From the Chancellor for the College District of TJC and Chief Executive Officer

Dear Students,

On behalf of our entire faculty and staff, welcome to Tyler Junior College, your best choice in higher education! Wherever I go, I run into TJC graduates, and their bosses tell me that their finest employees come from TJC. I am so pleased that you have made TJC your college of choice.

TJC has a rich and vibrant history that began in 1926 and continues today as we build upon our traditions and put our students and our College in a position for a successful future.

You are part of a growing force in America. . .nearly half of all students enrolled in higher education are attending a two-year college. We are committed to providing the best possible learning environment for you, and I encourage you to call upon the dedicated faculty and staff who are here to help you.

Our graduates are among the best. Those who transfer to upper-division institutions typically outperform those that started out as freshmen at those same institutions, while those who enter the work force typically outperform the graduates from other colleges. The accomplishments of our many alumni testify to the standards of excellence we maintain at TJC.

I am confident that, with the diligent efforts of both you and our faculty and staff, your experience here will be equally rewarding. Our goal is to help you reach your full potential as a student and as a person of great future promise.

Dr. Mike Metke, Chancellor
Foreword

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

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

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

Services for students participating in Continuing Education courses and programs may be different and may vary, and we invite Continuing Education students to please contact the Continuing Education office at 903–510–2900 with any questions.

Updated: 6/18/2018
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Dear Apaches!

Welcome to TJC, a world-class, premier, and award-winning institution of higher learning! TJC is committed to fulfilling the promises of 1) a quality education, 2) a vibrant student life, and 3) community service., and these promises are made possible because of a visionary Board of Trustees, a strong administrative team, a commitment to excellence by our faculty and staff, and a community that is pro-education and very supportive.

I am very proud of our students, who in addition to excelling academically, are engaged in giving back to our communities through their leadership in student organizations, athletic programs, and cultural and artistic events, all while remaining focused on promoting an institutional culture that embraces the values of TJC.

As Chief Academic and Student Affairs Officer, I am fortunate to work with brilliant educators committed to doing all we can for a better region, state and country. In addition to getting to know more about TJC through this Handbook, I strongly invite you to visit the many offices and departments throughout the College so that you can make the most of your time while in Apache Nation!

Juan E. Mejia

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

Accreditation
Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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, Occupational Therapy Assistant, Ophthalmic Medical Assisting, Physical Therapist Assistant, Polysomnography Professional Tennis Management, Radiologic Technology, Respiratory Care, and Surgical Technology programs are nationally accredited through their respective organizations. The Associate Degree Nursing and Veterinary Technician programs are in the application process for national accreditation. The Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide Program, and Vocational Nursing Education programs are state accredited.

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.
Our Creed

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.
The Main Campus

TJC operates five primary locations to serve its students and the community. The main campus, located at 1400 Fifth Street, includes more than 137 acres of property and more than 40 buildings. The main campus is dotted with stately hardwood trees and includes nine residence halls.

With its white columns and Georgian architecture, Jenkins Hall is TJC’s oldest and most iconic building. It houses classrooms, faculty offices, the offices of the deans of the School of Humanities, Communications and Fine Arts and the School of Engineering, Mathematics and Sciences, as well as art department exhibit wing.

White Administrative Services Center houses the offices of the president, vice presidents, provost, admissions, registrar, business services, scholarships, financial aid, cashier, Human Resources, alumni relations, marketing, information technology, the TJC Foundation and the Board of Trustees meeting room.

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

Located in Rogers Student Center are the Apache Rooms, TJC Bookstore, Apache Junction dining hall, Presidential Honors, Counselling, Center for Student Life and Involvement, TRIO, Support Services, Testing Center, Academic Advising Center, Career Services, recreational facilities and student lounges.

The Aleck Genecov Science Building houses classrooms and facilities for lab sciences and faculty offices.

Potter Hall consists of classrooms, faculty offices as well as the Division Director, Student Support Services Office, Director, Disability Services Office, and the Deaf Student Services Office.

The George W. Pirtle Technology Center provides classrooms and labs for technical courses and the office of the Dean of the School of Professional and Technical Programs. The Dean of TJC North maintains offices in Pirtle and on the Lindale campus.

The Vaughan Library/Learning Resource Center is TJC’s center for research and academic support and offers books, print journals, databases to access online journals, audiobooks (primarily fiction), textbooks and other materials on reserve, and a multimedia non-print collection. Also housed in the Library are the TJC Archives and Special Collections, the Writing and Tutoring Center, the Quest Student Success Center, Distance Education offices, the Technical Assistance Desk and Open Computer Lab, and Starbucks.

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

The Center for Earth & Space Science Education (CESSE) is home to the first 40-foot domed theater in East Texas and features an immersive, full-dome experience. The theater is equipped with a Digistar 5, the latest in digital projection technology. The science center also features interactive displays and exhibits, a classroom and outdoor educational spaces.

The Wise Auditorium Fine Arts Building contains a large performance hall with a proscenium stage, as well as facilities for the music, art, dance, drama and speech departments. Watson Wise and Emma Wise Cultural Arts Center houses Jean Browne Theatre, TJC’s smaller performance space with a thrust stage,
as well as music/dance and speech/theatre departments, in addition to offices, classrooms, practice rooms and the TJC Box Office.

Wagstaff Gymnasium and the Joseph Z. And Louise H. Ornelas Health and Physical Education Center house recreational facilities. Wagstaff Gym provides facilities for intercollegiate athletics. The OHPE Center offers comprehensive fitness facilities including Gentry Gym, indoor walk/run track, aerobics and dance studio, a weight room, racquetball courts, an aquatics area, and the band hall and Apache Belles studio.

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

TJC’s residence halls offer housing for more than 1,200 students to live on campus. Bateman Hall houses 150 students, while both Hudnall Hall and Claridge Hall have room for approximately 90 students each. Sledge Hall and Holley Hall house 60 to 70 students each, and Vaughn Hall holds about 50 students. The Louise H. And Joseph Z. Ornelas Residential Complex is a 462-bed facility housing both males and females. The complex features large rooms, a cyber lounge, a media room, a convenience store and a sand volleyball court. Crossroads Hall houses 248 students and features Wi-Fi throughout the building, a computer lab, three study lounges/areas on each upper floor, community microwave ovens on all floors, a coin operated laundry and a Chick-fil-A restaurant.
All halls have full-time staff to provide operational supervision and student development activities as well as video surveillance cameras in the public areas. **Wesley House** is a private residential facility operated by the Wesley Foundation.

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

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

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

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

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

**TJC West**

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

Credit programs are also offered on the West Campus, including: automotive technology; child development/early childhood; fire protection technology; electrical and electronic controls technology; heating, air conditioning, and refrigeration technology; ophthalmic medical assisting; power plant technology; and welding technology.

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

The **Energy Center**, an expansion to the Skills Training Center, provides training in the latest industry standards for students seeking highly skilled jobs in power plant technology, heating, air conditioning, and refrigeration technology, and electrical and electronic controls technology.

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

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

TJC South: Jacksonville

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

TJC-Jacksonville is the result of a partnership between the Jacksonville Economic Development Corporation, CHRISTUS Trinity Mother Frances Health System, East Texas Medical Center Regional Healthcare System, and TJC.

TJC North

TJC-North provides Lindale and its surrounding communities with access to general education classes, nursing programs and the recently launched veterinary technician program. Continuing education courses are also offered at this site. TJC-North is located in The Cannery, a retail/entertainment/residential complex in Lindale. It is a result of a partnership between the Lindale Economic Development Corporation, the Lindale ISD and TJC. TJC-North brings lifelong learning to residents of northern Smith County and provides a resource for high schools in Smith, Van Zandt and Wood counties, where TJC offers dual credit courses that provide college credit to eligible high school students.
TJC South: Rusk
At TJC-Rusk, located on the campus of Rusk State Hospital on U.S. Highway 69, TJC maintains a 12-month vocational nursing education program. All academic courses for students within the TJC-Rusk LVN program are offered on site.
Responsibility for Admission Requirements

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

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes.* Excessive unexcused absences or an inability to successfully complete the course may result in the professor dropping the student with an “F.” See Drop/Withdrawal from Course(s) in this Catalog regarding professor-initiated withdrawals.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day provided the student notifies in writing each professor of each class that he/she will miss for a religious holy day prior to the holiday. Each student is responsible for work to be made up.

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

Student Absence Responsibility

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

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

Date of Last Attendance

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 in (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

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

*Special admission programs may have additional requirements for attendance/withdrawal. Please consult with the department chair for specifics.

**Acceptable Forms of Identification**

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

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

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

- Current Student ID
- Texas Driver License (DL) or Identification Certificate (ID)
- Temporary receipt for a Texas DL or ID

*Note: Additional information may be required for transactions involving the following areas: Higher One, Testing, Cashier’s Office.*
Classification, Load and Numbering

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

- **Freshman**  0–29 semester credit hours
- **Sophomore**  30–60 semester credit hours
- **Unclassified**  60 or more semester credit hours
- **Part-time**  Enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term
- **Full-time**  Enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

Student Load
A student may enroll in one or more courses. The minimum credit hour load to be considered a full-time student is 12 semester hours during a Fall or Spring semester or 6 semester hours during a regular summer session. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload.

The combined summer and Maymester load may not exceed 15 semester hours. Sophomore status is attained by the completion of 30 semester hours.

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

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

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

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

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

Drop/Withdrawal from a Course(s)

Professor Initiated
Faculty may drop students from a course 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 judgment of the professor, the student cannot complete the course successfully.

A professor seeking to drop a student from a course for disciplinary reasons should follow the Faculty Procedure for Reporting Student Misconduct detailed in the Employee Handbook.

Student-Initiated
A student may initiate a drop from a course(s) or withdrawal from the College for any reason if the student has not been dropped from the course(s) for unexcused absences. 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. Students should be aware that dropping a course may affect scholarships and/or financial aid. In some cases, the student may have to pay money back. Contact Financial Aid to see how a drop may affect your aid status. For students living on campus, dropping a course may affect your eligibility to live in a residence hall.

Forms are available in the Advising Office, Dean’s 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 5 p.m. the last day of the 14th week of classes during a 16-week semester, the 10th week of a 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 drop/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 been dropped/withdrawn from a course by the above deadlines.

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

Maximum Number of Courses Dropped (SB 1231)
Beginning with the Fall 2007 semester, and applying to students who enroll in higher education for the first time during the Fall 2007 semester or any term thereafter, a Texas institution of higher education may not permit an undergraduate student to drop a total of more than six courses in an academic career unless specific, State-allowed exceptions deemed to have “good cause” apply. This law affects only those students whose first time in college was on or after Fall 2007. Inquiries concerning “good cause” exceptions to this law for students of TJC may be made to the Registrar.

Reinstatements
A reinstatement after being withdrawn from a course or school semester must be initiated by the student. The final decision of approval for the reinstatement request will be made by the Registrar and the Provost. The reinstatement request must be initiated prior to the official state reporting date for each semester and any request submitted after that date will not be considered.
**Academic Standing**

**Academic Standing**
When a student’s cumulative TJC academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students.

Academic status levels are defined as follows:

**Good Standing** – Students are considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.

**Academic Probation** – A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.

**Suspension** – Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension must enroll and have successful completion of RISE 0300 upon return to the institution.

Students may not be eligible for enrollment at TJC for the period listed below based on their academic standing. Students who wish to appeal this period must make petition to the Admissions Appeals Committee three weeks prior to the start of the semester in which they plan to enroll.

**First Academic Suspension**: one regular semester or one full summer (intersession, Summer I and II).

**Second Academic Suspension**: one academic year. Petitions for readmission to the College following the first and second suspensions may be obtained from the Academic Advising Office and return to the Admissions Office. The completed petitions will be reviewed by the Admissions Appeals Committee to consider the student for continued enrollment. It is recommended that the student complete the petition at least 3 weeks prior to the beginning of the semester in which they plan to enroll.

**Third Academic Suspension**: If a student is placed on academic suspension a third time, he/she may not enroll indefinitely. One academic year must pass from the time of suspension before a request of readmission can be submitted to the Admissions Appeals Committee.

**Academic Integrity**
As a premier learning-centered higher education institution, TJC is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. In accordance with 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.

**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.

**Grades**

**Grade Forgiveness Policy**

Students may only repeat a course for credit and apply grade forgiveness to the course for which they earned a grade of “D” or "F". The course must be taken at TJC.

Students who 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 of “D” or “F” 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, log into Apache Access: [http://myapacheaccess.tjc.edu/cp/home/displaylogin](http://myapacheaccess.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 Procedures” 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.
Midterm Grades

Midterm course grades are posted on the College's web portal, Apache Access, at the mid-way point of the respective semester (Fall, Spring, and Summer). These grades are not recorded on the student’s permanent record or transcript, but are intended to serve as an advisory grade to update the student and for assistance and intervention by the College. Only the final course grade, also posted on Apache Access, will appear on the student’s academic transcript.

While it is the responsibility of the student to check for midterm grades, faculty can assist by announcing to their classes that these have been posted. It is also probable that College staff may contact students during this time to provide guidance and suggested resources.

It is important to note that because the College has provided a web portal, Apache Access, midterm course grades are not mailed. In addition, midterm course grades are not posted for Maymester or for Winter Term sessions.

Check Midterm Grades

1. Go to: tjc.edu

2. Click the Login button

3. Login with A# and Password

4. Under MY GRADES on the student home page, click the arrow next to your class to view Midterm grades.
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 the same level

President’s List
To promote high standards of scholarship, the College has established the President’s List, which is published at the end of each semester. To qualify for the President’s List, a student must have a 4.0 grade-point average (all “A’s”) for that semester, with a minimum of 12 hours of college-level courses (1000 or above) taken from TJC (not including correspondence, transfer or Virtual College of Texas courses). Questions regarding discrepancies of GPA are to be made through the Registrar’s Office.

Dean’s List
To promote high standards of scholarship, the College has established the Dean’s List, which is published at the end of each semester. To qualify for the Dean’s List, a student must have a 3.3 grade-point average with a minimum of 12 hours of college-level courses (1000 or above) for that semester, taken from TJC (not including correspondence, transfer or Virtual College of Texas courses). Students cannot have “D’s,” “F’s,” or “I’s” in college-level or developmental courses. Questions regarding discrepancies of GPA are to be made through the Registrar’s Office.

Graduating with Honors
To graduate with honors, a student must complete all required courses of his/her appropriate degree. Grade-point average is based on all accumulated coursework of college-level courses (1000 or above) attempted.
• Summa Cum Laude (Highest Honors): 4.0 grade-point average
• Magna Cum Laude (High Honors): 3.6 grade-point average
• Laude (Honors): 3.3 grade-point average

Transferring Credits

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

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

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

Instructions for Completing the “Transfer Dispute Resolution” Form
Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course Catalogs.
d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Texas Education Code.

e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

**Reverse Transfer Graduation**

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

**Records**

**Records and Transcripts**

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

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

Areas in which student records are maintained:

1. Academic records: Registrar's Office, Continuing Education Office and faculty offices
2. Placement and testing records: Registrar's Office and Testing Center
3. Financial records: Business Services Office and Financial Aid Office
4. Medical records: ETMC Campus Clinic

**Records Retention**

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

**Review of Record**

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content.

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

Challenging of a grade must occur within the first thirty days of the long semester immediately following awarding of the grade.
Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with the student’s records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

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

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

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

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

TJC hereby designates the following student information as public or “Directory Information”: Name and address, Major field of study at TJC, Dates of attendance, Most recent previous educational institution attended, Classification, Degrees, certifications and awards received, Date of graduation, E-mail address, Photographs, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Enrollment status (e.g., undergraduate or graduate; full-time or part-time).

A student may request that the above “Directory Information” be withheld from the public by making written request to the Registrar’s Office during the first 12 days of class of a Fall or Spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the institution. A new form for non-disclosure must be completed every Fall, Spring and summer session or term enrolled. TJC assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

The Family Educational Rights and Privacy Act also provides that in addition to TJC employees having a “legitimate educational interest,” certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar’s Office.

Written Proof of Dependency
Under the Family Education Rights and Privacy Act (FERPA), TJC is permitted to disclose information from a student’s educational records to the parent(s), if the parent(s) claim the
student as a dependent for federal tax purposes. A statement of dependency must be on file with the Registrar's Office showing consent of the student and proof of dependency for the parent. Parental disclosure is limited to the items released by the student to the parent.

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

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

In order to change a name or make a name correction, the student will need to come in person to the Registrar's Office. You will need to bring a valid Driver's License or U.S. Passport reflecting the current name, along with the following documents:

- Original Marriage License (from the county, not a church)
- Divorce Decree
- Original Birth Certificate (must be United States)
- Original Certificate of Naturalization

Change of Address
In order to change or correct a MAILING ADDRESS, the following information must be provided for a change of address:

Via visiting the Registrar's Office in the White Administrative Services Center, please bring a:

- TJC Student ID
- Valid Driver's License

Via Email/Fax:

- Current students must email from their TJC student email account to registrars@tjc.edu. Include your Student ID number, old address, new address, date of birth, and effective date of change in the email.
- For former students who cannot access the TJC email account, please fax a copy of a current Driver's License with appropriate new address, old address, and effective date of change to 903-510-2634.

In order to change PERMANENT RESIDENCE ADDRESS, the student will need to provide the Admissions Office with the following documentation along with the residency change status form:
• Driver’s License with current permanent address
• Tax Documentation showing tax independence (if under 25 years of age)
• 1040 tax form showing financial independence
• Parent’s 1040 tax form showing they do not claim you
• Lease Agree or proof of home ownership showing the student has been living in the TJC taxing district for AT LEAST 12 consecutive months prior to enrollment
• Application for Reclassification form found in the Admissions Office

Please note residence is based upon the person who claims you on their taxes.

For questions, please call the Registrar's Office at 903-510-2401.

**Intellectual Property Policy-Students**

The College encourages the creation, development, invention, writing, and production of intellectual property. Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as but not limited to literary, dramatic, musical and artistic works; computer software; multimedia presentations; and inventions. A student owns all rights to intellectual property that was created without College participation and/or support. When College participation and/or support is provided, the College and the student may enter into an agreement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. Unless a written agreement exists between the student and the College, the College retains portfolio rights to works that may result from student assignments. Issues or disputes between the College and students regarding intellectual property should be directed to the President for Branch Locations & District Provost, who will serve as the point of contact and identify the best approach to resolving the issue.

**TJC Refund Policy**

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

TJC refunds will be processed through Bank Mobile 4-6 weeks after the 12th class day. Refunds are issued on a weekly basis. Go to the BankMobile Disbursements website to select your refund payment preference.

**Refund of Mandatory Tuition and Fees**

(16-week/Regular Terms Only)

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

- Prior to the first official class day ............................................. 100%
- During the first fifteen class days ......................................... 70%
- During the sixteenth through twentieth class day .................... 25%
- After the twentieth class day ............................................. 0%

Registration fees are non-refundable.

Students who "swap" credit hours (exchange one three-hour course for another three-hour course) may do so without a monetary drop penalty. The even exchange applies only if the course add and drop are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.
Students with financial aid who completely withdraw on or before the 60% point in time of the enrollment period may have a federally required return of Title IV calculation done to determine the amount of money the student will owe to the federal government.

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

**Special Notes**
It is the student’s responsibility to drop courses. The dates used for determination of refunds are those entered by the Registrar’s Office when the drop slip is received and processed by them. Refunds will be applied to outstanding debts owed to TJC. Unpaid student accounts will be turned over to a collection agency. Any cost associated with the collection of outstanding account balances, including reasonable attorney’s fees, cost of collection, and court cost incurred in the prosecution of suit, will be paid by the student.

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

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

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

Prior to the first official class day ............................................... 100%

After classes begin .................................................................(see table below)

**Drops and Withdrawals**

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<tr>
<th>Length of Class Term in Weeks</th>
<th>Last Day for 70% Refund</th>
<th>Last Day for 25% Refund</th>
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<td>16 or longer</td>
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</table>
Example: Three Week Course
Prior to the first official day of class .......................................... 100%
During the first through third class days .....................................70%
During the fourth class day ............................................................25%
After the fourth class day ............................................................. 0%

Registration fees are non-refundable.
* Subject to change by the State Legislature, Coordinating Board or Board of Trustees of TJC.

The Key to Faster Refunds
TJC has partnered with BankMobile, a financial services company focused solely on higher education, to offer faster delivery of refunds to students.

Who is BankMobile Disbursements?
Your school has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. We are committed to delivering 100% of students’ refunds, providing students with clear choices and offering great customer service. Choices include an electronic deposit to another account, a paper check (if offered by the institution during refund selection) or electronic deposit to BankMobile Vibe, an optional account designed specifically for students with access to 55,000 fee-free Allpoint® ATMs, money management tools and a one-of-a-kind recognition program.

What is a refund?
On occasion, your school may have money for you in the form of a refund. Some of the reasons you might receive money include: dropping or canceling a class, or the receipt of Financial Aid or a grant. In these cases, the school will send the refund to BankMobile Disbursements to be disbursed to you. By selecting a refund preference, you’ll have the power to choose how you would like to receive funds.

When are refunds disbursed?
BankMobile Disbursements will know when you will receive your refund only after your school sends us a refund file containing that information. Sign up for Mobile Alerts with us so you can be notified when your refund has been disbursed to us. But since each campus is different, the best way for you to find out when your refund might arrive is to contact your Business Office.

Why do schools partner with BankMobile Disbursements?
Schools and BankMobile Disbursements have the same goal: putting students first. Choices include an electronic deposit to another account, a paper check (if offered by the institution during refund selection) or electronic deposit to BankMobile Vibe, an optional account designed specifically for students with access to 55,000 fee-free Allpoint® ATMs, money management tools and a one-of-a-kind recognition program.

How will I receive my refunds?
BankMobile Disbursements will send you a personal code in a bright green envelope that you’ll need at RefundSelection.com to select how you’d like to receive refunds. Your options include: deposit to another account, a paper check (if offered by the school during refund selection) or electronic deposit to BankMobile Vibe, an optional account.

Where can I get more information?
You can get easy answers anytime by using our online FAQs under the “Where” link at www.bankmobiledisbursements.com/how-it-works or by reaching us through the number on the back of your card, email or social media.
Classroom Etiquette and Management

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

1. Punctual and complete attendance, engagement, and participation.
2. Respect, courtesy and professionalism for faculty, staff, and fellow students.
3. Completion and submission of required assignments and projects on time and with academic integrity.
4. Positive communication, in and out of class, among students, faculty, and staff.
5. Collaborative work among students in the class to promote academic excellence and student success.
Students must meet with an academic advisor before attempting to register if they: are new to TJC; have placement test scores below college ready level based on TSI Assessment; or on academic suspension. A visit to Advising is suggested for general course planning; changing majors; if on academic probation; confirming graduation; or confirming requirements to transfer to a University. Advisement is available according to major by appointment or walk-in visit. If needed, please seek advisement early in each semester to prepare for registration for the next semester. Undecided majors should complete an online career assessment at www.tjc.edu/careerservices; visit Career Services in Rogers Student Center (903-510-2334), or an Academic Advisor, and then seek advisement for their newly selected area of interest.

Locations
Advisors for the various schools are located as follows:

Humanities, Communications & Fine Arts: RSC, 2nd floor, 903-510-2425.
Nursing & Health Sciences, RSC, 2nd floor, 903-510-2662.

Schools of Study and Deans

Provost Office
WASC 3rd Floor • 903-510-2261

The School of Continuing Studies
Dean's Office: West Campus RTDC; 903-510-2901

The School of Engineering, Mathematics and Sciences
Dean's Office: Jenkins Hall 155, 903-510-2548

The School of Humanities, Communications and Fine Arts
Dean's Office: Jenkins Hall 155, 903-510-3515

The School of Nursing and Health Sciences
Dean's Office: RNHS 2.255; 903-510-2130

The School of Professional and Technical Programs
Dean's Office: Pirtle 203; 903-510-2507

Distance Education
Director's Office: Vaughn Library; 903-510-2529
Advisement and Registration Procedures

New Student Advising Process

1. Complete all requirements for Admission to TJC at www.tjc.edu/apply
2. Determine Texas Success Initiative (TSI) or testing status through Admissions office. More info is located at www.tjc.edu/TestingRequirements
3. Meet with an academic advisor for assistance in course selection. Call for an appointment or walk in.

The academic advisor helps the student with:
   • Interpretation of test scores
   • Information on campus resources
   • Selecting a major
   • Degree Plan and transfer information
   • Course selection
   • Information on the registration process
   • Clearance for registration
4. Check http://www.tjc.edu/Register for registration information and register before the deadline.
5. Pay tuition and fees by the deadline. Secure parking permit, student ID card and lanyard.

Returning Student Advising Process

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

1. Students with an advising or TSI hold, or on academic suspension must meet with an advisor.
2. Check http://www.tjc.edu/Register for registration information and register before the deadline.
3. Pay tuition and fees by the deadline. Secure parking permit, student ID card and lanyard.

Consider the following factors prior to registration:

A. Are you on academic or suspension?
   • If so, you are required to see the academic advisor for assistance in course selection and information on study skills and tutorial resources. Be aware that, due to your GPA, you may be limited in the number of hours and type of courses for which you may enroll; students on suspension may need to stay out one or more semesters before they can register.

B. Do you plan to graduate this semester?
   If so, then follow the steps below:
   • Meet with an academic advisor for your major the semester before your last semester to make sure you are still on track.
   • If necessary, request course waivers and/or substitutions for specific Degree Plan requirements.
   • Confirm your graduation online at tjc.edu/graduation for your major by the published deadline.
Transfer Student Advising Process

1. Complete all requirements for Admission to TJC. [http://www.tjc.edu/info/2004237/how_to_apply](http://www.tjc.edu/info/2004237/how_to_apply)
   - Submit official transcripts from all colleges previously attended.

2. Determine Texas Success Initiative (TSI) status through the Admissions office to identify need for placement testing.

3. Complete a Transcript Evaluation Request Form in the Registrar's Office.

4. Meet with an academic advisor for assistance in course selection. Take a copy of your transcript with you. (A list of advising offices and majors begins on page 12. Call for an appointment.)

5. Check [http://www.tjc.edu/Register](http://www.tjc.edu/Register) for registration information and register before the deadline.

6. Pay tuition and fees by the deadline. Secure parking permit, student ID card, and lanyard.

Career Services

Career Services provides a wide range of services and a variety of events, workshops and career development opportunities. Students and alumni have the option to pursue individual assistance with one-on-one appointments. We offer personal visits to students, alumni or community members interested in learning more about our offerings, be assured our committed staff is excited to assist you.

Our office has tools to help you discover your career path and/or course of study. This begins with self and career exploration. Career exploration is an integral part of your college education whether or not you know your passion. In order for you to select a career path you first must understand who you are including your interests, values, skills and personality. We assist you with this important decision by providing you with the tools to make an informed decision. Those tools include career assessments, labor market analysis, and job search techniques to name a few.

We are committed to helping individuals meet their professional career goals. Contact us today for more information, we are located in Pirtle Technology, room 128. Visit us online at [www.tjc.edu/careerservices](http://www.tjc.edu/careerservices) or contact us at 903-510-2334.
Testing Center

Location: Rogers Student Center, Suite 279 • Phone, 903–510–2617, Web, http://www.tjc.edu/testing/

TJC offers a variety of testing opportunities designed to meet the individual needs of each student. Government issued Photo ID or TJC student ID required for all testing. The TJC Testing Center is operational, six days a week during the Fall and Spring Semesters. For summer hours of operation and services offered, call the Testing Center or consult the TJC Testing Center Web page. Students are provided testing opportunities in academic placement as well as weekend national and state examinations.

National Tests

The TJC Testing Center serves as a testing center for ACT and SAT examinations.

To register or check testing dates for either the ACT or SAT exams, visit the exam Web site at (ACT) www.act.org or (SAT) www.collegeboard.com.

State TSI Placement Test

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

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

Besides the TSI test, an additional placement test in mathematics may be required. Students who wish to enroll in advanced mathematics classes should inquire about the possible need for advanced mathematics testing.

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

TSI Pre-Assessment Activity

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

Testing Center Cell Phone Policy

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

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

Academic Integrity

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

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

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

TSI Exemptions: There are a number of exemptions to the TSI assessment for those who are veterans or active military. According to the Texas Higher Education Coordinating Board's TSI statutes, you are exempt if:

- You are serving on active duty as a member of the armed forces or the Texas National Guard.
- You are currently serving, and, for at least the three-year period preceding enrollment, has served as a member of a reserve component of the armed forces of the US.
- You, who on or after August 1, 1990, were honorably discharged, retired or released from active duty as a member of the armed forces or the Texas National Guard or service as a member of a reserve component of the armed forces.

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

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

Testing Services Department Recommendation: Even though you may be considered exempt by the State of Texas, we feel that it would be in your best interest to take the TSI assessment. The TSI will help you and your advisor determine if you are ready for college level course work or if you will need intervention to help you become better prepared for college courses.

If you choose to take the TSI assessment, please visit the TSI web page for further information regarding the TSI. Additionally, out of respect for your service to our country, we will not charge you for taking the TSI.

College Level Examination Program (CLEP) for Veterans

Military Benefit: The CLEP affords you the opportunity to earn college credit for what you already know by taking any of the 33 entry-level college subject exams. Here at TJC, we accept 22 of the CLEP exams. Did you know that because the exams are funded by the United States government through DANTES, you can save yourself hundreds of dollars towards your degree?

According to CLEP, DANTES will fund exams for the following groups:

- Military personnel (active duty, reserve, National Guard): Army, Navy, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army, and Air National Guard.
- Spouses and civilian employees of: Air Force* (civilian employees only), Air Force Reserve, Army Reserve, Coast Guard (active and reserve). Please note: Spouses and civilian employees of Air National Guard can no longer receive DANTES funding effective October 15, 2014.

For further information and details regarding DANTES funding for CLEP exams, please review the DANTES Eligibility Chart.
What Veterans need to know to take the CLEP: For Military personnel and veterans, the CLEP registration process is different. After selecting what CLEP test you would like to take through our Testing Center, you will need to do the following:

1. Learn about your college or universities CLEP policy. It is important to know that each institution sets its own policy. Thus, it is important to connect with the Admissions Office or speak with an advisor.

2. Next, you will need to develop a “My Account” through the CLEP registration portal.

3. According to CLEP, you must specify your military status during the My Account process. When buying an exam in My Account, you will be asked if you qualify for DANTES funding. It is critical that you identify yourself as DANTES funded and then answer all questions about your military status.

4. When you register as a DANTES funded test candidate, CLEP will automatically send you a corresponding exam guide at no cost.

5. Make sure to print out your REGISTRATION TICKET at time of registration.

6. You will then need to schedule your appointment with our Testing Center. So, after you register for your exam, call TJC’s Testing Services office at 903.510.2617 to make an appointment to test.

7. On exam day, you will need to bring the following:
   - Geneva Convention Identification Card ID on test day. Refer to the DANTES Eligibility Chart (.pdf/259 KB) for additional information on IDs for active duty members, spouses, and civil service civilian employees.
   - $25.00 non-refundable proctoring fee for each exam (make check or money order payable to Tyler Junior College)
   - REGISTRATION TICKET

Credit By Examination

If you are knowledgeable in a given subject area and wish to receive credit for that knowledge, the credit-by-examination policy of TJC may be beneficial to you.

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)

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

Credit will be entered on the student's permanent transcript after he/she completes one semester attending TJC. A posting fee is required each time credits are posted. These credits may also be used toward satisfying degree requirements. Letter grades are not given for credit earned by examination, nor is the credit earned by testing used to compute the grade point average.
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. Contact the TJC Admissions office for information and procedures to post CLEP credit to a TJC transcript.

<table>
<thead>
<tr>
<th>TJC Course</th>
<th>Semester Hours of Credit</th>
<th>Minimum Score for Credit</th>
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<tr>
<td>Accounting, Principles of</td>
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<td>or ACNT 1303, 1304</td>
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### 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. Contact the TJC Admissions office for information and procedures to post CLEP credit to a TJC transcript.

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<tr>
<td>Western Civilization II</td>
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</table>
**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. Contact the TJC Admissions office for information and procedures to post AP credit to a TJC transcript.

<table>
<thead>
<tr>
<th>TJC Course</th>
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<td>Statistics</td>
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*The student must qualify on both the objective and essay parts of the English exam.
†See Transfer of Credit (following) for more information
Carl D. Perkins Grant and Adult Student 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.

Application deadlines to be considered for financial assistance are:

- Fall 2017-deadline is July 17, 2017
- Spring 2018-deadline is November 6, 2017
- Summer Session-announce if funds are available

CTE Retention services are available to all 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 and Adult Student Services call 903-510-2391.
http://www.tjc.edu/AdultStudents/

Student Support Services

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

Disability Services (ADA)
Disability Services provides accommodations for qualified students with documented disabilities. Disabilities may include physical, mental health, learning, deafness or hard of hearing, blindness or visual impairment, autism. Classroom and testing accommodations, including sign language interpreters, must be obtained from this office. Our Students with Disabilities Handbook can be found on the related downloads page.

TRiO Program
TRiO, funded by the U.S. Department of Education, provides cultural enrichment activities both on and off campus; community service; tutoring; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; individual guidance; TSI preparation seminars; university transfer information – including campus visits; and information and referral assistance for students who qualify for this program by having academic, education, or economic need, and/or who are the first members of their family to earn a bachelor degree.
Counseling Services
Our goal is to provide professional counseling services to students who feel that emotional events in their life are causing a threat to continuing their academic pursuits. Counseling follows a brief, solution-focused approach. Our primary charge is to manage the situation through intervention, stabilization and referral into the community for ongoing counseling or other needed services.

To make an appointment, please fill out a Counseling Appointment Request form which can be found at tjc.edu/SupportServices. Please do not fill out the form for a student; enrolled TJC students must fill out the request themselves. The form and all contents are confidential.

Tutoring
Apache Tutoring provides free tutorial services to all currently enrolled TJC students. The goal of each center in Apache Tutoring is to promote critical thinking through the use of study skills, content clarification, reading comprehension strategies, and techniques for better writing. Walk-in tutoring services are available in the STEM Center, QEP/Quest Center, and when available in the Writing Center. Individualized tutoring is available by appointment in the Tutoring Center and Writing Center.

Achieving the Dream
TJC is a Leader College within the Achieving the Dream network of institutions of higher education. The Achieving the Dream National Reform Network includes over 220 institutions of higher education, and numerous investors and partners working throughout 40 states and the District of Columbia. The mission of the Achieving the Dream Network is to promote student success and completion. Colleges within the Network utilize data as a means of determining the success of interventions implemented across the college campus. As a Leader College, TJC has assumed the responsibility of sharing the results of our reform efforts with other institutions in an effort to assist students nationwide to achieve their dreams through education.

Commit to Complete
TJC is committed to assisting students in their efforts to achieve their educational goals. Two-thirds of all new jobs that produce livable wages require a credential beyond high school. Students who complete a certificate or degree are far more likely to be hired and far less likely to become unemployed. Furthermore, research indicates that, upon transfer into a baccalaureate program, students who complete an associate degree are more likely to complete a bachelor’s degree than are students who transfer without completing a degree.

Each year, TJC students are asked to commit or renew their commitment to completing a degree or certificate at TJC. Likewise, faculty and staff commit themselves to assisting students however possible as they strive to keep that commitment. This is a student led initiative, originally begun by Phi Theta Kappa.

Vaughn Library/Learning Resource Center
The Vaughn Library hosts a print collection of approximately 85,000 volumes, a multimedia non-print collection, and online access to 102 databases, including the TexShare databases. Additionally, Vaughn Library offers specific collections for Paralegal, Texas History, Fiction, Health Science, Manga, Graphic Novels, Young Adult Fiction, and New Titles as well as a collection of audiobooks.

Patrons can access Vaughn Library’s databases by going to www.tjc.edu/library and clicking on “Online Resources.” The library collection can be searched by going to www.tjc.edu/library and clicking on “Library Catalog.”

Library books may be checked out with a current TJC student ID card, a TexShare card, or a Vaughn Library courtesy card for a 3-week period and rechecked for an additional week. Microfilm, magazines
and journals, special collections, and materials on reserve are for in-house use only; however, copy machines are located on the first floor, and copies may be made for 10 cents per page.

Software on computers available on the first floor for student use includes the Microsoft Office Suite: MS Word, MS Excel, MS Access, and MS PowerPoint. Other software may not be downloaded on these machines. Printers are available and patrons are urged to provide their own flash drives. If a patron needs to print, there will be a charge of ten (10) cents per page. Vaughan Library, including the TJC Writing Center/Tutoring Center, the 2nd floor lounge area in Rogers Student Center, and any open computer labs have a print management system in place to help manage the large volume of print needs. Students are encouraged to create their account for printing privileges as soon as possible by going to the Library and placing money on their account using the PaperCut ATM machines located near the main staircase. Students may deposit a dollar amount of their choice at any time during the semester to cover the 10 cent per page copy cost. At the end of the semester, no refunds for monies left in the account will be given; a maximum deposit of $10 is recommended. Additional money can be deposited at any time to cover additional copy needs.

Vaughn Library's databases and ebooks can be accessed through on-campus computers or through personal devices using the college's WiFi access, as well as from off-campus using the Internet.

Other services offered by the library include: personal research assistance, Interlibrary Loan (ILL), library tours, in- class instruction (both on- and off-campus), wireless access, and virtual reference services available at www.tjc.edu/library which includes live reference chat, Subject Guides, and FAQs through LibAnswers.

Also housed in the library are the TJC Archives and Special Collections, an open computer lab containing 79 desktop computers, the Distance Education offices, the Multimedia Access and Production Center, the office of the Professional Development Specialist, the Faculty Senate Office, and the Quest Student Success Center.

Library hours for the long semesters are: Mondays through Thursdays from 7:30 a.m. to 11:30 p.m.; Fridays from 7:30 a.m. to 5:00 p.m.; Saturdays from 10:00 a.m. to 2:00 p.m.; and Sundays from 1:00 p.m. to 5:00 p.m. Summer and holiday hours will differ.

For more library information, go to: www.tjc.edu/library.

Financial Aid

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

It can take 2 to 3 months for the entire financial aid process to be completed. All students must complete the First Step in TJC financial aid on the Apache Access traffic lights page and may be required to submit TJC financial aid eForms via Doc e Fill or turn in personal documents, such as a tax return transcript. Students, who do submit documents, go through a verification process that may require additional documents and this may cause the Student Requirements light to change from green to yellow multiple times. Students will see a yellow traffic light appear on the Award menu line, once they have been awarded. Awarded financial aid must progress to authorized aid before it is considered payment, and the Account Balance light must turn green to indicate enough authorized aid to cover tuition and fees.

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

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

Priority Deadlines:

Fall and Spring Awards

File the FAFSA at www.fafsa.gov ................................................................................................... Deadline April 1st
All student requirements satisfied (green light) ............................................................................. Deadline June 1st

Spring Awards

File the FAFSA at www.fafsa.gov ............................................................................................. Deadline October 1st
All student requirements satisfied (green light) ..........................................................................Deadline November 1st

TUITION AND FEE PAYMENT with Financial Aid

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

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

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

BOOK PAYMENT with Financial Aid

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

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

Student Publications

Policy

Student publications at the College are under the general supervision and governance of the Board of Trustees. This authority for oversight of student publications is delegated through the Chancellor and the President for Branch Locations & District Provost to the Dean of Humanities, Communications and Fine Arts. The Dean for Humanities, Communications and Fine Arts collaborates with those who are responsible for the teaching-learning process involved in specific publications, including but not limited to the following: the Coordinator for Communications, the Advisor for Student Media, and the English and Art Departments. The Dean may also collaborate with the Office of Student Life for publications outside of the academic program area and with others as deemed best to promote engagement, the sharing of information, and improved communication.
The Drumbeat (formerly The Apache Pow Wow)

Philosophy

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

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

The Drumbeat student newspaper, website TheDrumbeat.com, broadcast and social media presence are created, managed and distributed by TJC students and advised by faculty of the Communications & Student Media department. Students work as reporters, page designers, photographers, editors, producers, directors, ad salespersons and graphic designers. The newspaper is published every other week during Fall and Spring semesters and distributed free on campus to students and College employees. TheDrumbeat.com is updated regularly with news and information for the campus community, including a broadcast that is live-streamed every other week during the Fall and Spring semesters. For more information about participating in student media, contact the department chair at 903-510-2335.

The Bell Tower Arts Journal

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

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

All submissions must be the original work of the student writer or artist who submits it. We do not accept previously published or plagiarized work. Every attempt is made by the editor to assure originality. All literary pieces will be submitted to Turnitin.com for an originality report. However, it is ultimately the responsibility of each student to submit only his or her own literary and artistic work.

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

Editorial Board

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

Selection Committee

The selection committee for The Bell Tower Arts Journal is comprised of student members from the English Department, the Visual Communications Department, the Art Club, and faculty advisors.
The selection process for publication in the journal is blind; student names are removed from the works before consideration for inclusion in the next issue. Selection for publication is based entirely on the quality of the work.

**Apache Access**

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

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

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

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

**Accessing Apache Access**

To login to Apache Access:

- Go to the main TJC website: [www.tjc.edu](http://www.tjc.edu).
- Click on the **Login button** to the right.
- Enter your **User Name** which is your A# (Ex: A00012345).
- First-time users—your new password will take the form of the letters “TJC” followed by your birthdate in MMDDYY format.

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

**Google Apps**

**Gmail | Google Calendar | Google Drive**

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

Quick Steps to Registration

1. Go to: tjc.edu
2. Click the Login button
3. Login with A# and Password
4. Press the ADD/DROP CLASSES button
5. Press the REGISTER FOR CLASSES button
6. Select Term & click Submit

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

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

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

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

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

9. If you use the Worksheet, you must click Submit Changes to successfully register your classes.
ApacheAlerts and the Immediate Notification System

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 Safety Director, the Provost & Vice President for Academic and Student Affairs and the President only. Sign up at www.e2campus.net/my/tjc/index.htm

Open Computer Lab Center/Technical Assistance Center (OCC/TAC)

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

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

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

- Students desiring to use the open lab center may be asked to present a valid TJC student identification card with the current semester sticker.
- The open computing center has four designated “community access” computers. The minimum age for using open computing center entry is 16 years for non-students. Due to safety factors, insurance liability, etc., children under 16 years of age are not allowed in the open computing center area.
- Students may be asked to provide the following information when checking in: “A” number, first and last name, course name/number, instructor name, station to be used. The students should keep their printed schedules (from registration), which has most of this information.
- The open computing center is staffed by Technical Assistance Center (TAC) part-time and student assistant staff. The TAC staff’s primary duties are to provide basic sign-in and printing assistance to registered TJC students. The TAC staff may also be able to assist students with basic software assistance, basic learning management system (LMS) help, and first-level Service Desk support tasks (password resets, VDI pool eligibility, etc.).
• Students may not bring friends with them to the computing center unless they are signing in to work on a computer.

• Respect is to be shown toward the lab assistants and others using the open computing center (lab assistants do not make the rules, but they must follow them).

• Offensive language is not permitted.

• Pornography, lewd, offensive, inappropriate material (as determined by the lab staff) is not permitted in the lab. Failure to abide by this policy will result in the student being banned from the lab and a report filed with Campus Police; the student will be required to meet with the judicial coordinator.

• Copying software in the lab is strictly forbidden. Most software is copyright protected with criminal charges and/or fines possible if caught.

• Only software legally purchased and/or licensed by TJC is allowed on the TJC computers/networks. Downloading software programs of any kind onto the hard drive from any source, and/or changing any setting on the computers is prohibited—violation can result in a student being banned from the open computing center.

• Noise/talking is to be kept at a minimum. Headphone volumes must remain low.

• Pager/Cell phone alarms must be turned off. Patrons should step out of the library to talk on a cell phone.

• Students must wear headphones while listening to videos, or Internet information that has audio/sound recordings included.

• Students must return all materials checked out in the open computing center before checking out and leaving the OCC.

• Food and drinks are not allowed in the open computing center.

• Students are responsible for cleaning up their work area before checking out.

• Students must bring their own supplies to the open computing center (pens, pencils, erasers, or any other school/office type supplies will not be provided). A stapler, pencil sharpener, and/or hole punch may be provided for student use.

• The open computing center phone is not for student use.

• Printing is permitted in the open computing center is handled by PaperCut, a print management solution. You may add money to your PaperCut account at any time using the kiosks in the open computing center or via the web. No refunds will be issued therefore it is recommended that you do not add more than $5 to your account at one time. The cost to print is $.10 per page for black and white print and $.75 per page for color prints. Print credits must be purchased prior to printing.

• Students are expected to abide by all policies in the TJC Student Handbook.

• A student caught violating any of the above regulations may be referred to the judicial coordinator for disciplinary action.

• Questions and comments regarding open computing center policies or other OCC/TAC issues should be directed to the lab manager at 903–510–2560.
Open Computing Center Hours of Operation
Fall and Spring semesters:
Monday–Thursday ....................................................................................................................... 7:30 a.m.–9:30 p.m.
Friday................................................................................................................................................7:30 a.m.–5 p.m.
Saturday ..............................................................................................................................................10 a.m.–2 p.m.
Sunday ..................................................................................................................................................1 p.m.–5 p.m.

Summer I and Summer II semesters:
Monday–Thursday ................................................................................................................................. 8 a.m.–9 p.m.
Friday.....................................................................................................................................................8 a.m.–5 p.m.

Closed Weekends

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

Bookstore
The TJC Bookstore, 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 Bookstore offers excellent selection and pricing on used and new textbooks for all TJC course offerings plus any required course materials. Rental and digital pricing are also available for most offered textbooks. School and office supplies are always available, along with the latest styles in imprinted TJC logo clothing and gift items. Don’t forget academic pricing on software that can save you up to 85 percent off the regular retail prices.

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

Phone: 800–687–5680, extension 2522 or 903–510–2522
Fax: 903–592–0864
Website: www.tjcstore.com

TJC Bookstore Hours (Fall, Spring and Summer semesters, subject to change)
Mondays–Friday ....................................................................................................................................8 a.m.–5 p.m.
Saturday, Sunday .........................................................................................................................................Closed

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

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

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

The Apache Junction is open to all students, faculty and staff by either using a Meal Plan, Apache Bux (Declining Balance Dollars), credit card, or cash.

Monday–Friday:

Breakfast .........................................................................................................................................7 a.m.-10:30 a.m.

Lunch ...............................................................................................................................................10:30 a.m.-2 p.m.

Lite Fare Options ...............................................................................................................................2 p.m.-4:30 p.m.

Dinner ................................................................................................................................................4:30 p.m.-8 p.m.

Saturday and Sunday

Brunch ...............................................................................................................................................9 a.m.-1:30 p.m.

Dinner ..................................................................................................................................................5-7 p.m.

Subway® *
Subway® is located in Pirtle Technology Building and offers a large assortment of freshly made sandwiches, wraps and salads.

Monday–Friday ..................................................................................................................................7:30 a.m.-6 p.m.

Starbucks® *
Starbucks® is located in Vaughn Library and offers fresh-brewed coffee, beverages, delicious snacks and pastries.

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

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

Convenience Store*
Located in Ornelas West Hall, the C-Store offers grab-&-go options as well as beverages.

Sunday-Thursday .........................................................................................................................................6-11 p.m.

Friday-Saturday ........................................................................................................................................Close/Close

Chick-fil-A® *
Located in Crossroads Hall, Chick-fil-A® is a quick-service chicken restaurant serving chicken sandwiches, salads, beverages, and waffle fries.
TJC Campus Clinic
TJC partners with the East Texas Medical Center Regional Healthcare System to provide students an on-campus acute care clinic staffed and managed by ETMC.

Health Problems?
If you have a health-related question, need health care for a minor illness or injury, or require information regarding a community agency, please come to TJC Campus Clinic.

And remember, all care and consultations are completely confidential.

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

Services
- Diagnosis and treatment of injury and illness
- Physical exams
- Orders for lab/X-ray
- Immunizations and TB skin tests for Allied Health students only
- Flu vaccine
- Continuous after-hours referral care by phone at 903–510–ETMC (3862)
- Access to health education materials, including such topics as substance abuse, sexually transmitted diseases, nutritional information, and specific illnesses
- Access to Licensed Professional Counselors (LPC)
- 24-hour health information library available at 1–800–648–8141
- Medication Assistance Program for qualified individuals

Health Care
A. Minor injury (cuts, burns, sprains, etc.)
B. Minor illness (colds, headaches, nausea, etc.)
C. Medical emergency

Health Maintenance Programs
A. Blood pressure check
B. Nutritional information
C. TB skin test
D. Immunization
E. Eye examination
F. Consultation

G. Preventive Medicine

**Health Education**

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

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

Health videos are available on wellness, date rape, substance abuse, AIDS and others.

**Resources**

National AIDS Hotline (Toll free) 800–342–AIDS (English) .................................................. 800–344–SIDA (Spanish)

800–AIDS–TTY (Hearing impaired)

National AIDS Information Clearinghouse ................................................................................... 800–458–5231

STD National Hotline ...................................................................................................................... 800–227–8922

AIDS Teen Hotline ......................................................................................................................... 800–234–TEEN

**Location and Phone**

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

**TJC Campus Clinic Hours**

(When school is in session)

Monday–Friday 8 a.m.–5 p.m. (Closed Noon–1 p.m. for lunch.)

24-hour access to referral care and health care professionals is available after hours by calling 903–510–ETMC (3862).

**TJC-HIV Statement**

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

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

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

**Important Information About: Bacterial Meningitis**

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

What are the Symptoms?

• High fever • Severe headache • Rash or purple patches on skin • Vomiting • Light sensitivity • Stiff neck • Nausea • Confusion and sleepiness • Lethargy • Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk; so when these symptoms appear, seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?

• Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
• Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?

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

How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

What are the Possible Consequences of the Disease?

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

Can the Disease be Treated?

• Antibiotic treatment—if received early—can save lives, and chances of recovery are increased. However, permanent disability or death can still occur.
• Vaccinations are available and should be considered for:
  • Those living in close quarters
  • College students 25 years old or younger
• Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
• Vaccinations take 7–10 days to become effective, with protection lasting 3–5 years. (The cost of vaccine varies, so check with your health care provider.)
• Vaccination is very safe ... most common side effects are redness and minor pain at injection site
for up to two days.

- Vaccination is available at your personal physician and/or area health care providers.

**How May I Find Out More Information?**
- Contact your own health care provider.
- Contact the ETMC Campus Clinic, 903–510–ETMC (3862).
- Contact your local or regional Texas Department of Health office. For Smith, Henderson, Van Zandt, Wood and Rains counties, contact: Disease Surveillance Office of North East Texas Public Health District (NETPHD)
- Contact Web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

### Residential Life and Housing

**Come Live the Experience**

One of the most rewarding aspects of the college experience is residence life. TJC offers students a variety of living experiences in 8 residence halls with a total capacity for 1,200 students. Double occupancy rooms are offered in female, male, and co-ed facilities. Each hall has its own unique community built around the residents. The halls are managed by an Area Coordinator or Resident Director and Staff members, Resident Assistants, are assigned to each floor of every residence hall. The hall staff works with College and Community resources to plan and deliver activities and events that create a vibrant and exciting community for students. And if there are hall problems, staff members help resolve them to create a strong living and learning community.

**Residence Halls**

Housing assignments are made on a first come, first serve basis. An early application, preferably in the fall semester of your senior year in high school, is advised. The fall application opens on Oct. 31 each year. March 1 of each year is the Priority Placement deadline to submit an application. Submitting an application does not guarantee a room. To be eligible for placement the applicant must have a complete housing file and show ability to pay the room and meal plan charges. Amenities in the residence halls include “no fee” unlimited laundry, community microwaves, cable TV, high-speed wireless and Ethernet internet connections, computer labs and study lounges.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>TYPE</th>
<th>BATHROOM</th>
<th>COST PER SEMESTER</th>
<th>APPLICATION PROCESSING FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossroads</td>
<td>Co-ed by floor</td>
<td>Suite*</td>
<td>$2,970</td>
<td>$100</td>
</tr>
<tr>
<td>Ornelas</td>
<td>Co-ed by building</td>
<td>Private Bath in Room</td>
<td>$2,701</td>
<td>$100</td>
</tr>
<tr>
<td>Claridge</td>
<td>Male-Athletic</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
<tr>
<td>Hudnall</td>
<td>Female-Athletic</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
<tr>
<td>Holley</td>
<td>Male</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
<tr>
<td>Vaughn</td>
<td>Female</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
<tr>
<td>Bateman</td>
<td>Co-ed by floor</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
<tr>
<td>Sledge</td>
<td>Athletic</td>
<td>Suite*</td>
<td>$1,540</td>
<td>$100</td>
</tr>
</tbody>
</table>

* Two rooms, 4 residents, share a bath.

**Meal Plan Options**

The mandatory meal plan rate is $1,299 a semester. Students can select the plan which fits their lifestyle and are selected while completing the housing application. Each plan offers a combination of full meals in the Apache Junction cafeteria and Apache Bux, a declining balance dollar amount. Apache Bux are used at the retail locations on campus -- Sub-Way, Chick-fil-A, Starbucks and the convenience store. Plus, you can add Apache Bux at any time.
Plan #1, The Platinum Plan ........................................................................................................... 19 meals/week + $50
(Monday - Friday, 3 meals per day and Saturday/Sunday, 2 meals per day)

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

Plan #3, The Silver Plan ................................................................................................................. 10 meals/wk. + $200
(Monday - Friday, 2 meals per day)

If a meal plan is not selected on the Housing application, the student receives Plan #1, the Platinum Plan. Students may change their meal plan selection during the first 11 days of a semester. If a resident moves from Plan #1 to Plan #2 or #3, they cannot move back to Plan #1 at a later date.

Applying for Housing
Residence Halls are in great demand so apply early to receive a room. For new students, March 1 of every year is the Housing Priority Placement deadline. Completing application documents and paying the $100 non-refundable processing fee does not guarantee a residential space on campus. If rooms are not available, the application will be put on a “Waiting List”. A student’s priority on the Housing waiting list is based on the date their Housing file is received completed.

1. Students wanting to live on campus should first complete the TJC Admissions application and receive their student ID number (referred to as an A#). Then log onto Apache Access and click on the “campus life” tab, then click on “apply for housing” for the separate housing application. There is a one-time, non-refundable $100.00 application processing fee that must be submitted to have a complete Housing application.

2. In addition to the Housing application and fee, the student needs to submit a completed background check form. The form can be downloaded from the TJC Housing website or picked up in the Residential Life & Housing office. Background checks will not be processed until the $100.00 non-refundable application processing fee has been paid.

3. Room and meal plan charges are by a semester and must be paid before a student can move into the residence hall. Contact the Business Services Cashier (903-510-2672) to pay room and meal plan charges. Or, submit payment online through your Apache Access account. A payment plan can be set up through Business Services. The first payment is one-fourth (1/4) of the total bill and due when you set up the payment plan. Students using Financial Aid need to submit documentation showing the amount of financial aid awarded and accepted. No estimates will be accepted. Information on a student’s financial aid status can be found on-line through the student’s Apache Access account.

Contract
Residents are on an annual, Fall to Spring two (2) semester contract. New Residents sign the contract for the academic year during hall move in. Returning residents will sign a contract during the Spring semester for the following academic year. If a student is not returning to the residence hall for the Spring semester, a Housing Withdrawal form should be completed.

As stated in the contract, students living in a residence hall must enroll for a minimum of 12 hours and remain enrolled in 12 hours for the duration of the semester. The first semester, a resident must achieve an overall TJC grade point average (GPA) of 1.5 to continue living on campus the next semester. Residents must achieve an overall TJC cumulative grade point average (GPA) of at least 2.0 after two consecutive semesters, and every semester thereafter, to be eligible to live in a residence hall.

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

Residence Hall Association
The RHA is the governing board for students living on-campus. It works with the residents to develop, adopt, and promote policies and procedures in the halls. In addition, it hosts many programs and events for the residents such as the RHA Fall Fest, a Super Bowl Party, and the Spring Eggstavaganza. All residents living on-campus are members of the Residence Hall Association.

On-Campus Housing Questions?
If you have any questions, please contact the Residential Life and Housing office at 903-510-2345. If you would like a tour of the residence halls, please call the office or email us at housing@tjc.edu.

New Student & Family Programs
The Center for Student Life and Involvement is proud to offer series of New Student and Family Programs throughout the year. The office is responsible for New Student Orientation, Weeks of Welcome, and Fall Family Weekend. Each program is designed to connect TJC students and/or their families with the institution and all of the resources offered here at TJC. The Coordinator is located in Rogers Student Center and can be reached by e-mail at mtur@tjc.edu.

New Student Orientation
New Student Orientation is an opportunity for students to experience life as an Apache before the fall semester begins. The program is designed to connect students and their guests with the resources offered here at TJC while helping all involved make a smooth and successful transition. During this event, participants will become familiar with the campus, have the opportunity to stay in a residence hall, and learn about the numerous ways to get involved at the college.

Parent and Family Orientation
Parents are welcome to attend Parent and Family Orientation sessions during New Student Orientation. These sessions are designed for parents to learn how to help their student transition from high school to college and gain valuable knowledge about TJC. There is a fee for attending Parent and Family Orientation.

Fall Family Weekend
Parents Fall Family Weekend was established in 2006, as Parents Weekend. Today, the program gives an opportunity to participate in campus life at TJC. The event varies from year to year, based on the Apache football schedule, and strives to provide a fun and exciting environment for students and their families to bond while enjoying the sights and sound of a TJC and the Tyler community.

Weeks of Welcome
Weeks of Welcome (WOW) is a campus-wide celebration that takes place at the beginning of each fall and spring semester. With a variety of fun and exciting programs centered on integrating new and returning students back to campus, students who are looking to get engaged and ready for the new school year should not miss WOW!
Preamble

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

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

The College takes care to assure due process and to define appeal procedures when students are accused of misconduct for which they are subject to disciplinary action. The office of the Dean of Students will oversee all cases involving Academic Integrity violations. The Student Conduct Coordinator oversees all other violations of the Student Code of Conduct.

Article I: Definitions

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

10. The term “Student Discipline Appeals Committee” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a Student Conduct Committee’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Coordinator.

11. The term “shall” is used in the imperative sense.

12. The term “may” is used in the permissive sense.

13. The term “policy” means the written regulations of the College as found in, but not limited to, the Board Policy Manual, the Student Handbook, Residence Life Handbook, the College web page, computer use policy, or Undergraduate Catalogs.

14. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

16. The term “dishonesty” includes, but is not limited to, knowingly furnishing false information to the College District, either verbally or in print.

17. The term “fabrication” includes, but is not limited to, manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

18. The term “complicity” includes, but is not limited to, intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

19. The term “collusion” is defined as unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.

20. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

21. The term “Accused Student” means any student accused of violating this Student Code.

22. The term “investigation” means the follow through on a complaint to ascertain details and circumstances associated with the complaint. Investigations may result in charges, a form of alternative dispute resolution, or dismissal of complaint. This determination is made at the sole discretion of the Dean of Student Life and/or designee.

23. The term “conference” means a process which provides an opportunity for an accused student to respond to specific charge or charges. The purpose of a conference is to determine whether there is
a preponderance of evidence to support the charges and if so, to determine the appropriate sanction or sanctions. Only information presented during the conference can be used to determine if there is a finding of responsibility.

24. The term "hold" refers to the indicator placed on a student's official record, preventing registration and/or the issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

25. The term "sanction" includes responses or requirements given by the College to a student during a conference in response to a violation of a rule. College sanctions include all items listed in Article IV(B) (a)–(j) of this Student Conduct Code and the Residence Hall Policies and Procedures.

Article II: Student Code Authority

1. The Assistant Vice President for Student Affairs is that person designated by the College President to be responsible for the administration of the Student Code of Conduct. The Assistant Vice President for Student Affairs may assign his/her designee to meet these responsibilities.

2. The Student Conduct Coordinator is that person designated by the College President to be responsible for the administration of the Student Code of Conduct and reports to the Assistant Vice President for Student Affairs.

3. The office of the Student Conduct Coordinator shall determine the composition of Student Conduct Committees. The Assistant Vice President for Student Affairs shall determine the composition of Student Discipline Appeals Committee.

4. The office of the Student Conduct Coordinator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Committee Hearings that are consistent with provisions of the Student Code.

5. Decisions made by a Student Conduct Committee and/or Student Conduct Coordinator shall be final, pending the normal appeal process (see Article IV Section C).

Article III: Prohibited Conduct

A. Jurisdiction of the College Student Code

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Coordinator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

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

1. Academic Integrity Violations:
   Plagiarism. Using someone else's ideas, images or words without referencing the source. Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using ‘copy and paste’ from any website and presenting it as your own words; using facts, figures, graphs, charts or information without acknowledgment of the source.
Cheating. Using or intending to use unauthorized materials, information, notes or study aids in any academic exercise; or any act that gains or attempts to gain an unfair advantage in an academic setting. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams; substituting for another person, or permitting another person to substitute for one's self, in taking an exam or completing an assignment in person or online.

Collusion. Unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the professor.

Fabrication, Falsification, and Misrepresentation. Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence from or tardiness to a scheduled academic exercise; lying to a professor to increase a grade.

Multiple Submissions. Submitting the same or substantially the same academic work (including oral presentations) for credit in two or more courses without prior approval from the course professors. Typical Examples Include: Submitting the same paper for credit in two courses without professor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

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

Complicity. Assisting or attempting to help another student in the commission of an act of academic dishonesty. Typical Examples Include: Knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information; taking an exam or quiz for another student in person or online; signing another student’s name on an academic exercise or attendance sheet; conspiring with one or more persons to commit or to attempt to commit, any act of scholastic dishonesty; failing to report an incident of academic dishonesty to your course professor.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property or services of the College or property of a member of the College community or other personal or public property, on or off campus; possession of property known to be stolen or belonging to another person with or without the owner's permission; attempted or actual damage to property owned or leased by the College, by students, members of the College community, or campus visitors; attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal
identification number, test number, Apache Bucks account information and/or personal check; alteration, forgery or misrepresentation of any form of identification or possession or use of any form of false identification.

5. Any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off College premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.

6. Failure to comply with the reasonable directives or requests of College officials or law enforcement officers acting in the performance of their duties and/or failure to present student identification on request or identify oneself to any College official acting in performance of their duties.

7. Unauthorized entry into or use of College facilities, equipment, or resources; Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, Student Identification Card or access code for use in College premises or on equipment; Unauthorized use of the College name, logotype, registered marks or symbols of the College; Unauthorized use of the College name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the College.

8. Violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of the policies stated in the College Catalog, Athletic Code of Conduct, Residential Life Handbook, any contracts, or any handbook published by TJC.

9. Violation of any federal, state or local law; Misconduct which constitutes a violation of any provision of federal, state and/or local laws.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law, or being under the influence of such controlled or illegal substances.

11. Use, possession, sale, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations and federal, state, and/or local law), or being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

13. Traffic and Parking Regulations including, but not limited to, obstruction of the free flow of pedestrian and/or vehicular traffic on College premises or at College sponsored or supervised functions. Violation of College traffic and parking regulations.

14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
15. Prohibited/Disorderly conduct includes but is not limited to: littering on campus grounds or spitting on campus sidewalks or facilities.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
   b. Use of computing and/or networking resources for unauthorized or non-academic purposes including, but not limited to, illegal access.
   c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, material or software belonging to the College, another user, or another entity.
   d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to College computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
   e. Attempted or actual use of the College's computing and/or networking resources for personal, political, or financial gain.
   f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene other than for official academic purpose.
   g. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the College's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e., people, capacity, computers).
   h. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
   i. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
   j. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
   k. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   l. Unauthorized transfer of a file.

17. Abuse of the Student Conduct System, including but not limited to:
   a. Failure to respond to a notification from a Student Conduct Committee or College official to appear for a meeting or hearing as part of the Student Conduct System.
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
   c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
   d. Filing an allegation known to be without merit or cause.
   e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
   f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Committee proceeding.
   g. Harassment (verbal, physical or written) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a student conduct code proceeding.
h. Failure to comply with the sanction(s) condition(s) and/or restriction(s) imposed under the Student Code.

i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

j. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.

18. Students are required to engage in responsible social conduct that reflects discipline of students based thereon.

19. Violation of NJCAA Regulations.

20. Bias-Related Violations—Violations of this Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed by an enhanced sanction as prescribed in Article IV(B)(1)(f–k) of this publication.

21. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire.

22. Conduct that threatens or endangers the health or safety of self or others, including, but not limited to:
   a. Acts such as physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
   b. Intentional or reckless conduct which endangers the health or safety of self or others.
   c. Behavior that disrupts the normal operation of the College, including its students, faculty and/or staff.
   d. Obstruction or disruption of teaching, administration, or other College activities.
   e. Racial discrimination.
   f. Sexual discrimination.
   g. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.

23. Sexual Harassment including but not limited to:
   a. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, College employment, participation in activities sponsored by the College or groups related to the College, or opportunities to benefit from other aspects of College life.
   b. Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.
   c. Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent.

24. Gambling, wagering, gaming or bookmaking as defined by federal, state, and/or local law on College premises or with the use of College equipment or services.
25. False Alarms or Threats including, but not limited to:
   a. Intentional sounding of a false fire alarm.
   b. Falsely reporting an emergency or threat in any form.
   c. Destruction or activation of fire sprinklers.
   d. Filing false police reports.
   e. Improperly possessing, tampering with or destroying fire equipment or emergency signs on
      College premises.
   f. Issuing a bomb threat or constructing mock explosive devices.

26. Failure to meet financial obligations owed to the College, or components owned or operated by
    the College, including, but not limited to, the writing of checks from accounts with insufficient
    funds.

27. Knowingly furnishing false information to the College, or to a College official in the performance
    of their duties, either verbally or through forgery, alteration or misuse of any document, record or
    instrument of identification.

28. Student Dress Code
   a. Students should dress in a manner that should reflect high standards of personal self-image
      so that each student may share in promoting a positive, healthy and safe atmosphere within
      the College community. Students who are not following guidelines of appropriate dress
      when advised by a College official shall be considered in violation of the TJC Student Code of
      Conduct and will be subject to disciplinary action.
   b. Each student is expected to follow the TJC guidelines of dress, which includes but is not
      limited to:
      1) Dress and grooming/(indecent, lewd) clothing that exposes intimate body parts
         (underwear, cleavage, etc.) shall not disrupt the classroom or academic environment or
         cause undue attention to an individual student. Trousers shall be worn on or above the hips
         at all times.
      2) Footwear should be worn at all times while on campus.

29. Use of any tobacco product – including but not limited to, cigarettes, electronic cigarettes,
    smokeless tobacco of any kind, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco,
    nasal tobacco, as well as any product intended to mimic tobacco products that contains tobacco
    flavoring or that delivers nicotine other than for the purpose of cessation – is prohibited in all
    property owned, leased, occupied, or controlled by the College. This shall include all buildings,
    vehicles, grounds, sidewalks, and streets considered campus property.

30. Narcotics or Drugs including but not limited to:
    a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine
       prescribed to someone else, chemical compound or other controlled substance, except as
       expressly permitted by federal, state, and/or local law.
    b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/
       or local law.
    c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical
       compound or other controlled substance, except as expressly permitted by federal, state, and/
       or local law.

31. Illegal carry, use or possession of any items appearing to be or which could be used as weapons,
    including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball
guns, BB guns, knives, or explosive or noxious materials on College premises except as expressly permitted by federal, state, and/or local law.

32. 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.

Lanyards must be worn at all times with Student ID Cards visible.

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.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Coordinator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Committee Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Coordinator. Any charge should be submitted as soon as possible after the event takes place, preferably within three business days.

2. The Student Conduct Coordinator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Coordinator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be
disposed of by mutual consent, the Student Conduct Coordinator may later serve in the same matter as the Student Conduct Committee or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form via TJC email, TJC Advocate software, hand delivery, and/or TJC Campus Police. A time shall be set for a Student Conduct Committee Hearing, not less than three nor more than ten business days after the student has been notified. Maximum time limits for scheduling of Student Conduct Committee Hearings may be extended at the discretion of the Student Conduct Coordinator.

4. Student Conduct Committee Hearings shall be conducted by a Student Conduct Committee according to the following guidelines except as otherwise provided by the appropriate board policy, or as provided by article IV (A)(7) and (A)(8) below:
   a. Student Conduct Committee Hearings normally shall be conducted in private.
   b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Committee Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Committee Hearing shall be at the discretion of the Student Conduct Committee and/or its Student Conduct Coordinator.
   c. In Student Conduct Committee Hearings involving more than one Accused Student, the Student Conduct Coordinator, in his or her discretion, may permit the Student Conduct Committee Hearings concerning each student to be conducted either separately or jointly.
   d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Committee Hearing before a Student Conduct Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Committee Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
   e. The Complainant, the Accused Student and the Student Conduct Committee may arrange for witnesses to present pertinent information to the Student Conduct Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Committee Hearing. Witnesses will provide information to and answer questions from the Student Conduct Committee. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Committee with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Committee.
   f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Committee at the discretion of the chairperson.
   g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Committee.
   h. After the portion of the Student Conduct Committee Hearing concludes in which all pertinent information has been received, the Student Conduct Committee shall determine (by majority
vote if the Student Conduct Committee consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

i. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. If an Accused Student, with notice, does not appear before a Student Conduct Committee Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

6. The Student Conduct Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Student Conduct Coordinator to be appropriate.

7. If the prohibited conduct involves sexual harassment, then the investigative procedures of the applicable Board Policy Manual shall govern.

B. Student Conduct Committee Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Student Code:

   a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

   b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

   c. Loss of Privileges—Denial of specified privileges for a designated period of time.

   d. Fines—previously established and published fines may be imposed.

   e. Restitution—A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

   f. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.

   g. Deferred College Suspension—Deferred disciplinary suspension is a period of time during which a disciplinary suspension may be deferred for a period of observation and review. Additional misconduct or failure to comply with any other requirement stipulated for the period of deferred disciplinary suspension will result in suspension.

   h. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   i. College Expulsion—Permanent separation of the student from the College.

   j. Revocation of Admission and/or Degree—Admission to/or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

   k. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
NOTE: See Residence Hall Policies and Procedures for specific sanctions

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Coordinator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record two (2) years after final disposition of the case.

(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV (B) (1) (a)–(e).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a Student Conduct Committee determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Coordinator. In cases in which persons other than, or in addition to, the Student Conduct Coordinator have been authorized to serve as the Student Conduct Committee, the recommendation of the Student Conduct Committee shall be considered by the Student Conduct Coordinator in determining and imposing sanctions. The Student Conduct Coordinator is not limited to sanctions recommended by members of the Student Conduct Committee. Following the Student Conduct Committee Hearing, the Student Conduct Committee and the Student Conduct Coordinator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Student Conduct Committee Appeal Process

1. Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by the Office of Student Conduct.

2. All appeals must be completed and submitted within three (3) College working days of the date the disciplinary decision is received.

3. All appeals are to be directed to the Student Discipline Appeals Committee via email along with supporting documentation. Failure to file a written appeal within three (3) College working days from the date of the decision letter will render the original decision final and conclusive.

4. The Student Discipline Appeals Committee will review materials relevant to the case in the written appeal. The Committee will respond to the student in writing via email regarding the status of the requested appeal and all related decisions within five (5) business working days.

5. The student desiring to appeal the decision of the Student Discipline Appeals Committee must appeal in writing via email to the Assistant Vice President for Student Affairs of the College within three (3) College working days of the decision of the Student Discipline Appeals Committee.
6. The Assistant Vice President for Student Affairs will respond in writing via email regarding the status of the requested appeal and all related decisions within five (5) business working days. The decision of the Assistant Vice President for Student Affairs is final.

Appeals are not automatic; thus, each level of appeal may:

   a. Uphold the original decision.
   b. Add to or increase the severity of the sanctions, conditions, and/or restrictions.
   c. Modify or cancel the decision or action.
   d. Remand the decision or action with appropriate instructions to the next appellate hearing officer.

In cases involving immediate suspension or expulsion from TJC, the student may not attend class or any on- or off-campus event sponsored by the College during the appeal process. The student is not allowed on campus for any reason other than to deliver a letter of appeal. Any violation of the Student Code of Conduct, Student Handbook, and/or local/state/federal laws occurring while the appellate process is ongoing will end the process and the original decision will be upheld.

**Article V: Interpretation and Revision**

A. Any question of interpretation or application of the Student Code shall be referred to the Assistant Vice President for Student Affairs or his or her designee for final determination.

B. The Student Code shall be reviewed every two years.
**Grievance Procedures**

**College Student Complaint Procedures**

**Student Complaints - FLD (Regulation)**

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

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 regulation 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 academic grievances or final 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 Procedures**

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)
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 will 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, 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.

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.

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

State and Federal Student Complaint Procedures

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

If the grievance is not resolved satisfactorily internally, the student may file a complaint with the Texas Higher Education Coordinating Board. Student complaint forms are available on the THECB website.

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.

Tyler Junior College is accredited by 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 (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 its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or reject 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

Robby Underwood  
Director of Risk Management  
1327 South Baxter, Tyler, TX 75701  
(903) 510-3067

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

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

Fight Song
Sons of Black and Gold
Will you let the foe
Take from us the victory?
Hear our warriors chorus,
Sweep that line before us
Carry on the victory.
Onward, onward
Charge against the foe.
Forward, forward
Apache banners go.
Sons of Mars and Thunder
Rip that line asunder
Carry on to victory!

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

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

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

Mission
The Center for Student Life and Involvement 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.
Student Activities
Student Activities contributes to the social, recreational and cultural development of students with programs and services created and conducted by students. Apache Activities Council (ACC) is a social organization that allows its members the opportunity to learn basic skills needed to coordinate a successful event. AAC puts on both large and small events, such as comedians, magicians, concerts, etc., as well as traditional events such as Homecoming, Winter Wonderland and Spring Fling.

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

Recreation Center
The TJC Recreation Center or “Rec Room” is located on the second floor of Rogers Student Center and is open five days per week and the hours will vary per semester. The rec room offers table tennis, pool tables, and the latest video games. Throughout the semester, it will offer various tournaments which students can participate in.

Students must present a valid Apache ID to enter the Recreation Center.

Co-Curricular Transcript (CCT)
The Co-curricular transcript is a comprehensive record of a student’s extracurricular activities that he or she participated in while attending TJC, such as leadership experiences or community service. During their final semester at TJC, students can record their activities or leadership roles and request an official copy of their Co-Curricular Transcript from the Center for Student Life and Involvement.

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

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

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

1. Academic—groups based on students’ majors or those with similar academic or career goals. Groups may require a certain GPA to become a member.
2. Athletic and Recreational—groups who participate in intercollegiate athletics, campus recreational activities or other groups who have an interest in athletics or other sporting events.
3. Campus Involvement—groups providing social leadership opportunities that cooperate and contribute to the general welfare and programs of the campus and community.
4. Service—groups with a common interest of serving the philanthropic needs of others whether on or off campus.
5. Religious—groups continuing their religious education under the guidance of individual churches or other religious organizations.

6. Special interest—groups who gather based on their common or similar interest and coordinate a broad range of activities to promote interaction and fellowship among students.

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

Recognition Procedure
To achieve recognized status, an organization must:

1. Visit the Center for Student Life and Involvement or go to OrgSync to obtain forms for recognition.

2. Find a full time faculty or staff member to advise or sponsor the organization.

3. Complete and attach to the forms a copy of the organization's constitution, bylaws, along with a list of members, officers and sponsor(s).

4. Each Honorary or Academic group, if related to a specific academic or technical program, must have written approval of the appropriate instructional dean before recognition will be granted.

5. Return all forms and attachments to the Center for Student Life and Involvement.

6. Once the proper forms have been completed, the organization will present at the Student Senate General Assembly meeting for final approval.

7. If not approved, an organization may appeal the decision to the Director of Student Life.

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

1. Sponsors must be full-time employees of the college. Secondary or co-sponsors can be part-time employees, if another full-time advisor is not available. Special accommodations are made for those organizations that are affiliated with outside organizations such as churches or those sponsors appointed by administration.

2. Sponsors should be familiar with the constitution, objectives and purposes of the student organization.

3. Sponsors are expected to provide the necessary guidance to the organizations they sponsor and plan with the officers the activities scheduled by the group.

4. Sponsors should be sure that all activities conform to general college policies.

5. Sponsors should make sure that all deadlines and the proper procedures are followed in conducting the organization's business.

6. Sponsors should ensure that all activities, programs and other forms of entertainment are in good taste and reflect favorably upon the College. Programs and activities should not be scheduled or presented unless the sponsor has full knowledge of the activity or presentation.

7. Sponsors should schedule all activities on the College Master Calendar and sign all facility requests for the organization's events or meetings. Organizations must notify and provide a copy of facility applications to the Director of Student Life of all organization events or activities.

8. Sponsors should be present at meetings, events or activities scheduled by the organization, whether on- or off-campus.
9. Sponsors should be present for regularly scheduled general assembly meetings when a student representative or senator is not available to ensure the organization remains recognized and is in good standing with the Student Senate. Attendance by the sponsor(s) is also mandatory at all scheduled Presidents/Advisors meetings held during the fall and spring semester.

10. Sponsors must follow all student travel guidelines and be present for all organization travel off campus that is funded by the college, such as conferences, competitions, community service, etc. Students may drive their own vehicles to events within a 50 miles radius of TJC. All travel more than 50 miles from TJC must be done in vehicles owned or rented by TJC, must be driven by an approved driver and no personal vehicles can be used to transport students. Sponsors must also ensure all proper travel forms are completed and signed by the appropriate officials in a timely manner.

11. Sponsors should handle all financial transactions in dealing with deposits or withdraws from the organization’s agency account and must be present during the presentation to the S.S.F.A.C. committee.

12. Sponsors should assist in processes and procedures for passing on information to future members and encourage students to keep all documentation and records of events and meetings held.

**General Organization Requirements**

1. Individual students and student groups are responsible for conducting their activities consistent with the regulations, standards and the Student Code of Conduct of TJC.

2. No organization shall require of its members any activity incompatible with scholastic attainment or unacceptable to the general development of the individual. In particular, hazing is prohibited.

3. Each organization has the right to elect and expel its own members and is responsible for members’ actions as related to the organization.

4. Each organization desiring to use the name of TJC or its facilities must obtain proper approval from the Director of Student Life.

**Student Senate**

**Tier System**

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

**Tier 1 Organizations (Recognition Level)**

**Responsibilities:**

1. All requirements for Official Recognition

<table>
<thead>
<tr>
<th>Points per semester</th>
<th>Amount of members</th>
<th>Years as a recognized organization</th>
<th>Amount of community service hours</th>
<th>Committee hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>5+</td>
<td>0-3 Years</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>

**Privileges:**

1. The right to coordinate use of College facilities, including buildings, grounds, equipment and staff assistance.

2. The right to request advertising in, and news coverage by, the TJC newspaper and other campus publications normally open to organizational interest.

3. The right to post advertisements and/or materials on campus that support or advertise events or fundraisers that the organization is hosting, upon receiving proper approval.
4. The right to register for a portal through OrgSync and have access to all of its capabilities.
5. Yearly funding request up to 10,000
6. Appropriate use of TJC logos, names, etc.

**Tier 2 Organizations**
Responsibilities:
1. Update registration information annually
2. Attend 1 President/Advisors Meeting annually

<table>
<thead>
<tr>
<th>Points per semester</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of members</td>
<td>20+</td>
</tr>
<tr>
<td>Years as a recognized organization</td>
<td>3-5 Years</td>
</tr>
<tr>
<td>Amount of community service hours</td>
<td>20</td>
</tr>
<tr>
<td>Committee hours</td>
<td>7</td>
</tr>
</tbody>
</table>

Privileges:
1. All Tier 1 Privileges
2. Yearly funding requests up to 20,000

**Tier 3 Organizations**
Responsibilities:
1. All responsibilities of a Tier 1 and Tier 2 Responsibilities
2. Hold 1 service event annually

<table>
<thead>
<tr>
<th>Points per semester</th>
<th>300</th>
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</thead>
<tbody>
<tr>
<td>Amount of members</td>
<td>30+</td>
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<tr>
<td>Years as a recognized organization</td>
<td>5+ Years</td>
</tr>
<tr>
<td>Amount of community service hours</td>
<td>30</td>
</tr>
<tr>
<td>Committee hours</td>
<td>10</td>
</tr>
</tbody>
</table>

Privileges:
1. All Tier 1 and Tier 2 Privileges
2. Yearly funding up to 30,000
3. Special Program Funding

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

*This does NOT force an organization to remain under the same tier throughout their time as an organization. A formal request can be made if the organization has the desire to change from one tier to another. Official status after applying for change of tiers will be put into action upon the approval of the Student Senate Executive Board and the Director of Student Life*

1. Criteria for rating the various organizations will include the following: community service, lectures, meetings, student activities, and social events or service to the college. Organizations may not claim community service points for activities for which they are paid. (This also applies to Performance Grant Scholarship recipients who perform duties that are within the requirements of their membership.)
2. If an organization is determined to be in violation of the Student Code of Conduct or any city, state or federal law, the organization will be disqualified from receiving any awards and will forfeit their recognition status for the current academic year. (Which can be reapplied for.) Traffic violations are excluded. For serious infractions, additional steps may be taken by the Student Conduct Coordinator or Campus Police.

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

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

Rules
1. All organizations recognized by TJC must have an on-campus revenue/expense (agency) account.
   a. All organization money must be deposited into the account through the Business Services office. The Director of Student Life will assist organizations in setting up the account.
   b. Any off-campus accounts will be considered a violation of this policy.
2. Each organization may hold closed meetings for its own members and may invite any speaker for such meetings.
3. Special permission must be obtained from the Director of Student Life to hold open meetings for non-member students and/or the general public.
   a. Such meetings must be properly scheduled on the College Master Calendar and TJC, and no changes in the approved agenda shall be made without prior written consent of The Director of Student Life.
4. Active membership (voting and office holding) shall be limited to registered students who are in good standing.
5. Students seeking an office in any organization must be carrying a minimum of 12 hours with at least a “C” average (2.0 GPA) and must not be on scholastic or judicial probation. Exceptions for minimum hours for non-traditional student groups may be granted by Director of Student Life.
6. Each organization, except established Bible Chairs, must be sponsored by an academic or technical program, full-time faculty member or administrative staff member. Bible Chairs are sponsored by a church-appointed director.
   a. When a sponsor resigns, an organization has ten (10) working days to secure a new sponsor and notify the Director of Student Life or it becomes inactive.
7. Each organization must anticipate, provide for and promptly meet its financial obligations. Financial aspects of events sponsored by the organization shall be familiar to and have the approval of the organization’s sponsor.
8. If an organization disbands or becomes inactive, the organization is responsible for properly closing accounts and returning any remaining monies.
   a. If the organization fails to discharge its responsibilities in this area, and money remains in its account after all debts are paid, the account shall be cleared by transferring these funds to the Student Senate Account.
9. The name of the organization shall indicate the organization's purpose. If the organization wants its name to be in honor of an individual, that individual must have been nationally recognized in the academic or technical area represented by the organization. Local or state luminaries may be so honored if they are retired or deceased.

10. No organization or individual shall conduct raffles, benefits or sales campaigns or have concessions on campus without having completed a Fundraising Form and the approval of the Director of Student Life.

11. The primary liaison agent between the College administration and recognized organizations shall be the Student Senate and the Director of Student Life.

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

13. All organizations must appoint a representative to attend the Student Senate meetings. After missing two meetings in a semester, the organization becomes inactive and must be reinstated by following the reinstatement procedures.
   a. Two tardies will constitute an absence. (A tardy is considered coming to the meeting after roll has been taken by the Senate Secretary or leaving before the meeting is adjourned.)

14. All organizations must complete and submit a facility request form to the Center for Student Life office with the appropriate signatures, including that of the club/organization's advisor, prior to holding an event or meeting.

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

**Recognition Withdrawal**
Recognition and all privileges may be withdrawn for cause. Withdrawal of recognition may be directed by the President of the Student Senate. A request for withdrawal of recognition or for lesser sanctions may be made by department chairs, deans or any recognized organizations. Due process will be as follows.

Grounds for withdrawal of recognition must include at least one of the following charges: willful or negligent violation of the rules of the College or community; conduct deemed irresponsible or in violation of the College standards of good taste and good citizenship; or carrying out of a program inconsistent with aims of the College or the constitutionally stated aims of the organization.

**Reinstatement Procedures**
Reinstatement procedures for recognized organizations:

A. A $25 reinstatement fee must be paid.

B. A written excuse signed by the president of the organization and the sponsor must be submitted.

C. A two-thirds vote of the members of the Student Senate is required.

D. All points accumulated prior to gaining off-campus status will be forfeited and the organization will begin with zero points after reinstatement.

E. If an organization has to be reinstated a second time in an academic year, a $50 reinstatement fee will be assessed.

**Point System**
To remain active, an organization must earn at least 100 points per long semester (Fall and Spring). If an organization is determined to be in violation of the Student Code of Conduct or any city, state or federal law, the organization will be disqualified from receiving any awards and will forfeit their points for the current academic year. Traffic violations are excluded. For serious infractions, additional steps may be taken by the Student Conduct Coordinator or Campus Police. Awards will be presented at the annual Student Leadership banquet in the Spring semester.
Points will only be awarded for those events and participation that has been properly submitted via the Organizations portal. Points can be accumulated from March to March of each year. The Student Senate Executive Board Members will keep track of the official point tabulations. It is the duty of the organization to track and complete the proper forms and submit to the appropriate student senate officer.

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

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

2. Lecture (per event) ........................................................................................................................................10 points

3. Meeting
   a. General Assembly Meeting (per representative) ..............................................................................10 points
   b. Student Senate Committee Meeting (per representative) .................................................................2 points
   c. Organizational Meeting (per representative) .......................................................................................1 point

4. Social Event (per event) ............................................................................................................................10 points

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

Policy on Room Reservations in the Rogers Student Center
All programs or meetings in Rogers Student Center must be properly scheduled. All scheduled activities must be placed on the Campus Calendar. Events in the Apache Room(s), requiring substantial set-ups, or utilizing Dining services, should be at least arranged 3 weeks in advance.

Meetings scheduled for organizations throughout the year cannot always be assured of the same location for each meeting and the Center for Student Life and Involvement reserves the right to assign a different room when necessary. Every effort is made to schedule space on a priority basis for each eligible group on the exact day and time indicated on the Facility Request Form.
Statement of User Responsibility

1. The student organization that is requesting the use of the Rogers Student Center for any fund-raising activity will pay all charges incurred other than the facility use fee. This fee is to be paid to the Cashier’s office on or before the date of the request. The schedule will be followed for use of any College building. Any other arrangements must be cleared with The Director of Student Life.

2. The person responsible for the event should check the room immediately upon taking possession, look for items that are broken or any other obvious damages and report said damages to the staff member on duty. The staff member on duty will verify the damages and make any alternate arrangements that are required. This will also protect the group from having charges levied against them to repair said damages. If, in the course of the event, accidental damage does occur, it should be reported immediately to the staff member on duty, so that arrangements can be made for cleanup and restitution.

3. If a group leaves the facility in such a condition as to require additional cleaning (beyond normal wear and tear) by college personnel, the group will be charged for time and material for this extra cleaning. Damage to any room/space and/or equipment by an organization will result in appropriate disciplinary action and/or charges on a time and material basis for replacement or repair of the damage to the appropriate College property.

4. The use of duct tape and tacks will deteriorate and/or damage wall surfaces, however masking tape may be used. Therefore, users must make arrangements with the staff member on duty about putting up any decorations before the event takes place. Non-skirted candles and flammable or combustible materials are not allowed in the Rogers Student Center.

5. If a group cancels a reservation, it is the group’s responsibility to notify the College Master Calendar in writing, a minimum of forty-eight (48) hours prior to the scheduled date of the reservation. If written cancellation notification is not received, a group may lose its privileges to use any College facility, as well as forfeit the deposit.

6. College furniture and equipment may not be moved or removed from the premises without the prior written approval of the Director of Student Life.

7. Approval to be in the Rogers Student Center beyond normal hours must be secured in advance from the Center for Student Life and Involvement and the Campus Police Department at least seven (7) days prior to the event’s occurrence. At that time, overtime charges and scheduling arrangements may be made.

8. Requests for technical equipment or services must be made with media services at the time of the request in order for scheduling arrangements to be made.

9. Any group requiring food service must comply with College policy. Should a group obtain permission to bring its own refreshments, the group will assume responsibility for leaving the room in the condition in which they found it, or be subject to a time and materials cleaning charge.

10. The possession and consumption of alcoholic beverages is prohibited on College property and in any College building. Under no circumstances will alcoholic beverages be “brown bagged” or otherwise carried into any College building. With respect to the possession and consumption of alcoholic beverages, state law will be strictly enforced at all times on all property of TJC.

11. The organization is responsible for providing event personnel for any event in the Rogers Student Center. The number of personnel required for an event is listed below:
   50 or less (1)  50–100 (2)  100–200 (3)  150–400 (4)  400+ (5)

12. The organization reserving the building is responsible for the actions of all their guests while on campus. The organization will be held accountable for any and all damages. In addition, the organization is responsible for enforcing College policies with their guests.
13. Only the student organization's officers and sponsor(s) will be eligible to reserve and cancel space. The organization sponsor must sign off as the project officer. In addition, the organization scheduling space is not permitted to transfer the reserved space to another organization and/or group.

14. Organizations that have delinquent accounts will not receive permission to reserve space in any building until the account is paid in full and proof of payment is provided to the College Master Calendar.

15. A particular room may be requested. However, the College Master Calendar and the Center for Student Life and Involvement office reserve the right to match the events to the appropriate available space. Moreover, room reservations are NOT confirmed until all forms have been returned and signed to the College Master Calendar.

16. According to City Ordinance and TJC policies, the use of tobacco products in any public area of the Rogers Student Center is prohibited.

17. Individuals and organizations using the Rogers Student Center are expected to comply with College policies, rules and regulations.

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

1. Secure approval form for fund-raising events from the Center for Student Life and Involvement, complete the form and return it to the Center for Student Life and Involvement office.
2. Fill out the facilities request form, if applicable; obtain the appropriate signatures and return it to the Center for Student Life and Involvement.

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

It is required that organizations use numbered ticket sales. A ticket manifest will aid the organization in keeping track of monies collected as well as preparing a financial statement for the Center for Student Life and Involvement office which is due three days after the event. If needed, tickets and ticket manifest can be supplied by the Center for Student Life and Involvement along with a cash box.

**Event Procedures**

Event coordinators are required for any activity. The event coordinators are members of your organization that will help maintain a staged, well managed and coordinated event. They must be distinguishable from others at the event by wearing specific clothes or badges. The event coordinators must set an appointment and talk with the Director of Student Life. If this meeting doesn't take place at least two days prior to the event, future reservations and reservation privileges will be suspended.

1. Only those people holding current valid College I.D.'s are eligible to attend TJC will be admitted to campus functions. It is the responsibility of the event personnel to verify these procedures under the supervision of the staff member on duty and/or TJC Campus Police.
2. Campus Police officers will be assigned to each function based on the recommendation of the Campus Police office. The organization sponsoring the event is responsible for contacting the Campus Police office.

3. Once participants exit the function for any reason, they will not be allowed to re-enter the activity without going through security or pay another admission fee.

4. At the time of the reservation, each organization must give an estimated attendance figure. (Attendance figures cannot be increased after the reservation is made.) At the discretion of the Campus Police office, overages may be turned away to insure safety and crowd control.

**Code of Conduct Committee**

The Code of Conduct Committee shall hear all complaints against an executive officer or Senate member if the complainant feels that they have had his or her rights as a student violated by a member of the Student Senate. The committee will also hear complaints of violation of the election code as specified in the Student Senate Constitution.

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

The Code of Conduct Committee shall, upon receipt of the complaint, first try to resolve the complaint informally, but if this fails, the committee shall convene a meeting of those persons involved and hear the complaint and seek to find out the facts of the case. The complaint must be in writing and brought within five days after the occurrence of the event giving rise to the complaint. The complaint must involve a member of the Student Senate including executive officers, representatives, senators, or appointed officials, or those running for Student Senate office.

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

The committee will be chaired by the Director of Student Life, who will only vote in the case of a tie and the members of the board will be one officer from the Student Senate, one officer from the freshman class, one officer from the sophomore class, the President of Phi Theta Kappa, and a representative from a recognized organization. If a member of the Code of Conduct Committee is the accused or the accuser, they must remove themselves as a member of the board and the board will vote on a replacement for the particular case being heard.

After hearing all the facts of the case the Committee will make a recommendation for the case's disposition. If in the event the attempt to resolve the problem is unsuccessful or if the grievant feels that a formal hearing is required, they may then make a complaint through the Student Grievance procedure.

**Hazing**

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

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

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

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

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

Active Organizations

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>TYPE OF ORGANIZATION</th>
<th>SPONSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anime Club</td>
<td>Special Interest</td>
<td>Ed McPherson</td>
</tr>
<tr>
<td>Apache Activities Council (AAC)</td>
<td>Campus Involvement</td>
<td>Caitlin Ibarra</td>
</tr>
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<td>Apache Band*</td>
<td>Campus Involvement</td>
<td>Jeremy Strickland</td>
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<tr>
<td>Apache Belles*</td>
<td>Campus Involvement</td>
<td>Jasilyn Schaefer</td>
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<td>Apache Chiefs</td>
<td>Campus Involvement</td>
<td>Murphy Turner</td>
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<td>Apache Cheerleaders*</td>
<td>Campus Involvement</td>
<td>Tammy Rose</td>
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<td>Apache Punch*</td>
<td>Campus Involvement</td>
<td>Tom McGowen</td>
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<tr>
<td>Apache Renegades</td>
<td>Campus Involvement</td>
<td>Erica Thurman</td>
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<td>Association of Computing Machinery</td>
<td>Academic</td>
<td>Gigi Delk</td>
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<td>Bahai Club of TJC</td>
<td>Religious</td>
<td>Karen Anglin</td>
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<tr>
<td>Baptist Student Ministries (BSM)</td>
<td>Religious</td>
<td>Dr. Mark Jones</td>
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<td>Black Students Association (BSA)</td>
<td>Multicultural</td>
<td>Courtney Pickett</td>
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<td>Brother 2 Brother</td>
<td>Multicultural</td>
<td>Dr. Dometrius Hill</td>
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<td>Campus Crusades for Christ</td>
<td>Religious</td>
<td>Lowell Dailey</td>
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<td>Catholic Campus Community of TJC</td>
<td>Religious</td>
<td>Susie Johnston</td>
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<td>Criminal Justice Student Association</td>
<td>Academic</td>
<td>Jason Waller</td>
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<td>Andrea Tent</td>
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<td>Nidia Hassan</td>
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<td>Honor</td>
<td>Christine Melius</td>
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<td>Dr. Patti Light</td>
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<td>Honor</td>
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<td>Honor</td>
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* Membership determined by tryouts.
The Student Senate

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

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

The Student Senate promotes honesty, integrity, and excellence through both the Apache Creed and Honor code. The Honor Code instills students with the true qualities consistent with the Creed, and holds them accountable as an Apache.

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

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

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

The Senate meets each Tuesday during the Fall Semester at 4:00 p.m. and bimonthly in the Spring Semester. Special meetings are called by the Executive President of the Student Senate when necessary. In general, the Senate sets all policies governing student body activities.

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

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

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

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

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

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

Article I: Name and Purpose
Section 1
This organization shall be known as Tyler Junior College (TJC) Student Senate.

Section 2
The Student Senate shall serve as the central and all-encompassing student organization on campus, and shall represent the student body, which consists of all students at TJC, and shall exercise its authority through this constitution as hereafter provided.

Article II: MEMBERSHIP
Section 1
The Student Senate shall consist of the voting Student Body, Student Senate, and Executive Board.

Section 2
Every registered student, as defined by TJC, shall have equal membership and voting rights in the Student Body.

Section 3
Membership will not be denied or discriminated upon on the basis of race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status, or limited English proficiency, or any other qualities that have no bearing on a student's ability to function as a member of the Student Body.

Article III: The Executive Board
Section 1
A. Oath of office shall be given at the Student Senate General Assembly. The oath should be read as follows:
1. (state your name) do solemnly swear, to faithfully execute the duties of my office, uphold the principles of the constitution of the Student Senate, and will serve and defend the students of TJC to the best of my ability.

B. All executive powers shall be vested in the Executive President. The primary charge of the Executive President and the Executive Board shall be the timely implementation of all statutes enacted by the Student Senate. The Executive Board Officers shall consist of:
1. Executive President
2. Executive Vice President
3. Executive Secretary
4. Parliamentarian
5. Ambassador of Organizations
6. Public Relations Officer
7. Freshmen President
8. Freshmen Vice President
9. Freshmen Secretary.
C. All Officers shall serve a term of one academic year and cannot hold the same position for more than one term.

Section 2–Duties and Responsibilities of the Officers

A. Executive President

1. Shall preside at all Student Senate meetings.
2. Shall have jurisdiction over all appointed Student Senate Committees.
3. Shall represent the Student Body to the administration, faculty, staff and other entities outside the College.
4. Shall set the time and place for special sessions of Senate meetings if he/she deems necessary.
5. Shall appoint members of the Student Body to appropriate Student Senate Committees.
6. Shall be in charge of maintaining an appropriate meeting locations and offices of the senate.
7. Shall be empowered to introduce and lobby legislation to the Student Senate.
8. Shall appoint qualified replacements for any vacated offices from a pool of applicants.
9. Shall be empowered to veto any legislation of the Student Senate within 30 days of its passage.
10. Shall be empowered to set policy consistent with this Constitution in the absence of direction from the Student Senate.
11. Shall take the position of Chairman of the Student Service Fee Advisory Committee (SSFAC) in accordance with statutes and bylaws of this Constitution.
12. Shall review all applying organizations to ensure the qualifications have been met prior to the organization's presentation to the Student Senate.
13. Shall be empowered to perform other duties as directed by the Student Senate or as required to achieve the purposes of this Constitution.
14. Shall be responsible for the Executive Board, both for its officers’ successes and for its failures to perform according to this Constitution.

B. Executive Vice President

1. Shall have the duty to serve as President in the event that the Executive President is unable to serve, resigns, or for any other reason becomes disqualified from holding office.
2. Shall serve as assistant to the President to the degree the President deems necessary.
3. Shall serve as Chair of the Election Committee.
   a.) The election committee shall be conducted in a manner that satisfies the bylaws.
4. Shall be responsible for maintaining a workforce for all voting polls during elections.
5. Shall be responsible for handling and coordinating all travel arrangements for the Student Senate board such as retreats, community service or conferences.

C. Executive Secretary

1. Shall have the responsibility of recording and maintaining all records of Student Senate meetings to include accurate minutes, all proposed Student Senate legislation, and official laws enacted throughout the year.
2. Shall record, maintain, and publish all public voting records and results where a specific vote is taken for public viewing. Also, the Secretary must maintain, but not publish, voting records for secret ballots.
3. Shall maintain an up-to-date forum which allows public access to all records.
4. Shall be responsible for the Student Senate agenda and shall be the point of contact for all Representatives or Senators wishing to make announcements, propose legislation, or voice concerns/complaints.

5. Maintain separate records of all Senate encountered problems and their solutions, and all Senate projects and methods used for their execution.

D. Parliamentarian

1. Shall have the responsibility of conducting all Student Senate Meetings in accordance with Robert’s Rules of Order Newly Revised Edition.

2. Shall hold an open educational workshop at least once per semester to educate students on Robert’s Rules of Order.

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

E. Ambassador of Organizations

1. Shall have the responsibility of overseeing all organizations at TJC.

2. Shall be the liaison for all recognized student organizations.

3. Shall keep an accurate roster of all organizations, their officers, and sponsor(s) by maintaining up-to-date records for each organization at the start of each academic year.

4. Shall keep an up-to-date calendar of all organizations’ events and meetings.

5. Shall periodically review organizations to ensure that the three promises of TJC are upheld and that all requirements are being met.

6. Shall be responsible for reporting to the Executive President any organization which violates this Constitution or its Bylaws.

7. Shall collect and present all applying organizations’ documentation to the Executive President to be reviewed prior to its presentation to the Student Senate.

F. Public Relations Officer

1. Shall promote, advocate, and maintain the reputation of the TJC Student Senate through promotions or publicity to the students, faculty, and staff.

2. Shall be responsible for all forms of marketing and communication including social media.

3. Shall have the responsibility of recording the history of TJC Student Senate for their time in office. In addition, he or she will work with the Executive Secretary to collect Student Senate’s legislative and meeting history for the betterment and reference of students: past, present, and future.

4. Shall annually compose an album of pictures, records, and so forth of the Student Senate during the year he/she is in office. The album is to be completed in the Spring semester so that it may be filed with past editions.

5. Shall have the responsibility to collect information from other officers in the event of absence from a Student Senate meeting.

6. Shall remain up-to-date with the school newspaper for the purpose of keeping articles pertaining to Student Senate and its members to go into the annual album.
G. Freshmen Officers
   1. Shall consist of a President, Vice President, and Secretary.
   2. Shall learn from their respective Executive counterparts and assist their Executive counterparts to the best of their ability.
   3. The Freshmen President shall hold a seat on the SSFAC Committee in the Spring Semester.

Section 3 – Requirements and Qualifications for all elected Officers
A. All officers shall be recognized as a full time student with a minimum of a 12 hour course load. An exception shall be made for those executive officers who do not require 12 hours to graduate in the spring semester of their final term.
B. All Executive officers shall have at least a 2.5 Cumulative Grade Point Average at the time of election and shall maintain this standard for the duration of their term in office.
C. All Executive officers shall have a minimum of 24 accredited hours by the start of the fall semester following spring elections.
D. All Freshmen officers shall have 2.5 Cumulative Grade Point Average at the start of the spring semester.
E. All Freshmen officers shall have a minimum of 12 accredited hours by the start of the spring semester.
F. All officers shall not be on any type of disciplinary probation or suspension.
G. The Executive President shall appoint qualified replacements for any vacated offices from a pool of applicants.
   1. All applicants must have two-thirds approval from the Executive Board before they may take office.
H. All officers shall not be absent from more than two Student Senate meetings.
I. Any officer that does not adhere to the above standards shall be automatically and irrevocably removed from office.
   1. Any officer removed from office shall forfeit any and all financial incentives for the semester in which they were removed.
J. In instances where all prospective Executive Board candidates are in an unopposed election and no other individuals declare candidacy after the petition deadline the Student Senate Executive Board reserves the right to cancel the election period and vote to accept candidates by a two-thirds vote amongst the Executive Board Members. The swearing in of office shall be conducted at the closest Student Senate meeting date following the petition deadline.

Article V: The Legislative Branch
Section 1
All legislative powers shall be vested in the Student Senate.

Section 2 – Representatives
The Student Senate shall have power to recommend and implement policies necessary and proper for the general student body welfare. The Student Senate shall be comprised in the following manner:
A. The Student Senate shall be comprised of one voting representative for every actively recognized “on-campus” organization.
   1. Each organization shall have at least one representative who may represent their organization in the Student Senate General Assemblies.
2. Non-voting delegations to the Student Senate, with otherwise full procedural rights, shall be accepted from the following groups: General Student Body members, Non-Active Student Organizations, and Faculty/Staff.

B. In the event that a representative is unable to serve any portion of the allotted term, or in the event that a vacancy arises in the Student Senate, a student of the appropriate constituency may petition the Ambassador of Organizations to fill the vacancy.

C. Representative shall serve a one-year term and shall not serve more than two consecutive terms.

Section 3–Senator Elections
A. Student Senators will be elected according to the rules and eligibility requirements established by the Student Senate Bylaws.

B. Student Senators must be active in the constituency in which they have filed for election.

C. Senate elections will be held each long semester.
   1. Election dates will be announced at the beginning of each long semester.

D. The results of any Student Senate election will take effect immediately upon selection and shall be reported to the Ambassador of Organizations within ten business days.

Section 4–Senate Meetings
A. The Student Senate shall meet weekly during the fall semester and bi-monthly during the spring semester.

B. The Student Senate shall have special sessions upon the direction of the Executive President of the Student Body.

C. A simple majority of the seated Student Representatives shall constitute quorum.

D. All Student Senate meetings are subject to Texas Open Meetings Laws.

Section 5–Student Senate Committees
A. Student Senate Committees shall be created as needed by the Executive President of the Student Body.

B. Student Senate Committee positions shall be filled by volunteered Senators as approved by the Committee Chairman.
   1. The Committee Chairman shall be appointed by the Executive President of the Student Body.

Section 6–Duties and Responsibilities of the Student Senate
A. Shall have the power to consider Bills and Resolutions.

B. Shall propose a bill or amendment to improve TJC policies.

C. Shall carry out duties assigned to it by this Student Senate Constitution and its Bylaws.

D. Shall have the power to amend this Student Senate Constitution and its Bylaws by an absolute two thirds majority vote.

E. Shall act as a directing force in promoting student involvement.

F. Shall charter new student organizations recognized by TJC as “on campus” organizations.

G. Shall impeach and convict by two-thirds majority vote of the voting membership present any senator or elected student officer who refuses to resign after failing to maintain requirements for candidacy and taking office, or whose actions tend to reflect an unfavorable image of the Senate.

H. Shall declare campus organizations inactive who fail to hold more than two consecutive meetings in one semester, thus making that organization ineligible for Senate representation. Disciplinary action taken against an organization may deem it inactive.
Article VI: Amendments
Section 1
A. Amendments to this Constitution may be proposed by any Student Senator with a verifiable petition of fifty members of the General Student Body.
B. Any proposal of amendments shall be turned in no later than one week prior to the Student Senate Assembly in which it will be presented.
C. Any proposal of amendments, meeting the explicit requirements, shall be considered sufficient grounds and merit for the calling of a Senatorial Vote.
D. Amendments to this Constitution shall be passed with an absolute two-thirds majority of the Student Senate.

Article VII: Constitutional Legality
Section 1
A. This Constitution shall become the official and binding Constitution of the Student Senate and the Student Body of TJC upon majority ratification by the Student Senate.
B. This Constitution shall be subject to the laws of the United States of America, the State of Texas, the policies of TJC, and maintenance of the utmost good faith to the Students of TJC.

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

The Student Senate By-laws
Article I: Rules of the Senate
Section 1 Composition of the Student Senate
A. TJC Student Senate Officers shall consist of the Executive Board as listed in Article III. Section 1. Subsection B of the TJC Student Senate Constitution.
   1. Officers of the Student Senate shall be responsible for the duties listed in Article III. Section 2 of the TJC Student Senate Constitution.
B. TJC Student Senate shall consist of at least one Representative per active "on-campus" organization in addition to the Student Senate Executive Board.
   1. A Representative is defined as a member of an organization who is appointed or elected by that organization to be their advocate in the Student Senate.
   2. After an organization has missed two meetings in a semester without a legitimate excuse, they will be placed into a probationary period until proper documentation has been submitted for re-recognition. After being placed on probation, the organization in question shall have its sponsor notified of the infraction.
   3. If an organization is not represented at more than two meetings a semester, then the organization loses their active recognition status and will be required to go through a re-recognition process.
      a. A $25 reinstatement fee must be paid.
      b. A written excuse signed by the President of the organization and the sponsor must be submitted.
      c. A two-thirds vote of the members of the Student Senate is required.
      d. All points accumulated prior to losing recognition status will be forfeited and the organization will begin with zero points after re-instatement.
   4. If an organization is placed on probation from the campus for disciplinary reasons, they will lose
their status for the remainder of the semester after which they will be permitted to apply for “on-campus” standing with permission from the Director of the Student Life.

Section 2–Meetings
A. Student Senate Assembly meetings will be held weekly on Tuesdays at 4:00 PM in the Fall semester and held bi-monthly in the spring semester.
B. All meetings will be conducted in accordance with the most recent edition of Robert’s Rules of Order.
C. All General Assembly meeting locations shall be announced the Friday before the next General Assembly by the Ambassador of Organizations.

Section 3–Committees
A. The Executive Board shall be empowered to create committees, as needed, to perform certain actions, consider specific issues, or review pieces of legislation.
B. Committees may consist of Student Senate officers, organization representatives, senators or interested students.
   1. The number of students involved in each committee is subject to the designation of the Student Senate Executive Board.
C. All committees shall keep record of all business in the form of minutes, which shall be reported back to the Executive Secretary.
D. Committees shall exist until the resolution of its intended purpose or the end of the academic year.
E. The Executive President shall serve as chairman of the Student Service Fee Advisory Committee (SSFAC).
F. The Freshmen President shall hold a seat on the SSFAC Committee in the Spring semester.
G. The Ambassador of Organizations shall be responsible for reporting to the Executive President any organization which violates these governing documents.

Section 5–Representative and Senator Eligibility Requirements
A. All Representatives and Senators must be in good standing with TJC at the time of their appointment by the organization/program they represent.
B. All Representatives and Senators must be actively enrolled in classes at TJC for the length of their term.
C. All Representatives and Senators must have a cumulative GPA of 2.0 for the duration of their term.
D. Attend all General Assembly meetings and serve on at least one committee.

Section 6–Special Sessions
A. The Executive President shall be empowered to call special sessions of the Student Senate.
B. The Executive President shall give at least a two business days notice prior to any special session.
C. Absences from special sessions will count equal to an absence from regularly scheduled assemblies.

Section 7–Election Committee
A. Shall organize and attend campaign meetings.
B. Shall tally all votes and certify the final election reports.
C. Shall be comprised of members appointed by the Executive Vice President and must be approved by the Student Senate.
D. In the event that a position of the election committee becomes vacant, the Vice President may elect a new member to the committee.
Section 8–Organization of Public Voting Records
A. For all pertinent pieces of legislation where a specific vote is taken, voting results shall be recorded and maintained.
   1. The Executive Secretary shall review all legislation submitted.
B. Records shall be organized by legislation and shall list each organization’s vote (or lack thereof), affirmative or negative.

Section 9–Code of Conduct Committee
Actions or misconduct may result in disciplinary actions and/or a hearing with the Code of Conduct Committee are as follows:

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

Such other policies of the appropriate disciplinary agency involved may decide a warrant of disciplinary action. If the defendant is found guilty after a judicial review from the committee, a letter of the Code of Conduct Committee’s findings will be sent to the Student Conduct Coordinator informing him or her of the proceedings.

Article II: Amendments
These Bylaws may be amended at any regular or called meeting of the Senate by a simple majority vote with at least 30 days previous notice or a 2/3 vote without previous notice. They may also be amended by a 2/3 vote of the Executive Board. Such amendments will be in effect until they are ratified or rejected by the General Assembly.

The Student Senate Campaign Guidelines
1. Students must provide a petition form with support from fellow students and a recommendation letter from faculty or staff members by the required deadline.
   A. Failure to provide this documentation will result in disqualification. All letters must be submitted to the Director of Student Life a week before elections.
   Candidates petitioning must attend the scheduled campaign meeting(s) or notify the Director of Student Life with credible excuse. Failure to comply will result in disqualification.
2. Elections will be held one week after petitions have been signed and returned to the CSLI office.
3. Electioneering may not commence until the completion of the mandatory campaign meeting. If campaign meeting cannot be held, candidates cannot campaign until the campaign meeting has been conducted.
4. No alcohol or drugs may be used for campaigning.
5. No campaigning or loitering will be permitted within 100 feet of voting polls.
6. Candidates are responsible for the removal of all campaign materials and must be disposed of within two business days of the conclusion at the election. Placement and distribution of illegal campaign material will be removed.

7. Any candidate found purposely sabotaging campaign materials will face disqualification upon the discretion of the Director of Student Life.

8. No campaign items shall be disposed improperly or in a reckless manner.

9. In the event of a debate, candidates may speak to the Student Senate, for no more than five minutes, as to why they should take office.

10. All legal voters shall be currently enrolled at TJC, and a vote is only valid when proper identification has been provided.

11. Placement of campaigning materials shall not be permitted in Roger’s Student Center, Vaughn Library, or the White Administration Service Center. No more than two campaigning materials may be placed in a single floor in a building.

12. The election committee will be designated to tally the votes.

Failure to comply with any of the campaign guidelines listed above will result in disqualification, at the discretion of the Director of Student Life or the Code of Conduct Committee. Respect other candidate’s property and keep campaigning clean!
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.

Identification Cards

Each student at TJC should obtain a TJC Student Identification card during registration. These cards are to be retained throughout the student's attendance at TJC and should be updated during each registration period. Student ID cards are considered VALID only if they have a sticker on the front for the CURRENT semester. Broken or cracked cards are not considered a valid card and must be replaced—a replacement charge is required. Also, a card that is damaged so that the photo, name, or barcode are illegible is no longer considered a valid card.

Prospective, current, or former students requiring services from TJC must present a valid form of ID with an identifiable photo. ID cards are made during the final (walk-in) registration process at the beginning of the Fall and Spring semesters and during New Student Orientation registration. Students may also obtain ID cards throughout the semester during normal business hours in the Campus Police office and from 8-5 p.m. during the Fall and Spring semesters at the Campus Police Substation, located on the second floor of Rogers Student Center. A student's first ID card is provided at no charge to the student, but a replacement fee is charged for any subsequent ID cards.

The TJC Student ID card is necessary for admission to College activities, computer labs, OHPE Center, use of learning resources, at the Testing Center and other campus facilities and functions. Students must display their ID card whenever present on campus. The TJC Student ID card is the property of TJC and must be surrendered upon demand if requested by a TJC official.

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

Parking Regulations

The growth of the College population and the increasing number of vehicles, bicycles, motorcycles and pedestrians make it necessary that students drive and park in an orderly manner. Their safety, the effective operation of the College and their common welfare depend upon being mutually considerate.

All members of the College community are therefore urged to familiarize themselves with the College parking and traffic regulations and to respect them.

Article I. State Laws and Authority

All state laws and city ordinances are applicable and may be enforced on College premises, and referral may be made to the appropriate court of jurisdiction. Traffic on campus must abide by the speed limit of ten (10) miles per hour. All vehicles must stop when approaching an occupied crosswalk.

Article II. Vehicle Registration

Section 1. All vehicles, as defined by state law, operated on College premises, must be registered with the Campus Police office, and the permit must be properly displayed.

Section 2. Students who have been ticketed for a violation must pay the violation fee in the Cashier's office.
Section 3. TJC parking permits are recognized for one academic year, but must be validated with a sticker for each semester. Students requiring an additional or replacement sticker are assessed a $5.00 fee.

Article III. Parking Permits
Section 1. Permits are provided to students who have paid or have arranged payment of current tuition and fees due and indicating a zero account balance.

Section 2. In order to register a vehicle, a driver’s license, student identification card and motor vehicle license number must be presented at the Campus Police office, along with verification showing payment of current fees and indicating a zero account balance.

Long Term ....................................................................................................................................................................$30
Short Term (Summer Session)..................................................................................................................................$15

NOTE: Continuing Education students’ parking fees are included in the cost of their Continuing Education course.

Article IV. Display of Permit
Section 1. The parking permit must be properly displayed at all times while vehicle is on college-owned property. Parking permits must be clearly visible and cannot be obscured in any way.

Section 2. To properly display the permit, it should be applied to the outside lower rear window (driver’s side) and clearly visible from the rear of the vehicle.

Section 3. Motorbikes, motorcycles and motor scooters will have the parking permit affixed to the vehicle’s gas tank, front forks, or a location easily seen.

Section 4. Parking permits may not be altered in any way.

Article V. Handicapped Persons
State law requires disabled persons to obtain handicap permits from county motor vehicle registration departments in order to park in any handicap zones. Faculty, staff, or students may park in any handicap space, provided they are displaying a valid, state-approved permit.

Parking spaces for disabled persons are clearly marked throughout campus. Students displaying handicap license plates or a rearview mirror tag are required to register their vehicles and display a valid TJC parking permit in conjunction with their handicap permit.

If a student has special needs, special parking permits are available in the Campus Police office during regular business hours. For more information, contact Campus Police at 903–510–2258.

Article VI. Traffic and Parking Regulations
The following acts constitute a violation of traffic and parking regulations of TJC:

1. Service Only
2. Visitor’s Space
3. Parking without a permit/Fail to Register a vehicle
4. Failure to display permit
5. Improper parking
6. Faculty space
7. Occupying more than one space
8. Fire Lane
9. Parking on Grass
10. Handicap Space Without Proper Permit
11. Parking disregarding barricades, traffic cones, or traffic control devices
12. Parking in an area not specifically designated as a parking space to include, but not limited to:
   • Blocking a driveway/alley
   • Parking in fire lanes
   • Area not striped as a parking space
   • Double parked
13. Transferring citation to another vehicle

Parking fines are established at $25.00, except Parking in a Handicap Space Without Proper Permit, which is a violation of state law, and the fine is $50.00.

Payment must be made within ten (10) days. Students should make payment in person or mail a check or money order to:

   TJC, Cashier’s Office
   P. O. Box 9020; Tyler, Texas 75711–9020

Please include the student’s “A” number and a copy of the ticket that is being paid.

Article VII. Appeals Process
Appeal forms are available in the Campus Police office during regular office hours. Appeals must be filed within ten (10) days or the citation is assumed valid.

Appeals are reviewed by the Parking Appeals Advisory Committee which is comprised of faculty, staff, and students. After review, the committee will send the individual their decision in writing.

If the appeal is denied, then the individual may file an appeal within seven (7) days to the director of campus police for a final decision to uphold or overturn the committee’s decision.

Article VIII. Violation Penalties
Section 1. A parking space is defined as a space lined in white or yellow stripes on both side.

Section 2. If a student sells his/her vehicle or trades it in on another one, the student must remove the permit. Failure to do so may cause the student to pay fees given to the new owner.

Section 3. Students with outstanding and overdue parking fines are reported to the College Registrar’s office. Fees must be paid in full as a condition of re-entry into TJC or to register for future semesters.

Article IX: General Parking
Section 1. Students must park in designated parking spaces only. Gold colored parking permits are issued to Commuter Students and are valid only in specific parking lots. Black colored parking permits are issued to Residential Students and are valid only in specific parking lots. Faculty/Staff are issued white colored designated lot.

Section 2. Students may park in any faculty/staff parking lot after 5 p.m., with four exceptions:

   A. The parking lot in front of Potter Hall is reserved for faculty and staff at all times.
   B. The first two rows of the covered lot beneath Pirtle Technology are reserved for faculty and staff at all times.
   C. The executive parking area behind the White Administrative Services Center is reserved at all times.
Section 3. Bicycles must park in a bicycle rack. Racks are located south of the OHPE Center, on the north side of Pirtle Technology, Phase II, under the stairs and on the south side of Rogers Student Center.

Section 4. Visitor parking is provided for visitors only. No person currently enrolled at TJC may park in visitor parking for any length of time.

Section 5. The issuance of a parking permit in itself is no guarantee of a parking space near the place where one attends classes, resides, or works. The responsibility of finding a legal parking space rests with the vehicle operator/owner/student, and lack of space is not a valid excuse for violations of any parking regulations.

Article X. Removal of Vehicles from TJC
TJC may have vehicles removed from the premises at owner’s expense for the following reasons:

1. Four (4) or more traffic violations per semester
2. Parking a vehicle on campus without a permit
3. Parking on any lawn, sidewalk or reserved area
4. Any violation of these regulations
5. Failure to obey the verbal order of any TJC campus police officer or guard
6. Vehicles abandoned for a period of more than thirty (30) days

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

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

Community resources for assistance are listed on pages 101-104.

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

Missing Person Policy
Each resident will be informed regarding the Missing Student Notification procedures upon check-in at their residence hall. Each resident will provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing, Campus Police and the Assistant 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 Assistant 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 Campus Police Reports.

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) 510-2222, 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 are trained to respond to criminal actions or other emergencies that may occur on campus.

Campus Police Officers are licensed Texas police officers.

Campus Procedures for Reporting Crimes or Emergencies.
To report an emergency or criminal incident call 903–510–2222 and/or 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 Crisis Management Plan.

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 Facilities and Construction Department 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, Campus Police.

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, Environmental Health and Safety Compliance 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 certified peace officers and have passed the Texas Commission on Law Enforcement licensing examination for police officers. Police officers with Campus Police must also receive at least 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 and immediate surrounding area.

Campus Police receives its primary support from the City of Tyler Police Department; and it also receives support from the Smith County Sheriff's Department, and the Texas Department of Public Safety. Campus Police enjoy a good relationship with other local and regional law enforcement and criminal justice agencies. There is a written Inter-Local Agreement in place between the TJC Police Department and the City of Tyler Police Department for campus emergencies and the investigation of serious criminal offenses.

Security Awareness and Crime Prevention

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

- Crime Prevention Materials and Presentations: These are available at the Campus Police office upon request.
- Texas Crime 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 provide 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 (http://pol.tasb.org/Home/Index/1076), the Student Code of Conduct, and the Texas Penal code.

TJC provides various programming to enhance sexual assault awareness and prevention throughout the year. Specific emphasis is given during Apache Orientation and Residential Life Hall meetings. Selected faculty and staff members and community experts give presentations and provide resources upon request. Informational pamphlets are provided upon request through Campus Police, at the Visitor Information Center, and at the Counseling 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 Coordinator Student Conduct. The Coordinator Student Conduct will be notified and kept informed of the progress in
the investigation. Possible sanctions against a student found guilty of sexual assault through on-campus proceedings include expulsion, suspension, and probation. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the College with loss of all college privileges. The accuser and the accused perpetrator are entitled to have an adviser or advocate present during campus disciplinary proceedings. Parties to any sex-related offense (forcible and non-forcible) are entitled to and will be given results of any disciplinary actions taken.

Complaints of sex-related offenses (forcible or non-forcible) committed while on TJC property by persons other than students or employees will be investigated by Campus Police 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 weekdays (903) 510-2258, nights and weekends (903) 510-2222; 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 Student Handbook for more information. Employees should refer to HR Policy and Procedures for further details. A comprehensive list of agencies that provide counseling, mental health, or other social services may be found in the Student Handbook.

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

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

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

Counseling and referral information for survivors of sexual assault is available on campus through the Counseling 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 online at 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, increase pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants
Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

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

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

Solvent Inhalants, e.g. glue, lacquers, plastic cement
The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. 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. Human Resources Department will provide assistance to employees seeking treatment for drug or alcohol abuse.

Campus Services, Students

Several campus offices provide print and video materials upon request to interested students. This information includes the characteristics and types of drugs/symptoms of drug abuse, dysfunctional family systems and other topics. Offices where this information is available include the Student Development office Support Services offices, all located in the Rogers Student Center. Additional reference materials on the subject of alcohol and drug abuse are available in the Vaughn Learning Resources Center or the TJC Clinic located in the Rogers Nursing and Health Sciences Center.

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

Community Services

Several sources of assistance are available in the local community for students and others experiencing problems 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
Christus 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 Exa. (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
CenterPoint Energy (natural gas service)* ........................................................ 800–259–5544
City of Tyler Solid Waste .................................................................................... 903–531–1388
City of Tyler Water Department—Administration ............................................ 903–531–1230
   Service connection and disconnection .......................................................... 903–531–1231
Suddenlink Cable ................................................................................................. 903–595–4321
TXU Energy (electric service) ............................................................................. 800–242–9113
   Service Restoration* ..................................................................................... 800–233–2133

* Indicates telephone numbers answered 24 hours a day.

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)</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)</td>
<td>Confinement in 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</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</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)</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.</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. Attendance 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.</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. For up to date yearly statistics reflecting any crimes reported to Campus Police, please visit [www.tjc.edu/downloads/2003978/campus_police_and_parking](http://www.tjc.edu/downloads/2003978/campus_police_and_parking)

Fire Safety Report
All fires should be reported to the Campus Police Office and 911. To report fires to the Campus Police Office call 903-510-2222. 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
- Curls/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. For up to date yearly statistics reflecting any crimes reported to Campus Police, please visit [www.tjc.edu/downloads/2003978/campus_police_and_parking](http://www.tjc.edu/downloads/2003978/campus_police_and_parking).
Consumer Information Dissemination Requirements

TJC is required by 34 CFR Part 668.41 through 668.48 to disseminate a list of items of information that must be readily available to students, employees, and prospective students and employees and where that information can be found. A list of this information and where it can be obtained is available at: https://www.tjc.edu/cidr
In November 2011, the Texas Higher Education Coordinating Board adopted a new General Education Core Curriculum for all public institutions of higher education. Texas law mandates that all state-supported colleges and universities have a core curriculum consisting of 42 semester credit hours that will automatically transfer to all Texas public colleges and universities. Embedded within the 42-hour core curriculum are general education student learning outcomes signifying what students learn by completing the courses in the core curriculum. The general education student learning outcomes are based on the core objectives outlined by the Texas Higher Education Coordinating Board. The TJC college student learning outcomes include the following:

**Critical Thinking Skills**
CT 1. Generate and communicate ideas by combining, changing, or reapplying existing information.
CT 2. Gather and assess information relevant to a question.
CT 3. Analyze, evaluate, and synthesize information.

**Communication Skills**
CS 1. Develop interpret, and express ideas through written communication.
CS 2. Develop interpret, and express ideas through oral communication.
CS 3. Develop interpret, and express ideas through visual communication.

**Empirical and Quantitative Skills**
EQS 1. Manipulate and analyze numerical data and arrive at an informed conclusion.
EQS 2. Manipulate and analyze observable facts and arrive at an informed conclusion.

**Teamwork**
TW 1. Integrate different viewpoints as a member of a team.
TW 2. Work with others to support an accomplish a shared goal.

**Social Responsibility.**
SR 1. Demonstrate intercultural competence.
SR 2. Identify civic responsibility.
SR 3. Engage in regional, national, and global communities.

**Personal Responsibility**
PR 1. Evaluate choices and action and relate consequences to decision-making.

**Opportunities for Student Comment**
Throughout the semester, students have the opportunity to provide feedback about various aspects of their college experience. Often, this will be through a survey link emailed to the student’s TJC email account. The following represent a few of the opportunities that students have to provide feedback:

1. **Student Course Evaluations.** These are emailed to all students in the second half of the semester and must be completed prior to the last week of class. Students are provided the opportunity to evaluate their academic experience in a particular course with a particular faculty member.
2. **Student Assessment of Services Survey (SAS).** This survey is distributed during the Spring semester of every year to garner feedback about a wide variety of services offered by the college.
3. **Community College Survey of Student Engagement (CCSSE).** This is a survey developed by the University of Texas at Austin and administered to selected courses during the Spring semester of even numbered years.
4. **Survey of Entering Student Engagement (SENSE).** This is a survey developed by the University of Texas at Austin and administered to selected courses during the Fall semester of even numbered years.