and suspension or expulsion from TJC.

Fireworks/Explosives

Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in the residence halls or on the TJC property and are subject to confiscation. Possession implies intent to use them and will result in a discipline referral.

Food Service/Food

All residents must have a meal plan, as set forth in the housing contract. All food in the resident rooms should be stored in sealed containers or personal refrigerators. Any food resulting in pests of any type requiring pest control services will be billed to the residents of that particular room or suite and a possible disciplinary referral.

Furnishings and Community Electronic Equipment

Each residence hall contains a building lobby lounge, laundry facilities, microwave ovens, and vending machines. All furnishings and community electronic equipment are to remain in the room or the area where they have been placed by hall staff. Any items removed by a student for their private use will be considered stolen, and charges will be assessed and disciplinary action will be taken.

Gambling, Wagering, Gaming and/or Bookmaking

In the residence halls, gambling, wagering, gaming, or bookmaking, as defined by federal, state, and/or local law, taking place on college premises or with the use of college equipment, furnishings or services is prohibited and will result in disciplinary action.

Guests/Visiting Hours

Visitation hours in all residence halls are daily from 10:00 a.m. until 11:30 p.m. The hours are posted throughout each residence hall. There are 24/7 courtesy hours in all residence halls to preserve the rights of residents. At all times, the right of residents, roommates and suitemates to study, sleep and have privacy takes precedence over visitation privileges. Before official visitation hours begin and after they end each day, quiet hours are in effect.

Residents who have guests in their rooms outside the posted visitation hours will be subject to a disciplinary referral, housing sanctions and a fine. All students involved will be subject to disciplinary actions. Hall staff has the right to deny guests. Beginning the Sunday of the week before finals week (Dead Week) until the end of the semester, no visitation is permitted even during visitation hours. This is for the benefit of those studying for final exams. Guest visitation violations during this time will result in an immediate standard visitation fine and possible removal from the residence hall. No warnings will be given.

During the designated visitation hours only, guests who meet the following requirements may visit the room (any violations will likely result in a disciplinary referral and fines beginning at \$150 for all guest/visitation violations and increase depending on the severity of the violation and the resident's disciplinary standing with TJC Residential Life and Housing and the College):

- Guests must be current TJC students (residents or non-residents) with a valid TJC ID card.
- Residents must meet their guests in the hall lobby and escort them the entire time they are in the building.
- Overnight guests are prohibited. No guests may remain overnight-a disciplinary referral and automatic fine will result if this occurs.
- **Residents are responsible for their guests' actions including adherence to all RLH and TJC policies.**
- The maximum room capacity is six (6) people total including guests/visitors during approved visitation hours.
- During official residence hall check-in/check-out times and/or with express written permission from a Residential Life and Housing building manager, family members may be present in a resident's room to assist with moving.
- During the first two weeks of the fall semester, the first two weeks of the spring semester, and beginning on the Sunday of the week of finals, there is no visitation allowed outside of the residents of the hall in which they reside.

Harassment

Harassment includes bullying, cyberbullying, physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in college action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes they have been a victim of this type of abuse, they should immediately report it to the hall Area Coordinator, Resident Director, the Residential Life & Housing Office, or Campus Police. All reports from residents are considered confidential communication and will not be shared with other residents.

Harassment includes postings on social media using a telephone or electronic device, e-mail or text messages sent using a telephone or electronic device, any other form of written communication sent using a telephone or electronic device, as well as annoying, abusive, or obscene phone calls or written communication designed to irritate, anger, or threaten a listener or recipient. Any form of these types of harassment is in violation of college and housing policy. Students found responsible for or associated with the harassment of a TJC resident, student, or College employee in such a manner are subject to college and residence hall disciplinary action up to and including removal from the residence hall and suspension/expulsion from TJC.

Harassment also includes any prohibited conduct set forth in the Board policies or Student Code of Conduct. In such instances, those applicable policies will be applied and housing sanctions imposed if required or as set forth herein.

Hazing

Hazing is prohibited. Hazing is defined as any intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring in a residence hall, on or off college premises that endangers the mental or physical health or safety of a student to join or associate with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Those found responsible for hazing in a residence hall or elsewhere on or off-campus will have strict disciplinary sanctions up to and including suspension/expulsion from TJC and removal from the residence halls.

Health and Safety Checks and Other Entry

Health and safety checks are done on a random basis by the hall staff throughout the semester in order to verify students are not actively contributing to any condition that puts their health and safety at risk or those of others. These checks may also be done on a non-random basis based upon complaint or report, or any reasonable basis. Unsanitary living conditions or violations of this policy, the housing contract or TJC rules/policies will be documented and may result in disciplinary action and/or a monetary fine. Residents are expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms, or outside the hall. Dirty clothes should be kept in laundry containers. Food should be stored in sealed containers or kept in the residents' refrigerators. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.

RLH may enter the assigned room for inspection, maintenance, repairs, to check for health and safety and/or fire hazards, and to enforce policies, rules and regulations. RLH may also enter a room for a known or potential emergency or violation of college policy or applicable law. Prior notice may be given but is not required. If prohibited items are found, they may be confiscated.

Housing Removals/Contract Revocation

Residents may be removed from campus housing or have their housing contract revoked when they fail to meet enrollment requirements of full-time status (12 semester credit hours) or any other eligibility requirements for housing, fail to make financial payments when due, violate terms of the housing contract, or as a result of disciplinary action. Residents who have been removed from housing may only return to campus housing (if space is available) when they meet the terms of that removal, which may include but is not limited to: re-enrollment in the College, payment of fees, and clearance by the Residential Life and Housing Office Staff and/or the Dean of Students Office. Students removed for disciplinary reasons will not be eligible to return to the residence halls at TJC.

Identification

The TJC student ID card is distributed to a student after all TJC tuition-associated charges have been paid and is the student's official college identification. College policy requires ID cards are to be on your person while on TJC grounds. TJC students must be able to produce their TJC identification card if asked by a TJC employee or TJC police officer.

Any TJC official may require identification, and the student ID card must be presented to any TJC official upon request. If the student ID card (or other suitable ID such as a driver's license) is not presented to a TJC official upon request (including at the entry to a residence hall or during an incident), the individual(s) may be asked to leave or be issued a Criminal Trespass Warrant (CTW) to prevent a return to College property. Failure to produce an ID is a violation of TJC rules and this policy and will be referred to the student conduct office.

Furnishing a college official with a false form of identification or using someone else's identification as your own (i.e., meal card abuse) will also result in an immediate referral to the Residential Life & Housing conduct officer and/or the student conduct office.

Possession of Weapons and Firearms

TJC is a Zero-Tolerance campus for weapons. Concealed weapons must strictly comply with the policy on this subject or it is a violation of this Code of Conduct. Please refer to the Assault (Fighting)/Drugs/Weapons section above for more information. TJC also prohibits the possession of any items appearing to be or which could be used as weapons, including, but not limited to, handguns, firearms, stun guns, pellet guns, paintball guns, BB guns, knives or explosive or noxious materials or any ammunition for a weapon that is on College premises including in the residence halls except as expressly permitted by federal, state and/or local law. Violations of this policy may result in a residential student receiving a TIR pending the final outcome of their disciplinary hearing and may result in permanent removal from housing. A TIR is defined below in the sanctions section of this Handbook.

Lobby Hours

The main lobby area in each hall is open from 10 a.m. until the closing time established by the Area Coordinator, RD, or Assistant Director until visitation ends at 11 p.m. Noise in the lobby needs to be kept to a minimum. Lobby quiet hours are from 11 p.m. until 10 a.m. During non-visitation hours, no non-residents of that particular residence hall including other TJC student visitors, and family members/other friends are permitted in the residence hall including but not limited to: the hallways, stairwells, laundry rooms, study lounges, or any resident room. Other TJC students may be in the lobby from 10 a.m. until 11 p.m.

Lofting Beds

If a resident wants to loft a bed other than how the beds are set up, pre-approval from RLH is required. Violations of this policy will result in a directive to un-loft the bed and possible disciplinary action depending on the severity and number of violations. Residential Life Services.

Lost Keys

Lost keys must be immediately reported to RLH. Lost and damaged keys may be assessed a fee. Lock change fees may also be assessed.

Maintenance

Students must report all emergency maintenance issues to RLH through their hall staff team member. Routine maintenance issues should be reported through the Service Now on-line system which may be accessed through the QR code posted in the residence halls or on the Facilities or RLH websites. Issues related to water leaks, mold, electrical issues or any other matter that does or may pose a health and safety risk must be reported immediately. Failure to do so may result in the student's liability for any damage caused by the delay or non-reporting. Pests are considered a maintenance issue that must be reported. Students shall not fix issues themselves. Maintenance personnel may enter assigned rooms in order to provide repairs, improvements or assess damages/issues without a student's permission.

Mandatory Meetings

At various times throughout the semester, residents must attend mandatory hall or floor meetings to receive information about living on campus; including the approved procedures for check-out of the residence halls. The meetings are for the benefit of the residents, and they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed and obtain approval will result in a \$25 fine and/or other disciplinary action.

Non-Compliance

Failure to comply with reasonable directions and requests of a college official including housing staff, or failure to heed an official summons of any College official's action in performing their duties will result in immediate disciplinary referral.

Pets/Service/ESA Animals

No animal of any kind that poses a threat to others is allowed on campus. No pets of any kind (including visiting pets) are allowed in the residence halls. Service or emotional support animals ("ESA") of residents are only allowed when approved in advance through the Disability Services Office and by Residential Life & Housing. Approved animals are allowed in the residence halls subject to any existing or amended TJC policy and/or Residential Life & Housing Department policies or rules regarding service or emotional support animals and only after any required agreements related to same are fully executed. See Residential Life & Housing's policy regarding same. Violations of the RLH policy or contract regarding ESAs or service animals may be cause to terminate the resident's housing contract. No ESA of a visitor is allowed at any time. Residents who knowingly permit unapproved animals in their room or suite are subject to disciplinary action and a \$50-per-day fine. If an unapproved animal is found in a residence hall, it will be removed immediately or it may be removed by TJC staff or other officials. Residential Life & Housing is not responsible for what happens to any animal when it is removed or while it is on the TJC property. No animal may be brought into a residence hall prior to official approval or the resident is in violation of Residential Life & Housing policy and

subject to disciplinary action and a fine.

If an ESA is registered and approved by the Disability Services Office, and by RLH, then the resident must comply with TJC's ESA policies and sign an owner's agreement.

Quiet Hours/Noise

Noise levels in the halls must be kept to a minimum. Failure to comply with the following guidelines will result in disciplinary actions by Residential Life & Housing staff.

- Courtesy hours are observed throughout the residence halls 24 hours a day. This means that although quiet hours (see below) are not in effect, residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors. Request from roommates/suitemates or other hall residents for noise to be lowered must be respected and honored. Failure to respect quiet hours or an individual's reasonable request to lower noise is a violation of policy and will result in a discipline referral.
- Daily quiet hours, 11 p.m. until 10 a.m., have been established to help create a positive academic atmosphere in the hall. Noise from a room that can be heard two (2) doors down in any direction or that disturbs others (including your roommate) is a violation of quiet hours, and housing sanctions will be applied.

Repeat or Recurring Behavior

A resident may be removed from a residence hall when behavior that violates the Residential Life & Housing department's policies and conduct code occurs on a repeated or recurring basis.

Respect for College Officials

All student residents are expected to respect the authority of Tyler Junior College officials, including all residence hall staff members. Failure to acknowledge and comply with a request from a college official will result in disciplinary action.

Room Changes

Room changes require prior approval by the Residential Life & Housing office. Changing rooms without prior approval will result in a \$200 fine for each resident involved and may result in termination of your housing contract at TJC's sole discretion.

Smoking

TJC is a designated "Tobacco Free" campus. The City of Tyler Ordinance #0-87-29 and TJC policy prohibits smoking in any building on campus. The use of tobacco products or simulation of same (including electronic cigarettes, vaping, cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by students, staff, faculty, and visitors are prohibited on all TJC properties. Thus, smoking and/or vaping will not be permitted in the residence halls and the adjacent vicinity. Students found violating the "Tobacco Free" campus policy will receive a monetary fine and be subject to other discipline. Repeated violations will not be tolerated and may result in permanent removal from the residence halls.

Theft

It is illegal for residents to possess any property that is not theirs without express permission of the owner. This includes, but is not limited to, road signs, property of the College, property of a member of the College community, which includes other residents, and property of any campus visitor. Violators will be held accountable for their actions. Any resident found guilty of stealing is subject to removal from housing and dismissal from the College. If theft is discovered, immediately contact Campus Police to file a police report and a hall staff member to file an Incident Report.

Title IX – Sexual Assault/Harassment

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination based on sex in educational programs or activities operated by recipients of federal financial assistance. Allegations of sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense may include the Title IX Coordinator for TJC, the Residential Life & Housing Department and Campus Police. Students are encouraged to report any knowledge of such offenses immediately for their own safety and the safety of others. 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.

Reports of possible Title IX violations and/or inquiries concerning the application of Title IX should be referred to the Title IX Coordinator who may be reached at (903)510-3155. To review all College policies dealing with Title IX or sexual harassment, please view the Board Policy Manual.

Trash

Trash cans found in common areas of the hall are not for room trash. Trash should not be placed outside your room door or in a courtyard. Residents in Vaughn and Holley halls have trashcans near the hall entrance, where residents need to leave their room trash. Residents in the other halls should take their room trash to the hall dumpster, conveniently located near each hall. Trash that is not disposed of correctly will be searched to find contents which can identify the owner, who will be charged a \$25 per bag fine on the first violation and additional fines as well as a discipline referral for subsequent violations.

Vandalism

Residents who remove, destroy, or deface an individual's personal property or any College property or area related to the College or the Residential Life & Housing Department (including vandalism committed on the walls or grounds surrounding the buildings) will be subject to disciplinary action, up to and including removal from housing and suspension or expulsion from TJC, and required to pay for any damages and fines.

Windows

To maintain the proper temperature and maximize the efficiency of the heating and air

conditioning system, windows should be kept closed. Windows should not be used to enter or exit a residence hall or room, except in the event of a fire or other similar emergency situation. It is dangerous to lean out of windows and drop, suspend, throw, or shoot anything from them. Tampering with, opening, or damaging windows will result in disciplinary measures.

II. SANCTIONS

Disciplinary Sanctions

The following sanctions, or any combination of them, may be applied to any individual resident or group of residents for violation of TJC rules and/or policies, the TJC Residential Life and Housing Handbook and/or Housing Contract, and/or the TJC Student Code of Conduct. These sanctions are not all inclusive and other sanctions may be applied at TJC's sole discretion regarding violations of the TJC Student Code of Conduct not related to TJC Residential Life and Housing matters. Possible sanctions include, but are not limited to:

- **Warning:** In instances of less serious conduct issues, the student may be formally warned of the possible consequences of continuing the behavior and informed that continued inappropriate behavior will not be tolerated.
- **Probation:** This status is a statement to the resident that their behavior violates the Housing Contract and/or Residential Life and Housing Handbook. Further violations may result in a transfer to a different building, contract termination and immediate removal from the hall, and/or being banned from one or all TJC residential halls.
- **Deferred Removal:** This status is a statement to the resident that their conduct is a severe violation of the Housing Contract and/or Residential Life and Housing Handbook, and after the semester, the resident may not re-contract with TJC Residential Life and Housing and will not be able to stay in the residence halls. Any additional violation after receiving this status may result in immediate contract termination and removal from the hall and being banned from all TJC residential halls.
- **Temporary Immediate Removal ("TIR"):** This status is used in the case of Zero-Tolerance violations. While the incident investigation is ongoing, the resident cannot live in the residence hall or be allowed in any residence hall. The resident is instructed to pack their belongings to live away from their currently assigned and all other residence halls immediately until the case has reached a final outcome at which time, they will receive an outcome letter from the Student Conduct Office. The procedural process set forth herein under Conduct Requirements and Procedures will apply.
- **Restriction of Privileges:** The resident's access to facilities in the residence hall or immediate area is restricted. This may include but is not limited to loss of visitation, inability to re-contract for the following year, and being barred from the computer lounge, study lounge, or game room.
- **Confiscation:** A resident's belongings being used in violation of TJC Housing's policies may be or has been removed from a resident's assigned space by housing staff or the Campus Police.

- **Educational:** Examples of educational sanctions include, but are not limited to, a letter of apology, research papers, workshops, and campus programs.
- **Community Service:** A resident may be required to perform community service for the College, a residence hall, or for a nonprofit organization/community agency outside the College.
- **Fines:** A resident is found responsible for a violation which has an automatic fine attached.
- **Restitution:** A resident may be billed for damaged or stolen property belonging to Residential Life and Housing or TJC.
- **Referral:** A resident may be referred to any of the TJC support services for additional intervention.
- **Trespass:** A resident may not be eligible to live in or visit some or all of the residential halls. This restriction is enforced by Residential Life & Housing staff and the Campus Police department. Trespass status may be limited to a specific hall or all the halls managed by the Residential Life and Housing department.
- **Removal from the Residence Hall:** A resident's contract may be terminated, and the resident may be required to move out of the hall by the Residential Life and Housing department based on a resident's conduct in a hall. If the resident's contract is terminated, the resident must pay all charges accrued and/or required under the room contract and has no right to a refund of any room payments. The meal plan charges are prorated based on the College's refund schedule for the time the student lived in a residence hall.