SUPPORT SERVICES

Academic Advising ............................................. 70
Achieving the Dream: Community Colleges Count ............................................. 71
Americans with Disability Act (ADA) ........................................................................ 72
Bookstore (on campus) ....................................................................................... 74
Campus Clinic ........................................................................................................ 74
Campus Services ..................................................................................................... 75
Career Services ........................................................................................................ 75
Center for Student Life and Involvement ................................................................. 76
Student Clubs and Organizations ............................................................................. 76
Student Senate .......................................................................................................... 76
Spirit and Traditions ................................................................................................. 76
Apache Cheer ............................................................................................................. 76
Recreation Center ...................................................................................................... 77
Intramurals and Recreational Services .................................................................. 77
Counseling Services ................................................................................................. 77
Dining Services .......................................................................................................... 77
Apache Junction ........................................................................................................ 77
Subway® ..................................................................................................................... 78

Convenience Store® ................................................................................................. 78
Chick-fil-A® ................................................................................................................. 78
Starbucks® .................................................................................................................. 78
Early Alert Monitoring Services ................................................................................ 79
Honors Program .......................................................................................................... 79
Library Services ......................................................................................................... 79
Library Webpage ......................................................................................................... 79
Subject Guides ............................................................................................................ 79
Library Catalog ........................................................................................................... 79
Library Reference Chat .............................................................................................. 79
Faculty/Staff Checkout Policy ...................................................................................... 79
Library Tours ................................................................................................................ 80
In-Class Instruction ..................................................................................................... 80
Library Reserves ........................................................................................................ 80
Periodicals and Journals ............................................................................................ 80
Interlibrary Loan (ILL) .............................................................................................. 80
Purchase Requests ..................................................................................................... 80
e-Book Titles ............................................................................................................... 80
Subject Bibliographies ............................................................................................... 80
TexShare and Subscription Databases ........................................................................ 81
Library Computers ..................................................................................................... 81
TJC Archives and Special Collections ........................................................................ 81
Other Support Services .............................................................................................. 81
Library Hours .............................................................................................................. 81
TJC Librarians .............................................................................................................. 82
Special Populations ................................................................................................... 82
Perkins CTE Success Center ...................................................................................... 82
Student Code of Conduct ......................................................................................... 82
Testing Center ............................................................................................................. 83
Testing Center Procedures for Faculty ...................................................................... 84
Requesting a Paper Test Exception .......................................................................... 84
Transfer Services ........................................................................................................ 85
TRIO .............................................................................................................................. 85
Tutoring Services ...................................................................................................... 86
STEM Center .............................................................................................................. 86
Tutoring Center .......................................................................................................... 86
Quest Center .............................................................................................................. 86
Writing Center ............................................................................................................ 86
Contact Information ................................................................................................. 86
The College is committed to providing excellence in education. Evaluations are one measure of its human resources. Every employee has the right to expect a periodic evaluation of his or her performance, the opportunity to review and rebut such evaluation with the direct supervisor, and the right to file a grievance according to established guidelines.
General Information

Introduction
Tyler Junior College publishes this handbook for all employees to utilize throughout the school year. These guidelines and processes are updated each long semester; however, some guidelines and processes may change before the next revision. Since this is a “living” document, faculty and staff should consult the online version on Apache Access to be sure they are using the most current information. Employees should also review the handbook at the beginning of each semester for any revisions and/or additions which may have occurred and will apply for the upcoming term(s).

While this handbook contains a number of policies, procedures, and guidelines, it does not cover all of the available information regarding this Institution. For more precise, detailed information regarding other questions, please contact the responsible area or the TJC website, www.tjc.edu.

To the extent that any content of this Handbook conflicts with or is inconsistent with TJC policies (current or as amended in the future), then College policies will control and govern. All TJC policies may be found online at Board Policy Manual.

All employees are responsible for knowing the first four sections of this manual. Additionally, faculty are responsible for knowledge of the fifth section pertaining to faculty.

College Governance
The legal control of TJC is vested in a Board of Trustees whose nine members are elected by the voters of the TJC District to staggered terms of six years. The Board determines policies which govern the College operations and activities. Upon recommendation by the president of the College, the Board approves all members of the administration, faculty, and staff of the College.

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. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. 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 Automotive Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Nursing (Associate Degree), 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 Program, and Vocational Nursing programs are state-accredited.

TJC Mission Statement
To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.
TJC Vision Statement
To be a premier institution of higher education, recognized for its academic and workforce programs, student life and community engagement.

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
TJC 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). TJC 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.

Our Pledge
The core values of TJC are Academics, Perseverance, Accountability, Community, Honor and Excellence. As an Apache, I pledge to uphold these values with integrity and honesty and refuse to tolerate those who do not.

How We Began
Tyler Junior College (TJC) was established in 1926 as part of the Tyler Public School System. Tyler Superintendent G.O. Clough was named the first president of the College, and operations began in September of that year, with J.M. Hodges as the dean, nine faculty members and 93 students. The College was first accredited by the Southern Association of Colleges Commission on Colleges in 1931.

Approximately 12,000 students enroll at TJC each Fall semester, and this growth continues with the addition of TJC- Jacksonville, TJC-North and TJC- Rusk. In addition, approximately 15,000 individuals take continuing education courses each year on the TJC-West Campus.

The Tyler Junior College District encompasses the tax districts of six independent school districts: Chapel Hill, Grand Saline, Lindale, Tyler, Van and Winona. The Texas Education Code identifies the service area of TJC to include the territory within the following additional districts: Alba-Golden, Arp, Bullard, Hawkins, Jacksonville, Mineola, New Summerfield, Quitman, Rusk, Troup, Whitehouse and Yantis.

For more than 90 years, TJC has embodied the trust sense of the term “community college,” as reflected in its foundational promises to provide students with a quality education, a vibrant student life and opportunities for services to the community. Admission to TJC is mostly open, with the exception of certain Selective Admissions requirements for certain Professional and Technical and Nursing and Health Sciences programs.

With more than 125 degree and certificate programs, plus extensive training and technical programs, TJC offers opportunities for students to transfer to a four-year institution or gain the
skills they need to go directly into the workforce. TJC is the only Texas community college to offer a Bachelor of Science degree in dental hygiene.

TJC features a 137-acre campus, rigorous academics, 58 national championships in athletics, stellar fine and performing arts programs, as well as modern residential facilities and organizations and clubs that reflect student diversity. In 2016, the Aspen Institute College Excellence Program named TJC as one of the top 150 community colleges in the nation.

Apache Creed
We the Apaches of TJC are guided by a common set of values that direct our decisions and our actions. As voluntary members of the academic community, all Apaches agree to uphold the following standards:

**Academics:** We believe in the pursuit of academic excellence • We believe an education is paramount • We believe this is the foundation of our future success.

**Perseverance:** We are not afraid of hard work • We excel to become the best.

**Accountability:** We accept the duty to demonstrate ethics and civility • We do not deceive, cheat, or steal • We deal peacefully with conflict.

**Community:** We believe we are part of a bigger world • We embrace diversity • We are here to serve others.

**Honor:** We believe in honesty and truthfulness • We believe integrity is a core value.

**Excellence:** We challenge ourselves to set and obtain high standards • We strive for the highest level of performance • We use our talents to assist others to obtain the ultimate collegiate and life-long learning experiences.

This Creed defines us as Apaches.

Texas Higher Education Coordinating Board (THECB)
The mission of the THECB is to provide leadership and coordination for Texas higher education and to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.

The Commissioner of Higher Education is appointed by the Board and serves as the CEO of the agency. The Board is comprised of nine members appointed by the Governor for six-year staggered terms and one non-voting student representative who serves for a one year term. The Governor also appoints the chair and vice-chair. The Board meets quarterly in Austin and all meetings are broadcast live on the Internet. The Board generally holds its regular quarterly meetings on the fourth Thursday of every January, April, July, and October. The Board meets at 1200 East Anderson Lane (the THECB offices) in the Board Room. Board meetings start at 8:30 A.M. and generally last until about 4:00 P.M.

Additional information is available on the THECB website, [www.thecb.state.tx.us](http://www.thecb.state.tx.us).
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. The following is a list of information that is available and where it can be obtained:

2. Academic Programs and student attainment:
   • Names of the associations, agencies, governmental bodies that accredit, approve or license TJC and our programs and a copy of this accreditation, licensure or approval— TJC Catalog
   • Special facilities and services available to disabled students — TJC Catalog, Student Handbook
   • Offered degree programs, training and other education — TJC Catalog
   • GED program available — Continuing Education Catalog
   • Facilities associated with academic programs — TJC Catalog, Student Handbook
   • List of faculty and other instructional personnel — TJC Catalog, Personnel Directory
   • TJC policy and criteria on transfer of credit and list of schools with established articulation agreements — TJC Catalog
   • TJC student body diversity by gender and ethnicity of full-time students who receive Federal Pell Grants — Office of Institutional Research, or in the Student Right to Know Information available at http:/ /www.tjc.edu/CIDR.
   • Information on placement and types of employment obtained by TJC graduates who received degrees and certificates — This data is published by the Texas Higher Education Coordinating Board and is available at the following link: http://www.txhighereddata.org/reports/performance/ctcasalf/ctcasf.cfm
   • Retention rates of certificate-or-degree-seeking first-time full-time undergraduate students— Student Right to Know Information. (http://www.tjc.edu/CIDR)
3. Requirements for officially withdrawing from the school — TJC Catalog
4. What federal financial aid is available to students — Financial Aid Handbook, TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
5. What state and local aid, school aid and private aid is available — Financial Aid Handbook, TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
6. How students apply for aid and how eligibility is determined — Financial Aid Handbook,TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
8. How and when financial aid will be disbursed — Financial Aid Handbook, Financial Aid Website, Apache Access
9. Criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid — Financial Aid Handbook, Financial Aid Website

11. Return of federal funds requirements under Title IV — Financial Aid Handbook

12. Terms and conditions for a student receiving federal education loans to obtain deferments — Financial Aid Website


(This report contains information on the following: Law enforcement authority; Security awareness and crime prevention; Crime reporting; Access, maintenance, and security of campus facilities; Campus procedures for reporting crimes or emergencies; Campus crime statistics; Sex offense awareness, prevention, and reporting; and Drug abuse awareness and prevention; Penalties associated with drug related offenses; Emergency response and evacuation procedures; Fire safety practices and standards; fire statistics)


15. Option to designate contact person — TJC Admissions Application available at http://www.tjc.edu/Apply. Residential Life and Housing Emergency Contact Form for on campus residents and available in the Residential Life Office, and the TJC Traveler Information Sheet for TJC coordinated travel of student groups available from trip coordinator and required before the trip


17. Copyright infringement policies and sanctions — Library Web Page (http://www.tjc.edu/info/2004252/library/489/about_the_library/4)

18. Textbook information — course syllabus, TJC Campus Store, TJC Campus Store webpage (www.tjcstore.com)


20. Graduation and completion rates—Office of Institutional Research

21. Terms and conditions of any employment that is part of the financial aid package — Financial Aid Handbook, Board Policy Manual, Student Contract (if applicable)

22. Terms of, schedules for, and the necessity of loan repayment and required loan exit counseling—Financial Aid Handbook, Loan counseling sessions, Direct notice from the financial aid office, Disclosure statement from lender

23. Information on preventing drug and alcohol abuse — TJC Catalog, Student Handbook Employee Handbook, Student Life and Involvement Office, Campus Clinic, Support Services

24. Information regarding the availability of SFA Program funds for study abroad programs that are approved for credit by the home school — TJC does not participate in study abroad programs as stated in the Financial Aid Handbook
25. Athletic Scholarships and Equity in Athletics Disclosure information — Intercollegiate Athletic Office, or online at http://ope.ed.gov/athletics and in the Student Right to Know Information available at http://www.tjc.edu/CIDR.

26. Voter Registration Forms-Student Life and Involvement Office, Student Affairs Office

27. Sexual Harassment Policy — Policy and Procedures may be found online at www.tjc.edu in the Board Policy Manual at FLDA(Local) or Apache Access-Work Life tab. For reporting violations of sexual harassment, contact the Executive Director, Human Resources at 903-510-2307. This listing is also available in the Financial Aid Handbook, Student Handbook, the Employee Handbook and the TJC web page (www.tjc.edu/CIDR). The link to this information is included in all Admissions acceptance letters. The link is also emailed to all current enrolled students on the following schedule:

- Fall: 20th class day
- Winterterm: 5th class day
- Spring: 20th class day
- Maymester: 5th class day
- Summer II: 10th class day

*Comprehensive information is available online at www.tjc.edu.

---

**TJC Academic Structure and Schools**

Juan E. Mejia,  
Provost and Vice President for Academic and Student Affairs  
903-510-2261, WASC

**School of Engineering, Math and Science**

Dr. Kenneth Murphy, Dean  
903–510–2546, Jenkins 155

- Behavioral Sciences
- Chemistry
- Engineering and Physical Sciences
- Health and Kinesiology

- Honors
- Life Sciences and Agriculture
- Mathematics
- Veterinary Technician

**School of Humanities, Communications and Fine Arts**

Dr. Linda Gary, Dean  
903–510–2547, Jenkins 155

- Art
- Communications and Student Media
- Dance
- English Language Studies
- Foreign Language
- Music
- Musical Theatre
- Social Sciences
- Speech
- Theatre

**School of Nursing and Health Sciences**

Paul Monagan, Dean  
903–510–2130, RNHS 2.255

- Dental Hygiene
- Diagnostic Medical Sonography
- Human Services: Addiction Counseling
- Medical Laboratory Technology
- Nursing-Associate Degree Nursing

- Nursing-Vocational Nursing Education
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Vision Care Technology
School of Professional and Technical Programs
Bryan Renfro, Dean
903–510–2507, Pirtle 203

Automotive Technology
Business
Business Management
Child Development/Early Childhood
Computer Information Systems
   (System Administration/WAN Technology)
Computer Science
Criminal Justice
Education and ACE (Alt. Teacher Certification)
Electrical/Electronic Controls Technology
Emergency Medical Services Professions
Engineering Design Technology/Process Piping
Fire Protection Technology
Game and Simulation Development
Graphic Design/Photography
Health Information Technology
Heating, Air Conditioning and Refrigeration Technology
Medical Office Management
Paralegal
Power Plant Technology
Professional Tennis Management
Public Administration
Sign Language/Interpreting
Surveying and Mapping Technology
Welding Technology
Wellness and Exercise Specialist

School of Continuing Studies
Dr. Aubrey Sharpe, Dean
903-510-2901, RTDC, Room 100

Continuing Education
Community Services
Corporate Training
Small Business Development Center
Tyler Area Business Incubator
Ornelas Health & Physical Education Center
(located at the main campus)

Distance Education
Ken Craver, Director
Vaughn Library; 903–510–2591
Administrative Policies & Procedures

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 the Apache Creed, students attending TJC are responsible for adhering to this principle. Academic Integrity Violations resulting in probation or dismissal from a program follow (FLD Regulation) found in the Board Policy Manual. A list of violations is included in the Student Code of Conduct found in the Student Handbook.

Apache Access
Apache Access is a secure site designed to provide students, faculty and staff with intranet and internet services and applications. It is a collection of tools for your work success at TJC.

Apache Access is where faculty, staff and students can learn about upcoming events, access announcements, join interest groups, and store internet links and bookmarks. It is also where students can check e-mail, register for courses, access financial aid and scholarship information and check grades. For faculty and staff, this is where you can access direct links to Banner services. Faculty and students will log into their on-line courses through Apache Access.

To log in to Apache Access go to the TJC webpage and click on the Apache Access link, or go to apacheaccess.tjc.edu.

Attendance

Convocation
Faculty and staff attendance is required at all Convocation ceremonies and designated meetings - as determined by supervisors. A Request and Authorization for Leave of Absence must be completed and on file with your supervisor at least one week prior to Convocation if attendance is not possible.

Leave
All employees of the College are required to file a Request and Authorization for Leave of Absence or Professional Leave and Travel form with their immediate supervisor either before the anticipated absence or upon returning to duty following an unexpected absence. The immediate supervisor has the responsibility of seeing that such reports are filed immediately with the appropriate dean or next level supervisor. Approved leave requests are processed and recorded through Human Resources. Leave approved, but in excess of, available time may result in a reduction of pay. [DEC Regulation]

Sick Leave
Sick leave shall accrue at the rate of one workday for each month employed. An employee shall not be permitted to use sick leave until he or she has been employed with the College District for at least three months. Sick leave shall accumulate to a maximum of 90 workdays. Part-time and temporary (hourly and daily) employees or any other employee who is less than full-time shall not be eligible for sick leave. Sick leave shall be used for personal illness or illness of a member of the employee’s immediate family unless otherwise provided in this policy. Upon termination or retirement from the College District, all accumulated sick leave shall be forfeited with exception to those employed prior to May 22, 1997. [DEC Local]
Sick Leave Pool
The College District shall establish a sick leave pool that shall be available to a full-time employee with a minimum of one year of service with the College District, regardless of whether the employee has contributed to the pool of days. An employee who has at least one year of service in the College District may request leave from the pool if the employee or a member of the employee's immediate family experiences a serious illness or injury and the employee has exhausted all paid leave. [DEC Local]

Personal Leave
Each employee who is eligible for sick leave may use up to two sick leave days each academic year for reasons other than the employee's illness or illness in the immediate family. Personal leave shall be noncumulative and shall be deducted from the employee's accumulated sick leave balance. [DEC Local]

Bereavement Leave
In the event of a death in an employee's immediate family, the College President may grant bereavement leave to an employee. Such leave may be approved for up to five workdays with pay in a single academic year. Bereavement leave shall not accumulate from year to year. Such leave shall be deducted from the employee's accumulated sick leave balance. [DEC Local]

Jury Duty
Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance. [DEC Local]

Professional Leave and Travel
More information is located in the section on Travel.

Vacation Leave
Full-time non-instructional employees in positions normally requiring 12 months of service shall be eligible for vacation leave. Administrative faculty on 12-month contracts shall be eligible to accrue and take vacation leave when it does not conflict with the College District's academic calendar. Vacation must be approved in advance by the immediate supervisor and/or the appropriate dean.

Eligible employees shall earn vacation leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Per Month</th>
<th>Up to Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–7 years</td>
<td>6.67 hours</td>
<td>10 days</td>
</tr>
<tr>
<td>8–10 years</td>
<td>8.00 hours</td>
<td>12 days</td>
</tr>
<tr>
<td>11–15 years</td>
<td>10.00 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>16 or more years</td>
<td>13.33 hours</td>
<td>20 days</td>
</tr>
</tbody>
</table>

An employee on leave without pay shall not earn vacation leave during such absence nor shall the time be counted when determining his or her length of employment for purposes of determining the amount of vacation leave to which he or she is entitled. [DED Local]

Military Leave
Requests for short-term military leave must be accompanied by a copy of orders signed by proper authority with reporting and ending dates. The College District will pay an employee's regular compensation for military leave if the leave occurs during the employee's normal workweek or period and during normal working hours. [DECB Regulation]
Behavioral Intervention Team
The Behavioral Intervention Team (BIT) supports students in mental distress while maintaining a secure campus learning and working environment. BIT is comprised of campus personnel with expertise in law enforcement/threat assessment/tactical applications, campus operations, medical and mental health knowledge, and student affairs. Membership is based on the position and not the individual. Depending on the situation, personnel with areas of specialization or responsibility may be called upon to assist the Team.

For more information about BIT, please contact Student Support Services at 903-510-2495.

Benefits

Scholarship: Employee Family
Subject to annual budget approval and availability of funds, the College District has established an employee family scholarship available to eligible dependents of full-time faculty and staff. Complete guidelines and details of the scholarship are available in the Office of Human Resources. [DEB Local]

Tuition Exemption (District Employee)
The College is committed to lifelong learning opportunities for its full-time faculty and staff through a district “Employee Tuition Exemption.” The district employee tuition exemption does not apply to student assistant employment. Complete guidelines and details of the exemption are available in the Office of Human Resources.

Tuition Reimbursement: Growing Our Own
The College is committed to lifelong learning opportunities for its full-time faculty and staff through the Growing Our Own tuition reimbursement program. Subject to established guidelines and the availability of funds, full-time employees may apply for a partial reimbursement of tuition expenses if enrolled in approved bachelor, master, or doctoral degree programs at regionally accredited institutions. Complete guidelines and details of the program are available in the Office of Human Resources.

Budget and Spending
Each department operates under a budget approved annually by the TJC Board of Trustees. Each department has unique accounting and budget codes that match departmental spending to the approved budgetary line items. All spending must be approved in advance by the respective supervisor. Contact your supervisor for budget codes and information in the event you need to incur expense on behalf of the College.

The receipt and expenditure of funds is centralized in the office of Business Services. Funds are received and deposited in the legal depository of the College District by a designated employee of the office. No employee may maintain special accounts, collect money from students, and/or disburse payments for College District-related activities without specific prior approval from the Executive Director, Business Services or Controller. [CD Regulation] All District accounts shall be subject to internal audit as deemed appropriate. [CDC Regulation]

Check Request Form
Use a Check Request Form obtained on Apache Access for reimbursement, cash advances (small amounts for tips, meals, gas, etc.), contract labor or agency accounts. Be sure that all areas of the form are completed. Budget coding numbers and authorized approval signatures are required. If seeking reimbursement, receipts must be submitted excluding tax. Accounts Payable will reimburse employees via direct deposit. Check requests for agency account or contract labor payments will be mailed unless otherwise noted. Payments are generally processed within three (3) business days of receipt by Accounts Payable.
Banner
Banner is an administrative software application developed specifically for higher education institutions. Banner is TJC's student information system and application database. The database is divided into modules: Accounts Receivable, Advancement, Finance, Financial Aid, Human Resources and Student (college credit and continuing education). Banner supports the integrated flow of information both within these modules, the extraction of certain data in reporting formats and provides information into such systems as Degree Works, BRM, Academic Works, and Apache Access. The Banner System allows administrative and academic areas to conduct official transactions and is the data repository for TJC.

Grant Process
Applications for grants are welcome and encouraged, to support academic programming, capital needs and research projects that have met the approval of the appropriate dean. All applications for grants must be preceded by the approval of the Executive Cabinet. The Cabinet, which meets regularly throughout the year, must approve an External Funding Request Form for each grant to be pursued. In order to meet the Cabinet's approval, proposed grant applications must clearly align with at least one objective of the Vision 2020 2015-19 Strategic Plan. No grant application may be submitted by a TJC employee or third party acting on behalf of TJC without the prior approval of an External Funding Request Form. Complete information can be found online at http://www.tjc.edu/grants.

Supply and Equipment Requisition
Form sometimes used to order supplies and equipment. For example, this form is used if you are specifying a different budget year or purchasing supplies or equipment from an agency fund. The form may be accessed in Apache Access.

Texas Sales Tax Certificate
TJC (1-75-600-2676-1) is exempt from paying Texas sales tax on purchases necessary for educational use. Be sure to take an exempt form with you when you are making purchases. Contact Accounts Payable for copies of the sales tax certificate form to use for tax exempt purchases. Sales tax will not be reimbursed.

Aramark Services Food or Catering Request
To order catering for events or meetings please visit https://tjc.catertrak.com or call (903) 510-3044 with any questions.

Building Access
Key Card
This authorization will allow you to gain entry into your designated building(s) on the Main Campus or West Campus after regular campus hours. Key card access requires approval from a supervisor. Complete the Electronic Authorization Form (go to www.tjc.edu/AdminForms to print form). New full-time employees must also attach a copy of their driver's license. After approval, you will need to bring your ID card and the form to the Campus Police Office for coding. “Sharing” or “loaning” of your ID Card is not permitted.

If you have authorization for ID Card entry, which allows access to a building after hours, please remember key cards must be updated in the Campus Police Office each year. The due date is usually one year from the issue date.

Keys
Keys to offices, classrooms, and other areas including Lindale, Jacksonville, Rusk, plus some other specified buildings must be checked out from the Maintenance Office located in the Baldwin Facilities and Construction building using the Key Request Form. http://www.tjc.edu/downloads/download/142/facilities_and_construction_forms
Many areas are routinely locked for security reasons. Each person who receives and signs for keys assumes responsibility for the equipment and supplies in areas made accessible by such keys. Please ensure that doors and cabinets remain locked at all times and do not loan keys to students or other individuals. Keys must be returned to the Maintenance Office upon termination of employment at TJC.

Calendar

Academic Calendar
The academic calendar for each semester is found in the front pages of the online College Catalog and under Quick Links, Academic Calendar on the TJC homepage. Faculty should refer to the published calendar and be familiar with important faculty administrative dates that occur throughout the semester such as the following:

- Payment of fees deadline
- First day of classes
- Enrollment Reporting Dates
- Last day to drop with a grade of “W”
- Final exam days
- Commencement
- Grades due date

Official Reporting Days:

<table>
<thead>
<tr>
<th>COURSE LENGTH</th>
<th>OFFICIAL CENSUS DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 week course</td>
<td>2nd class day</td>
</tr>
<tr>
<td>5-6 week course</td>
<td>4th class day</td>
</tr>
<tr>
<td>8 week course</td>
<td>6th class day</td>
</tr>
<tr>
<td>12 week course</td>
<td>8th class Day</td>
</tr>
<tr>
<td>16 week course</td>
<td>12th class day</td>
</tr>
</tbody>
</table>

Personal Calendar
Meetings are scheduled through the Outlook Calendar. Please keep your calendar in Outlook up-to-date with all “occupied/busy” times, such as appointments, class times, office hours, departmental meetings, committee meetings, professional development, etc.

College Hours

Work Schedule
All administrative, secretarial support, and other campus services will be open from 8:00 a.m. to 5:00 p.m., five days per week, except for holidays designated by the official College District calendar. All full-time employees of these offices will discharge a 40-hour workweek. Exceptions may be posted as approved by the College President. Flexible periods may be established by the supervisor of an office within the time bands of 7:00 a.m.–8:00 a.m. and 4:00 p.m.–5:00 p.m. All non-exempt employees will maintain a daily time sheet if a time clock is not provided in the work area. [DJ Regulation]
Summer Work Schedule
The College District may observe a summer work schedule effective on the first Monday following the conclusion of the spring term. The summer work schedule will end at the close of business on the last Friday in July. During the period designated as summer work schedule, all full-time staff will discharge a 40-hour workweek. Offices will be open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Flex scheduling will be permissible. The summer work schedule will be subject to the approval and implementation authority of the College President on an annual basis. [DJ Regulation]

Computer Use Policy
TJC owns the rights to all data and files on any computer, network, or other information system, used at TJC and to all data and files sent or received using any College system or using the College’s access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property.

Employees are provided one personal computer and access to the campus network as an integral part of the teaching process and/or the performance of their duties. Prohibited conduct regarding use of computers includes, but is not limited to: theft or other abuse of computer time; unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file or use of another individual’s identification and password; use of computing facilities or equipment to send, receive, or transport obscene, abusive, or pornographic messages or images; overloading or making the computing facilities nonfunctional (virus); and breaking into the computing facilities (hacking). If there is a need for a computer for travel or a presentation, it can be reserved (48 hours notice) and checked out through the IT Service Desk (903-510-3269).

Contracts: Termination

Full-Time Faculty Member
A faculty member may be dismissed for good cause before the completion of the term fixed in his or her contract. Before any faculty member is dismissed for good cause, he or she will be given reasonable notice in writing of the proposed action and the grounds set forth in sufficient detail to fairly enable him or her to show any error that may exist. [DMAA Regulation]

Full-Time Professional or Administrative Employee
A full-time professional or administrative employee may be dismissed for good cause. Before the staff employee is dismissed for good cause, he or she will be given reasonable notice in writing of the proposed action and the grounds set forth in sufficient detail to fairly enable him or her to show any error that may exist. [DMAA Regulation]

Reduction in Force
If and when circumstances require or make advisable a reduction in the employee work force, an equitable system for selection of employees to be separated or dismissed will be utilized. All contracts will, unless excepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

Using the following criteria, the College President will determine which particular employees will be fired or subject to dismissal and will submit the recommendation to the Board.

1. Certification: Appropriate degree certificate and/or endorsement for current assignment required by the Southern Association or Texas Higher Education Coordinating Board.
2. Elimination of Position: The review of organizational structure determines the lack of need or the vitality for the position or program and/or the ability to absorb or combine positions.

3. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal or disciplinary documentation, including reprimands, memos to the file, observations or other documented conferences, and those serving on a performance improvement plan.

4. Seniority: Years of service in the College District.

5. Professional Background: Professional education and work experience related to the current assignment.

After considering the College President's recommendation, the Board will determine which employees will be dismissed. [DMC Regulation]

**Custodial Requests**

Custodial services are contracted out to GCA Services Group, an ABM Company. Special requests or service issues should be e-mailed to housekeeping@tjc.edu or call 903-510-2218.

**Direct Deposit**

The College began mandatory direct deposit 9-1-06. Any employee compensation will be directly deposited to the bank account of the employee's choice. Contact Human Resources with any questions (903-510-2419).

**Disciplinary Process (Non-contractual)**

As a matter of policy, the College seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established the general guidelines and procedures. For more information and complete guidelines and procedures, please review [DL Regulation].

**Suspension with or without pay**

At the discretion of the College, a classified employee may be suspended from employment with or without pay pending further investigation of a matter, including possible official action by outside legal agencies. A classified employee may be suspended from work in a without-pay status for a specified period of time for disciplinary purposes, following oral and written warnings or without warning for more serious initial offenses. For more information regarding this status, please review [DL Regulation]. In no event will the use of paid leave time be allowed during a period of suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period.

**Duplication of Office/Work Resources**

The College maintains duplicating devices for the use of the faculty and staff. Employees are urged to make duplication requests judiciously, avoiding any waste. Whenever possible, use the e-mail option in Apache Access to send documents to entire classes, eliminating the need to make copies. Duplications is located in the Campus Services Building across the street from White Administrative Services Center. Duplication requests should be submitted when possible online. The request form can be found in Apache Access under the Employee Resources tab.

Services now include large-format printing (posters), tape and spiral binding, and full-color capabilities.
Duplication/binding/hole punch/shrink wrapping requests should be submitted when possible online at www.tjc.edu/CampusServices/Duplications. Requests received by Duplications will have a minimum of a 24-hour turn around. In times of great demand (two weeks before the semester starts, first two weeks of school, and just before an examination period), requests for duplications should be made as far in advance as possible in order to provide adequate time for the work to be completed.

Large or small amounts of black & white copies and/or double-sided copies should be made using any Xerox on campus. Faculty/staff are encouraged to do these yourself. Your Xerox access number is your A# without the “A”. For assistance with Xerox machines, contact the IT Service Desk. Requests for toner or staples for Xerox machines are made through the online Central Supply form at http://www.tjc.edu/info/2004364/campus_services.

Copyright and Duplications

The Fair-Use Statute Section 107 of the Copyright Act of 1976. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors [CT Legal].

For more information, refer to the following link on the internet: fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/.

E-mail

E-mail is subject at all times to monitoring. The release of specific information is subject to applicable state and federal laws as well as applicable College rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of E-mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

Outlook E-mail is the official TJC communication application. E-mail access is established for all employees through their supervisor. Employees should check e-mail on a regular basis for important notifications including general work communications, evaluations and upcoming deadlines. Personal or personnel issues should not be discussed through e-mail. To access Outlook e-mail from off-campus, click on Outlook Access on the Faculty & Staff tab on the TJC website.

Faculty also have an e-mail (gmail account) through Apache Access that most students utilize to
communicate. Many faculty prefer to keep administrative e-mail separate from instructional e-mail they receive from students. Faculty have the ability to forward e-mail to either system.

All TJC employees are required to use the institution’s approved email signature. Templates are provided at tjc.edu/marketing/downloads. Individual campus entities, locations, schools departments, or personnel MAY NOT design their own email signatures. Adding quotes, slogans, messages, pictures, or any other content at the end of an email, in the email signature or below the email signature is not allowed.

Using a standard signature helps the people we communicate with respond to us with greater ease and helps reinforce our brand. No additional content, lines or phrases should be added to this signature or anywhere else.

TJC Approved Signature:

```
[FirstName LastName]
[Title]
[School/Department/Program]
[Phone]

TJC

PO Box 9020, Tyler, TX 75711
1400 East Fifth St., Tyler, TX 75798
```

**Early Admissions**

High school students may be eligible to enroll in classes taught through TJC for college credit. Students must qualify by successfully completing testing requirements and receiving high school and parental approval to enroll. Parental approval is only required if the student is taking 3 or more classes per semester. Courses may qualify for credit in college only or, with high school approval, may qualify for credit in both high school and college.

**Dual Credit**

High school students may receive dual credit, defined as credit in both high school and college, for TJC course work with the approval of their high school. For more information, please see: [http://www.tjc.edu/dualCredit](http://www.tjc.edu/dualCredit).

Please review the Dual Credit Students and FERPA information in the Policies and Procedures section of this handbook.

**Early College High School**

An Early College High School (ECHS) program represents a collaborative effort between a school district and a community college that must be designated and approved by the Texas Education Agency. The goal of ECHS is to allow students who fit the demographics established by the school district the opportunity to receive a mentored style of educational experience in which they earn college credit as early as the 9th grade. Priority is given to low-income students, first generation college goers, students of color and all who are statistically under-represented in higher education. These schools are small and are designed to allow a student to earn an associate’s degree or up to 60 hours of college credit toward a bachelor’s degree while completing a high school diploma. TJC partners with a designated ECHS program to ensure that all requirements and goals that lead toward the overall success of the program are met in a timely and positive manner. Classes may be taught on either the high school campus or the campus of TJC. Please refer to [www.tjc.edu](http://www.tjc.edu) for a complete listing of TJC Early College High School programs.
Emergency Procedures

Security/Crime Alert
The Immediate Notification System and Apache Alerts text-messaging systems allow TJC to provide immediate notification to faculty, staff and students in the event of a campus security, crime or weather-related emergency.

The Immediate Notification System, operated through the Voice-Over Internet Protocol telephone system, allows the Campus Police office and TJC’s Environmental Safety Director to broadcast an emergency voice message through the speakers of all TJC telephones. The message can be heard even if a phone is in use at the time of the broadcast.

Apache Alerts, a cellular telephone text-messaging system, allows faculty, staff and students to receive text messages via college email and on their cellular telephone, notifying them of extreme emergencies. Participants must opt-in through Apache Access in the TJC Alert Notifications channel to receive these texts.

The use of INS and Apache Alerts for security/crime or weather notifications is at the discretion of the Campus Police office, the Environmental Health and Chief of Police, the Provost & Vice President for Academic and Student Affairs and the President only.

Media Inquiry & Notification
All news media notification and interaction is the responsibility of the Director of Public Affairs and Media Relations, who should be contacted immediately in the event of any direct inquiry made by a member of the media. The Chief of Police will notify the Director of Public Affairs and Media Relations as soon as possible immediately following an event which may merit news media notification or inquiry.

Emergency Messages
Requests for emergency student notifications are referred to and handled by the Campus Police office. The Campus Police office will contact the appropriate Dean’s office and the message will be delivered by a member of the Dean’s staff or a representative of the Provost & Vice President for Academic and Student Affairs Office.

Messages delivered should be to call a family member or to go to a destination designated by a family member of the message recipient. The instruction to deliver the emergency message must come directly from a family member. The College representative delivering the message should stand by as the student receives the message to offer the services of the College and to counsel the student.

After hours, the Campus Police officer on duty will handle requests as directed by Campus Police Guidelines. Emergency messages delivered in the residence halls will be delivered by a Residence Director if available.

Death at The College
What to do:
Contact Campus Police at 903-510-2258.

Faculty/staff need to take charge of the situation; secure area; and try to maintain calmness. Also remove unnecessary participants from area.

Death Notification
Contact Campus Police at 903-510-2258.

In the event of a student death on the TJC campus, the Assistant Vice President for Student Affairs, in
addition to the emergency notification list, will be notified. The Assistant Vice President for Student
Affairs will then notify the next of kin and submit a report of final disposition to the Provost.

After normal school hours or during weekends, Campus Police officers will contact on-campus personnel
and assist in implementing appropriate measures.

Proper Notification:

1) Death of Faculty/Staff:
   a) Campus Police (903-510-2258)
   b) Tyler Police Department
   c) College President
   d) Executive Director, Human Resources
   e) Environmental Health and Safety Director
   f) Director, Public Affairs and Media Relations

2) Death of Student:
   a) Campus Police (903-510-2258)
   b) Tyler Police Department
   c) Assistant Vice President for Student Affairs
   d) Provost & Vice President for Academic and Student Affairs
   e) College President
   f) Environmental Health and Safety Director
   g) Director, Public Affairs and Media Relations

3) Death of Visitor:
   a) Campus Police (903-510-2258)
   b) Tyler Police Department
   c) Assistant Vice President for Student Affairs
   d) Provost & Vice President for Academic and Student Affairs
   e) College President
   f) Environmental Health and Safety Director
   g) Director, Public Affairs and Media Relations

After normal school hours or during weekends, Campus Police officers will contact on-campus personnel
and assist in implementing appropriate measures.

Accidents – Medical Incidents

Minor
- The Campus Clinic located in Rogers Nursing and Health Sciences Center is staffed 8 a.m.-noon
and 1-5 p.m. Monday through Friday. The campus clinic telephone number is 903-510-3862.

- Between 5 p.m. and 8 a.m. Monday-Friday, or on weekends, contact Campus Police at 903-510-2258.
- Complete Medical Emergency/Accident report.

**Major**

- Is the person breathing? Can he/she talk or cough?
- Call 911.
- Follow the emergency medical instructions provided by the dispatcher.
- Complete Medical Emergency/Accident report.

### Medical Emergencies/Accidents

Subjects suffering injuries or illness will not be transported to medical facilities in Campus Police patrol vehicles. If a subject requires transportation to a medical facility, Campus Police will contact Emergency Medical Services (EMS). Under no circumstances may an employee of the College transport an injured or ill student or visitor from the campus. Campus Police will contact Emergency Medical Services (EMS).

In the event of a medical emergency or accident involving TJC students, employees or visitors to campus, call 911, then notify Campus Police that 911 has been called. The Campus Police officer will render temporary medical assistance and contact the Campus Clinic at 903-510-3862, or call 911 for Emergency Medical Services (EMS). If, in the opinion of the person reporting the medical emergency or accident, the situation is life threatening, call 911 for immediate assistance, then notify Campus Police at 903-510-2258.

Campus Police officers responding to the scene of a medical emergency or accident will administer first aid as necessary and appropriately disseminate a Medical Emergency/Accident Report. Employees are expected to report any medical/accident incident regardless of the severity.

### Seizure

If someone is having a seizure:

- Help them gently to the ground
- Move objects they might strike away from them (like chairs or tables)
- Call 911
- Ask others nearby to give the person some privacy
- Follow emergency medical directions provided by the dispatcher

### Refusal of Assistance

Should subject(s) refuse first aid or assistance, the following information should be requested:

- Name of individual
- Date and time of contact
- Location of incident
- Name, location and phone number of person obtaining information

This information should be reported to the Campus Police office for documentation and distribution to
the appropriate campus personnel.

Internal Standard Operations Procedure for Medical Emergencies/Accident Reports

These follow-up procedures are to be used when a Medical Emergency/Accident Report is filed:

1) Campus Police will mail/deliver, by the following business day, copies of the Medical Emergency/Accident Report to the following designated offices:
   - Purchasing/Insurance
   - Human Resources
   - Campus Police
   - Designated Dean
   - Environmental Health and Safety Director

2) Medical emergency and accident report information will be included in the daily operations report to the President.

3) The Assistant Vice President for Student Affairs will act as facilitator to ensure personal support for the victim, appropriate follow-up, and assist the various designated institutional offices with date and information concerning the medical emergency or accident.

Fire/Alarm Procedures

To report an emergency, call 903-510-2258 or 911

Fire Alarm:
If you hear a FIRE ALARM:
   - EVACUATE and call Campus Police.
   - Close door against fire.
   - Do NOT use elevators.
   - Use fire exit stairwells.
   - CALMLY evacuate to an open area 100 yards away from the affected building.

If you discover a FIRE:
   - Activate the nearest fire alarm pull station.
   - Call 911.
   - Notify others in your area.
   - Leave building quickly, using stairs.
   - CALMLY evacuate to an open area 100 yards away from the affected building.

Fire:
All fires should be reported to the Campus Police office. 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 the building is evacuated. Once outside the building, individuals should
proceed to safe areas at least 100 yards from the building, with care taken not to block passageways and roadways to maintain access 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 first aid and call for Emergency Medical Service (EMS) assistance.

**Bomb Threats/Explosions**

If you receive a bomb threat:

- Obtain as much information as possible from the caller.
- Keep caller on phone as long as you can.
- Have someone notify Campus Police immediately.
- When a threatening call is received, attempt to learn the following:
  - When is the bomb set to go off?
  - What is the explosive?
  - What does it look like?
  - Where in the building is it?
  - Did you place the bomb?
  - What does the voice sound like? (man, woman, child, accents, etc.)?
  - Were there any identifiable sounds in the background?
  - Exact wording of the threat.
- CALMLY notify others in your area.

Immediately after the call:

- Evacuate area/building.
- Call 911.

Campus Police will notify campus administrators when it is safe to return to the building.

**Hazardous Materials**

- Call 911. Give a location and description of the hazardous materials. Stay on the line to give additional information while unit is responding.
- Contact the Environmental Health and Safety Director at 903-510-3067.
- Determine the source of the leak or spill. If safety permits, stop more of the substances from being released.
- Obtain Material Safety Data Sheets (MSDS) for the substances, maintained by Environmental Health and Safety Director.
- Close off the affected area. Shut off electricity, gas, air conditioning, and ventilation.
- If you remain in the building, move away from the affected area and have everyone breathe through wet paper towels.
• If you evacuate, go to an outside area upwind of the source.

• Note the names of any victims and their physical symptoms. Assign others to stay with them.

• If anyone goes away for medical treatment, give information about the incident to medical personnel.

• The Environmental Health and Safety Director shall ensure that contact is made to Texas Commission on Environmental Quality within 24 hours.

**Intruder/Suspicious Person/Disruptive Subject**

**Intruder/Loiterer/Suspicious Person/Dangerous or Irate Person on Campus**

• Notify Campus Police at 903-510-2258 and/or call 911.

• Provide the dispatcher with as much information as possible, including clothing description, height, build, hair color, eye color, jewelry, vehicle description, license plate number, etc.

• Provide the address of the building or closest parking lot number involved and your exact location.

• Provide a thorough description of the incident to ensure that proper resources are dispatched.

• Do not hang up until the dispatcher tells you to do so.

• If possible, take a picture with a cell phone or other camera.

**Theft/Burglary**

**In progress:**

• Call Campus Police at 903-510-2258 and/or 911.

• Tell the dispatcher what is happening.

• Provide a description of the person(s) committing the crime.

• Give the direction of travel if the person starts to leave.

• If safe, follow the person at a distance and continue to provide the dispatcher with updated information.

If already completed:

• Call Campus Police to report.

• Gather as much information about the stolen items as possible.

• Cancel credit cards or checks.

**Vandalism**

• Notify Campus Police at 903-510-2258. Inform them of the kind, extent and location of the damage, and the approximate time it was incurred.

• Secure the area by appropriate means and leave all items within the affected area intact for the investigation.

• Notify maintenance and custodial services for assistance with cleanup operations when Campus Police investigation has been completed.
**Assault**
- Contact Campus Police at 903-510-2258.
- Administer first aid, if possible.

**Sexual Assault**
- Contact Campus Police at 903-510-2258.
- Administer first aid, if possible.

**Armed Subject/Aggravated Assault/Active Shooter**
If there is an armed individual on campus, the TJC Police Department is trained to deal with this incident and will respond immediately upon notification.

1) Immediately move to a safe location.

2) Call 911 as quickly as you can.
   - Stay calm, and provide information about your location, the suspect and any injuries.
   - Stay on the phone until the dispatcher tells you to hang up.
   - Alert others, if you can do so safely.
   - Stay in a safe place until you are notified that the emergency is over.

3) Give the dispatcher the following information:
   - Building/site name and location.
   - Your name and phone number.
   - Exact location and number of shooters.
   - Description of shooter, type of weapon, number of hostages, if any.
   - Number and location of injured persons.

4) **RUN**
   Leave the area. If there is an accessible escape path, attempt to leave the premises. Be sure to:
   - Have an escape route and plan in mind
   - Evacuate regardless of whether others agree to follow.
   - Leave your belongings behind.
   - Help others escape, if possible.
   - Prevent individuals from entering an area where the active shooter may be.
   - Keep your hands visible.
   - Follow the instructions of any police officer.
   - Do not attempt to move wounded people.
   - Call 911 when you are safe.
5) **HIDE**
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:
- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:
- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:
- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Spread out as much as possible.
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:
- Remain calm.
- Dial 911 if possible, to alert police of the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

6) **FIGHT**
As a last resort, take action against the shooter by:
- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

When the police arrive, they may not know who the shooter(s) are. Since perpetrators have been known to hide in the crowd, it is important to obey all law enforcement commands. Officers may order everyone to raise their hands or even place handcuffs on them. This is done for safety reasons to prevent further injury and possible escape by the perpetrator(s).

**Terms you should know:**

**LOCKDOWN:** A term used to describe an emergency procedure that controls or restricts access to buildings for safety reasons. Because TJC has numerous buildings, an open campus, public streets, and a state highway that bisects the property, it is not possible to lock down the entire campus. However, it is
possible to lockdown specific buildings.

**SUSPEND NORMAL OPERATIONS:** A term used when the College temporarily suspends normal operations and activities. The suspension occurs if there is a significant emergency or dangerous situation (i.e. severe weather). The suspension generally includes academic classes/instruction, business operations, sporting events, conferences, socials and outdoor activities. During a suspension of normal operations and activities, essential personnel (as determined by the circumstances) continue to provide needed services until the significant emergency or dangerous situation has been resolved.

**CONCEALED HANDGUNS ON CAMPUS:** A license holder may carry a concealed handgun while on campus premises. A license holder is prohibited from carrying a concealed handgun onto the campus premises where prohibited by law and where prohibited by TJC policy based on the nature of the student populations, specific safety concerns, and the uniqueness of the campus environment. Pursuant to section 30.06 of the Texas Penal Code each area designated as a gun-free zone will have signage posted advising that persons may not enter this property with a concealed handgun.

**Weather Emergency**
In the event of inclement weather or power outage, the Environmental Health and Safety Director will monitor the situation and make the determination regarding campus closure, late start or early close. The decision will be published or broadcast via public media and updated on the Emergency Weather Hotline, 903-510-3000.

**Flash Flooding**
In the event of severe weather and rainstorms, areas adjacent to the TJC campus are prone to flooding. Campus Police officers are aware of these areas and will take appropriate action to inform those who are leaving, if hazardous conditions exist.

**Tornado**
The Environmental Health and Safety Director and Campus Police office will monitor the National Weather Service reports during normal school hours. Campus Police will monitor during non-school hours.

In a severe weather alert, the City of Tyler sounds sirens to indicate the need for safety measures to be implemented. If the sirens are sounded, the Environmental Health and Safety Director or Campus Police will activate the Ramey Tower Alarm System, which is similar to the wail siren from the City of Tyler. With the activation of this system, all persons will need to take cover.

Under a tornado warning, employees and students are encouraged to proceed to designated safe areas as indicated by building emergency exit signage. If no safe areas are indicated, proceed to interior hallways, basements, or interior walls, avoiding windows and open areas. Individuals should remain in these safe areas until notification is given over the Ramey Tower System or by an informed college representative.

**Terms you should know:**

**Severe Thunderstorm Watch:** Conditions are conducive to the development of severe thunderstorms in and around the watch area.

**Severe Thunderstorm Warning:** Issued when a severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

**Tornado watch:** Conditions are favorable for the development of severe thunderstorms and multiple tornadoes in and around the watch area. People in the affected areas are encouraged to be vigilant in preparation for the severe weather.

**Tornado warning:** Spotters have sighted a tornado or one has been indicated on radar, and is occurring
or imminent in the warning area. When a tornado warning has been issued, people in the affected area are strongly encouraged to take cover immediately.

If you are outside:

- Try to get inside a building as quickly as possible and find a small, protected space away from windows.
- Avoid buildings with long-span roof areas. If you cannot find a place to go inside, crouch for protection next to a strong structure or lie flat in a ditch or other low-lying area. Cover your head and neck with your arms or a jacket, if you have one.

If you are in a building:

- Make sure you have a portable radio, preferably a NOAA (National Oceanic and Atmospheric Administration) weather radio, for weather alerts and updates.
- Keep away from all windows and glass doorways.
- Go to the innermost part of the building on the lowest floor.
- Do not use elevators because the power may fail, leaving you trapped.
- Stay inside until you are certain the storm has passed, as multiple tornadoes can emerge from the same storm.
- Do not leave a building to attempt to “escape” a tornado.

Inclement Weather

The procedures below were developed to serve as a model for the College’s response in the event of severe inclement weather affecting or potentially affecting the College. All portions of the procedures are subject to the discretion of the College President. Interruptions in electrical power to the main campus may impede any or all of the notification methods described below. Every attempt will be made to notify faculty, staff and students through as many communication methods as are available at the time.

During the Night or Prior to the Start of Class Day

1) In the event of inclement weather during the night that may cause the cancellation of classes the next day, TJC will align with Tyler Independent School District (TISD) decisions regarding closure or late start time. TJC’s decision to close or start late will impact all locations.

2) After the Environmental Health and Safety Director has ascertained if the Tyler Independent School District has closed or intends to alter its schedule, they will notify Campus Police, Director of Facilities, Director of Housing, Director of Campus Services and the Director of Public Affairs and Media Relations.

3) The Director of Public Affairs and Media Relations will send an update using the following notification systems:

   a) area news media outlets will receive the latest word regarding changes to the regular operation schedule for the College;
   b) the voicemail for 903-510-3000 will let students, faculty and staff know the status of operation for credit and noncredit classes;
   c) on the public website, the status of operation for credit and noncredit classes will be noted at www.tjc.edu/news;
   d) Subscribers of Apache Alerts, the College’s opt-in text message notification system, will receive
NOTE: More information about Apache Alerts is offered in the Security/Crime Alert section of this document.

**During Daytime Classes**

1) In the event of inclement weather during the operation of day classes that may warrant the cancellation of classes during a portion of the day and/or the evening, the Environmental Health and Safety Director will:

   a) monitor National Weather Service forecasts and local radar;

   b) contact the Texas Department of Public Safety for road condition report of surrounding areas; and

   c) attempt to ascertain whether or not Tyler Independent School District has closed or intends to alter its schedule.

2) The Environmental Health and Safety Director will make a recommendation to the Provost & Vice President for Academic and Student Affairs regarding any decision affecting the normal operating schedule of the College. The Provost & Vice President for Academic and Student Affairs will notify the College president of the decision.

3) Upon receiving information regarding a decision to alter the schedule of operation, instructional deans will inform faculty at their own discretion.

4) As soon as possible, and by no later than 4 p.m., the Environmental Health and Safety Director will utilize the Immediate Notification System over the Voice-Over IP telephone system to announce any alteration of the normal operating schedule.

5) After the Environmental Health and Safety Director has determined the altered schedule, they will notify Campus Police, Director of Facilities, Director of Housing, Director of Campus Services and the Director of Public Affairs and Media Relations.

6) The Director of Public Affairs and Media Relations will send an update using the following notification systems:

   - area news media outlets will receive the latest word regarding changes to the regular operation schedule for the College;

   - the voicemail for 903-510-3000 will let students, faculty and staff know the status of operation for credit and noncredit classes;

   - on the public website, the status of operation for credit and noncredit classes will be noted at www.tjc.edu/news;

   - subscribers of Apache Alerts, the College's opt-in text message notification system, will receive a text message about the status of operation for credit and noncredit classes.

**Power Outage**

The procedures below were developed to serve as a model for College's response in the event of power outages affecting or potentially affecting the College. All portions of the procedures are subject to the discretion of the College President. Interruptions in electrical power to the Main campus may impede any or all of the notification methods described below. Every attempt will be made to notify faculty, staff and students through as many communication methods as are available at the time.

**During the Night or Prior to the Start of Class Day**
1) In the event of a power outage lasting more than 10 minutes, Campus Police will notify the Director, Facilities and Construction that a power outage has occurred. Campus Police will also notify the Environmental Health and Safety Director.

2) Maintenance will determine if the outage is external or internal.

3) If the source of the outage is internal and the best information available to Director, Facilities and Construction is that the outage may be short term, the Executive Director, Facilities and Construction will advise Campus Police and the existing operational schedule will remain in effect.

4) If the source of the outage is external and the best information available to Director, Facilities and Construction is inconclusive or indicates that the outage may be long term, the Director, Facilities and Construction will notify the Environmental Health and Safety Director, Campus Police and the Director of Public Affairs and Media Relations.

5) As soon as possible, the Environmental Health and Safety Director and the Director of Public Affairs and Media Relations will, in turn:
   a) notify area media outlets;
   b) record the appropriate outgoing message on the voicemail line, 903-510-3000;
   c) send a text message to subscribers of Apache Alerts, the College's opt-in text message notification system.

Note: all resources for notification may not be available in the event of a power loss.

During Daytime Classes

1) In the event of a power outage lasting more than 10 minutes, Campus Police will notify (or verify with) the Executive Director, Facilities and Construction that a power outage has occurred. Campus Police will also notify the Environmental Health and Safety Director.

2) Maintenance will determine if the outage is external or internal.

3) Once the source of the outage is determined, the Director, Facilities and Construction will notify the Environmental Health and Safety Director and Campus Police. The Environmental Health and Safety Director will, in turn, report the outage to:
   a) the Provost
   b) instructional Deans;
   c) information resources;
   d) the Director of Campus Services;
   e) the OHPE Center director; Library Director;
   f) the Director of Public Affairs and Media Relations; and
   g) other campus locations.

4) If the source of the outage is internal and the best information available to the Director, Facilities and Construction is that the outage may be short term, no campus-wide schedule alteration will occur and the parties listed in entry No. 3 will be so advised.

5) If the source of the outage is external and the best information available to the Director, Facilities and Construction is inconclusive or indicates that the outage may be long term, parties listed in
entry No. 3 will be advised that class cancellations may be possible. Instructional deans will notify their respective faculty members to hold classes until, in the view of the faculty member, doing so is no longer possible. Instructional deans and department chairs should regularly communicate to faculty that TJC’s standard practice will be to continue with classes unless extenuating circumstances and/or the unavailability of electricity makes doing so impossible.

6) Regardless of the source of the outage, internal or external, if power has been off for a period of one hour or more by 4 p.m., and the best information available to the Director, Facilities and Construction remains inconclusive or negative, the Environmental Health and Safety Director will make a determination regarding the cancellation of night classes and announce any such cancellation:

a) the College President;
b) Campus Police;
c) the Provost;
d) instructional Deans;
e) information resources;
f) the Director of Campus Services;
g) the OHPE Center Director; Library Director;
h) other campus locations; and
i) the Director of Public Affairs and Media Relations

7) As soon as possible, the Environmental Health and Safety Director and the Director of Public Affairs and Media Relations will, in turn:

a) notify area media outlets;
b) record the appropriate outgoing message on the voicemail line, 903-510-3000;
c) send a text message to subscribers of Apache Alerts, the College’s opt-in text message notification system.

Remote Locations: Inclement Weather/Power Outages
The Environmental Health and Safety Director will determine the proper course of action if there is a power outage or severe weather affecting only the operation of the West Campus, Lindale, Jacksonville, or Rusk locations, and communicate with Campus Police, the Director of Facilities and Construction and the Director of Public Affairs and Media Relations.

The Director of Public Affairs and Media Relations will provide updates via news media, or the public website at www.tjc.edu/news.

West Campus Emergency Number: Police: 911
• Then call Campus Police at 903-510-2258 and report the emergency

TJC-North Emergency Number: Police: 903-882-3313
• Then call Campus Police: 903-510-2258 and report the emergency

TJC-Jacksonville Emergency Number: Police: 903-586-2546
• Then call Campus Police: 903-510-2258 and report the emergency

**TJC-Rusk Emergency Number:** Rusk State Hospital: 903-683-3421, then dial "0" to call the RSH switchboard Operator

• Then call Campus Police: 903-510-2258 and report the emergency

**First Aid Kits**
First Aid Kits are maintained at all locations. The following is a list of First Aid Kit locations. Kits may be restocked by contacting the Health Nurse at 903-510-3862.

<table>
<thead>
<tr>
<th>Building</th>
<th>First Aid Kit Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Maintenance Building</td>
<td>Office</td>
</tr>
<tr>
<td>Genecov</td>
<td>First floor, dean's office (G-222) and mail room; basement (GB-1)</td>
</tr>
<tr>
<td>Jenkins Hall</td>
<td>Faculty lounge</td>
</tr>
<tr>
<td>Ornelas Health &amp; Physical Education Center</td>
<td>Information/registration desk</td>
</tr>
<tr>
<td>Pirtle Technology Complex</td>
<td>Second Floor Faculty Lounge (2nd Floor Pirtle, Phase III)</td>
</tr>
<tr>
<td>Potter Hall</td>
<td>Room 105</td>
</tr>
<tr>
<td>Campus Services</td>
<td>Campus Services</td>
</tr>
<tr>
<td>Regional Training &amp; Development Complex</td>
<td>Continuing Education Office; Child Development Office (RTDC-136)</td>
</tr>
<tr>
<td>Research &amp; Marketing Services</td>
<td>Top floor, Institutional Effectiveness</td>
</tr>
<tr>
<td>Rogers Student Center</td>
<td>Second floor: student activities office (RSC-271); testing center (RSC-279); support services office (RSC-258); Third floor: learning loft (R-301) and TRIO office (R-301)</td>
</tr>
<tr>
<td>Skills Training Center</td>
<td>Automotive Technology office</td>
</tr>
<tr>
<td>Vaughn Library</td>
<td>Basement: multimedia access and production office; First and second floors: library desk (first floor)</td>
</tr>
<tr>
<td>Wagstaff Gymnasium</td>
<td>Intercollegiate Athletics office</td>
</tr>
<tr>
<td>White Administrative Services Center</td>
<td>First floor: Student Financial Aid office;</td>
</tr>
<tr>
<td>WASC Extension</td>
<td>Information Technology storage room</td>
</tr>
<tr>
<td>Wise Auditorium</td>
<td>FA104</td>
</tr>
<tr>
<td>Wise Cultural Arts Building</td>
<td>Music office, &amp; Speech and Theatre workroom</td>
</tr>
<tr>
<td>Lindale</td>
<td>Suite B</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>Faculty office lounge/copy room</td>
</tr>
<tr>
<td>Rusk</td>
<td>Skills lab</td>
</tr>
</tbody>
</table>

**Employee Classifications**
The College President or designee, within guidelines set out in federal regulations, will determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of compliance with the Fair Labor Standards Act.

All overtime worked by nonexempt employees must be approved in advance by the employee's
supervisor. Flexible work schedules for these employees should be planned and implemented within the same workweek to minimize overtime hours. Employees who work approved overtime will record such hours on their time sheet rounded to the nearest quarter of an hour. Overtime hours may be converted to comp time if approved. Overtime pay will be calculated on the basis of actual hours worked over 40 hours in a workweek. Paid time off such as vacation, sick leave, personal leave and holidays do not count as hours worked for the purpose of determining overtime pay eligibility. Employees required to work on a national, state or college recognized holiday will be compensated at their overtime rate. Jury duty will be considered as hours worked when calculating weekly hours worked. Hours worked in excess of eight hours in a workday during a week in which paid leave occurred will be paid at a regular rate of pay.

Exempt employees will not be compensated for “extra” hours unless the nature of the work is clearly unrelated to their major contractual responsibility. Flexible work schedules for these personnel should be planned and implemented so as to minimize the need for “extra” hours. [DEA Regulation]

Payroll Employee Definitions
Salary employees are defined as:

Exempt employees, faculty (full- and part-time) and professionals (executive, administrative, and professional classifications), who receive a monthly salary representative of payment in full for services rendered inclusive of required hours worked, AND

Non-exempt professional employees and classified staff who work a 40-hour workweek.

These categories are paid monthly on the last working day of the month.

Full-time faculty and staff are paid one-twelfth of the contract amount. Adjunct faculty are paid in equal installments for the duration of the term. Adjunct Dual-Credit faculty are paid one-third of the agreement amount each semester beginning in the months of October and March. Winter, Maymester and Summer faculty supplemental contracts are paid once each term at the completion of the term. Overtime pay and compensation for hours worked on a holiday are paid on the mid-month payroll following the month in which the time was worked.

Hourly employees are defined as:

Non-contractual (non-exempt) employees in the maintenance classification who are not salary employees and who work a schedule that is subject to overtime and periods of emergency or holiday duty. This category is paid bimonthly for all hours worked in the preceding bimonthly period. Overtime and emergency pay rates are paid at the same time and included with the regular pay computation. [DEA Regulation]

Employee Recognition Programs

Employee Recognition
All full-time employees are recognized every five years by TJC administration for their service to the College. [DP Local]. Retirees from the College are recognized annually during the late spring.

W. Oscar and Marguerite Herrin Award for Excellence
The W. Oscar and Marguerite Herrin Award for Excellence is presented to at least three classified staff employees of TJC who demonstrate the highest levels of service and dedication to the College. Eligible recipients must have been employed for at least three years and may not be nominated again for five years. The College President will present the Herrin Awards during the faculty/staff opening convocation each spring semester.

Other Employee Awards are addressed in [DP Local].
See Faculty Recognition Programs in the Faculty section of this Handbook for Awards specifically available for Faculty employees.

**Environmental Health and Safety**

The Environmental Health and Safety office is available to provide guidelines and information about safety codes, as well as material safety data sheets (MSDS) on products that may be used in the classroom and throughout the campus. If you have any health and safety-related questions, please contact Robby Underwood at 903-510-3067.

**Ethics**

**Code of Ethics**

All TJC Employees will be held subject to the Employee Code of Ethics as stated in the Board Policy Manual [DH(Exhibit)]. Therefore, all employees shall:

1. Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP), or any other basis prohibited by law.

2. Strive to help each student realize his or her full potential as a learner and as a human being.

3. Encourage and defend the unfettered pursuit of truth by colleagues and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

4. Work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

5. Recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage or embarrass or violate the privacy of any other person.

6. Maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

7. Work cooperatively and respectfully with all coworkers, supervisors, and students, and act in the best interest of the departments and College district as a whole.

8. Make the most judicious and effective use of the College District’s time and resources.

9. Fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.

10. Support the goals and ideals of the College District and shall act in public and private affairs in such a manner as to bring credit to the College District.

11. Not engage in sexual harassment or sexual violence of students, colleagues, or any other person, including off campus activities and events, and shall adhere to the College District’s policy on sexual conduct [DIA Local].

12. Observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
13. Participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

14. Support the right of all employees to academic freedom and due process and defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual’s innocence may reasonably be maintained.

15. Not support the continuation of employment by the College District of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

16. Accept all rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of our public position for private or partisan advantage.

For more information on Ethics or Employee Codes of Conduct please refer to DH (LOCAL) and/or DH (EXHIBIT). The Texas Community College Teachers Association (TCCTA) also published a code of Professional Ethics. Visit their website at http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf.

Social Media

TJC leadership understands and recognizes the importance of communicating through electronic and social media. Employees of TJC who participate in social media are encouraged to present a professional presence online that is consistent with TJC’s educational mission.

This policy provides guidance for employee use of social media, which should be broadly understood to include social network sites (such as Facebook, Twitter, Instagram, Snapchat, etc.), all forms of social media (such as text messaging, instant messaging, email, blogs, chat rooms, video-sharing web sites), and other editorial comments posted on the Internet.

The following policies apply to professional use of social media on behalf of TJC as well as personal use of social media:

- With respect to TJC official sites, the following apply:
  - Only official TJC logos or branding may be used,
  - Individual views are prohibited, and
  - Must be approved by TJC's Social Media Specialist in advance.

- TJC may remove any content from its official media sites that violate this policy.

- As an employee of TJC, you are a representative of our institution, regardless of whether you are currently at work. Avoid writing or posting anything that is inconsistent with TJC’s mission or would create a disruption in the workplace.

- If an employee chooses to use social media for personal purposes, the employee is responsible for using privacy tools, and should always assume that everything you write, exchange or receive on a social media site is public. Employees are encouraged to adjust privacy settings to prevent viewing by students. Employee is responsible for content on your page. Such content should be consistent with the educational goals and purpose of TJC and should not undermine the effectiveness of the workplace or the inclusiveness of the College.

- Employees' social media activities should not interfere with your job duties and responsibilities. Those who participate in personal social media should do so during breaks, mealtime or off time. Personal social media accounts should not be accessed during work hours.

- Only public information should be posted. No sensitive, personal, or confidential information (as defined by applicable law) may be included in any post or comment.

- Never share photos or personal information about our students unless you have their express written
permission to do so (or the written permission of their parent or guardian if under 18). This includes humorous stories and encounters you may have had recently or in the past — even if you believe the student may understand. The privacy of our students is paramount.

- Never post comments about a coworker, student or vendor that could be perceived as defamatory, harassing, hurtful, threatening, retaliatory or discriminatory.

- Never share confidential information such as student information, operations, strategies, personnel matters, health issues of another person, academic records or financial matters.

- Do not respond to negative or offensive posts about TJC. This often does more harm than good. Please report anything you find to TJC’s Social Media Specialist.

- TJC will not tolerate any posts or comments that are obscene, incite violence, or are defamatory.

- Never respond as a representative of TJC unless your job description and job responsibilities designate you as such. Be sure that any postings or comments on personal social media sites are clearly your views and do not appear to be the views of TJC.

- TJC does not endorse people, products, services and organizations. Never make an endorsement on behalf of TJC.

- Unless approved in advance and in writing by Marketing and Communications, your social media name, handle and URL should not include TJC’s name, logo, or other branding.

- TJC discourages employees in management/supervisory roles from initiating “friend” requests with employees they manage. Managers/supervisors may accept friend requests if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.

- TJC discourages employees from associations with/or “friending” students on social media.

- Private workplace issues which are not a matter of public concern should not be posted online.

- If an employee allows access to his/her social media account by students or the public, or otherwise makes online posts that create a disruption to the College’s workplace or its educational mission, then it may result in discipline, up to termination.

Misuse of social media or violations of this policy may result in disciplinary actions up to and including termination.

**Evaluations**

The College is committed to providing excellence in education. Evaluations are one measure of its human resources. Every employee has the right to expect a periodic evaluation of his or her performance, the opportunity to review and rebut such evaluation with the direct supervisor, and the right to file a grievance according to established guidelines.

**Facility Application**

All meetings and events (excluding classes) using TJC facilities must be scheduled through Grace Moreno, events@tjc.edu. Or 903-510-2149. The Facility Use Request form is located on Apache Access homepage under “Additional Forms”.

**Moves and Setups**

Moves & Set-ups, a part of the Campus Services Department, supports the College by working in coordination with the External Events Coordinator on event set-up and tear-down for approved facility use. They also are available to assist with moving college-owned furniture, large equipment and auction items.
Financial Aid and Students

For students to get assistance with financial aid they should call or visit the Apache Enrollment Center. The staff are trained to assist students in dealing with Admissions, Business Services, Cashier, Financial Aid, and Registrar.

Apache Enrollment Center
Monday–Friday
8:00 a.m. – 5:00 p.m.

Call: 903-510-2385
Visit: White Administrative Service Center Bldg

Summer hours may vary.

Each applicant:
Financial aid applicants must submit their FAFSA (Free Application for Student Aid) by April 1 and complete their student requirements by June 1 in order to have financial aid to cover school costs, including books.

After the FAFSA and all documents are received and verification performed and, if necessary, online corrections sent, the student is awarded. The student should frequently check their information in Apache Access. Apache Access will show a Yellow traffic light for anything that needs to be done and, in most cases, any Yellow light could delay awards. He/She will be sent a notice of award email or letter but it will refer him/her to Apache Access to see his/her awards.

Specific students:
Students can charge textbooks to their financial aid when awards are posted on Apache Access (Green Light on Apache Access Award line) during the date range set by the Financial Aid Office.

Grievance Procedures

Employee Grievance Procedures
TJC shall receive, process, and resolve employee grievances fairly, equitably, and promptly. All TJC employees shall be free to make use of the established grievance procedures without fear of prejudice, discrimination, restraints, coercion, or reprisal of any nature. A copy of the complete grievance procedure from the TJC Board Policy Manual may be secured from the Executive Director of Human Resources or is available online at [DGBA Regulation]

Student Grievance Procedures

Course Grade Complaints - FLDB (Regulation)
This regulation is only applicable to a student who wishes to dispute a final course grade or to file a non-grade academic grievance related to the classroom. Grades for specific tests, reports, projects, or otherwise given during a semester shall be discussed at that time with the professor and are not subject to this procedure.

If a grade results in a student’s dismissal or suspension from a program or the College District, then FLD (REGULATION) will apply, and the procedures set forth in that regulation will govern the issue. Student complaints regarding disciplinary issues, including scholastic dishonesty, are covered by separate procedures.
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 followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with the faculty member within ten (10) class days into the following long semester; e.g., summer school disputes may be challenged no later than ten (10) class 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 incorrect, 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) class 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) class 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) class days after the decision of the program director/department chair. Within five (5) class 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 decision of the instructional dean is final in the matter of grade disputes.

*Note: In the event the instructional dean is the professor of record, the dispute will proceed to the Provost, following the procedures above.*

The steps below must be followed in an effort to resolve academic grievances that are Non-Grade but Related to the Classroom:

The student will discuss the matter with the faculty member within ten (10) class days of the incident precipitating the grievance.

1. If the student feels that the decision of the faculty member is unsatisfactory, 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) class 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.

2. The program director/department chair will review the written student dispute and the written faculty response to the grievance. Within five (5) class days, the program director/department chair will make a written response to the student and faculty member regarding the grievance. Attached to this response will be appropriate documentation thus far accumulated.

3. 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) class days after the decision of the program director/department chair. Within five (5) class days after receiving the grievance, 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 decision of the instructional dean is final.
Student Complaints - FLD (Regulation)

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

The student grievance procedure is not intended to supplant the Student Code of Conduct, nor does it apply to grading practices, unless the grade resulted in dismissal or suspension from a program or the College District, or complaints of sexual harassment.

Exceptions

This procedure does not apply 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 (Local) and FFDB (Local)]

2. Complaints regarding course grades, unless the grade results in dismissal or suspension from a program or the College District. [See FLDB (Regulation)]

3. Appeals regarding disciplinary issues. [See FMA (Regulation)]

Informal Procedures

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing 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 Procedure

Procedures for a formal appeal are as follows:

1. The grievant must file, no later than twenty (20) class 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 code of conduct coordinator. The code of conduct coordinator will route the grievance to the appropriate vice president, if necessary. The grievance must contain a statement of the actions being complained of, describe the remedy sought, and include any other relevant information. The grievance must also include the complainant’s name and contact information. Failure to file within the time line will waive the student’s right to appeal.

2. The appropriate committee, depending on the allegations at issue, will convene, usually within fifteen (15) class days, unless extended by agreement of the student and College District. The committee will make a written finding and send its decision to the provost or the appropriate vice president, depending on the subject matter at issue, within five (5) class days of the hearing.

3. A grievant may seek review of an adverse decision through the provost or vice president if requested in writing within five class days of the committee's findings. The provost or vice president will review the record, but no meeting or hearing will be held with the provost or vice president. The decision of the provost or vice president is final.

To view the most current policy in its entirety, please go to FLD (Regulation)
Faculty Initiated Academic Integrity Action

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. The faculty member may report the incident to the Student Code of Conduct Coordinator who will maintain a record of the event. If so, a copy of the record will also be sent to the department chair.

The Student Code of Conduct Coordinator, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanction(s) against the student are warranted. In this event, the Disciplinary Procedures outlined in the Student Handbook will be followed.

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 (http://www.tjc.edu/StudentHandbook).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the THECB website: http://www.thecb.state.tx.us/. 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.

TJC is accredited by the the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees, as well as certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of TJC.

To file a grievance against the Commission or any of its accredited institutions follow the complaint procedures policy at 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.

Title IX

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and it 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:

Andrew Cantey
Assistant Director of Human Resources
1327 South Baxter, Tyler, TX 75701
(903) 510-2186

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. Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator:

Margaret Rapp
Director, Disability Services
1327 South Baxter, Tyler, TX 75701
(903) 510-2878

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:

Andrew Cantey
Assistant Director of Human Resources
1327 South Baxter, Tyler, TX 75701
(903) 510-2186

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 FFDB (Local).

**Accommodating Pregnant Students**

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, a college or university “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom.” This directive has been highlighted recently in a Dear Colleague Letter from the DOE’s Office of Civil Rights (OCR), and a 30 page “pamphlet” from DOE entitled “Supporting the Academic Success of Pregnant and Parenting Students.”

A college must excuse a student’s absences because of pregnancy or childbirth for as long as the student’s doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and then effectively reinstating the student “to the status which she held when the leave began.” For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave.

The plausibility of doing so is not governed by an individual faculty member’s class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.
In situations where the temporal particularities of the task do not allow for a “break,” such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion.

Faculty cannot have their own policies regarding attendance and make-up work as to pregnant students, as Title IX requires compliance institution-wide. A student has the following options in completing their coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student’s expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)

2. Take the course online.

3. Receive an incomplete and extend the course until 30 days into the next long semester. The 30 day timeframe may need to be shortened or lengthened depending upon the length of the time missed due to medical necessity, and what is reasonable under the circumstances. (Professors should work with students to establish timelines, be available to meet and answer questions, and make arrangements for any hands on or face to face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

**Identification (ID) Card**

Employees must obtain an identification card upon completion of the employment process at TJC. All TJC official ID cards for faculty/staff and students will be made through the main Campus Police Office or the Campus Police Substation.

<table>
<thead>
<tr>
<th>Campus Police</th>
<th>Campus Police Substation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020 S. Baxter</td>
<td>Rogers Student Center</td>
</tr>
<tr>
<td>Monday-Thursday 8:00 a.m. – 9:00 p.m.</td>
<td>Monday-Thursday 12:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Friday 8:00 a.m. – 5:00 p.m.</td>
<td>Friday 8:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Summer: M-F 8:00 a.m. – 5:00 p.m.</td>
<td>Summer: closed</td>
</tr>
<tr>
<td>Campus Police Substation</td>
<td></td>
</tr>
</tbody>
</table>

Employees must wear identification cards on lanyards whenever present on TJC Campus [DH Local]. An additional ID card (without key card access) may be obtained from the Campus Police Office.

The card must be presented for admission to College activities, use of the library, use of the OHPE Center, and for other College functions requiring identification. Upon proper approval and special coding, the card is used as a key for entry into the building at times when the building is locked. The card must be validated each year at the beginning of the fall semester.

In the event of suspension, resignation, non-renewal or dismissal for cause of the employee, the identification card must be turned in to the Human Resources Office along with other College property. Report lost or stolen cards to the Campus Police Office (903-510-2258) so that an investigation may ensue, if necessary. A new card will be made through the Campus Police Office as explained above.

**Family**

Family identification cards are for employee’s immediate family members only. A spouse, brother or sister, or child (16 years or older) of an adjunct or full-time TJC employee may obtain a card. The family
ID card does not apply to in-laws, parents, grandchildren, cousins, or fiancées.

The card may be used in the Library. It also gives access to the OHPE Center, recreation and lap swim in the pool, Gentry Gym, the walking track, cardio room, racquetball courts, and the upper and lower weight rooms. The OHPE Center also provides a men's and women's locker room and showers for all patrons to utilize.

Employees can purchase ID Cards for family members 16 and older for $5.00 at the Cashier's Office. Bring the receipt to the Campus Police Office and an ID Card will be made. You will need to provide your family member's name as well as your name, the employees' Apache ID number and office phone number.

**Lanyard Policy**

1. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
2. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official college lanyard. The color of the lanyard is not critical.
3. No one will be allowed into class without wearing his or her ID/lanyard.
4. Students who do not have their ID/Lanyards may pick up a Day Pass at the Campus Police Office, Campus Police Substation located at the Rogers Student Center or from a TJC Ambassador. The first Day Pass each semester is free of charge. For all subsequent Day Passes a $5.00 cost recovery charge will be billed to the student's account.
5. Employees may obtain a Day ID/Lanyard from their respective Dean's or Director's office.
6. Failure of any Faculty/Staff or student to adhere to this policy will result in a citation being issued.

**Identification Number (A#)**

All students and employees of TJC are assigned a unique identification number. This number is on your ID card under your name. Your “A” number along with a personally selected password is used to access Apache Access where your rosters, grades, and individual personnel information is located. Your “A” number is also your access code for the Xerox copiers on campus.

**Job Transfer**

A promotional transfer is defined as the officially approved advancement of a staff employee from a lower classification to a higher classification having a higher salary rate. A lateral transfer is defined as the official appointment of a staff employee to a different position having the same classification level and salary rate as the employee's current position. A demotional transfer is defined as the official movement of a staff employee to a position in a lower classification than the employee's current position and normally accompanied by a reduction in salary rate. A promotional or lateral transfer is usually considered only if an employee has worked in his or her present position for a year and is fully qualified for the new position. An employee's past performance, qualifications, potential, abilities, and job experience are key factors in evaluating transfer requests. A staff employee who desires to transfer to another available position, whether in the immediate area of responsibility or elsewhere in the College District, must first discuss this request with his or her supervisor(s). [DJ Regulation]
Lost or Stolen Items
In the event that any of your items are lost, stolen, or damaged, you are encouraged to file a report with the Campus Police Office, (903-510-2258), so that an investigation may ensue, if necessary. You will need to provide the investigating officer with a detailed description of said property. This description includes a serial number, if personal property, the number issued by TJC if TJC property, or any other defining numbers that could aid in the investigation. It is advised that you write down this information including any distinguishing marks, color, etc, that could help the officer locate your property. You should keep this separate and in a place that you can find, so it is not with the missing property. The Campus Police Office is custodian of all lost or stolen items. Unclaimed items are maintained for 60 days before disposition.

Mail
Mail and small packages are delivered to and picked up from building mail rooms. Please check for your mail on a regular basis. Outgoing mail must have your department budget code. For ease in returned mail, please put your department name in the upper left-hand corner. For larger packages, please make arrangements for pick up with the Central Supply/Receiving staff at 2006. Central Supply/Receiving is open Monday-Friday from 7:00 a.m. to 4:00 p.m. Overnight shipments via FedEx, UPS, or Lone Star Overnight need to be in the Campus Services mail room ready for pick up by 2:30 p.m. each day. Any packages or outgoing mail delivered to the mail room after that time may not go out until the following business day.

We now have the capability to send mail at a bulk rate. The job must be over 250 pieces to qualify for reduced postage. Contact Jake Clark or Belinda Marks at 2415 for details.

The mail room is located in the basement of the Campus Services Building.

The TJC address is not to be used for personal mail, including but not limited to packages,personal bills, and magazines.

The mail room has an outgoing bucket for stamped mail. Employees may bring outgoing personal stamped mail to the mail room; however, no personal mail is to be sent through campus mail. The College is not responsible for personal mail.

Maintenance Requests
Please direct all requests for maintenance in offices or classrooms to Becky Bonilla (bbon2@tjc.edu) in the Facilities & Construction office via e-mail or phone (x2252). After-hours emergency maintenance requests may be directed to Campus Police by calling the emergency number, 903-510-2222.

Maps
TJC has several site locations. Maps are available for the Main Campus, West Campus, TJC-Jacksonville, TJC-Lindale and TJC-Rusk at http://www.tjc.edu/downloads/2003847/campus_maps.

Orienting Employees
Employees will participate in all orientations designed by the Office of Human Resources. New Faculty/Staff orientations are held at the beginning of each long semester and/or throughout the year. For more information, contact the Human Resources Office (903-510-2419).

Outside Employment
As stated in the TJC Board Policy Manual, a full-time contractual employee may not assume an additional outside job or paying position during the employee's duty year unless he or she
has received prior approval from his or her immediate supervisor. Full-Time professors shall not teach in any other institution without prior approval by the administration [DBF Local] [DBF Regulation]. Employees will be required to inform the immediate supervisor of any change in an outside employment status and may be requested to complete a new form annually or when changes occur.

**Parking**

**Parking Permit**

Parking permits may be obtained in the main Campus Police Office or the Campus Police Substation (located in RSC). You must bring a valid and current ID, your driver’s license number, and your license plate number. Employees may have as many permits as needed. The permit must be affixed to the lower left corner of the rear window of your vehicle. Temporary permits are also available if needed. Parking permits must be updated every August.

**Personnel File**

Each employee’s permanent personnel file (both material and electronic data) is retained in the Office of Human Resources. In addition to employment credentials, this file includes official college transcripts, evaluations, and other, if applicable, relevant documentation used to document faculty eligibility to teach at TJC. Some employee personnel information is available through Apache Access. These items include:

- Benefits and Deductions [Retirement, health, flexible spending, miscellaneous, benefit statement.]
- Pay Information [Direct deposit allocation, earnings and deductions history, or pay stubs.]
- Tax Forms [W4 information, W2 Form or T4 Form.]
- Job History.
- Leave Balances (as applicable).

**Personnel Practices**

Personnel policies are established at TJC with regard to personnel matters. These policies are general in nature; they are not intended to be exhaustive in every detail. Interpretations and/or elaborations are set forth in the approved TJC Board Policy Manual available on the internet by keyword search at Board Policy Manual and from the Office of Human Resources by calling 903-510-2419.

**Professional Development**

The Center for Organizational and Professional Growth and Development provides ongoing training to ensure employees are up-to-date on the latest education techniques, technologies, research, and current events pertaining to career development, professional development and enhanced workforce performance. All employees are required to complete professional development as a condition of employment.

As part of professional development, employees are expected to complete compliance training every two years. Compliance training is designed to maintain the College's strong reputation for and deep commitment to doing things right – right by our students, external regulatory bodies, and our own internal standards. Adherence to external and internal regulations and policies assures a safe and productive workplace and learning environment.

Professional Development policies and resources are found on Apache Access.
Prohibited Conduct
TJC is a no alcohol and tobacco free campus. Employees shall not engage in misappropriation of College property. Employees must abide by all ADA, FERPA, sexual harassment, and vehicle guidelines. Student dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the College will not be tolerated. This is not a comprehensive list of prohibited conduct; for more information see the Board Policy Manual at http://pol.tasb.org/Home/Index/1076/.

Academic Integrity
TJC recognizes the importance of clearly and directly handling breaches of academic integrity, so that students receive an unmistakable message, coherent with the Apache Creed, that the College values academic integrity and will take action to maintain its standards. Faculty and staff are expected to be vigilant and take steps to address any suspected breach of academic integrity in accordance with established procedures. Each faculty/staff member is responsible within his/her classroom, lab, teaching area and discipline to address academic integrity in a manner appropriate to the setting. Faculty must include a statement in the course syllabus regarding how they will handle breaches of academic integrity. All students must receive due process in keeping with the procedures set forth in the course syllabus.

Academic Integrity disallows the following behaviors:

1. Plagiarism, defined as using someone else's ideas, images or words without referencing the source.
2. Cheating, defined as 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.
3. Collusion, defined as unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.
4. Fabrication, Falsification, and Misrepresentation, defined as intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. Multiple Submissions, defined as 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.
6. Abuse of Academic Materials, defined as intentionally damaging, destroying, stealing, or make inaccessible library or other academic resource material.
7. Complicity, defined as assisting or attempting to help another student in the commission of an act of academic dishonesty.

Specific examples of each category may be found in the Student Code of Conduct. Academic Integrity violations resulting in probation or dismissal from a program follow the Academic Grievance policy (FLD). The Student Code of Conduct Coordinator, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanctions against the student are warranted. In this event, the Disciplinary Procedures outlined in the Student Handbook will be followed.

Vericite
Vericite's comprehensive plagiarism detection program is easily retrievable from any computer equipped with web access. Students can submit their own papers and the professor will receive a detailed report showing any matches between the paper and original source materials. Vericite, a proprietary database containing millions of previously submitted papers and select commercial databases, checks submitted papers against billions of current and archived internet pages.
**Tobacco-Free Workplace**
The College district prohibits the use of all tobacco products on all College district property and in all College district facilities [CGD Local]. Violators of this policy shall be subject to appropriate disciplinary action [DH Local].

**Americans with Disabilities Act (ADA)**
Click on www.tjc.edu/Disabilities for more information regarding Americans with Disabilities Act of 1990 as amended.

Also refer to the Faculty Handbook for Educational Accessibility for Students with Disabilities authored by our Support Services Office at http://www.tjc.edu/downloads/download/112/support_services

Please refer to the handbook created by Deaf Student Services office for specific information on working with students in your area or classroom who are Deaf and Hard-of-Hearing.

For additional information, please refer to the Support Services section of this handbook.

**Family Educational Rights and Privacy Act (FERPA)**

**FERPA Fast Facts**
FERPA allows disclosure with NO consent in emergency situations to protect the health and safety of the student or other individuals.

FERPA has several exceptions under which you may disclose education records without consent:

A consent for disclosure of education records must:

1. be signed and dated by the student
2. specify the records that may be disclosed
3. state the purpose of the disclosure
4. identify the party or class of parties to whom disclosure may be made

The College may disclose to the parents of a student if the student is claimed as a dependent by either parent for tax purposes. The parent must bring the most recent tax form indicating dependent status.

**NOTE:** A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to State or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes. Parents must provide a copy of their most recent 1040 filed tax return showing the dependent student;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school

Under no circumstances should grades be posted in a designated place for individual students or groups of students to view.
Annual Notification
A school must annually notify students in attendance that they may:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;
- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- Information about who to contact to seek access or amendment of education records.

Means of Notification
The means of notification may include student newspaper; calendar; student programs guide; rules handbook, or other means reasonably likely to inform students. Notification does not have to be made individually to students.

TJC posts this notification requirement on Apache Access.

NOTE: The following information should also be a link from your faculty syllabus.

http://www.tjc.edu/downloads/download/308/college_syllabi_requirements

Based on Federal Law, we are required to bring to your attention your rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This federal law protects the privacy and confidentiality of personally identifiable information contained within the student's education record.

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

- The right to inspect and review their educational records.
- The right to request an amendment to their educational record if they believe there is an inaccuracy.
- The right to restrict any or all information from public access.
- The right to file a complaint with the US Department of Education if they feel the College has failed to follow FERPA guidelines.

If you have any questions, please feel free to contact the Student Affairs Office at 903-510-2261.

FERPA and Dual Credit Students
Parents or guardians of dual credit students under the age of 18 are given consent by their dual credit student for disclosure when the student completes the dual credit application process. Any questions regarding disclosure to a dual credit student parent or guardian should be directed to the Registrar’s office (903) 510-2405.

Faculty Responsibilities
Faculty responsibilities regarding compliance with FERPA include but are not limited to the following:

1. Shredding papers that contain information on students including grades, SSN, student identification number (A number), etc.
2. Do not leave computers unattended or display student information in a way that could be seen by others.
3. Do not discuss confidential student information near or with others who are not privy to know such information.

4. If a student requests grades be e-mailed, the faculty will use the student’s TJC issued e-mail address on file.

5. Do not post grades using the student’s SSN or A number or in a visible location for all students to review or passed around in the classroom where others can see the grades.

6. Do not allow students to sort through stacks of graded papers or exams.

7. Do not circulate a printed class list with the student’s name and SSN/A number.

8. Do not include confidential information that can identify the student such as grades, GPA or number of credits in a recommendation letter without the consent of the student with appropriate paperwork on file with the Registrar.

Faculty should refer to the Registrar’s office with questions regarding FERPA at 903-510-2405.

**Disclosure**

A consent for disclosure of education records must:

1. be signed and dated by the student

2. specify the records that may be disclosed

3. state the purpose of the disclosure

4. identify the party or class of parties to whom disclosure may be made

The College may disclose to the parents of a student if the student is claimed as a dependent by either parent for tax purposes. This process is completed at the Registrar’s office.

A school **MAY** disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution’s annual notification of rights to students;

- The student is seeking or intending to enroll in another school;

- The disclosure is to State or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;

- The disclosure is to the parents of a student who is a dependent for income tax purposes. Parents must provide a copy of their 1040 filed tax return showing the dependent student;

- The disclosure is pursuant to a lawfully issued court order or subpoena; or

- The information disclosed has been appropriately designated as directory information by the school.

FERPA allows disclosure of information such as class schedule with **NO** consent in emergency situations to protect the health and safety of the student or other individuals.
Annual Notification/Means of Notification
A school must annually notify students in attendance that they may:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;
- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- Information about who to contact to seek access or amendment of education records.

The means of notification may include student newspaper; calendar; student programs guide; rules handbook, or other means reasonably likely to inform students. Notification does not have to be made individually to students. TJC posts this notification requirement on Apache Access.

NOTE: The following information should be a link from your syllabus. http://www.tjc.edu/downloads/download/308/college_syllabi_requirements

Sexual Harassment
Statement of Nondiscrimination
The College District gives equal consideration to all applicants and activities without regard to 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 basis prohibited by law. The College District 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, or harassment based on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy. [DIAA, DIAB Local].

Publication Request
To request publication of flyers, brochures, programs, tickets, posters, etc. for a TJC event or program, please submit your request through https://tjc.attask-ondemand.com. You will login with your Apache Access credentials.

Quality Enhancement Plan (QEP)
The Quest for Academic Success: Improving Reading Comprehension Skills Quality Enhancement Plan (QEP) is TJC’s plan to enhance the learning and success of students by providing them with the knowledge and experience to build reading comprehension skills for their academic careers.

Three actions drive The Quest for Academic Success at TJC.

1. The first step is faculty development that prepares faculty to promote skills and knowledge to improve content area reading comprehension.

2. Concurrently, instruction in Gateway courses is modified to include strategies that increase students’ reading comprehension.
3. Finally, the Quest Student Success Center provides academic support services, including tutoring and student workshops.

Assessments and analyses for the QEP were completed in 2016 and submitted to the Southern Association of Colleges and Schools Commission on Colleges as a part of the College's Fifth Year Interim Report. As a result of this initiative, the Professional Learning Community (PLC) was formed to provide opportunities for faculty development in teaching strategies that enhance student learning, including reading comprehension strategies. The resource for reading strategies developed during the project remains available to faculty. The Quest Student Success Center has been incorporated into the tutoring program of the College to continue to serve student needs regarding reading comprehension as well as other study skills necessary to be successful in college coursework. www.tjc.edu/QEP

Records Management Program
The TJC Records Management program was established in 1990 and recognized by the Board of Trustees in response to a legal mandate (Local Government Records Act, Subchapter B., Section 203.026) to establish a College-wide records management program by January 1, 1991.

The Records Management program falls under the Office of the Vice-President for Financial and Administrative Affairs, with the Director of Campus Services designated to coordinate the program.

Additional information can be found at www.tjc.edu/RecordsMgt

The Records Management program was established with the goal of bringing a consistent approach to TJC record keeping practices, freeing up valuable office space from record storage, and ensuring the retention and/or destruction of all records (including e-mail) created and managed by the College.

The program (http://www.tjc.edu/RecordsMgt) also provides a variety of services to College departments, including:

- Planning, support, and institution-wide guidance on all aspects of record keeping practice and disposition scheduling; and
- Secure disposition methods of outdated records and documentation;

The Records Management program commitment is to serve you in a way that best serves your needs, while protecting you, and the institution, from legal and fiscal liability.

Registration
Registration dates are posted at http://www.tjc.edu/info/2004260/important_registration_dates. This web page contains not only the registration dates but also access to on-line class schedule, steps for new, returning, and transfer student registration.

To register, all students must have applied to TJC. Students can locate information on applying for admission to TJC at http://www.tjc.edu/apply

Student Registration
Transfer students can locate information on applying for admission to TJC and registration for classes in http://www.tjc.edu/register_for_classes.
Continuing Students Registration Tips

**Tips for Early Registration**
- Update your student information with the Admissions Office
- It is recommended that students meet with an Advisor prior to registration. Advisors can assist with registration and course selection. Please review the Advisement and Registration Procedures located [www.tjc.edu/advising](http://www.tjc.edu/advising).
- If you do not see an advisor, check for any prerequisites to courses prior to registration by searching our online [Catalog](http://www.tjc.edu/advising).
- Register for classes in [Apache Access](http://www.tjc.edu/advising).
- Students requesting financial aid must meet the TJC [Financial Aid deadlines](http://www.tjc.edu/advising).
- Students applying for scholarships must adhere to all TJC [Scholarship deadlines](http://www.tjc.edu/advising).
- Check for **HOLDS** in [Apache Access](http://www.tjc.edu/advising), and contact the appropriate Department to receive details on how to have your hold removed before registration.
- Plan your schedule around commitments such as athletics, work, and Community Service (*TJC Promise #3*).
- The earlier you register the better the selection of courses and class times.

**Auditing Courses**
Go to [http://www.tjc.edu/info/2003457/register_for_classes/165/registration_policies/4](http://www.tjc.edu/info/2003457/register_for_classes/165/registration_policies/4) for information on registering to audit a course.

**Resignation (Non-Contractual)**
Resignations shall be in written form. Two week notice is the minimum acceptable time for non-contractual personnel resignations.  [DL Regulation](http://www.tjc.edu/info/2003457/register_for_classes/165/registration_policies/4)

**Salary Schedules**
Personnel shall be paid according to a salary schedule or wage scale approved by the College President. For the current salary schedule, please contact Human Resources, 903-510-2419.

When determining an employee’s placement on the College District’s salary schedule or wage scale, the employee’s position, responsibilities, experience, education, and years of service shall be considered.  [DEA Local](http://www.tjc.edu/info/2003457/register_for_classes/165/registration_policies/4)

**Shredding Bins**
TJC provides shredding bins for the disposal of information-sensitive documents. There are currently five bins on the dock of the White Administrative Services Center, one bin in Genecov, two bins in Pirtle, one bin in the Jenkins, one bin on the dock of Rogers Student Center, one bin in Potter Hall, one bin at Rogers Nursing and three bins at West Campus. Bins are not to be moved without prior permission from Campus Services. Each bin is locked for security and is collected every two weeks by a certified shredding agency. All documents to be shredded must be placed in the bins. No boxes marked “shred”
will be collected. Paper clips and staples may be left on the documents, but any binder clips, brads, or folders containing metal must be removed. Please note: these are not recycling bins or trash bins. Only information-sensitive documents are to be disposed of in the bins.

**Supplies**
Contact your supervisor or department chair for specific procedures regarding supply availability or ordering of supplies.

**Technology Requests—Procedures and Information**

**General Information**
TJC provides full-time faculty and staff one College-owned computer with a campus-standard software package to facilitate job responsibilities.

Planned computer equipment purchases are funded from the College.

Computers will be replaced on rotational basis, depending on the specific use of the computer.

The Information Technology department will budget and plan for the replacement of computers, therefore individual departments do not need to budget for computer replacements. For replacements, the previous machines will be returned to the College as the new devices are put into rotation.

Computer equipment purchases using departmental budgets are only allowed with Information Technology department collaboration.

Computer equipment purchases using grant funds are allowed, with Information Technology Department collaboration.

**Request Criteria**
All requests must be made using the Technology Request Form. Go to www.tjc.edu/it/Servicenow to complete the form.

All requests must include justification and funding codes.

All requests for an upcoming fiscal year must be submitted by December 1st of the current fiscal year.

All requests must be coordinated with and approved by the Information Technology Office.

All requests are prioritized by the Information Technology Office based on campus-wide needs.

**Approval Process**
All requests must be approved by (1) the Chief Academic Officer or (2) appropriate vice president.

All requests to expand current lab facilities or create new lab facilities must be approved by the Chief Academic Officer and then follow Campus Technology Committee processes.

Requests for peripheral equipment must be coordinated with and approved by the Information Technology department.

All non-standard software and hardware requests must be approved by the Information Technology department.
Computer Lab Software
Software in campus computer labs is typically installed during the summer months for the upcoming instructional year. In order to accommodate this effort, all software installation requests for the upcoming instructional year must be submitted to the Information Technology department by April 1 of the current fiscal year.

Software installation requests submitted after April 1 that require significant effort to implement must be approved by the Chief Academic Officer and the Chief Information Officer.

Peripheral Equipment
Purchases of peripheral computer equipment from departmental budgets is allowed under the following conditions:

- Purchases are coordinated with and approved by the Information Technology department and
- All equipment components connect externally to the PC device
- Peripheral computer equipment for faculty/staff offices includes printers, image scanners, flash drives, etc.

Travel
Driver Authorization & Transportation/Vehicle Request
To be allowed to drive a TJC vehicle and/or use your personal vehicle on college business, a fully-executed TJC driver application, along with a copy of your driver’s license, must be completed yearly and sent via campus mail to Robby Underwood. Please do not email the application. The driver criteria, driver application, and authorization for release of information forms are located in Apache Access under the Employee Resources tab.

NOTE: Motor Vehicle Records will be obtained and reviewed for all potential TJC drivers to determine eligibility. Driver eligibility cannot be determined without a signed release.

Once an approved Driver Application and Authorization form is on file, an applicant may request a college-owned vehicle by completing the online Fleet Vehicle Request form in Apache Access. A vehicle will be assigned to the applicant based on availability. If a fleet vehicle is not available, procedures about renting a vehicle can be found on in Apache Access under the Employee Resources tab.

The Campus Fleet also includes a 15 passenger activity van. The criteria for use of this vehicle is found located in Apache Access under the Employee Resources tab.

Employee Expense Report Envelopes
Use travel envelopes (obtained from Central Supply/Campus Services) when submitting receipts from a cash advance, receipts from a TJC related trip or receipts with the Visa statement (use appropriate Visa Expense Envelope). Mileage is paid at the current reimbursement rate established by the College (check with Accounts Payable for current rate) or reimbursement for gas receipts, but not both, with use of personal vehicle. Reimbursements are not made for movies, tax, alcohol, or other personal expenses. Itemized receipts are required for reimbursement or when using a College credit card. Be sure to complete all required information on travel envelope and/or Visa envelope and forward to the supervisor for approval. If you are returning money, do not send cash through campus mail. Cash should be delivered directly to Accounts Payable in the White Administrative Services Center building.
**Professional Development Requests**
Proper paperwork should be submitted in advance for leave approval. The Professional Leave and Travel forms are available in Apache Access.

**Student Travel Guidelines, Waivers, and Forms**
All travel including students must follow the Student Travel Guidelines and all forms completed and approved prior to the trip. These can be found in Apache Access.

**Texas Hotel Occupancy Tax Exemption Certificate**
To prevent state tax charges, employees staying in Texas hotels should remember to take the tax exemption certificate located in Apache Access with them when they travel to submit to the hotel.

**Travel Forms and Authorization Procedure**
All business-related travel must follow the Faculty and Staff Travel Procedures located under the Work Life tab on Apache Access and under Administrative Forms, Travel Procedures at www.tjc.edu/AdminForms.

All travel must be approved by immediate supervisor in advance of travel dates, using the Professional Leave and Travel form located at www.tjc.edu/AdminForms under the heading of Business Services.

**Web Content Updates**
The website provides a platform to showcase TJC’s best qualities and project a positive image to the entire world. It is a strategic asset that carries enormous influence over recruitment and retention of students.

TJC’s Office Marketing and Communications has access to all areas of the TJC’s website and to ensure quality control, will edit/alter content as needed for clarity, grammar, spelling, usage, and style, as well as to conform with naming conventions and branding.

TJC reserves the right to revise or delete content housed either on college IT resources or external resources according to the standards outlined in the web governance guidelines or web accessibility guidelines.

Because the departments whose pages represent them on the Web know their areas best, it is essential that each department work in conjunction with the Web Marketing team to ensure their web content is current, cogent, and content rich.

While individuals across campus may create their own content, all updates must be published by the TJC Marketing Web team, who have the responsibility to edit as appropriate for consistency, accuracy and presentation.

If you need assistance with a TJC website or Apache Access update, you may request to have the Marketing Web Team complete the task for you via the Web Update Request Form at http://www.tjc.edu/webupdate. You may attach reference files as needed, and if necessary, also request a meeting in person through this form. Please do not submit web requests via email. Submitting the form helps ensure the request is documented and that the web team has the necessary information to complete the task.

For questions regarding the Web pages, contact:
Allen Arrick
aarr@tjc.edu | 903-510-2526
Web Update Request Form
**The information in this section comes from the Jeanne Clery Disclosure Reports. Under Title IV this information must be provided to all current students and employees, as well as prospective students and employees. For the most current report, please refer to the website at http://www.tjc.edu/CampusPolice/Reports.**

**Drug-Free Campus Statement & 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 will 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 Affairs or the TJC Campus Clinic for additional and related information.

Community resources for assistance listed on pages 53-55.

**Gang-Free Campus Statement & 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 Vice President 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 Vice President for Student Affairs has confirmed that a student is missing, the following steps will be taken:

1. Notifies the President and appropriate staff and faculty that a student has been missing for more than 24 hours.
2. Files a missing person report with Campus Police, who in turn notifies Tyler Police Department.

3. Notifies the person designated as an emergency contact on the Resident Hall Student Information form.

4. If the student is under 18, and not an emancipated individual, the student’s custodial or legal guardian is notified.

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 http://www.tjc.edu/CampusPolice/Reports as well as printed out.

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 903–510–2222 and/or 911 to report an emergency or crime.

Reporting Crimes and Emergencies

All criminal offenses that occur on campus should be reported immediately to the TJC Campus Police Office. The TJC Campus Police Office is operational twenty-four hours a day, year around. You have easy access to Campus Police either by telephone, (903) 510-2258, or by going to the Campus Police Building, located at 1020 South Baxter Street. This location is clearly marked on Campus maps. Campus Police Officers and Guards 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 call 911. For non-emergencies contact the TJC Campus Police office at 903–510–2258.

You can find additional information on Fire Alarm, Bomb Threat, Weather Emergency, Medical Emergency, Sex Offenses, and Sexual Harassment in the Student Handbook online at www.tjc.edu.

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 advised that members of the Campus community should have their Campus issued identification card with them at all times. The TJC Campus Police officers and guards 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 Physical Plant for corrections. In addition, the Safety Committee receives on campus reports of safety issues discovered in relation to the security of the campus. These issues are brought to the attention of the Director, Environmental Health and Safety Compliance.

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, Campus Police and to the Executive 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 and guards. The Office of Campus Police is located at the northeast corner of Baxter and Lake Streets.

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 licensed peace officers and have passed the Texas Commission on Law Enforcement (TCOLE) licensing examination for police officers. Police officers with Campus Police must also receive at least forty hours of in-service training every two years in order to comply with the State of Texas licensing requirements for police officers. The primary jurisdiction of the Campus Police officers is the TJC Campus.

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

**Concealed Carry**

TJC is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises or in a college owned vehicle except in locations and at activities prohibited by law or by this policy. Individuals who observe a violation of this policy are required to report the incident immediately to the Campus Police Department, so it can be documented and properly investigated. Campus Police can be contacted at 903 510-2222 for emergencies and 903 510-2258 for non-emergencies.

For more information on this policy, please visit [https://www.tjc.edu/downloads/file/1045/concealed_handguns_on_campus_policy](https://www.tjc.edu/downloads/file/1045/concealed_handguns_on_campus_policy)

**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 Victim’s 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 Web site, 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 provides students and employees an escort to their vehicles after dark.

• Operation ID: Electronic etching pencils are available for check out at Campus Police if students and employees wish to engrave their driver’s license number on their property. This method is valuable in the identification of stolen items.

Crime Prevention on Campus
If a crime is to be committed, the offender must have the desire, ability, and opportunity to commit the crime. Law enforcement can do little to remove the offender’s desire and ability to commit crimes, but together WE can remove the element of opportunity. THIS IS CRIME PREVENTION. Together we can remove the temptation of opportunity by taking a few simple precautions.

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 Manual, 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 Center.

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 Student Discipline Committee. The Student Discipline Committee 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 and 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 (903) 510-2258 or by visiting the Campus Police Office at 1020 S. Baxter; or by contacting the TJC Counseling Office located in the Rogers Student Center weekdays (903) 510-2389. 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 campus 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 the Board Policy Manual for further details. A comprehensive list of agencies that provide counseling, mental health, or other social services are published 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 Student Discipline Committee, 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 Center 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 Web site is http://www.txdps.state.tx.us/.

Sexual Harassment
For issues of sexual harassment or discrimination in the workplace, refer to the Grievance Procedures in the Employee Handbook or contact the Human Resources office at 903–510–2419.

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 increases 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, hallucination, 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 ten seconds. The physical effects include dilated pupils, increases 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 as well as 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
The immediate negative effects of inhalants (e.g. glue, lacquers, plastic cement) 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. Repeating 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. Marijuana smoke contains more cancer causing agents than tobacco smoke. 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

Employees
The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

Students
The Campus will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal, or local law. Other 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 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

**Employees**
The TJC group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. The department of Human Resources will provide assistance to employees seeking treatment for drug or alcohol abuse.

**Community Services**
Several sources of assistance are available in the local community for students and others experiencing problems associated with their use or abuse of alcohol or other drugs. 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 Center of East Texas* ................................................................. 800–535–0375
Loving Alternatives .................................................................................. 903–533–1288

**Alcohol/Drug Abuse**
Alcoholics Anonymous/Al-Anon* ............................................................... 903–597–1796
Al-Anon/Al-Ateen* ..................................................................................... 903–597–6492
East Texas Council on Alcoholism & Drug Abuse (ETCADA)* ...................... 800–441–8639
East Texas Medical Center/Behavioral Health ................................................ 903–566–0088
Sister Communities Council on Alcoholism & Drug Abuse (SCCADA).............. 903–939–9010
The Beginning ............................................................................................. 903–581–9472 or 903–595–5796

**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**
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
HEART (Hotline)* .................................................................................................................. 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) ...................................................................................... 903–597–4044
Salvation Army* .................................................................................................................... 903–592–4361
School Supply Train (PATH) ............................................................................................... 903–597–4044
Survivors' Network (ETCC Incest Support Group) ............................................................... 903–509–2526
Tyler AIDS Services (AIDS Counseling) ........................................................................... 903–592–0757
Violence Intervention Network (ETCC men’s program) ...................................................... 903–579–2500
WIC (Women, Infants & Children) ........................................................................................ 903–592–7635 or 800–942–3678

**Disability Services**

Deaf Interpreting Services of East Texas
(Voice and TDD) .................................................................................................................. 903–279–3522
Department of Assistive and Rehabilitative
Services Blind Services ......................................................................................................... 903–581–9945
Vocational Rehabilitation ..................................................................................................... 903–581–8151

**Employment Assistance**

East Texas Workforce Center ............................................................................................... 903–561–8131
TJC Career Services ............................................................................................................. 903–510–2334

**Government Offices**

North East Texas Public Health District Administration ...................................................... 903–535–0030
Chronically Ill & Disabled Primary Care/Treatment ............................................................... 903–533–7410
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 ........................................................................................... 903–561–8632
Texas Department of Human Services
North Tyler client service ..................................................................................................... 903–595–4841
South Tyler client service ................................................................................................. 903–534–9794
Tyler City Hall ............................................................................................................. 903–531–1100
Tyler Police (non-emergency)* ................................................................................... 903–531–1000
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
East Texas Medical Center* ....................................................................................... 903–597–0351
Poison Control Center* .............................................................................................. 800–222–1222
North East Texas Public Health District (Preventive Care) ......................................... 903–535–0060
The University of Texas Health Center at Tyler* ....................................................... 903–877–3451
Trinity Mother Frances Health System (TMFHS)* ..................................................... 903–593–8441

Information/Referral
Better Business Bureau .............................................................................................. 903–581–5704

Juvenile/Runaway Services
Care Shelter (Youth & Family Enrichment Centers)* ................................................ 903–595–3553
Juvenile Probation (Smith County)* ................................................................. 903–535–0850

Legal Aid
East Texas Legal Services .......................................................................................... 903–595–4781
Family Law Hotline (legal advice and counseling) .................................................... 800–777–3247
Family Violence Legal Line ...................................................................................... 800–374–4673
Lawyer Referral (State Bar of Texas) ........................................................................ 800–252–9690
National Domestic Violence Hotline* ................................................................. 800–777–3247
Smith County District Attorney’s Office ............................................................... 903–590–1720

Mental Health Services
Andrews Center Behavioral Healthcare System* ..................................................... 903–597–1351
Counseling Testing & Psychiatric Services (TMFHS)* .............................................. 903–581–0933
East Texas Medical Center/Behavioral Health ......................................................... 903–566–0088

Parent Services
Coats for Kids (PATH) .............................................................................................. 903–597–4044
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
Business Office .................................................................................................................. 903–509–2526
East Texas Food Bank ........................................................................................................ 903–597–3663
Goodwill Industries of East Texas ..................................................................................... 903–593–8438
Parent Services Center, Inc. ................................................................................................ 903–595–2235
PATH (People Attempting to Help) ................................................................................... 903–597–4044
Salvation Army* .................................................................................................................. 903–592–4361
Transient Lodge .................................................................................................................. 903–592–1117
School Supply Train (PATH) ............................................................................................. 903–597–4044
United Way Info Line ......................................................................................................... 903–534–9977 or 2–1–1

Testing Services
THEA Exam, General National Evaluation Systems ......................................................... 800–673–8175
TOEFL Exam (Test of English as a Foreign Language) ..................................................... 609–771–7100
CLEP Exam (College-Level Examination Program) ........................................................ 609–771–7865
SAT Exam ........................................................................................................................... 800–756–7346
TJC Testing Center ............................................................................................................. 903–510–2617

Transportation
American Cab Company* .................................................................................................... 903–593–8444
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 ................................................................. 800–464–7928
Payment arrangements and amount due .......................................................................... 800–616–1171
Billing questions ............................................................................................................... 800–585–7928
Repair Service* .................................................................................................................. 800–246–8464
Additional sources of information and assistance within the community may be available. Please contact the Student Affairs office for more information.

### Common Texas Offenses and Punishments

<table>
<thead>
<tr>
<th>Offense/Authority</th>
<th>Minimum Punishment</th>
<th>Maximum Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture or delivery of controlled substances (drugs) Health &amp; Safety Code § 481.113</td>
<td>Confinement in State Jail for a term of not more than 2 years or less than 180 days. In addition to confinement an individual may be punished by a fine not to exceed $10,000.</td>
<td>Imprisonment in the Institutional Division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.</td>
</tr>
<tr>
<td>Possession of controlled substances (drugs) Health &amp; Safety Code § 481.115</td>
<td>Confinement a State Jail for any term of not more than 180 days. In addition to confinement, an individual may be punished by a fine not to exceed $10,000.</td>
<td>Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.</td>
</tr>
<tr>
<td>Delivery of Marijuana Health &amp; Safety Code § 481.120</td>
<td>A fine not to exceed $2,000; confinement in jail for a term of not more than 180 days; or both such fine and confinement.</td>
<td>Imprisonment in institutional division TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.</td>
</tr>
<tr>
<td>Possession of Marijuana Health &amp; Safety Code § 481.121</td>
<td>A fine not to exceed $2,000; confinement in jail for a term not to exceed 180 days, or both such fine and confinement.</td>
<td>Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed $50,000.</td>
</tr>
<tr>
<td>Driving While Intoxicated (Includes intoxication from alcohol, drugs, or both) Penal Code § 49.04, 49.09, and 12.34</td>
<td>A fine not to exceed $2,000; confinement in jail for a term not to exceed 180 days or less than 72 hours; both such fine and confinement.</td>
<td>Imprisonment in the institutional division of TDCJ for any term of not more than 10 years or less than 2 years; and by a fine not to exceed $10,000.</td>
</tr>
<tr>
<td>Public Intoxication § 49.02</td>
<td>A fine not to exceed $200. Attendance at an Alcohol Awareness Course.</td>
<td>A fine not to exceed $200. Attendance at an Alcohol Awareness Course.</td>
</tr>
<tr>
<td>Purchase of alcohol by a minor. Consumption of alcohol by a minor. Possession of alcohol by a minor. Alcoholic Beverage Code § 106.02, 106.04, 106.05</td>
<td>A fine not to exceed $200. Performance of Community Service for not less than 8 or more than 12 hours. Suspension of driver’s license for a period of 30 days. Attendence at an Alcohol Awareness Course.</td>
<td>Upon third conviction: a fine of not less than $250 or more than $2,000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. Performance of Community Service for not less than 20 or more than 40 hours. Suspension of driver’s license for a period of up to 180 days. Attendance at an Alcohol Awareness Course.</td>
</tr>
<tr>
<td>Sale of alcohol to a minor. Alcoholic Beverage Code § 106.03</td>
<td>A fine not to exceed $4,000; confinement in jail not to exceed 1 year; or both such fine and confinement.</td>
<td>A fine not to exceed $4,000; confinement in jail not to exceed 1 year; or both such fine and confinement.</td>
</tr>
</tbody>
</table>

### 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. These statistics reflect crimes that have been reported to Campus Police.

For up-to-date reports, visit [http://www.tjc.edu/campuspolice/reports](http://www.tjc.edu/campuspolice/reports)
Fire Safety Report
All fires should be reported to the Campus Police Office and 911. To report fires to the Campus Police Office call 911. 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, no extension cords.

**Items to Bring:**
- Computer
- Radio
- Television
- Blender
- Small Lamp
- Small Refrigerator (1.8 amps is max)
- Hair Dryer
- Shaver
- Curlers/Curling Iron
- Coffee Maker
- Clock
- Iron

**Items to Leave at Home:**
- Candles/Incense/Warmers
- Microwave (provided in each hall lobby)
- Hot pots/Crock Pot
- Toasters/Toaster Ovens
- Extension cords
- BBQ grill
- Weapons
- Neon Sign
- Hot Plate/Frying Skillet
- Cooking Appliance
- Halogen Lamps

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 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. These statistics reflect fires that have been reported to Campus Police.

For up-to-date reports, visit [http://www.tjc.edu/campuspolice/reports](http://www.tjc.edu/campuspolice/reports)

## Fire Safety Amenities

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fire Alarm Monitoring</th>
<th>Partial Sprinkler System #1</th>
<th>Full Sprinkler System #2</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Services</th>
<th>Evacuation Plans &amp; Placards</th>
<th># of evacuations (fire/drill each academic year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bateman</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Claridge</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Holley</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Hudnall</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Lewis</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Ornelas East</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Ornelas West</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Sledge</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Vaughn</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>4</td>
</tr>
</tbody>
</table>

*1. Partial Sprinkler System is defined as having sprinklers in the common areas only.  
*2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.
Support Services

Academic Advising

The Department of Academic Advising is a part of Enrollment Management under Student Affairs.

The mission of Academic Advising at TJC is to set the foundation for academic success by teaching students to identify and select an educational plan compatible with their personal and career goals; referring them to campus resources; and providing guidance toward academic self-responsibility and completion of their educational goals.

Students must meet with an Academic Advisor before attempting to register IF they: are new to TJC; have attended TJC less than one year or have less than 24 hours’ credit; have placement test scores indicating a need for Developmental Education coursework and non-TSI complete status; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major; or have 45 hours and are applying for graduation/verifying requirements met for transfer to a university next semester.

Students may also see their Academic Advisor prior to dropping a course; however, students are encouraged to speak with their professor before finalizing their decision to drop a course. Students receiving financial aid funds are encouraged to speak to someone in the Financial Aid office prior to dropping a class to determine how it may affect their aid. They may then drop classes in the Registrar's office or online in Apache Access. Students must sign an acknowledgment of the consequences of dropping a course in the Academic Advising office each time they complete a drop form.

Students may see one of 15 Academic Advisors by appointment or walk-in visit at two locations: Nursing & Health Sciences; Engineering, Mathematics & Sciences; Humanities, Communications & Fine Arts located in the Academic Advising Center in Rogers Student Center, 2nd floor, or Professional & Technical Programs located in Pirtle Technology 202. Students must show a government issued photo ID when seeking advisement.

Office hours are 8 a.m. to 5 p.m. Monday-Friday, with the last student checked in at 4 p.m. M-TH and 2 p.m. on Friday's; and earlier during peak advising times. Students should call prior to driving a long distance. Advising is closed on official TJC holidays. Advisement is also available during specially scheduled advising/registration sessions; orientations; and final registration. General advisement by email is reserved for fully online students or those who live more than 50 miles from TJC. Students may e-mail their current Advisor for their major as needed when special circumstances prevent coming into the office. Students must always use their TJC student e-mail address when emailing Advisors. A list of Advisors by major and location, with main office phone numbers, is available on the advising website at http://www.tjc.edu/info/2003596/academic_advising/67/contact_an_advisor.

Academic advisement includes interpretation of test scores; selection of a major field of study; discussion of suggested degree plans; course selection, clearance to register, and verification of course transferability based on the student’s intended transfer institution. Advisors refer students to other student services such as testing, tutoring, career services, crisis counseling, etc. as needed.

New high school graduate students should turn in an official high school transcript with graduation date posted to Admissions and complete all testing requirements prior to visiting with an Academic Advisor in one of our locations; during summer orientation; or special advisement/registration sessions. Students should contact the Admissions office to verify any testing needs. Students transferring to TJC should turn in all college transcripts for evaluation to the Registrar's Office prior to advisement. A transcript evaluation request can be submitted online at www.tjc.edu/info/2006/academics/26/transcripts/2. All students are encouraged to bring a copy of any transcripts or test scores to their advising visit.
Dual credit students are assisted with course information and registration through the Dual Credit office located in the Wesley Annex and are not required to see an Academic Advisor prior to registration. They are not advised at the high school campus with regards to their future degree plans. However, if a dual credit student requests information on the major they plan to pursue after graduation, the Coordinator of Dual Credit encourages them to make an appointment to see an Academic Advisor on the main campus. After graduation, dual credit students must meet with an Academic Advisor prior to registering for their first official semester as a freshman.

Transient students, attending a University, but only taking a summer, Maymester or Winterterm class at TJC and then returning to their University, should be directed to www.tjc.edu/transient to complete the concurrent form and submit to the Registrar’s office in WASC for help with registration.

Students planning to transfer to a University are encouraged to contact that institution early for guidance on their requirements and watch for visits from various University recruiters to TJC each semester. Students transferring to other institutions may also visit the University Transfer Center in RSC, 2nd floor, for transfer resources and guidance or their Academic Advisor.

Although not all returning students are required to see an Academic Advisor before registration, we highly encourage them to stay in contact with their Advisor each semester or any time they have a need.

Achieving the Dream: Community Colleges Count

Achieving the Dream is a national initiative dedicated to improving student success in community colleges. Participating colleges develop student-centered strategies to create institutional transformation focused on “creating a culture of evidence in which data and inquiry drive broad-based institutional efforts to close achievement gaps and improve student outcomes” with particular concentration on students of color and low-income (Achieving the Dream, 2009).

The TJC Steering Committee has formed three committees to facilitate the Achieving the Dream initiative campus-wide: Core Team (currently known as the Student Success Council), Data Team, and Communications Team. All faculty and staff are encouraged to participate in TJC Achieving the Dream endeavors. If you are interested in serving on one of the committees, please contact the Office of the President for Branch Locations/District Provost.

Additional information is available at www.tjc.edu/AchievingtheDream.

Student Success Council Purpose
Facilitate changes in policies, programs, and resource allocation to improve student success
Formulate strategies for addressing identified gaps and improving student success

Data Team Purpose
Promote the use of data regarding student progression and outcomes to identify achievement gaps among student groups
Formulate strategies to use data to facilitate and communicate the College’s performance

Communications Team Purpose
Communicate the definition and purpose of the Achieving the Dream initiative to internal and external stakeholders
Disseminate information about student progression, outcomes, and successes to internal and external stakeholders
Americans with Disability Act (ADA)

TJC welcomes students with disabilities who have the potential for academic success in the post-secondary educational environment. TJC is committed to providing qualified students with disabilities equal access to its facilities, activities and programs. The ADA/Section 504 Coordinator for TJC is the Director, Disability Services, Margaret Rapp who may be contacted at 903- 510-2878.

The laws:

Section 504 of the Federal Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable and appropriate accommodations for otherwise qualified students with disabilities. ADA Title II requires the provision of auxiliary aids and services (e.g., captioning, interpreters) to ensure equal opportunity, equal access, and effective communication for persons with disabilities. Resources for more information: ada.gov, Office of Civil Rights (OCR), Department of Education (DOE).

Process for obtaining accommodations

1. **Physical, psychiatric, learning differences** – Student must meet with Director of Disability Services, Margaret Rapp. She is located in Potter Hall, Room 105. Appointments are preferred to ensure appropriate time is available to review the case. (ADA office)

2. **Deaf or hard-of-hearing** – Student must meet with Deaf Student/Interpreter Coordinator Tina Dillman. She is located in Potter Hall, Room 110. Appointments are preferred to ensure appropriate time is available to review the case. (DSSO office) Unresolved issues or complaints by students or faculty can be submitted to Director of Disability Services, Margaret Rapp.

Requirements for obtaining accommodations:

1. Documentation should be presented to Disability Services four weeks prior to the beginning of the initial semester of enrollment to allow adequate time to review and coordinate services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

   Examples include: Diagnostic medical reports which include the original finding of the diagnosis, subsequent medical documentation of treatment and diagnosis, documentation from most recent testing administered at school (ARD notes are insufficient), documentation from psychiatrist or psychologist regarding psychiatric diagnosis, documentation from qualified diagnostician or mental health professional with qualifications to diagnose learning disability, etc.

2. Documentation must be presented to Tina Dillman four weeks prior to the end of regular college registration for that semester.

   Examples include: Certificate of Deafness, Audiology reports which specify the hearing range of the student is below that necessary to hear the human voice, proof of coverage by DARS (Department of Assistive and Rehabilitative Services) for the diagnosis, medical documentation of damage to the ear or the brain that results in hearing loss.

3. Temporary accommodations may be given by either coordinator based upon interview and information obtained at initial meeting. This is at the discretion of the coordinator with a basis of strong evidence of a diagnosis that requires the accommodation. However, accommodations are only given on an interim basis and the student is required to return with sufficient documentation to continue the accommodations.
Can faculty deny an accommodation?
In short, no. If an accommodation is listed on the form, it is required legally. Faculty MUST sign accommodation forms to acknowledge they have received a copy. The form signature should not be withheld based on disagreement about the accommodation. Any question about the validity of an accommodation should be directed to the coordinator who signed the form. Please note that FERPA restricts release of diagnosis or specifics unless the student signs a release form. Most accommodations are considered typical and reasonable and necessary for the disabilities presented. If there is concern that the accommodation interferes with the intent, objectives or learning outcomes for the course, please discuss this with the coordinator. Accommodations are about equal ACCESS to education, not exceptions that compromise the intent of the course.

Denial of written accommodations provided by either ADA coordinator on TJC campus can result in personal liability of the professor and liability of the college.

Do accommodations ever change?
Yes. A student may present additional documentation which calls for further accommodations or changes in accommodations. They may also present back to the coordinator regarding difficulties experienced within the classroom. At times, a coordinator may contact you via e-mail or phone call to ask about an accommodation. When that happens, it is something that would benefit the student but may not be a "required" accommodation. However, if you receive an additional accommodation form during the semester, you must sign it and allow the accommodation. Again, questions to either coordinator are welcome for clarification.

Does the student have to meet with the faculty regarding the accommodation(s)?
No. Many students opt to do this and are often encouraged to do so by our offices. However, it is not required. The accommodation form is all that is required. Instructor knowledge of the diagnosis or meeting with the student cannot be required in order to provide the accommodation.

The student is failing my class. What do I do?
Disabled students have the same rights as any other student as it pertains to attendance and failure. If the accommodation is not being provided, i.e. the note-taker or interpreter is not showing up, it is the responsibility of the student to contact the appropriate coordinator. However, we appreciate knowing this information from faculty as the student may not always report. If the student is not attending or failing, your intervention must be the same as it would be for any other student in your class who is engaging in the same behavior. Please note that if you ask to speak to a student with hearing loss before or after class, this may only be possible if the interpreter is available. Many interpreters have classes one after the other so may not be able to stay. It is the right of any student with a hearing loss who uses an interpreter to have that interpreter present for communication. The student may agree to written notes back and forth but if they request an interpreter, an appointment will need to be set up to allow the student sufficient opportunity to request interpreting services.

What is the responsibility of the student?
Students are required to meet with the appropriate coordinator within the specified timeframes to initiate services (these timeframes are published within the catalog and on the public website). Every attempt is made to accommodate students with late requests, but resources may be limited once deadlines have passed. When students meet with a coordinator, they sign an acknowledgement of their rights, responsibilities and ADA policies. These may include but are not limited to: requesting an interpreter for an on campus appointment with 48 hours notice, notifying coordinators if an accommodation is not offered that was on the ADA form, notifying the coordinator of equipment failure or non-attendance of a notetaker or interpreter, notifying the coordinator of any requested change in schedule and determining
whether accommodations will be available with the change, regular attendance to class and scheduled appointments which utilize interpreters and/or note-takers and notification if other accommodations are needed. Note that both coordinators have the right to “pull services” (particularly human resource based services) based on non-attendance or compliance with other policies. The student must then initiate a meeting with the coordinator to have services reinstated. You may not be aware that services have been pulled if the student has been regularly attending your class; however, students have many classes and appointments for which regular no-showing is an extraordinary expense to the college and a violation of policies which they have agreed to adhere to. Revocation of services is the responsibility of the student to remedy – ADA offices are not required to contact instructors to notify them of revocation. This notification could be construed as a violation of FERPA since disabled students have the same right as any other student when it pertains to their choices regarding attendance.

More Information
Click on http://www.tjc.edu/disabilities for more information regarding Americans with Disabilities Act of 2010 as amended.
Also refer to the Handbook for Educational Accessibility for Students with Disabilities authored by our Support Services Office at http://www.tjc.edu/downloads/download/112/support_services

Bookstore (on campus)
The TJC Campus Store, located in the Rogers Student Center, is proudly managed by Follett Higher Education Group, 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, new, rental, and digital textbooks for all TJC course offerings, plus any required course materials.

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

Phone: 800-687-5680, extension 2522 or 903-510-2522
Fax: 903-592-0864
Website: www.tjcstore.com
E-mail: tjc@bkstr.com

Hours (Fall, Spring & Summer semesters, subject to change)
- Monday-Friday: 8:00 a.m. – 5:00 p.m.
- Saturday, Sunday: Closed

Extended hours will be provided during Back to School and other special events. Please contact the Bookstore for more information.

Campus Clinic
You may elect to take advantage of the available clinic services for an annual fee of $75.00, which includes a flu shot, paid through Human Resources. This payment can either be a one-time cash payment or a payroll deduction. The clinic is open from 8-5 Monday through Friday (except 12-1 for lunch) and is located on the second floor of the Rogers Nursing & Health Sciences Center. The clinic provides well-care services (not major medical or lab services) for participating faculty/staff at no charge. This service is available for the faculty/staff member only and not their family. A faculty/staff member seeking care must present his/her ID card at the clinic with a valid sticker for the semester. Flu shots are available for any TJC employee for a fee paid at the WASC Cashier’s Office.
Campus Services
Campus Services is comprised of the following areas:

- Mail services - regular and bulk
- Package receiving and delivery
- Duplications
- Fleet management
- Review, update, negotiate, generate, and manage all TJC contracts. These need to be emailed or sent via campus mail to Shelly Roberts, Director, Contract Administration, shelly.roberts@tjc.edu 903-510-2151.
- Purchasing
- Auction services
- Moves & Set-ups
- Student insurance (certain groups) and college insurance
- Central supplies
- Shredding bins
- Records management

Campus Services provides contract management for the following:

- Custodial Services
- Food Service
- Book Store
- Vending Services
- Campus Clinic

Contact: Dana Ballard, 903-510-3313, dbal@tjc.edu

Career Services
The purpose of Career Services at TJC is to provide comprehensive career development for our students and alumni to promote success at TJC and beyond. We offer career guidance, career assessments, and resources for students who are undecided about their college major or future occupation. We also assist with résumé and cover letter development and writing, interviewing skills, and strategies to make students more marketable during their job search.

In addition to the services offered to students on an individual basis, Career Services conducts group seminars throughout the year covering a variety of issues related to career development as well as hosts job and career fairs in the Fall and Spring semesters. The Career Services office includes a Resource Room with computers for career research as well as a library of career-related information containing hundreds of books. Career Services staff also maintain an online job database, Apache Jobs, that is available to students, alumni, and employers at no cost.

Career Services is available to provide workshops and lectures on a number of topics in classroom settings, at program orientations, and at student organization meetings.
For more information, contact the TJC Career Services Office:

- In person: 2nd floor of Rogers Student Center near the Student Life and Involvement Office
- By phone: 903-510-2334 or 903-510-2490
- Visit us online at www.tjc.edu/careerservices

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

The Center for Student Life and Involvement supports the three promises of TJC and enhances the student experience by promoting success inside and outside of the classroom. Our programs create a rich sense of community on campus, offer avenues of exploration of varied interests, and integrate an enthusiastic culture of school spirit and tradition. We champion student empowerment by providing opportunities for student development in areas of student learning, leadership, and interpersonal and organizational growth.

This department is responsible for coordinating and executing both small and large events for all TJC students, including but not limited to, Ya-A-Te Leadership Retreat, Weeks of Welcome, Homecoming, Winter Wonderland, Spring Fling, etc. Students who wish to get involved on campus, should check out OrgSync through their Apache Access accounts or visit the Center for Student Life on the 2nd floor of the Rogers Student Center for more information.

Student Clubs and Organizations
There are over 50 recognized organizations which include academic, athletic/recreational, social, honorary, religious, special interests, and multi-cultural. Depending on a student’s interest, he or she can log into Orgsync to join a club or contact the sponsor and find out more about the organization and when they meet. If there is not an organization that fits their interests, he or she can create their own organization. For a list of currently recognized clubs and organizations or upcoming student events, go to orgsync.tjc.edu.

Student Senate
Student Senate is one of the most prestigious and oldest organizations on campus. Student Senate ensures that all clubs and organizations at TJC are in good standing. Student Senate is the voice of the student and has the ability to be a change agent on campus. For more information, go to http://www.tjc.edu/studentsenate.

Spirit and Traditions
TJC, since its founding in 1926, has exemplified spirit and tradition at a post-secondary institution. A rich history of student life involvement sets TJC apart from other two-year colleges and fosters an ever-growing Alumni Association. Our Mascot is the Apache Indian and our school colors are Black and Gold. Some of our more well-known traditions are the drumbeat during Homecoming week; Lighting of Ramey Tower and the Rim March performed by our Band and Belles at home football games. For more details on TJC traditions, visit https://www.tjc.edu/spirittraditions.

Apache Cheer
The TJC Cheer Squad performs at sporting events on and off campus. The squad also represents TJC at many college and community events throughout the year, as well as competes in the Spring semester for national titles. Tryouts are held at the end of the spring semester. For more information for the squad can be found at www.tjc.edu/cheerleading.
Recreation Center
The "Rec" Room is located on the 2nd Floor of the Rogers Student Center and is open five days per week. Table Tennis, Pool and the latest Xbox One X, PlayStation 4 and Wii games are offered for general game play. Throughout the academic year, the Rec Center will offer various tournaments that students can compete in for prizes. Students must present their current/valid TJC I.D. in order to be admitted into the Rec Room.

Intramurals and Recreational Services
The mission of the Department of Recreational Services is to provide students with a variety of extracurricular activities that help students engage in a vibrant campus life while also providing non-classroom educational opportunities. Through recreational involvement, Recreational Services provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development.

Intramural Sports is an essential program on campus, providing students the opportunity to participate in a variety of team sports (Flag Football, Volleyball, Basketball, Soccer, Bowling, etc.) and individual and dual participation competitions (Racquetball, Table Tennis, Billiards, etc.). For more about Intramural sports, visit www.tjc.edu/intramurals and www.imleagues.com/tjc.

Counseling Services
The primary goal for counseling assistance is to offer supportive assistance to students whose emotions are causing a disruption or prevention of their academic success. Any student who is in need of personal counseling is invited to visit with a professional counselor. Students are encouraged to request an appointment online at www.tjc.edu/counselingappointment.

Counseling assistance is performed by a professional counselor with experience in assisting students in crisis with personal problems, social adjustment, and individual development. Due to staff limitations, counseling follows a brief therapy format. Community referral is made for individuals requiring long term counseling.

To receive services, students must schedule appointments, and keep all scheduled appointments or email to cancel appointments at least 24 hours in advance.

Location and Hours
Counseling assistance is available within the Support Services Department on the 3rd floor of Rogers Student Center. For information and the appointment request link, consult the TJC Web site at http://www.tjc.edu/SupportServices.

Dining Services
ARAMARK Higher Education® operates dining services on the TJC campus, providing a full range of options for everyone. Meal Plans and Declining Balance Dollars (DB/Apache Bux) are available for resident students, commuter students, and faculty/staff. Commuter students and faculty/staff may purchase a meal plan online at www.tjcdining.com or by visiting our dining office in Rogers Student Center. Dining services follows the Residential Hall Calendar for days open/closed. For information, e-mail Chris Tham tham-chris@aramark.com or call 903–510–2516.

Apache Junction
Located in the Rogers Student Center, the Apache Junction offers full-service all-you-care-to-eat dining with multiple dining concepts including:
**Home Zone** – old-fashioned cooking with a line-up of traditional home-style meals

**The Grill** – sizzling burgers, chicken sandwiches, hot dogs, fries & more

**Full Salad Bar** – salads which include fresh green leaf, iceberg and romaine lettuce, and a variety of fresh fruits, vegetables and dressings

**Pizza** – a wide variety of pizzas and calzones

**Exhibition**- cooked to order stir fry or pasta

**Dessert** – delicate dessert creations

The Apache Junction is open to all students, faculty and staff by either using a Meal Plan, DB (Apache Bux), debit/credit card, or cash. You can view the weekly menu on [www.tjcdining.com](http://www.tjcdining.com).

**Hours**

<table>
<thead>
<tr>
<th>Monday–Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. – 8:00 p.m.</td>
<td>9:00 a.m. – 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

**Subway®**

Located in the Pirtle Technology Building, with a large assortment of freshly made sandwiches, wraps and salads you can never go hungry. Subway offers several varieties of sandwiches under 9 grams of fat!

**Hours**

<table>
<thead>
<tr>
<th>Monday–Friday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. – 6:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Convenience Store®**

Convenience Store is located in Ornelas West Hall; the C-Store offers grab-&-go options as well as beverages!

**Hours**

<table>
<thead>
<tr>
<th>Sunday–Thursday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m. – 10:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Chick-fil-A®**

Chick-fil-A is located in the New Residence Life Hall. Chick-fil-A is a quick-service chicken restaurant serving chicken sandwiches, salads, beverages, and waffle fries!

**Hours**

<table>
<thead>
<tr>
<th>Monday–Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 a.m. – 8:00 p.m.</td>
<td>10:00 a.m. – 3:00 p.m.</td>
</tr>
</tbody>
</table>

**Starbucks®**

Starbucks will be located in Vaughn Library, fresh brewed coffee, and coffee beverages, delicious snacks and pastries all await you at our on-campus coffee house!
Hours
Monday–Thursday Friday
7:30 a.m. – 8:00 p.m. 7:30 a.m. – 3:00 p.m.

Early Alert Monitoring Services
The Early Alert system is part of the Student Retention Program at TJC. The system is currently being updated and is scheduled to be available for the Spring, 2018 semester.

Honors Program
The Honors Program (housed on the third floor of the Rogers Student Center) seeks to serve intellectually gifted, highly motivated, and exceptionally creative students by providing a rigorous, interdisciplinary two-year experience. The program offers courses in the major disciplines, such as Math, English, Sociology, Biology, and History, as well as its own colloquium and capstone courses. Anyone wanting further information about the TJC Honors Program should visit www.tjc.edu/Honors or contact the program office at 903-510-2895.

Library Services
The Vaughn Library offers a variety of services, including:

Library Webpage
You can access the library’s online catalog as well as the databases to which we subscribe. With 90+ databases available, you and your students have access to authoritative resources 24/7 at www.tjc.edu/library

Subject Guides
A Subject Guide can be thought of as a mini-website. Guides can be created for your students on any topic, for any purpose. Subject Guides will point students to useful resources and information within our library and on the Internet. Laura Russell at Laura.Russell@tjc.edu or 903-510-2308. Go to http://libguides.tjc.edu and check it out.

Library Catalog
The library’s online catalog can be accessed at www.tjc.edu/library. Scroll down to “Information in Library” and click on “Online Catalog.” You can search by Author, Title, Subject, Keyword, or ISBN. To readily tell if a book is on the shelf, look at the status line at the bottom of the page under “Status”. The call number is located on the status line as well. Have questions? Call the Circulation Desk at 903-510-2502 for assistance.

Library Reference Chat
The Library Reference Chat box is found on the Library’s web pages and staffed by professional librarians during the Library’s hours of operation. Our patrons can chat live with one of the librarians regarding their library questions and information needs.

Faculty/Staff Checkout Policy
Faculty/Staff may check out up to twenty (20) items for three (3) weeks with the option of renewing for an additional week. Please bring your current staff ID card to the Circulation Desk.
Library Tours
To schedule a library tour, call Marian, or Leif and give them the date, time(s), course name and number, and how many students in each class. You should also call if you’d like to bring your class to the library just to do research. Please give us at least 24 hours advance notice if you’d like to bring your class to the library. You must accompany your class and remain with them.

In-Class Instruction
If you would prefer, you may schedule with us to come to your classroom (this includes classes at TJC-Jacksonville, TJC-Rusk, TJC-North and TJC-West as well as dual-credit classes at area high schools) in order to show your students how to access and search our databases. We need at least 3 days advance notice since we must arrange for equipment and software to be set up.

Library Reserves
Practice tests, a copy of an article, a particular book or textbook, etc. may be placed on reserve for students to have access. Bring the item to the Circulation Desk on the library’s first floor. The staff on duty will need your name, the course name and number, how long you would like to leave it on reserve, and if the student can check it out for a limited time or if it is for in-house use only. Contact Daniel McKenzie at 903-510-2501 or by e-mail at dmck@tjc.edu.

Current textbooks may be placed on reserve by faculty. The library is not permitted to purchase current textbooks so faculty is highly encouraged to place a copy of their textbook(s) on reserve. Most textbooks are available to students for in-library use only with a 2-hour time limit.

Periodicals and Journals
Vaughn Library subscribes to a variety of scholarly journals, popular magazines, government publications, newsletters, and newspapers. You can check with the library to get a complete listing of periodical titles currently available. For inquiries or for purchase requests, contact Leif Pierson at 903-510-3149 or email him at lpie@tjc.edu.

Interlibrary Loan (ILL)
If Vaughn Library does not have a particular book or journal from which an article is needed, contact Lilly Smith at 903-510-2645 or e-mail her at lsmi2@tjc.edu. Most print (and a few non-print) items from any library are available, at no charge, to you or to your students. Journal articles typically are emailed to your specified email address within 24 hours; print materials could take as much as three weeks for delivery.

Purchase Requests
If you would like a particular book or journal added to the library collection, send the request by calling Lilly Smith at 903-510-2645 or e-mail her at lsmi2@tjc.edu.

e-Book Titles
There are many eBrary e-book titles available via our online catalog. Once you have located an e-book title, click on the URL provided in the record. If the book is available for download, choose the full download option on the left side of the screen. In order to download to an e-reader device, you must have Adobe Digital Editions installed on your device. There are also books in the eBrary e-book collection that are not available for download due to publisher restrictions. In those cases, the full download button will not be active (it will appear grayed out). You will only be able to view the e-book via your web browser.

Subject Bibliographies
A comprehensive subject bibliography is available upon request. Contact Leif Pierson at 903-510-3149 or e-mail him at lpie@tjc.edu. Please give at least two weeks advance notice as these requests are labor-intensive.
TexShare and Subscription Databases
TexShare is a statewide cooperative program designed to improve library services for Texans. TexShare enables libraries to offer a broader range of materials and services than any single library can provide for its constituents. The TexShare Database program provides a wealth of electronic database resources. These electronic databases are powerful research tools available 24 hours a day in the homes or offices of registered patrons. These databases provide full-text articles from journals, newspapers, magazines, and many other authoritative sources. Entire books can even be read while online. See Library Webpage above for instructions on how to access these databases.

Library Computers
The only open computer lab on campus is located in the library and is managed by the IT department. Computers are available for 2 hours at a time on the library's first floor. Only Microsoft Office Suite is loaded onto the machines. Computers in the Library and in the Writing Center all have a print management system in place. Patrons will be charged ten cents per page - the same rate as the paper copiers on campus. Patrons will need to add money to their account by using the ATM-style kiosks near the Technical Assistance Desk in the library. Contact Donald Caldwell in IT for details or assistance at 903-510-3269 or email him at dcal@tjc.edu.

TJC Archives and Special Collections
Located in Vaughn Library, the TJC Archives and Special Collections is a recent department dedicated to collecting and preserving items of enduring institutional value. Currently available through the library webpage are digitized editions of The Apache yearbooks from 1926-1981 and all issues of The Belltower. Digitization of all back issues of the student newspaper is ongoing.

Faculty and staff are strongly encouraged to send any files regarding the milestones of their program/department to Robin Insalaco, Archivist. Artifacts (ex., band uniforms, photos, scrapbooks, programs/playbills, posters, etc.) from these areas should also be routed through Robin rather than being discarded. Contact Robin at 903-510-2549 or email her at rins@tjc.edu.

Other Support Services
Located on the first floor of Vaughn Library is the Quest Center and the library classroom (back right corner near restrooms) and the Faculty Conference Center (front right corner). The Tutoring Center/Writing Center, Distance Education office suite, Faculty Senate Office, are located on the second floor (up the main staircase to the left). LRC-5 classroom where faculty IT training is scheduled is also on the second floor (up the main staircase to the right; at the top of the stairs turn right and watch for the signs). The TJC Archives and Special Collections storage is also located on the second floor.

Library Hours
Fall & Spring Semesters
Monday – Thursday 7:30 a.m. – 11:30 p.m.
Friday 7:30 a.m. – 5 p.m.
Saturday 10 a.m. – 2 p.m.
Sunday 1 – 5 p.m.

Summer Hours
Monday – Thursday 8 a.m. to 9 p.m.
Friday 8 a.m. to 5 p.m.
Saturday & Sunday Closed

Note: The library closes for all TJC Holidays and TJC closings. If a holiday closing falls on a Friday or a Monday, the library will be closed the entire weekend.
TJC Librarians

Marian D. Jackson  
Director of Library Services  
903-510-2759  
mjac@tjc.edu

Robin Insalaco  
Acquisitions/Archives Librarian  
903-510-2549  
rins@tjc.edu

Lillian “Lilly” Smith  
Technical Services Librarian  
903-510-2645  
lsmi2@tjc.edu

Laura Russell  
Outreach Services Librarian  
903-510-2308  
Laura.Russell@tjc.edu

Leif Pierson  
Reference/Serials Librarian  
903-510-3149  
lpie@tjc.edu

Special Populations

Perkins CTE Success Center

The Perkins CTE Success Center houses the Carl D. Perkins Grant and CTE Retention Services. 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 for students enrolled in Automotive Technology, HVAC/Refrigeration or Welding Technology. 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) and receive the PELL grant through the Office of Financial Aid. Financial assistance eligibility is based upon the student's major, economic need, full time status, and availability of Carl D. Perkins Vocational and Technology Grant funds.

CTE Retention services are available to all CTE students who may be experiencing some difficulty in reaching goals and need extra help. 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 Grant call 903-510-2391. For more information on CTE Retention services call, 903-510-3138.

http://www.tjc.edu/AdultStudents/

Student Code of Conduct

BJ Williams - Coordinator of Student Conduct  
Office: Rogers STudent Center, Room 207  
Email: bwil2@tjc.edu  
Phone: 903-533-5434

Student Judicial Programs serves as the primary administrator of disciplinary action for TJC. Reports of alleged misconduct (violations of the Student Code of Conduct) are referred to Student Judicial Programs. Student Judicial Programs adjudicates referrals through implementing the judicial process.

Student Judicial Programs Code of Conduct compiles and maintains statistics and information regarding violations of the Student Code of Conduct.
Student Judicial Programs Code of Conduct provides educational outreach regarding the judicial process, the Student Code of Conduct, academic integrity, campus civility, and other pertinent issues.

Student Judicial Programs is committed to:

- Due process
- Educational adjudication
- Proactive outreach
- Responsible maintenance of judicial data

**Testing Center**

The TJC Testing Services Department is a multifaceted department that provides an array of testing services to our students, as well as those in the local community, such as placement testing (TSI, ACT, SAT), admissions testing (TEAS, Bennet, HESI), credit for prior learning (CLEP), high school equivalency testing (GED, HiSET), and academic testing for students taking online and hybrid courses. In addition, the Testing Department offers pre-employment, certification, licensure and professional testing services.

Students will be able to take their exams at either our TJC Main Campus location or our TJC West location. On the Main Campus, we primarily administer tests on a walk-in basis, with the exception of HESI and TEAS. At TJC West, students will be required to make appointments for their testing sessions. To make an appointment at TJC West, student will need to call 903.510.2993.

**Testing Hours**

**TJC Main Campus - Hours of Operation**

<table>
<thead>
<tr>
<th>Day</th>
<th>TSI testing: 8 a.m. – 4 p.m.</th>
<th>HESI testing: 8 a.m. – 4 p.m.</th>
<th>HESI testing for Dental Hygiene: 8 a.m. – 3 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8 a.m. - 8 p.m.</td>
<td>Last test administered at 7 p.m.</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>TSI testing: 8 a.m. – 1 p.m.</td>
<td>HESI testing: 8 a.m. – 1 p.m.</td>
<td>HESI testing for Dental Hygiene: 8 a.m. – Noon</td>
</tr>
<tr>
<td>Saturday*</td>
<td>8 a.m. – 3 p.m.</td>
<td>Last test administered at 2 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Closed on Saturdays during the summer. With the exception of HESI and TEAS, testing is done on a walk-in basis.

**TJC West - Hours of Operation**

<table>
<thead>
<tr>
<th>Day</th>
<th>TSI testing: 8 a.m. – 4 p.m.</th>
<th>HESI testing: 8 a.m. – 4 p.m.</th>
<th>HESI testing for Dental Hygiene: 8 a.m. – 3 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Tuesday</td>
<td>8 a.m. - 8 p.m.</td>
<td>Last test administered at 7 p.m.</td>
<td></td>
</tr>
<tr>
<td>Wednesday - Friday</td>
<td>TSI testing: 8 a.m. – 1 p.m.</td>
<td>HESI testing: 8 a.m. – 1 p.m.</td>
<td>HESI testing for Dental Hygiene: 8 a.m. – Noon</td>
</tr>
<tr>
<td>Saturday*</td>
<td>8 a.m. – 3 p.m.</td>
<td>Last test administered at 2 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Closed on Saturdays during the summer. To schedule an exam, a student will need to call our new TJC West Testing Services Department phone number: (903) 510-2993.
For additional information regarding the various testing services offered through the Testing Department, please visit: www.tjc.edu/testing.

**Responsibilities of Students**

Students must know the following course information and present a current TJC photo ID card (with “A” number):

- Professor’s name
- Course name and number
- Test number

Please remind students to know what test they need to take before visiting the Testing Center.

**Testing Center Procedures for Faculty**

Procedures we request from professors are as follows:

- Professors are to review their tests prior to the start date to verify accuracy.
- Only distance education classes have the option to test in the testing center.
- The Testing Center does not give make-up tests for on-campus classroom courses.
- The Disability Services Director must approve all special testing accommodations. If students are requesting the special accommodations room, it is their responsibility to visit the Testing Center to reserve the room.
- Verify that your students are on the correct testing software roster for each test.
- Check with Ken Craver (903-510-2591), Gay Howard (903-510-2529), Sheree Webb (903-510-3177) or Telfair Fullerton (903-510-2782) for further instruction in QuestionMark or Canvas.
- If testing materials are provided by faculty members (books, calculators, etc.), please provide an ample amount for student usage. Please pick up at completion of exam.
- Software used by the faculty for testing must have prior approval of the Informational Technology department before using in the Testing Center. Testing services must be notified before new software is to be used.
- Testing Services does not have the capability to collect class assignments or extra credits projects.
- Please refrain from asking students to “turn-in” assignments to Testing Center staff.
- Testing Center proctors do not provide “time limits” to individual students while testing.
- Cue sheets/notes should meet the Testing Center’s specifications for size and number of pages. One 3x5 or 6x8 index card is appropriate. The testing center staff has the right to refuse any cue sheets or notes that are found questionable. Students must “turn-in” the cue sheet to Testing Center staff upon completion.
- Programmable and graphing calculators are allowed only per the professor’s request.

**Requesting a Paper Test Exception**

- All online and hybrid class assessments that are proctored in the TJC Testing Center or through a remote proctoring service must be online. Paper assessments will be offered only for students receiving special accommodations. Exceptions may be requested, in writing, by the faculty member, signed by the faculty member’s department chair, and submitted to the Director of Testing.
• If it is the faculty member’s opinion that a suitable online alternative for a paper test cannot be found, he or she may submit an exception request seeking approval to deliver the exams in a paper format. Keeping this in mind, the faculty member may request a “paper testing exception” by complying with the following terms:

1) Provide your Department Chair with a written rationale as to why you cannot provide the test in an online format.

2) Obtain signature on the Paper Test Exception Form from your Department Chair.

3) Please note that you will need to seek the approval and signature of the Department Chair for each test each semester.

4) Once the request is approved and the Paper Test Exception Form is signed by the Department Chair, you will need to send the request to the Director of Testing.

Proper Student Conduct for Testing Center

Procedures we request from students are as follows:

• No electronic devices are allowed in the Testing Center. These include cell phones, ipods, computer pens, cameras, etc. The Testing 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 Testing Center. The professor, department chair, dean, and judicial coordinator will receive an incident report. The security recordings will be reviewed to ascertain whether the incident was caught on camera.

• Students are informed that no one will be admitted for testing during the last hour the center is open. The exception to this is if the Center is so full that a list of names is required for admission.

No food or drinks are allowed in the Testing Center.

• ADA accommodations are available for students. Students requiring accommodations must meet with the Disability Services Director prior to testing.

• Please do not leave children unsupervised in the testing center lobby or anywhere on campus.

Transfer Services

The University Transfer Center is located in Rogers Student Center, 2nd floor. Services are coordinated by the Director of Academic Advising. University recruiter visits to TJC and Transfer Fairs on our campus are scheduled throughout the year to provide transfer information to students. Additionally, transfer advisors in the Academic Advising Department are available to assist students with understanding the transfer process and transfer course requirements for their intended upper level University. Students may pick up transfer resources and utilize the Transfer Center's computers to apply to their intended transfer University.

TRiO

TJC TRiO-Student Support Services is a program funded by the U.S. Department of Education that enables colleges to provide support services to assist students with reaching their potential and success.

The main goals for each student are to:

Stay in college
Graduate from a 2-year institution
Transfer to a 4-year institution
Graduate from a 4-year institution
Be in a campus climate supportive of under-prepared and under-represented students

Students should apply for TRiO if they:

- Have an academic/educational need AND
- Are a first generation college student (neither of your parents have a four-year degree) AND/OR
- Are economically disadvantaged AND/OR
- Have a physical/learning disability

TRIO SSS’s Plan for Success includes: cultural enrichment activities both on and off campus; individual academic coaching; mentoring; tutoring; designated study area; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; standardized test preparation seminars; university transfer information—including campus visits; and information and referral assistance.

For more information, contact TRIO – Student Support Services in Rogers Student Center, 903–510–2621, or visit our web site at http://www.tjc.edu/Trio.

Tutoring Services

Tutoring Services supervises the STEM Center, the Tutoring Center, the Quest Center and the Writing Center and all services are free of charge.

STEM Center

The STEM Center provides tutoring in any math-related course, such as Math, Chemistry, Physics, etc. No appointment is necessary. Tutors are available to help students. The STEM Center is currently located in Potter Hall 003B.

Tutoring Center

The Tutoring Center provides one-to-one tutoring in a variety of courses. Students must make an appointment through GradesFirst which can be accessed through Apache Access. For instructions on how-to schedule an appointment in GradesFirst, call 903-510-3114. Students are allowed 2 appointments per day and 6 appointments per week. Each appointment can last no longer than one hour. The Tutoring Center is located on the 2nd Floor, Vaughn Library.

Quest Center

The Quest Center is open to ALL TJC students and provides tutoring in reading comprehension strategies. No appointment is necessary; walk-ins are welcome. The Quest Center is located on the 1st Floor, Vaughn Library.

Writing Center

The Writing Center provides one-to-one tutoring for any written assignment for any TJC class. Students must make an appointment by calling 903-510-2577 or by visiting the Writing Center. Students are allowed 1 appointments per day and 3 appointments per week. Each appointment can last no longer than one hour.

NOTE: Hours of Operation for each Center may vary by semester. Please check the website or call the Director of Tutoring Services for information.

Contact Information

Danna Baggett, Director, Tutoring Services; 903-510-3114
Faculty

Academic Freedom
Faculty members at TJC are accorded academic freedom as follows:

• Students are not to be denied a learning opportunity through less-than professional faculty conduct, in the way the class is conducted, instruction provided, or due to personal relationships between the faculty member and students.

• Faculty members are free to discuss in the classroom all material relevant to the subject being taught and to follow wherever research and study may lead without restriction.

• Faculty members are free to publish, discuss and present findings of studies and research without restriction and are entitled to all citizenship rights and responsibilities. [DGC Local]

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 the Apache Creed, students attending TJC are responsible for adhering to this principle. Academic Integrity Violations resulting in probation or dismissal from a program follow the Academic Grievance policy (FLD). A list of violations is included in the Student Code of Conduct found in the Student Handbook.

Academic Integrity - Faculty Responsibilities
TJC recognizes the importance of clearly and directly handling breaches of academic integrity, so that students receive an unmistakable message, coherent with the Apache Creed, that the College values academic integrity and will take action to maintain its standards. Faculty and staff are expected to be vigilant and take steps to address any suspected breach of academic integrity in accordance with established procedures. Each faculty/staff member is responsible within his/her classroom, lab, teaching area and discipline to address academic integrity in a manner appropriate to the setting. Faculty must include a statement in their syllabi regarding how they will handle breaches of academic integrity. All students must receive due process in keeping with the procedures set forth in the course syllabus.

Academic Integrity disallows the following behaviors:

1. Plagiarism, defined as using someone else’s ideas, images or words without referencing the source.

2. Cheating, defined as 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.

3. Collusion, defined as unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.

4. Fabrication, Falsification, and Misrepresentation, defined as intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.

5. Multiple Submissions, defined as 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.
6. Abuse of Academic Materials, defined as intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.

7. Complicity, defined as assisting or attempting to help another student in the commission of an act of academic dishonesty.

Specific examples of each category may be found in the Student Code of Conduct. Academic Integrity violations resulting in probation or dismissal from a program follow the Academic Grievance policy (FLD). The Dean of Students, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanctions against the student are warranted. In this event, the Disciplinary Procedures outlined in the Student Handbook will be followed.

**Administrative Drop Policy for Non-Payment of Tuition and Fees**

TJC reserves the right to administratively drop a student for nonpayment of tuition and fees by any published due date. Non-payment includes but is not limited to insufficient fund checks as well as non-payment of bridge loans and installment plans.

**Advisory Committees**

Advisory committees provide a link between the community/public schools and colleges for the purpose of maintaining and improving programs/disciplines. Each technical/vocational program/discipline or cluster of closely related subjects of the College District is to have an advisory committee. The use of academic program advisory committees is at the discretion of the instructional dean. [BCE Regulation]

**Attendance**

**Convocation**

Faculty attendance is required at all Convocation week activities. If you must be absent, complete a Request and Authorization for Leave of Absence (either Professional or Personal depending on reason) and file with your department chair/dean prior to the week of Convocation. Convocation days are equivalent to 4 hours or half a regular day per day affected.

**Graduation**

Faculty attendance is required at May and December graduation ceremonies. If you must be absent, complete a Request and Authorization for Leave of Absence (either Professional or Personal depending on reason) and file with your department chair/dean prior to the event. Graduation exercises are equivalent to 4 hours or half a day.

**Faculty Attendance Concerning College Duties**

All faculty absences from college duties require a Request and Authorization for Leave of Absence form to be filed with your department chair/dean. One complete workday or instructional day is equivalent to sick leave of eight (8) hours for calculation of a full-time professor’s absence. The form should be filed before the absence occurs if at all possible; however, if the situation prevents the submission of the form(s) before the absence occurs, such forms should be submitted immediately upon your return to the campus. In any event, you should notify your department chair or dean’s office by telephone or other means. Absence from required faculty meetings may be deducted from salary unless prior arrangements are made for personal leave.

You should not allow a class to meet without supervision or without notification of the absence.
You have an obligation to meet all scheduled classes for the full class period.

In the event that a substitute must be utilized during an adjunct professor's absence, the amount of the substitute's pay will be deducted from the salary of the adjunct professor. Full-time professors who substitute for adjunct professors in credit or in noncredit classes will be compensated on a per hour basis, at the same rate per hour that is being paid to the adjunct professor. The instructional dean will be responsible for notifying payroll services to deduct the required amount from the adjunct professor’s compensation and pay it to the full-time professor. Supporting documents will accompany the request. A full-time professor who substitutes for an absent full-time colleague who is on leave shall be paid on the basis of remuneration for the overload beginning with the seventh class (contact) hour in a semester in which he or she substitutes. A professor will be remunerated for all substitute hours in a college year after the initial six hours without remuneration have been satisfied. [DNB Regulation]

Continuing Education professors should refer to the “Continuing Education Instructor Information Handbook” for specific details, policies and procedures that pertain to non-credit Continuing Education instruction offered through the TJC School of Continuing Studies.

**Student Attendance**

You are **required** to maintain accurate attendance records as you must be able to verify last date of attendance for students. [EGA Regulation]

You are encouraged to promote regular attendance and maintain open communication if absences occur. Excessive absences can cause failure in the class and may affect student financial aid, veteran's benefits, or health benefits. Excessive developmental hours (more than 27 semester hours) and repeating the same class more than three times can also trigger additional fees (Catalog). Excessive unexcused absences may result in the professor dropping the student with a F.

Students who will be absent from class for the observance of a religious holiday are responsible for informing their professors prior to the holiday.

If you sponsor a student activity, you must inform your department chair and dean two weeks prior to the TJC approved activity via e-mail. Exceptions to this time line are at the discretion of the dean.

Faculty should be informed by the student about excused absences one week prior to a TJC approved activity via written notification prepared by the faculty sponsor or coach. (Student Handbook).

Students are responsible for arranging to make up any course work missed due to absences for any reason, including excused absences.

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 prior to the event, is entitled to make up missed course work. In other cases, you will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

**Date of Last Attendance Determination**

Date of last attendance, as defined by TJC according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Submitting an academic assignment
3. Taking an exam, an interactive tutorial, or computer-assisted instruction
4. Attending a study group that is assigned by the institution
5. Participating (contributing to) an online discussion about academic matters
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course

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 active participation
4. Participating in academic counseling or advisement

Roster Verification

At the beginning of the semester, the Registrar's Office recommends ALL professors review their Apache Access roster during each class period the first week of the semester. Professors are expected to verify these rosters but are not required to report to the Registrar.

To collect the official census date enrollment numbers, the Registrar will require professors to input the semester hours of the course in the “attended hours” field on the Apache Access Final Grades roster for any student who has attended at least one class period prior to the census date. All professors will receive an e-mail notice of the deadline to report hours attended.

If a student is attending your class but is not on your official class roster, please have him/her contact the Registrar's Office immediately. Do not allow a student to continue attending your class who is not on the official class roster.

Reporting Non-Attendance and Census Date Enrollment

At the beginning of each semester, professors will receive an e-mail from the Financial Aid Office regarding the TJC timeline and procedure for reporting student enrollment through the deadline and any changes that need to be made by the census date. Go to the Work Life tab in Apache Access for a link to instructions with screen shots of the procedure, or contact trainer@tjc.edu.

Professors are expected to comply with the deadlines for reporting non-attending students. Fines are imposed on the College if information is not accurate.

If the student attends class after you have reported him/her as a “no show”, your actions depend upon the date the student attends:

- Attends before deadline but after you input the “0” on Apache Access, then go into Apache Access and remove the “0” and replace with the number of semester credit hours of the course.
- Attends after the deadline, send the Director of Financial Aid and the Registrar an e-mail with the A#, name, and date attended.

Students will not be added to any course after the census date. It is imperative that all professors comply with the census date.

Withdrawal from Courses

Professor Initiated

After talking with the student, faculty may withdraw students from courses with a grade of “F” if the student has unexcused absences totaling 10% or more of the total contact hours for the course and, if in the judgement of the professor, the student cannot complete the course successfully.
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 Employee Handbook, or visit the Student Judicial Programs website at www.tjc.edu/sjp.

**Student Initiated**
A student may initiate a drop from a course(s) or withdrawal from the College for any reason. A student wishing to drop a course(s) or withdraw from the College must complete the TJC Class Change Form. It is recommended that the form be signed by the professor or the appropriate department chair. If the student is on financial aid, the form must also be signed by an appropriate financial aid staff member.

Forms are available in the Advising Office, Deans' Office, and Registrar's Office. The student will receive a grade of "W" for a course if a College Class Change Form is submitted to the Registrar's Office by 4 p.m. the last day of the week of the 14th week of classes during a 16-week semester, the 10th week of the 12-week session, the 7th week of an 8-week session or on the 15th day of any summer session.

Students should consult the Registrar's Office for withdrawal dates during special sessions. Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not submitted a withdrawal form or been withdrawn from a course by the above deadlines.

**6 Drop Rule – TEC 51.907**
Any student who began college for the first time as a freshman in fall 2007 or thereafter may not drop more than 6 courses during their entire undergraduate career unless specific state-allowed exceptions deemed to have "good cause" apply. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the published Census Date.

**Students Auditing a Course**
Students who register for a course as an audit show on the Apache Access roster as an Audit registration and the grade mode shows as no grade. Therefore, no attendance record or grade needs to be reported.

**Behavioral Intervention Team**
The Behavioral Intervention Team (BIT) supports students in mental distress while maintaining a secure campus learning and working environment. Representatives from advising, campus police, counseling, disability services, judicial affairs, residential life, veteran services and other support services offices meet, discuss students who exhibit signs of difficult adjustment to academic and/or social life on the college campus, and refer students to resources both on and off campus.
new faculty member with no prior experience will begin at the base rate of the appropriate level or with the starting range. Those employees beginning outside of the starting range will require prior approval from the College President.

A full-time professor whose total class assignment consists of university-parallel courses will be placed on the salary schedule under University-Parallel Programs.

A full-time professor whose total class assignment consists of courses approved as occupational courses will be placed on the salary schedule under Technical-Vocational Programs.

A full-time professor whose class assignment is a combination of academic and occupational courses will be placed on the salary schedule under the same program as his or her primary teaching assignment.

Faculty members will be responsible for notifying the instructional dean of any error in placement on the salary schedule; however no retroactive payment will be made. [DEA Regulation]

**Credit by Examinations**

TJC recognizes that many students may have already achieved the goals and objectives of certain college courses. In an effort to alleviate academic duplication at the college level, qualified students are encouraged to take advantage of the credit-by-examination program at TJC. Students may receive credit by examination through the following tests:

- CLEP—Subject Examinations (Only)
- CEEB—College Entrance Examination Board (Advanced Placement)
- International Baccalaureate Program (IB)
- Institutional Tests—Selected Subject Areas (inquire at Testing Center)

Credit will be given for acceptable advance placement scores of the College-level Examination Program (CLEP-subject exams only), CEEB—College Entrance Examination Board (Advanced Placement), International Baccalaureate Program (IB), and certain specific departmental institutional tests. General procedures are as follows:

1. A student is eligible to apply for College Level Credit by Examination (CLCBE) only after the completion of all admissions requirements as follows:
   a. An official copy of the high school transcript (or GED) or all college transcripts must be on file in the Admission Office.
   b. Application for admission must be on file in the Admission office.

2. Credit earned through the CLCBE program shall apply toward the graduation requirements of the College; however, the student shall assume full responsibility regarding the acceptance of CLCBE at other institutions. TJC does not guarantee the transfer of credit awarded through Credit by Exam to other institutions.

3. Upon successful completion of any CLCBE, a grade of CR will be awarded and will not affect the grade point average. Credit will be entered on the student’s permanent transcript after he/she completes one semester attending TJC.

4. A posting fee is required each time credits are posted. CLCBE does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at TJC.

5. There is a pre-administration fee in addition to the cost of each test. There is also a fee for posting credit by examination to college records.
CLEP Examinations
CLEP exams are offered on a pre-arranged basis. Individuals wishing to take the CLEP must visit with the test center staff to arrange testing. Listed below are the CLEP Subject Examinations and the corresponding courses for which a student may receive credit at TJC. There are two separate fees associated with CLEP testing, one payable to CLEP and the other payable to TJC. Individual CLEP tests may be administered ONLY ONCE in a six-month period. Students have a 90-minute time-limit to complete each test. Student Handbook

CEEB—Advanced Placement Examination
The CEEB Advanced Placement Examinations are normally offered during the month of May at designated test centers. Additional information on CEEB testing may be obtained from high school counselors. Credit will be awarded on the basis of CEEB AP examinations with a score of 3, 4, or 5 when all credit by examination requirements are met. Student Handbook

International Baccalaureate Credit
TJC has approved the granting of credit for the completion of International Baccalaureate higher level work. Course credit is given for the IB higher level examinations passed with grades of 4, 5, 6 or 7 with proper documentation. No credit is awarded for subsidiary level courses. Students need not complete the IB graduation diploma to receive college credit.

Experiential Learning and Professional Certificates
College level credit in certain courses is available to qualified students who, on the basis of a superior academic background, work experience, or skilled training outside of the College environment, meet and complete the requirements set forth by the College. Certain departments have specific guidelines. TJC does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit course work is equivalent in student learning outcomes. In selected instances, the awarding of CEU’s may convert to college credit applicable toward a degree. Students requesting that credits be posted for experiential learning or professional certificates must work with the appropriate Department Chair and Academic Dean for credit approval. Students must be concurrently enrolled at TJC and complete a full semester of academic work in the classroom setting prior to the posting of credit.

Credit by Articulation
Articulated college credit may be earned when a high school student completes content-enhanced career and technology courses at the high school level and later enrolls in a TJC technical program. TJC has individual local articulation agreements with area high schools to award college credit for various advanced technical high school courses. Articulated courses are usually taken during the junior or senior year and a grade of 80 or better is required for credit eligibility. Students should check with their high school counselor to confirm if technical courses in high school are eligible for articulated credit. A request for articulated credit posting must be initiated by the student after enrollment at TJC and a posting fee applies.

- Military Documentation. The student must submit the following documentation to the Admissions office at TJC. Documents required are based on the branch of service and, rating or MOS level you hold. These documents cannot be faxed or scanned.
Credit By Examination

Tyler Junior College recognizes that many students may have already achieved the goals and objectives of certain college courses. In an effort to alleviate academic duplication at the college level, qualified students are encouraged to take advantage of the credit-by-examination program at Tyler Junior College. Students may receive credit by examination through the following tests:

CLEP—Subject Examinations (Only)

CEEB—College Entrance Examination Board (Advanced Placement)

International Baccalaureate Program (IB)

Institutional Tests—Selected Subject Areas (inquire at Testing Center)

Credit will be given for acceptable advance placement scores of the College-level Examination Program (CLEP-subject exams only), CEEB—College Entrance Examination Board (Advanced Placement), International Baccalaureate Program (IB), and certain specific departmental institutional tests. General procedures are as follows:

1. A student is eligible to apply for College Level Credit by Examination (CLCBE) only after the completion of all admissions requirements as follows:
   a. An official copy of the high school transcript (or GED) or all college transcripts must be on file in the Admission Office.
   b. Application for admission must be on file in the Admission office.

2. Credit earned through the CLCBE program shall apply toward the graduation requirements of the College; however, the student shall assume full responsibility regarding the acceptance of CLCBE at other institutions. Tyler Junior College does not guarantee the transfer of credit awarded through Credit by Exam to other institutions.

3. Upon successful completion of any CLCBE, a grade of CR will be awarded and will not affect the grade point average. Credit will be entered on the student’s permanent transcript after he/she completes one semester attending Tyler Junior College.

4. A posting fee is required each time credits are posted. CLCBE does not fulfill the full-time student requirement for the College and may not be used to complete semester hour requirements for scholarships at Tyler Junior College.

5. There is a pre-administration fee in addition to the cost of each test. There is also a fee for posting credit by examination to college records.

**CLEP Examinations**

CLEP exams are offered on a pre-arranged basis. Individuals wishing to take the CLEP must visit with the test center staff to arrange testing. Listed below are the CLEP Subject Examinations and the corresponding courses for which a student may
Evaluating by Work Experience

Students may be eligible for evaluated credit based on previous work experience which was required for or resulted in certification. Evaluated credit may be awarded only after the student has successfully completed three semester hours in residence at TJC. If the student is licensed in a certain profession or have certificates of completion verifying course completion, you must submit certified true copies of these documents. A memo with the credit recommendation form must accompany these documents. The memo must state the course(s) in which the student is requesting credit for. The memo must be signed by the Department Chair of the program in which the courses reside, the Academic Dean for the courses, and the Provost.

Degree-specific technical credit (Air Conditioning, Automotive, Child Development, Criminal Justice, Health Information Technology, Office Technology, Sign Language, and Welding) can be awarded based on your documentation and the decision of the department chair. A maximum of 15 semester hours can be awarded. Academic classes such as math, science, or English cannot be awarded based upon civilian work experience.

Curriculum Revisions

All revisions (catalog and curriculum) must be made through the office of the Director, Curriculum Development. The Director will present all revisions that impact program content, sequence and/or credit/contact hours to the Curriculum and Instruction (C&I) Committee for review. Notification items (ACGM/WECM changes) will be routed by the Director to the respective parties. Syllabi (on-line and master) updates must also be routed through the Director. Curriculum revision forms may be found on the C&I channel located in Apache Access on the Faculty tab.

Distance Education Information

The mission of the Distance Education Department is to continually enhance access to and advance the quality of education provided at TJC by providing direction, supervision, assessment, and support for all types of distance learning.

Teaching a Distance Course

If you are interested in teaching a distance course, contact the Distance Education Office for more information.

- Ken Craver, Director, Distance Education
  kcra@tjc.edu or 903.510.2591
- Gay Howard, Coordinator, Distance Education
  ghow@tjc.edu or 903.510.2529
- Telfair Fullerton, Instructional Designer/LMS Administrator, Distance Education
  tful@tjc.edu or 903.510.2782
- Sheree Webb, Instructional Designer, Distance Education
  sweb@tjc.edu or 903.510.3177
Required Training for Using Canvas with a Face-to-Face Class

**Canvas for Face-to-Face Classes:**
In this two-week online course, you'll learn how to use Canvas for your face-to-face classes. You'll learn how to set up your gradebook, add content to your course, and use the Inbox and Announcements tools to communicate with students. (6 hours of professional development credit)

Required Training for Teaching a Distance Course

**Online Faculty Certification**
In this five-week online course, you’ll learn about designing an online course, including establishing instructor presence, building community, and improving the integrity of online assessments. You'll also learn how to use Canvas, which is TJC’s learning management system. In this class, you’ll begin to develop one of your distance courses. (24 hours of professional development credit)

**Course Certification Requirement**
Certification is required for all online and hybrid courses. The College's goal is for all sections of all online and hybrid courses to be certified. All new online and hybrid courses must be certified before they can be made available to students. In addition, for newly trained professors, course certification must be completed before any of their online or hybrid course sections can be made available to students. Distance Education instructional designers will provide support to make sure this goal is met.

**Online Information**

**TJC Online Degrees Website**
The TJC Online Degrees web site is the College's virtual resource for those seeking online courses and degrees. Through the Online Campus, students can quickly and easily locate our online degree requirements, including core transfer requirements. In addition, it gives students online access to all necessary student services. This site includes all information concerning distance learning at TJC and can be accessed from the bottom of the TJC home page or directly at [www.tjc.edu/onlinecampus](http://www.tjc.edu/onlinecampus).

**Remote Online Proctoring**
For students who live at a distance or otherwise cannot come to the TJC Testing Center, a remote online proctoring service allows them to take proctored exams from their homes. Students are responsible for applying for this service and must have a legitimate need. The College pays the cost of remotely proctoring their exams. To find out more, see the Distance Education Faculty Handbook or browse to [http://tinyurl.com/TJC-Examity](http://tinyurl.com/TJC-Examity).

**The Online Campus Channel in Apache Access**
The Online Campus Channel can be accessed within Apache Access by clicking on the Faculty tab. Faculty resources are available there.

**Distance Education Faculty Handbook**
The Distance Education Faculty Handbook contains important information for existing and prospective distance faculty at TJC, including training requirements and available software and services. The handbook can be accessed online from the Online Campus Channel in Apache Access by clicking on the Faculty Resources link.
Distance Course Delivery Options

Internet Courses
An Internet-based course, or online course, is offered via the Internet through the College's online learning management system. Students can access their courses using their computers or other Internet-capable devices (tablet, smart phone, etc.). Course information and individual lessons are provided by the professor within the online learning management system. Students work on the courses at their location according to their schedules. Communication with their professors and classmates is available any time using the learning management system's messaging services, or via other online communication tools. According to Texas Higher Education Coordinating Board (THECB) regulations, Title 19, Part 1, Chapter 4, Subchapter P, Rule 4.257, the following definition applies to the structure of online courses.

| ONLINE (INTERNET) COURSE | A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, or exam review, or an in-person test. Note: It is TJC's policy to require no face-to-face sessions for students of online classes unless online alternatives are available for students unable to come to campus. |

Hybrid Courses
A hybrid course has both online (Internet) and in-class components. For example, TJC offers hybrid classes that meet in-class one day per week instead of two. The remainder of the class is completed online. This type of class allows students the flexibility of coming to campus one-half the time they normally would. Another type of hybrid class is a hybrid lecture/lab class, which holds an in-class lab with the lecture portion of the class being delivered online. Students who are not quite sure whether an Internet course is right for them may find a hybrid class to be the perfect mix of online and in-class delivery. According to Texas Higher Education Coordinating Board (THECB) regulations, Title 19, Part 1, Chapter 4, Subchapter P, Rule 4.257, the following definition applies to the structure of hybrid courses.

| HYBRID COURSE | A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. |

Telecourses
Instructional telecourses provide course materials at home, over local cable, or in the College library on videocassettes or DVDs. Each course typically has up to 30 half-hour videos that provide information normally given in the class lecture.

Programs at High Schools
Many participating area high schools offer “dual credit” and “early admissions” courses through distance education. Internet classes and telecourses may be scheduled at any TJC service area high school. Orientation may be held at the attendance sites during the first scheduled class. Where equipment is available, TJC offers courses by two-way interactive video. High school students qualifying for College admission (see Special Admissions in the TJC Catalog) may also be able to enroll directly at TJC.

More information about distance course formats can be found on the Online Campus web site.

Instructional Policy for Teaching Hybrid Classes
When teaching a hybrid class, both components of the class, face-to-face and online, must be integral parts of the course with the online component making up the majority of the course according to the
To minimize or omit the online component or to minimize or make optional the in-class component is no different than failing to hold required class meetings in a face-to-face class, which is a violation of the faculty contract and a failure to meet the College's commitment to its students.

If help is needed with the design of a hybrid course so that it contains substantive face-to-face and online components, contact Distance Education for assistance with course design.

For more information about Distance Education, see the Distance Education Faculty Handbook.

**Duplication of Office/Work Resources**

The College maintains duplicating devices for the use of the faculty and staff. Employees are urged to make duplication requests judiciously, avoiding any waste. Whenever possible, use the e-mail option in Apache Access to send documents to entire classes, eliminating the need to make copies. Duplications is located in the Campus Services Building across the street from White Administrative Services Center. Duplication requests should be submitted when possible online at [www.tjc.edu/CampusServices/Duplications](http://www.tjc.edu/CampusServices/Duplications).

Duplication/binding/hole punch requests/shrink wrapping should be submitted when possible online at [www.tjc.edu/CampusServices/Duplications](http://www.tjc.edu/CampusServices/Duplications). Requests received by Duplications will have a minimum of a 24-hour turn around. In times of great demand (two weeks before the semester starts, first two weeks of school, and just before an examination period), requests for duplications should be made as far in advance as possible in order to provide adequate time for the work to be completed.

Large or small amounts of black & white copies and/or double-sided copies should be made using any Xerox on campus. Faculty/staff are encouraged to do these yourself. Your Xerox access number is your A# without the “A”. For assistance with Xerox machines, contact the IT Service Desk. Requests for toner or staples for Xerox machines are made through the online Central Supply form at [http://www.tjc.edu/info/2004364/campus_services](http://www.tjc.edu/info/2004364/campus_services).

**Copyright and Duplications**

**The Fair-Use Statute Section 107 of the Copyright Act of 1976. Limitations on exclusive rights: Fair use**

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors [CT Legal].

For more information, refer to the following link on the internet: [fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/).
E-mail
E-mail is subject at all times to monitoring. The release of specific information is subject to applicable state and federal laws as well as applicable College rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of E-mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

Outlook E-mail is the official TJC communication application. E-mail access is established for all employees through their supervisor. Employees should check e-mail on a regular basis for important notifications including general work communications, evaluations and upcoming deadlines. Personal or personnel issues should not be discussed through e-mail. To access Outlook e-mail from off-campus, click on Outlook Access on the Faculty & Staff tab on the TJC website.

Faculty also have an e-mail (gmail account) through Apache Access that most students utilize to communicate. Many faculty prefer to keep administrative e-mail separate from instructional e-mail they receive from students. Faculty have the ability to/from forward e-mail to either system.

Rights of Ownership of Instructional Materials
Instructional materials developed by a professor, including notes, outlines, lesson plans, hand-outs, diagrams, tests, and audio-visual resources are considered as belonging to the professor when these materials are produced in compliance with the provisions of the United States Copyright Law and are not produced from College-owned materials during the regular instructional "day." [EDA Local] Materials or objects created by employees at College District expense or on College District time or using College District facilities or equipment shall be the property of the College District [DBD Local].

Early Admissions
High school students may be eligible to enroll in classes taught through TJC for college credit. Students must qualify by successfully completing testing requirements and receiving high school and parental approval to enroll. Courses may qualify for credit in college only or, with high school approval, may qualify for credit in both high school and college.

Dual Credit
Early Admissions high school students may receive dual credit, defined as credit in both high school and college, for TJC course work with the approval of their high school. For more information, please see: http://www.tjc.edu/dualCredit.

Please review the Dual Credit Students and FERPA information in the Policies and Procedures section of this handbook.

Evaluations
The College is committed to providing excellence in education. Evaluations are one measure of its human resources. Every employee has the right to expect a periodic evaluation of his or her performance, the opportunity to review and rebut such evaluation with the direct supervisor, and the right to file a grievance according to established guidelines.

Dean
Academic Deans are evaluated by the Provost. The evaluation process consists of a performance criteria assessment, the establishment of goals and objectives.
**Department Chair**

Department Chairs are evaluated by the Academic Dean of the respective School. The evaluation process consists of a performance criteria assessment, and the review of or modification to existing goals, and/or the establishment of goals and objectives. Department Chair duties are evaluated separately from instructional duties.

**Faculty**

The Faculty evaluation system is built upon instructional performance criteria and professional performance of duties through:

- Self-Evaluation
- Supervisor Evaluation (Dean/Department Chair) & Goal-setting
- Classroom Observation
- Student Evaluation

**Faculty Recognition Programs**

Faculty are recognized every five years by TJC administration for their service to the College. The following details additional awards and endowed chairs.

**Mattie Alice Scroggin Baker Excellence in Teaching Award**

The Mattie Alice Scroggin Baker Excellence in Teaching Award was established in 1987 from the estate of Mattie Alice Scroggin Baker to recognize the contributions our full time faculty provide to student learning in our community. Any full-time faculty member who has taught at TJC for five years with expected continuing employment may be nominated for this award. Nominations are handled by the Faculty Senate Faculty Development Committee and an election is held each year to determine a winner and runners-up.

**Adjunct Excellence in Teaching Award**

The Adjunct Excellence in Teaching Award was established to recognize the contributions that our adjunct faculty provide to student learning in our community. Any adjunct faculty member who has taught at TJC for three consecutive years and has held a contract at least once during each of the three academic years with the expectation of continuing employment may be nominated for the award.

**Piper Professor Program**

The Piper Professor Program is administered through the Minnie Stevens Piper Foundation. Ten awards of $5,000 each are made annually to professors for superior teaching at the college level. Selection is made on the basis of nominations submitted by each college or university in the State of Texas.

Begun in 1958, with eight awards, the roster of Piper Professors includes outstanding professors from two and four-year colleges and universities, public and private. TJC is proud to have had 3 members of our faculty to be honored as Piper Professors in the history of the award.

**Participation & Eligibility:**

Participation is by invitation only. To be eligible, candidates must be nominated through the College President’s Office. Guidelines regarding the number of nominations an institution may make, as well as eligibility based on full-time equivalent student body enrollment are outlined in the letter of invitation sent to the President.
The TJC Endowed Chair for Teaching Excellence is a recognition program to honor and reward professors who demonstrate excellence in teaching. The job description of a professor in the Employee Handbook and the Essential Qualities of Faculty at TJC, a document drafted by a committee of the Faculty Senate, will be used as a selection reference. A professor must have four years of service as a full-time professor at TJC, and hold a multi-year contract to be eligible for consideration. Individuals, who are nominated by their peers, must provide appropriate information as required to complete the intensive review process for possible Endowed Chairs election. If selected, that individual may not compete for another award until seven years have passed from the date of the original award.

A professor designated to hold an endowed chair will be awarded $2,000 for each of two years ($4,000 total). This “master teacher” will receive $1,500 as a cash stipend and $500 for professional development in each year he/she retains the chair. That portion of the award made for professional development may be applied toward any reasonable expense of a personal professional development plan, including travel, books, conferences, equipment, etc.

Faculty Senate

Purpose
The Senate provides a systematic means for the effective participation of the faculty in the affairs of the College, and adequate channels for the administration of TJC to seek the judgment and counsel of the faculty about matters of mutual concern.

Vision
While specific senate actions change annually, the following broad-based guides have been constant:

- Provide meaningful faculty participation in College planning & decision making
- Improve the quality of education and services provided for students
- Participate in projects benefiting the campus and community
- Advocate professional development and recognition of faculty
- Improve factors affecting faculty morale

Participation
Faculty Senators are elected by their respective academic schools at the beginning of each spring semester for two year terms. Newly elected senators are formally inducted at a special meeting at the end of the spring semester for their term to begin at the start of the fall semester. Faculty members interested in serving on the senate should speak with a current member or officer for further information. For more information, go to www.tjc.edu/FacultySenate/.

Financial Aid and Students

Professors Role for Financial Aid Students
All professors should input a “zero” in the “attended hours” field on the Apache Access Final Grades roster for any student who is a “no show” in class as of the deadline date set by the Registrar’s Office. You will receive an e-mail notice of the deadline. This process is required by Federal regulations that prohibit a student from being funded with federal aid for any class in which he/she does not “begin attendance.”

Students may make “certain” appeals to professors based on the fact that they are receiving financial aid.
Professors should make decisions, in each case, that will be in the best academic interest of the student, but if there are any questions in the matter, contact Molly Garrett, Financial Aid Manager. The student can be reinstated with professor permission only through the Financial Aid and Registrar’s Offices.

Grades and Reports

Grade Forgiveness Policy

Students may only repeat a course for credit and apply grade forgiveness to the course for which they received a lesser grade. The course must be taken at TJC. Students have two attempts to improve the grade in the course. Credit will be given for only one of the attempts. If a student repeats a course and receives a higher grade, the semester credit hours from the original grade are excluded from the student’s grade point average. Only the semester credit hours from the highest grade will be used in calculating the grade point average. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students who are not successful after the third attempt will no longer be able to complete the course through TJC. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average. The repeated course is marked as excluded on the student’s official record in earned hours. 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. All course attempts are recorded on the student’s permanent record/transcript.

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, students log in to Apache Access at https://apacheaccess.tjc.edu/cp/home/displaylogin.

Challenge of a final course grade must be completed within the first thirty (30) days of the next long semester and must follow the procedures to challenge a grade outlined in the “Academic Grievance Resolve” in the Student Handbook. Any grade that is not challenged within the specified time frame is not subject to appeal and will remain as recorded.

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 ten 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 Admissions 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 days after the beginning of the following semester, or grade will be F
W— 0 grade points, WITHDRAWN from course without failing, prior to the drop deadline. Drop deadlines are posted in the academic calendar for long semesters, 8-week, 12-week, and summer terms.

CR— Credit by Examination or Advanced Placement; Credit by Articulation Agreement

WL— Means a “good cause drop.”

The Developmental Education Grading scale is as follows:

- **AD**—Satisfied course requirements at the “A” level
- **BD**—Satisfied course requirements at the “B” level
- **CD**—Satisfied course requirements at the “C” level
- **DD**—Satisfied course requirements at the “D” level
- **FD**—Failed course and repeat at same level

**Incomplete Grades**

A grade of “I” (incomplete) can be assigned for emergency situations only and requires the approval of the appropriate department chair. Students must complete work for the course within 30 days after the start of the next regular semester or the “I” will convert to a grade of “F”.

**Dual Credit Students and Grade Reporting**

Apache Access class rosters will identify students in your class who are Dual Credit. During the semester, you will receive e-mails from the Dual Credit Office regarding grade posting during and at the end of the semester. Dual Credit students will need a numerical grade reported for their high school and a letter grade reported for the College.

**Testing**

Testing should be a well-planned teaching tool. Tests should be given at scheduled intervals and should be varied in both type and length and should include performance measures. Major tests should be announced in advance of the day to be given, and the student should be informed of what information is to be covered. For information regarding Testing Center services, please refer to the information in the Student Support Services section under Testing Center.

**Final Exams**

Final examination schedules will be constructed and announced by the registrar's office.

Final examination schedules must be strictly followed in order to avoid conflicts.

Faculty must meet their classes during the scheduled final exam time to conform to state stipulations (ACGM, WECM) on number of mandated class hours per course.

Faculty should check with the department chair for more specific guidelines for the final exam.

**Reporting Final Grades in Apache Access**

The Information Technology Department hosts a training session shortly before grades are due each semester to assist new faculty. Call the HelpDesk at 903-510-2413 or e-mail trainer@tjc.edu for help. Go to the **Work Life** tab in Apache Access for a link to instructions with screen shots of the procedure.

NOTE: When reporting a grade of “F” or “I” for any student, please remember to enter the last date of attendance as required for the Return to Title IV reporting by the Financial Aid Office. If the student never attended class but was not dropped from the roll and you are now entering a grade of “F” or “I”, input the last date of attendance (the first day of the semester) and make sure the Hours Attended field still contains the “0” that was entered at the beginning of the semester when no-shows were reported.
Community College Faculty Member Description

A community college faculty member:

1. Facilitates active student learning.

2. Focuses on open access learning for diverse student (traditional, veterans, dislocated workers, adult learners) with differing learning rates and styles.

3. Is flexible in terms of instructional methods and a champion of non-traditional and collaborative learning processes.

4. Uses professional development opportunities to increase subject matter knowledge, use of technology, and remain current on community college issues.

5. Interacts with students, peers, and administrative and support staff in an organized, flexible, fair, and professional manner.

6. Serves the College through mentoring, committee assignments, participation in College-related activities, and community engagement.

A community college faculty member is the “crucial and pivotal reference in the classroom and learning experience. The teacher has been called the role model, the mentor, the purveyor of knowledge, the facilitator, administrator, professional, scholar, disciplinarian, and the one who takes students to the precipice of their own understanding...the teacher as leader with the power to change student's lives.”


Professors

Professors provide instruction and are responsible to department chairs, instructional deans, and the District Provost. Performance criteria are set forth in individual job descriptions as well as evaluation instruments. While much of the job description is consistent for all professors, school-specific, department-specific, and subject-specific criteria is also included when appropriate. All duties and responsibilities reflect the mission, vision, and values of Tyler Junior College.

Level Advancement

Full-time faculty desiring to advance from one pay level to another should consult with their department chair and instructional dean prior to beginning coursework for advancement. An Authorization for Professional Development Plan/Approval for Level Advancement form obtained from the Dean's office or human resources should be initiated; the professor and department chair should keep a copy and the original should remain on file in the dean's office until the approved coursework is complete.

Credit for courses on transcripts will be evaluated by date. Specifically, only those courses will be considered that were completed after the date of the granting of the highest degree. Having earned credit for a course after the granting of your highest degree does not guarantee its approval toward level advancement. Course credit already earned may only be applied toward advancement provided both the department chair and the instructional dean agree that the courses meet at least one of the following criteria.

- Of graduate level in the teaching field or in a related field.
- Designed to increase the professor's ability to teach.
• Required on an approved degree plan.

• Courses the instructional dean agrees will benefit the College.

Full-time professors are limited to 12 semester hours of concurrent study during the two long terms, with a limit of nine during one long term. There will be no limit for summer terms. You may process a request to take additional hours under justifiable circumstances. Approval may require a reduction in your contract.

Nontraditional activities may be used to fulfill academic requirements for salary level advancement; however, all nontraditional activities and experiences will first receive prior approval by the instructional dean through established administrative channels as follows:

Sixteen clock hours of approved seminars, workshops, short-term courses, institutes and in-service activities will equal one semester hour for purposes of salary level advancement.

Courses and activities will normally have acceptable learning objectives and the presenter will have appropriate credentials for teaching college-level courses (documentation will be provided by individuals seeking salary advancement.) No more than half of the credit applied to the faculty salary schedule may be nontraditional credit.

For faculty holding an earned doctorate or other recognized terminal degree in their teaching field, advancement to Level 8 of the Summary of Requirements for Faculty Salary Schedule may be achieved by developing a plan of advancement with the appropriate dean and department chair. The advancement plan must be structured toward the enhancement of knowledge of the individual’s teaching field and tied to improving skills as a professor. The advancement plan may be achieved by the following singly or in combination:

Postdoctoral study at an accredited or recognized institution.

Attendance at meetings or continuing education activities.

Publication of original works.

Obtaining of grants from external sources whose funding goes solely to the operation of programs at or under the aegis of TJC.

Other components, as approved by the instructional dean [DEA Regulation].

Upon successful completion of authorized professional development plan, the level advancement form with all supporting documentation should be submitted to the department chair for review and forwarded to the dean’s office for final authorization. In the case of summer course completion, a statement from the institution(s) of “work in progress” or verification of credits earned – in lieu of official transcripts - may accompany the approval form in order to expedite the request. Salaries cannot be adjusted until all credits needed for advancement are officially verified. Official transcripts will be required.

The request for approval of level advancement is submitted to human resources by the dean’s office and must be approved by the President. Faculty will be notified of the results in writing. Approved salary increases become effective September 1 regardless of the date pre-approved courses were completed.

Load

Teaching Load
The normal teaching load for a full-time professor is 15-15.5 semester hours per semester throughout
the College District, but this load may be altered when deemed necessary by the College President or his desigee. In computing this load, the following values will be used:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Equivalent in Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>One lecture hour</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>Two laboratory hours</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>Two and one-half clinic hours</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>Five internship hours</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>One hour of private lessons</td>
<td>0.6 semester hours per week</td>
</tr>
</tbody>
</table>

Teaching loads may be reduced for various reasons. For a one course teaching load reduction, six hours of time should be spent each week on activities related to the assignment for which the load reduction was given. For each additional course load reduction, hours devoted to the assignment increase incrementally.

Department chairs may have teaching loads that may be reduced by the instructional dean depending upon the responsibility of each individual. [DJ Regulation]

**Overloads**

Overloads shall be limited to the equivalent of one lecture class and one laboratory class each semester, not to exceed a total load of 20 semester hours or its equivalent. Exceptions shall be approved by the instructional dean.

Faculty may be scheduled to teach an overload when the need arises. If a professor prefers to not teach an overload, this preference should be considered if another qualified professor is available.

Approval of overloads will employ the following guidelines:

1. Up to 20 semester hours or equivalent can be approved by the Chair.

2. One additional overload for a total semester hours or equivalent semester load of 24 hours must have the Dean's approval with written justification and a plan. The plan will identify actions to be taken during the current semester with a time line to remove the need for overloads.

3. Approval above 24 hours will require the approval of the Provost when a hardship can be demonstrated to students. The Request must be in writing before the first day of class and must have the approval of the Dean.

4. A report of all overloads will be provided by chairs to the appropriate dean and Provost before the first class day of the semester. [DJ Regulation].

**Maximum Load for Adjunct Professors**

An adjunct professor's contractual workload is a maximum of 18 clock hours each week in any combination of lecture/lab/practicum/clinic. Instructional semester hour load is to be converted into clock hours and counted as follows: one semester credit hour will be considered to require one hour in the classroom and one hour outside the classroom for preparation, grading, and student consultation.

The 18-hour maximum applies to the combination of all working responsibilities through the College District, whether salaried, contracted, or hourly.

**Office Hours**

All full-time professors are required to schedule at least ten office hours per week during which time they are available to students for individual conferences. [DJ Regulation] Such office hours become part of the professor's schedule and shall be recorded with the appropriate instructional dean. Exceptions to this policy must be approved by the instructional dean.
Professors teaching a combination of lecture/laboratory and/or clinical classes may reduce their required office hours by one-half hour for each hour of laboratory/clinic up to a maximum of five office hours. Additional conference time must be available to students by appointment.

Although not required to maintain posted office hours during the summer session, professors are expected to be available by appointment to students who request conference time.

Further clarifications of office hours is available in [DJ Regulation].

**Virtual Office Hours Policy**
Faculty assigned on-line courses may hold virtual office hours in place of regular "in-office" office hours each week of classes during Fall and Spring semester. The number of virtual office hours will approximate .67 hours per distance credit hour assigned, up to a maximum of 10 hours per week. Virtual office hours means the professor will be personally available to students via live Internet communication methods or by phone at a predetermined time. The times, web links, and/or phone numbers will be published in course syllabi.

Faculty assigned a hybrid class may hold virtual office hours in place of regular office hours for that portion of the course credit hours that are delivered online according to the (.67) multiplier discussed above.

If less than 15 credit hours are taught face-to-face, then “in-office” office hours must be calculated using the .67 multiplier and counted toward the required ten hours per week prior to calculating virtual office hours. [DJ Regulation]

**Schedule**
The scheduling of classes runs from 7:00 a.m. to 9:40 p.m. The demand upon classroom facilities is such that it is necessary to have regular classes throughout this time. All faculty members, therefore, are subject to such scheduling. Assignments will be made upon the basis of degree plan scheduling needs, and all full-time faculty members can expect to have afternoon and evening classes or weekend classes. Such assignments will be designed with the professor's entire schedule and the students' needs being considered. [DJ Regulation]

**President's and Dean's List**
These lists are based on GPA, courses completed, and the completion of 12 or more college-level credit hours (1000 or above) taken from TJC and are initiated at the end of each semester from the Registrar's office. Students with questions should be referred to the Registrar.

**Student Code of Conduct & Faculty Responsibilities**
For the most current Student Code of Conduct, please visit http://www.tjc.edu/StudentHandbook

**Student Grievance Procedures**

**Course Grade Complaints - FLDB (Regulation)**
This regulation is only applicable to a student who wishes to dispute a final course grade or to file a non-grade academic grievance related to the classroom. Grades for specific tests, reports, projects, or otherwise given during a semester shall be discussed at that time with the professor and are not subject to this procedure.

If a grade results in a student's dismissal or suspension from a program or the College District, then **FLD (REGULATION)** will apply, and the procedures set forth in that regulation will govern the issue. Student complaints regarding disciplinary issues, including scholastic dishonesty, are covered by separate procedures.
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 followed in an effort to reconcile the grade dispute:

1. The student will discuss the final grade with the faculty member within ten (10) class days into the following long semester; e.g., summer school disputes may be challenged no later than ten (10) class 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 incorrect, 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) class 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) class 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) class days after the decision of the program director/department chair. Within five (5) class 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 decision of the instructional dean is final in the matter of grade disputes.

Note: In the event the instructional dean is the professor of record, the dispute will proceed to the Provost, following the procedures above.

The steps below must be followed in an effort to resolve academic grievances that are Non-Grade but Related to the Classroom:

The student will discuss the matter with the faculty member within ten (10) class days of the incident precipitating the grievance.

1. If the student feels that the decision of the faculty member is unsatisfactory, 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) class 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.

2. The program director/department chair will review the written student dispute and the written faculty response to the grievance. Within five (5) class days, the program director/department chair will make a written response to the student and faculty member regarding the grievance. Attached to this response will be appropriate documentation thus far accumulated.

3. 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) class days after the decision of the program director/department chair. Within five (5) class days after receiving the grievance, 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 decision of the instructional dean is final.
Student Complaints - FLD (Regulation)

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

The student grievance procedure is not intended to supplant the Student Code of Conduct, nor does it apply to grading practices, unless the grade resulted in dismissal or suspension from a program or the College District, or complaints of sexual harassment.

Exceptions

This procedure does not apply 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 (Local) and FFDB (Local)]

2. Complaints regarding course grades, unless the grade results in dismissal or suspension from a program or the College District. [See FLDB (Regulation)]

3. Appeals regarding disciplinary issues. [See FMA (Regulation)]

Informal Procedures

A grievant is required to attempt to resolve the issue by discussing it with the individual contributing 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 Procedure

Procedures for a formal appeal are as follows:

1. The grievant must file, no later than twenty (20) class 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 code of conduct coordinator. The code of conduct coordinator will route the grievance to the appropriate vice president, if necessary. The grievance must contain a statement of the actions being complained of, describe the remedy sought, and include any other relevant information. The grievance must also include the complainant’s name and contact information. Failure to file within the time line will waive the student’s right to appeal.

2. The appropriate committee, depending on the allegations at issue, will convene, usually within fifteen (15) class days, unless extended by agreement of the student and College District. The committee will make a written finding and send its decision to the provost or the appropriate vice president, depending on the subject matter at issue, within five (5) class days of the hearing.

3. A grievant may seek review of an adverse decision through the provost or vice president if requested in writing within five class days of the committee’s findings. The provost or vice president will review the record, but no meeting or hearing will be held with the provost or vice president. The decision of the provost or vice president is final.

To view the most current policy in its entirety, please go to FLD (Regulation)
Faculty Initiated Academic Integrity Action

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. The faculty member may report the incident to the Student Code of Conduct Coordinator who will maintain a record of the event. If so, a copy of the record will also be sent to the department chair.

The Student Code of Conduct Coordinator, in consultation with other administrators and taking into consideration any previous violations reported, may determine that additional sanction(s) against the student are warranted. In this event, the Disciplinary Procedures outlined in the Student Handbook will be followed.

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 (http://www.tjc.edu/StudentHandbook).

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the THECB website: http://www.thecb.state.tx.us/. 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.

TJC is accredited by the the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees, as well as certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of TJC.

To file a grievance against the Commission or any of its accredited institutions follow the complaint procedures policy at 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.

Title IX

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and it 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:

Andrew Cantey
Assistant Director of Human Resources
1327 South Baxter, Tyler, TX 75701
(903) 510-2186

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. Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator:

Margaret Rapp
Director, Disability Services
1327 South Baxter, Tyler, TX 75701
(903) 510-2878
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:

Andrew Cantey  
Assistant Director of Human Resources  
1327 South Baxter, Tyler, TX 75701  
(903) 510-2186

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 FFDB (Local).

Accommodating Pregnant Students

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, a college or university “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom.” This directive has been highlighted recently in a Dear Colleague Letter from the DOE’s Office of Civil Rights (OCR), and a 30 page “pamphlet” from DOE entitled “Supporting the Academic Success of Pregnant and Parenting Students.”

A college must excuse a student’s absences because of pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave “for so long a period of time as is deemed medically necessary by the student's physician,” and then effectively reinstating the student “to the status which she held when the leave began.” For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave.

The plausibility of doing so is not governed by an individual faculty member’s class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.

In situations where the temporal particularities of the task do not allow for a “break,” such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion.

Faculty cannot have their own policies regarding attendance and make-up work as to pregnant students, as Title IX requires compliance institution-wide. A student has the following options in completing their coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student’s expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)
2. Take the course online.
3. Receive an incomplete and extend the course until 30 days into the next long semester. The 30 day timeframe may need to be shortened or lengthened depending upon the length of the time missed
due to medical necessity, and what is reasonable under the circumstances. (Professors should work with students to establish timelines, be available to meet and answer questions, and make arrangements for any hands on or face to face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

**Syllabus**

**Master Syllabus**

A Master Syllabus is required for every course. For new courses (including courses which are changing the number of credit hours), a complete Master Syllabus must be submitted and approved as part of the Curriculum and Instruction (C&I) process for new course approval. For changes to existing courses – including course title, student learning outcomes, SCANS competencies, and Core Curriculum/General Education assessments – a Syllabus Update Form must be submitted along with other required C&I documents. C&I procedures and forms are located on the Curriculum and Instruction channel in Apache Access.

**Online Instructional Syllabus**

All syllabi need to be entered in Concourse prior to the first day of class, and any editing must be completed before the 7th class day. Individual professors may determine policies and guidelines for their particular sections of a course as long as they adhere to THECB requirements and are consistent with departmental and College policies and guidelines. Catalog level and directory information for the syllabus cannot be changed by professors and is handled by various offices. Course title, number, credit hours, contact hours, pre- and co-requisites are handled by Denny Yarborough. ACGM and WECM changes to student learning outcomes must be submitted to C&I on the Syllabus Update Form along with the other forms provided on the C&I Channel (Faculty tab) in Apache Access as “information only” (approval is not required). The “Syllabus Update form,” located on the C&I Channel, must also be submitted with the other C&I forms. Directory information such as office location, phone numbers and e-mail addresses should be updated by Department Chair with Human Resources – contact is Candace Green. In special cases where changes need to be made after the syllabus has been “locked,” the department chair should submit an IT Service Request for access.

**Syllabus Guidelines:**

Classroom policies such as attendance, late work acceptance, classroom decorum, and additional contact information do not belong in the syllabus document but in a separate document to be posted in Canvas and/or e-mailed to the students.

A “Schedule” section is required and should include: any and all assigned readings, other pre-class preparations, lectures and discussions, test/exam reviews, and any item for which a student will receive a grade.

A “Materials” section is required and must include all required and recommended texts for the course, including ISBN number.

A “Additional Materials” section should include any needed materials other than required and recommended texts.

A “Evaluation” section is required and must include information on how the student’s grade will be computed. In this section you will be required to include the date last modified.
Do not leave any section blank. If there are no requirements in that section, please put “None”. Do not use “Not Applicable”, “N/A” or “NA”.

NOTE: Be sure to acquire documentation from your students that they have received and understand your syllabus. Such documentation will aid your department chair and dean in the event of a student complaint.

NOTE: If you decide to make changes to your syllabus during the semester, be sure that you have documentation that your students have been informed of the changes. Remember, you can only edit the online syllabus before the 7th class day.

**Submitting Syllabi Online**
To submit your syllabi online, log in to Apache Access, click on the Menu icon. Select “Faculty Information” from the Employee menu. Click on the “Enter Course Syllabus Information-New Concourse System” link. Next, in “My Courses” click on the course name hyperlink. For detailed instructions and online tutorials go to the Apache Access Training tab, then to Information Technology Training Channel, and click on the Written Instructions & Video Tutorials link. On the page that opens, you will find instructions you can download and print as well as two video tutorials. If you have questions, please e-mail Maggie Ruelle at mrue@tjc.edu for additional training and assistance.

**Submitting Faculty Vitae Online**
To submit your faculty vitae, log in to Apache Access, click the Faculty Vitae link in the Quick Links Channel on the Home tab. Your degree information should already appear. Degree information may be updated by e-mailing Candace Green or Connie Russell in the Human Resources office. Next, fill in or update professional publications and previous teaching experience. For detailed instructions and online tutorials go to the Apache Access Training tab, then to Information Technology Training Channel, and click on the Written Instructions & Video Tutorials link. On the page that opens, you will find instructions you can download and print as well as two video tutorials. If you have questions, please e-mail Maggie Ruelle at mrue@tjc.edu for additional training and assistance.

**THECB Required Online Posting of the Instructional Syllabi**
For each classroom course offered for credit (including on-campus, off-campus, distance education, and dual credit courses), the institution is to provide a syllabus and a curriculum vitae for the regular instructor(s). All course information must be accessible from the institution's Internet website home page by use of not more than three links, searchable by keywords and phrases, and accessible to the public without requiring registration. The information is to be made available by the seventh day after the first day of classes and updated as soon as practical after the information changes. Evaluations are posted after the semester ends. All information is to remain available for at least two years. [H.B. 2504, Texas Legislature]

**Texas Community College Teachers Association**
The Texas Community College Teachers Association (TCCTA) is comprised of educators from every teaching discipline, as well as counselors, librarians, and administrators. The members come from all public and independent two-year colleges in Texas. TCCTA is – by far – the largest organization of postsecondary educators in Texas.

Here are ten of the many reasons to join TCCTA.

Exceptional Value – The highest-quality professional benefits information, and representation for the lowest rates.

Positive Voice for Texas Educators – Testimony and research to Texas Legislature and Texas Higher
Texas Success Initiative (TSI*) Policy

TJC (TJC) is bound by the Texas Education Code (TEC), Sections 51.307, 51.3062, 51.403 (e), to implement the Texas Success Initiative (TSI) to ensure the success of higher education students. Following the rules set forth in Chapter 4, Subchapter C, of the Texas Higher Education Coordinating Board (THECB), TJC assesses the academic skills of each entering undergraduate student and uses the State’s minimum passing scores for mathematics, reading, and writing to indicate student readiness for college-level coursework. For those students who are not deemed college-ready via assessment scores, TJC develops assistance plans facilitated by the Department of TSI Readiness to ensure that students achieve a TSI complete status in an efficient and timely manner. For specific information, please contact the TSI Department Chair at 903-510-3501.

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

Textbooks

Please be aware that many students enrolled in classes may not have textbooks in the first three weeks of classes. Students who cannot pay for a textbook at the beginning of the semester should be encouraged to switch to a 12 week late start class, or enroll in a second 8-week semester class.

While the library does not purchase the current textbooks, you may place a copy of your textbook on reserve or develop non-textbook materials for use and distribution during the first three weeks. All materials must comply with copyright law. Textbooks on reserve at the library are only made available for in-library use. You can check on what is on reserve for your class by going to the library’s online card catalog and browsing by course name (CHEM) or by course name and number (ENGL 2332).

See Also: Library Services - Book Bank Collection (textbooks)

NOTE: According to the TJC Board Policy Manual, the selling of complimentary textbooks is prohibited.

[CFE Regulation]