

Texasiana College



2009 - 2011

Student Handbook

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WELCOME FROM THE DEAN OF STUDENTS

Welcome to Texarkana College! We are happy that you have chosen Texarkana College for your first years of college work and our desire is to make the quality of the education you receive at TC second to none. The Texarkana College Board of Trustees, the administration, and the faculty are all dedicated to the idea of making Texarkana College the best two-year college in the state of Texas.

When more than 4000 people are grouped together on a single campus, there are some rules and regulations which necessarily must be kept in mind and followed for the good of the majority of the persons involved. The rules and regulations found in this handbook are designed as guideposts for group living, rather than restrictive rules to hamper any individual's activities. Your attention to and obedience of these rules will be appreciated.

One of the many advantages of a college such as ours is that there are many opportunities to become personally acquainted with your instructors, for they will be anxious to help you in any way they possibly can. If I can be of assistance in any way, please come by to see me.

Steve Middlebrooks
DEAN OF STUDENTS

FORWARD

This handbook has been prepared for you, the student of Texarkana College, with the sincere hope that it will acquaint you with the information relative to the rules and regulations at Texarkana College.

Texarkana College offers you an outstanding educational program and hopes to assist you in every way possible to develop into a well-rounded, socially adjusted citizen.

Texarkana College has always been known as a friendly college. Help TC to keep its good reputation by speaking to every person whom you meet and by applying the Golden Rule in all of your associations.

This student handbook contains policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policy to reflect current Board policies, administrative regulations or procedures and applicable State or Federal laws and regulations.

MISSION

Texarkana College is dedicated to serving the educational needs of Texarkana, Texas, and the surrounding region. The College exists for the purpose of providing opportunities and life-long learning experiences which will enable each student to develop intellectual curiosity, the ability to think critically, a sense of social and civic responsibility, an appreciation of cultural values, and the competence in trade, business skill, or profession. Essential to this purpose is a commitment to the belief that excellence in instruction serves as the basis for all college-level training, and that flexible policies are essential to meet the challenges of a progressive community.

OBJECTIVES

In accordance with this mission, Texarkana College is committed to the following objectives:

1. To provide fully-accredited, transferable courses which can be applied toward an associate or a bachelor's degree.
2. To provide and develop technical and occupational programs which will enable the student to enter the job market with immediately marketable skills or enhance existing skills for occupational advancement.
3. To provide continuing education both academic and non-credit courses to meet the cultural and practical needs of the community.
4. To provide student development services to aid each student in realizing his or her individual capabilities to the fullest and to offer job placement information to students.
5. To assume leadership in the community by promoting aesthetic and cultural activities and civic projects.
6. To provide opportunities and support for faculty growth and development.
7. To provide a healthful, safe, and secure physical environment conducive to learning and quality instruction for all students regardless of sex, race, religion, age, or disability.
8. To maintain sound management practices in the operation of and extension of the institution.
9. To provide developmental studies that will enable students to acquire the basic skills needed for successful completion of their college studies.
10. To provide programs in athletics, physical development, and rehabilitation to encourage good habits of physical and mental health.

TC Academic Calendar 2009-2010

Fall 2009

August 31	Day and Evening Classes Begin
September 7	Labor Day Holiday
October 23	Mid-Semester
November 20	Last Day to Drop Classes/Fall Graduation Deadline
November 25-27	Thanksgiving Holidays
December 14-17	FINAL EXAMS
December 21-January 1	College Closed for the Holidays

Spring 2010

January 4	College Re-opens
January 18	Martin Luther King Holiday
January 19	Day and Evening Classes Begin
March 12	Mid-Semester
March 15-19	Spring Holidays
April 16	Last Day to Drop Classes/Graduation Deadline
May 10-13	FINAL EXAMS
May 18	Graduation
May 31	Memorial Day Holiday

Quarter Length Calendar 2009-2010

2009

August 17	Fall Quarter Begins
September 7	Labor Day Holiday
October 16	Last Day to Drop
November 6	Fall Quarter Ends
November 9	Winter Quarter Begins
November 25-27	Thanksgiving Holidays
December 18	Last Day of Classes before Holidays

2010

January 4	College Re-opens
January 11	Classes Resume
January 18	Martin Luther King Holiday
January 29	Last Day to Drop
February 19	Winter Quarter Ends
February 22	Spring Quarter Begins
March 15-19	Spring Holidays
April 16	Graduation Application Deadline
April 30	Last Day to Drop
May 18	Graduation
May 21	Spring Quarter Ends
May 24	Summer Quarter Begins
May 31	Memorial Day Holiday
July 2	July 4th Holiday Observed
July 23	Last Day to Drop
August 13	Summer Quarter Ends

2008-2009 Crime Statistics

The following information is being made available to employees, students, and prospective students of Texarkana College in accordance with the Crime Awareness and Campus Security Act of 1990.

Offense	# Reported
Motor Vehicle Stolen.....	0
Motor Vehicle Accidents	6
Burglary of Vehicle.....	8
Theft (Misdemeanor)	10
Theft (Felony)	1
Theft Solved or Property Recovered	6
Disturbance	7
Vandalism or Criminal Mischief	6
Accident (Personal Injury)	1
Assault by Threat.....	1
Assault by Contact.....	2
Assault w/Bodily Injury.....	0
Assault (Sexual)	0
Harassment (Non Sexual)	3
Harassment (Sexual).....	1
Possession of Firearms	0
Arrest or Warrants Issued.....	4
Vehicle Fire.....	1
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WHERE TO GO FOR INFORMATION

Admissions Office - Located on the first floor of the Administration Building. In addition to registration, the Admissions Office handles:

- Schedule Changes
- Withdrawal from Classes
- Reinstatement in College
- Change of Address
- Student Records
- Request for Transcripts
- Grades
- TC Degree Plan
- Veteran Benefits Information
- Diploma Application

Business Office - Located on the second floor of the Administration Building. The Business Office accepts payment of tuition and fees for registration, as well as:

Disbursement of Refunds	Replacement ID Cards
Parking Stickers	Meal Tickets
Collection of Parking Fines	Dorm Payments

Campus Police - Located at the Radio/Security Building near the south side of the CEC Building. Campus Police may be contacted 24 hours a day by using the Call Station located on the outside wall on the right hand side of the overhead door at the rear of the Truman Arnold Student Center. (Instructions for using the Call Station are listed at the location). Officers are radio dispatched. The following offices have dispatch capability: Campus Telephone Operator (**O**); Dean of Students (**3271**); Continuing Education (**3270**); and Police Office (**3333**). After hours, police may be contacted on any in-house phone at extension **3333**, or any public service phone at (**903**) **832-5565**. The Texarkana College Campus Police Department was established by the President and the Board of Trustees of Texarkana College and is certified by the Texas Commission of Standards and Education for Police Officers. All violations of rules and regulations as approved by the President and Board of Trustees are subject to be charged in the State Courts of Texas. Campus Police can offer assistance with such matters as:

- Security (theft, vandalism, etc.)
- Parking Problems
- General Campus Information
- Vehicle Problems (jump start, open door, etc.)
- Lost & Found (unclaimed lost and found items will be properly disposed of following a period of 30 days.)
- Accidents (vehicle & personal)

Counseling Center - Located on the first floor of the Administration Building. Students are encouraged to seek the Counselor's assistance at all times relative to your academic, career, social, or personal problems. Division chairs, department head, and instructors are also available to assist you with problems concerning their respective fields of study during their office hours, a schedule of which will be posted on their office doors. The Counseling Center also provides assistance in the following:

- Counseling & Guidance
- Course of Study
- Job Placement
- Testing - including College Entrance Exams, GED, and CLEP tests
- Transfer Degree Plans
- Vocational Literature
- American Disabilities Act Coordinator

Dean of Students (Student Services/Financial Aid) - Located on the first floor of the Administration Building. This office complex houses the Dean of Students Office and the Financial Aid Office. These offices provide assistance with:

- Dorm Information
- Scholarships Applications
- Student Problems
- Disciplinary Problems
- Financial Aid (applications and file review)
- Student Employment (Federal Work-Study)

Texarkana College no longer participates in any Federal loan program.

Evening and Continuing Education - Located on the first floor of the Administration Building, this office is the central administrative office for evening students. This office also provides:

- Community Service Courses (not for college credit)
- Emergency Preparedness Information

Dean of Instruction - Located on the second floor of the Administration Building. Students should see the Dean of Instruction for all academic matters.

College Bookstore - Located on the first floor of the Student Center Building, the College Bookstore has a variety of school supplies and gifts available in addition to textbooks necessary for courses taught at TC and Texas A&M-Texarkana.

Facilities Services - Located on the second floor of the Administration Building. This department maintains building, grounds, maintenance, and transportation. Facilities Services also keeps the Official Texarkana College Calendar of Campus Activities.

TERMS YOU NEED TO KNOW

ACADEMIC YEAR: The period of the annual session, exclusive of summer school. It is divided into two 16 week semesters and extends from late August through the middle of May. Certain vocational programs are taught in four 12 week quarters.

ACADEMIC CURRICULUM: Courses such as Composition & Rhetoric, College Algebra, Biology, etc. are considered academics. These classes are counted in credit hours. Academics are taken by semester or summer sessions.

ACTIVITY PERIOD: A free period from 12 noon to 1 p.m. every Wednesday that enables students to participate in the various student activities such as clubs, intramurals, concerts, speakers, etc., that are offered at that time.

ADMISSION: Acceptance of a candidate for enrollment in the College.

AUDIT: To enroll for informational instruction only. The student attends class or classes without participation and without credit. Regular tuition rates are charged for audited classes.

CERTIFICATE: A document indicating satisfactory fulfillment of the requirements of a particular program of study.

CLASSIFICATION: Student's status in respect to progress toward the completion of his curriculum—freshman, sophomore, junior, senior—usually based upon the number of hours or courses to his credit at the time of any given registration. (Freshman - 1-29 hours; Sophomore - 30-59 hours).

COURSE: Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

COURSE CREDITS: The semester hour is the unit of credit and is defined as the amount of credit given for one recitation hour a week for 16 weeks or its equivalent. A recitation class meeting three hours a week, therefore, counts three semester hours credit to a course. In general, three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation.

EXPLANATION OF COURSE OFFERINGS: Semester hour credit courses are designated by a name and number along with a descriptive title. The name designates the department in which the course is offered. The course number is a four digit number in which the first digit designates the academic level of the course. A first digit of 0 designates a remedial or non-credit course, a first digit of 1 designates a freshman course, and a first digit of 2

designates a sophomore course. The second digit designates the number of semester hours of credit the course carries. The remaining digits are the distinguishing number of the particular course. Thus, English 1301 is a freshman course carrying three semester hours of credit. Texarkana College is a member of the Texas Common Course Numbering System.

COURSE PREREQUISITE: The preliminary requirement that must be met before a course can be taken.

DEGREE, ASSOCIATE: A title conferred upon students by a college, university, or professional school upon completion of a unified program of study, ordinarily a two year program.

DEGREE PLAN: A guide to the courses a student should take to best achieve his educational and vocational plans. This plan should be worked out with a counselor early in the student's Freshman year. The official degree plan is completed by the Admission's Office.

ELECTIVE: Any of a number of courses which a student is allowed to select. A course not required in the curriculum is referred to as a free elective.

FRESHMAN: A student with fewer than 30 semester hours of credit at the beginning of a semester.

FULL-TIME STUDENT: The classification given students who are pursuing 12 semester hours or more of credit each semester or eight semester hours in a quarter length program.

GRADE POINT: The numerical value assigned to each grade a student receives in a course to provide a more exact determination of his scholarship. Every credit hour of A carries 4 grade points; B, 3 grade points; C, 2 grade points; D, 1 grade point. F carries no grade point.

MAJOR: The specific subject area in which a student determines he will devote most of his time in college. Twenty-four to thirty semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior or senior years.

MINOR: A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

NON-CREDIT COURSES: A course for which no college credit is given, but CEU's (Continuing Education Units) may be awarded.

NON-RESIDENT STUDENT: Generally a student registering in college before living and gainfully employed in the state 12 months, or a student

under 18 who lives away from his family and whose family lives in another state (regardless of how long he or she has lived in the state), or a student under 18 whose family has not lived in Texas for 12 months prior to registration, or an alien without permanent residence, visa or citizenship declaration papers.

SOPHOMORE: A student who has completed 30-59 semester hours of college level courses.

TRANSCRIPT: A college or university transcript is defined as an unabridged and certified academic record prepared for the purpose of communicating information concerning a student from one institution to another institution or agency. It contains the identification of the student, the identification of the issuing institution, a list of courses, grades, and credits earned, and the separation or termination status of the student. No grade reports or official transcripts will be released for any student that has a "hold" on their records.

VOCATIONAL COURSES: Educational training that provides a student with practical experience in a particular occupational field such as auto mechanics, cosmetology, welding, etc. These courses are measured by semester hours earned in 12 week quarters.

GENERAL CAMPUS REGULATIONS

Violation of any of the following General Campus Regulations will be considered sufficient cause for severe disciplinary action. Depending upon the exact circumstances, the student or students guilty of violation of one or more of the General Campus Regulations will be placed on disciplinary probation or suspension from the College for not less than one semester.

1. The consumption or possession of alcoholic beverages and/or unlawful drugs is strictly forbidden on the campus.
2. Gambling, use of profane language, or on-campus possession of air-guns, firearms, explosives, or illegal knives is not permitted.
3. Any incident involving violation and conviction of public laws is subject to disciplinary action by the College.
4. All cell phones and pagers must be turned off and not visible while in class, lab, or clinical at Texarkana College or off-campus instructional areas unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization. "Paging device" means beepers, audible pagers, message display, cellular phone, or any tele-communications device that otherwise summons or delivers a communication to the possessor. (Any exception to this policy must be approved by the Dean of Students.) Refer to your course syllabus for additional restrictions.
5. Placement of non-Texarkana College posters or announcements on any bulletin board on campus requires the Dean of Students' approval. Size restrictions apply.

I.D. CARDS

Each student who has completed all financial obligations is issued an ID Card, which provides access to many student activities and student publications free of charge. A student must hold such a card to qualify for any student office or to participate in any extracurricular activity.

It is absolutely necessary for a student to present his ID Card before he will be permitted to attend college functions and to vote in school elections.

In order for a student to take an examination in the Testing Center, it is necessary for the student to present his ID Card and one other form of identification with a picture, such as a driver's license.

Students withdrawing, dropped, or suspended from all classes at TC will be required to surrender their ID Card before their records will be cleared.

If your ID Card is lost, a new ID Card may be purchased in the Business Office for \$5.

CAMPUS DRESS

Students of the College, while on campus and/or participating in any function or activity of the College, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it is obscene or interferes with the educational responsibility of the College community or if it disrupts the administrative functions of the College, including social-educational activities.

STUDENT DEVELOPED INTELLECTUAL PROPERTY MATERIALS

Except as otherwise provided by separate written agreement of waiver that is executed by a duly authorized officer of Texarkana College, the College:

- a. Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not assigned duty and it involves only incidental use of the college resources. Texarkana College does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- b. Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- c. Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources.

ALCOHOL AND DRUG ABUSE REHABILITATION PROGRAMS

The Counseling Office, located on the first floor of the Administration Building, has literature concerning alcohol and drug abuse programs, as well as a referral service which is available.

AIDS/HIV POLICY

Texarkana College will make available to any student a copy of its written statement on HIV infection and AIDS. This statement and additional information regarding AIDS and AIDS-related topics are available in the Dean of Students 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
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- 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, tooth brushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE THE 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)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that require amputation
- Gangrene
- Coma
- 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 with your own physician or the local county health department.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your regional Texas Department of Health office at: (903) 595-3585.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

CAMPUS VISITORS

Those persons not enrolled in at least one class, either credit or non-credit, and who are not guests of a faculty or staff member, not to include such persons visiting the campus on calls of a business nature, must be cleared for campus visits by either the Dean of Instruction, Dean of Occupational/Technical Education, Dean of Students, or the Director of Continuing Education. Visits must be confined to areas open to the public. Students are not allowed to bring their children to class, clinical, labs, Testing Center, dorms or leave them unsupervised on campus. No loitering by unapproved visitors is permitted.

SOLICITATION

Individual salespersons or solicitors will not be permitted to contact students on campus, except in connection with sales through the College Bookstore. On-campus solicitation or sales by employees or students on behalf of any group or organization, profit or non-profit, is prohibited

LITTERING

Littering is strictly forbidden on the Texarkana College campus. The College is striving to make the campus more attractive, and we ask that visitors, students, faculty, and staff assist us by not littering. Litterbugs are subject to being charged with a Class "C" misdemeanor by TC Campus Police.

ACCIDENT INSURANCE

For students not covered by policies at work or home, the Dean of Student's Office has accident insurance forms available from various companies where students may voluntarily purchase accident insurance. Texarkana College does not promote or receive any monetary support from these companies and does not carry accident insurance for students in labs or vocational programs. Loss of personal property is not covered by college insurance.

EMERGENCY ILLNESS OR ACCIDENT INSTRUCTIONS

The College does not have a school nurse. Since the College offers no health facilities, students that become ill or receive injuries are referred to the emergency rooms of Wadley or St. Michael Hospitals or a local physician of their choice. Contact your dorm supervisor or Campus Police for assistance.

FREE SPEECH AREA

The area in the immediate vicinity around the clock tower is designated as the Free Speech Area. In case of inclement weather, an optional location will be assigned by the Dean of Students. An additional free speech area is located in the immediate area outside of the second entrance door on the south side of the Nursing Building. Request must be received twenty-four hours in advance.

STANDARDS OF STUDENT CONDUCT

A. Responsibility for Knowledge of Policies, Rules and Regulations

Students of Texarkana College are expected to obey the laws of the land, the regulations of the College, and to act in keeping with the accepted customs of society.

B. Responsibilities for Administration of Student Conduct

1. The Dean of Student's Office, by delegation of the President of the College, is designated as the agency within the College which has student conduct as one of its responsibilities. The Dean is responsible to the President of the College for recommending rules and enforcement procedures within the framework of existing policies, for disposal, and referral of such individual cases as may properly come before him, and for recommending to the President of the College changes in the administration of any aspect of the standards of student conduct.
2. The Discipline Committee, by delegation of the President of the College, is designated as the agency which reviews infractions or breaches of conduct. The Committee shall be responsible to the President of the College for disposal of such cases as may properly come before it and shall serve as the chief appellate body of the institution.
 - a. The Committee shall consist of faculty members, staff members, or student members.
 - b. The Dean of Students is responsible for conducting the disciplinary hearing but has no vote in the committees' decision.

C. Student Rights and Responsibilities

Texarkana College holds that the student, upon enrollment neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense to the State of Texas, the student-citizen has a responsibility to himself, to his fellow students, to the law of the land, and to the institution in which, by his own choice, they enroll. The rights and responsibilities of students are held to include:

1. Rights

- a. The right to expect an education of the highest quality.
- b. The right to develop their potential to the best of their abilities.
- c. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of the students. This right is best exercised through the fullest use of the appropriate facilities provided by the Student Senate and other campus organizations.

- d. The right to a fair hearing, and an appeal when a disciplinary action is applied to him as an individual or as a group member.

2. Obligations and Responsibilities

- a. The obligation to be fully acquainted with published regulations and of complying with them in the interest of an orderly and productive community.
- b. Only where the institution's interests as an academic community are distinctly and clearly involved should the special authority of the institution be asserted.
- c. The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
- d. The obligation to respect the rights and property of others.

D. Breaches of Conduct

- 1. The College regards the following as illustrations of misconduct which may result in review by the appropriate disciplinary agencies:
 - a. Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, and collusion.
 - b. Furnishing false information to the College with intent to deceive.
 - c. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
Note: This includes allowing non-students the use of College ID Cards or decals to gain access to College activities.
 - d. Malicious destruction, damage, unauthorized possession, stealing, or misuse of College property, including library and laboratory materials, or of private property on the campus.
 - e. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his will.
 - f. Physical, written, or verbal abuse of another person in the College community. Any verbal threat, offensive or abusive language, or physical action against any college employee, another student, or campus visitor is considered sufficient grounds for automatic suspension from the College, subject to disciplinary hearing.
 - g. Possession, consumption, or under the influence of alcoholic beverages or illegal drugs in class, clinical settings, on College property or at any activity sponsored by or for any College related organization, whether on or off the campus (including field trips to out-of-town locations.)
 - h. Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the administrative or service functions of the College to include social-educational activities.

- i. Malfeasance or misuse of elective or appointive office in a student organization, its members or the welfare of the College community.
- j. Performance of sexually explicit acts on campus (or public viewing and/or distribution of sexually oriented material.)
- k. Incurable or persistently irresponsible behavior.
- l. Unauthorized distribution of printed material on campus.
- m. Possession of prohibited weapons or narcotics.
- n. Personality problems which disrupts teaching with detrimental effect upon other students.
- o. Off-campus actions involving one or more TC students, which may have implications that carry over to the campus itself.
- p. Sexual harassment.
- q. Refusal to provide identification or follow instructions when requested by Texarkana College Police.
- r. Excessive noise emitted from vehicles which is deemed disruptive to the educational environment.
- s. Reckless and dangerous driving on campus.
- t. Such other violations as the appropriate disciplinary agency may decide warrant such action.

2. Disciplinary Actions

The following disciplinary actions may be imposed by the College:

- a. Admonition and Warning.
- b. Loss of privileges.
 - 1. Removal from elective or appointive office.
 - 2. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- c. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any College rule during the disciplinary action will result in automatic suspension.
- d. Suspension from the College for a definite period of time.
- e. Criminal charges filed if in violation of state law.
- f. Dropped from class with a grade of "F" or "W".

NOTICE: Any student enrolled at Texarkana College in either the Vocational Nursing or Associate Degree Nursing Program will be entering a profession with a stated code of ethics and are subject to these rules in addition to the policies of the TC Student Handbook.

Students may be asked to withdraw from the nursing major or be subject to other disciplinary action when the academic, clinical, or personal performance is determined to be inconsistent with the responsibility or accountability for guarding patient safety. As a professional program, it is the responsibility of the faculty to determine if action is indicated.

Because of the paramount importance of patient care and the ethics of the nursing profession, a violation of one or more of the "Examples of Infractions" listed below is considered sufficient cause for the suspension of a student from either nursing program.

Examples of infractions:

- Making intentionally misleading statements or lying.
- Persistent judgmental errors in performance of care.
- Medical/emotional problems requiring heavy tranquilization.
- Personality problems which disrupt teaching with detrimental effect upon other students, agency personnel and faculty.
- Use of patient's medication for self or family.
- Misappropriation of medication, supplies, equipment, or personal items of patients or clinical agencies.
- Use of hallucinogenic drugs or alcohol before or during class or clinical learning activities.
- Willful neglect in care of patients.
- Willful deceit in care of patients.
- Failure to fulfill attendance requirements as established by the nursing faculty.
- Failure to respect policies of health agencies used for clinical learning.
- Personal behavior while in a clinical setting or when representing Texarkana College, which does not reflect professional standards of conduct.
- Removal of patient-sensitive information from clinical site.

Since these are for the purpose of guarding patient safety and are not disciplinary in nature, appeals from a suspension will result in a hearing before the Chairperson of Health Occupations and the Dean of Students. These two individuals will hear the student appeal and decide if a suspension is merited and if all of the student's rights as a student at TC have been observed. If the Chairperson and the Dean of Students agree that lesser action is in order, the student may be reinstated into the appropriate nursing program on a probationary basis, or, in some cases, reinstated in good standing.

3. Group Offenses

- a. Student societies, clubs, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College.

Such responsibilities include:

- 1. Compliance with College regulations.
 - 2. Taking reasonable steps, as a group, to prevent violations of the law or College regulations by members of the group and/or individuals attending group functions.
 - 3. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon that group or upon the College.
- b. Failure to accept the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of College recognition, or other appropriate action.

4. Judicial Procedures

- a. Violations of law and of the standards of student conduct may be reported to the Dean of Students and investigated by Campus Police for consideration and referral of such matters to appropriate disciplinary agencies by faculty and students.
- b. The College distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or group of students stand in violation of law, they may be subject to College disciplinary action; however, institutional authority may never be used merely to duplicate the authority of civil law.
- c. The Dean of Students shall insure that the best interests of any offending students are served by investigating and making use of appropriate College counseling and professional services and judicial agencies.
- d. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Dean of Students and/or the Discipline Committee, may take action other than the initiation of judicial proceedings.
- e. When information is established to the satisfaction of the Dean of Students and the College that an offense has occurred, the following procedures shall be initiated by the appropriate disciplinary agency:

- Advise the student of the charges against him.
- Afford the student an opportunity to state informally or present information in support of his case including mitigating circumstances.
- Impose disciplinary action.
- Inform the student of his right to appeal.
- The Dean may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the case.

5. Appeal Procedures-Student Complaints

Level One

Within 15 days of an incident which a student wishes to appeal, a student should present a complaint form (available at the Dean of Student's office) to the lowest level administrator who has authority to remedy the problem, normally the department chairperson.

Level Two

If the student did not receive the relief requested at Level One, the student may request a conference with the academic dean or Dean of Students to appeal the Level One decision. This appeal notice must be filed in writing within ten days of the response deadline at Level One.

Level Three

If the student did not receive the relief requested at Level Two, the student may request a conference (in writing) with the College President or his designee to appeal the Level Two decision. The written appeal notice must be filed within ten days of the response deadline at Level Two.

Level Four

If the student did not receive the relief requested at Level Three, the student may appeal the decision to the College Board of Trustees by submitting a written request within ten days of the response at Level Three.

GRIEVANCE PROCEDURE

A student grievance is any dissatisfaction, complaint or an injustice a person may have while associated with Texarkana College, either as a student or as a prospective student. A grievance may result from academic experiences, non-academic matters involving administrators, staff or student organizations or matter related to alleged discrimination on the basis of age, race, creed, color, national origin, sex, marital status, physical handicap or limited English proficiency. All grievants are encouraged to resolve problems where they arise and with parties involved.

It must be kept in mind that the excellence of Texarkana College is partially a result of the academic freedom enjoyed by the faculty, and any grade change may be made only by the faculty. A grade is the sole prerogative and responsibility of the faculty member, and any review as the result of an appeal is intended to insure total fairness and understanding.

ACADEMIC GRIEVANCE RESOLVE

A student is entitled to a review and an explanation of the grading process. The following steps shall be followed in an effort to reconcile the grievance.

1. The grievant should discuss the matter with the faculty member involved within ten (10) class days after the occurrence of the event giving rise to the grievance.
2. The decision of the faculty member is final, unless within five (5) class days after the decision the grievant reduces the grievance to writing and presents it to the appropriate division chair for review. If there is no division chair, or in the event the division chair is the instructor named in the grievance, go directly to step 3.
3. If necessary, the actions indicated in step 2 above may be repeated in appealing to the appropriate dean for a final decision.
4. If necessary, after appealing to the appropriate dean, the grievant may request a hearing before the Dean of Instruction by submitting a written request to that person after the completion of steps 1, 2, and 3 above.
5. Appeals of the Dean of Instruction's decision may be made to the President of Texarkana College, who will review the grievance for matters of policy and procedure only. The decision of the President may be appealed to the College Board of Trustees.

NON-ACADEMIC DISCRIMINATION GRIEVANCE RESOLVE

A student who has a non-academic or discrimination complaint against any member of the faculty, staff, organization or another student may take the following action:

1. The grievant should attempt to resolve the problem with the individual concerned within one (1) month after the occurrence of the event giving rise to the grievance.
2. If the resolution is satisfactory, no further action is required.
3. If the resolution is not satisfactory, the grievant may appeal as follows:
 - a. Within five (5) working days after the decision, the grievant should submit a request in writing to the immediate supervisor of the faculty or staff member concerned; or, if an organization or another student is involved, to the Dean of Students.
 - b. The supervisor or Dean of Students has five (5) working days to investigate the circumstances and to reach his/her findings and conclusions and communicate to the grievant.
 - c. If necessary, the actions indicated in steps 1 and 2 above may be repeated through the chain of authority to the President of Texarkana College. The Dean of Students will assist in identifying the appropriate routing of the grievance.
 - d. The decision of the President of Texarkana College is final and non-appealable.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves the unwelcome introduction of sexual activities, comments, or sexually oriented visual materials into the workplace or classroom. Unwelcome sexual advances and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when (1) submission to the conduct becomes a term or condition of employment or academic achievement, (2) submission to or rejection of the conduct is used as a basis for an employment or academic decision regarding the individual, or (3) the conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working or academic environment. Victims of sexual harassment can include employees, students, men, and women.

The Texas Legislature has recently amended the Texas Penal Code by adding a provision criminalizing sexual harassment. The new law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term of condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment is classified as a Class A misdemeanor.

In addition to criminal charges, any member of the Texarkana College community who is guilty of sexual harassment will be subject to disciplinary action on the part of the College following a hearing.

Complaints of sexual harassment involving students should be directed to the Dean of Students. Complaints involving other members of the College community should be directed to the Dean of Instruction. When a complaint is received by any of the administrators listed above, that individual or his/her agent will instigate an investigation to determine the facts of the matter, and will call a hearing if deemed necessary.

PARKING AND TRAFFIC REGULATIONS

A. General Information

Violations of approved rules and regulations of Texarkana College shall be class "C" misdemeanors, unless superseded by state law, which will have precedence.

Motor vehicles of all types, including motorcycles, motor scooters, and motor bicycles, are subject to the provisions of these regulations and **MUST HAVE A PROPERLY DISPLAYED, CURRENT IDENTIFICATION DECAL IN ORDER TO PARK OR DRIVE ON THE CAMPUS OF TEXARKANA COLLEGE.**

Neither Texarkana College nor its officers or employees shall assume any responsibility for the care or protection of any vehicle or its contents at any time that such vehicle is operated or parked on the campus.

KEEP YOUR CAR LOCKED AT ALL TIMES!

B. Regulations

1. The speed limit on all parts of the campus is **15 miles per hour** except when slower speed zones may be designated. Pedestrian traffic shall have the right of way at all times. Vehicles shall stop for pedestrians in any crosswalk.
2. The provisions of these regulations must be complied with on all parts of the campus throughout all hours of the day and night.
3. Because of the temporary nature of assigned parking spaces, erected parking spaces take precedence over any issued parking map or wording painted on concrete blocks.
4. On special occasions and during emergency periods, the Chief of Campus Police may prohibit or limit traffic and parking on the campus or any portion thereof.
5. The College Police Officers have authority to direct and control the flow of traffic upon the campus at all times in accordance with existing conditions.

TEXARKANA COLLEGE RESERVES THE RIGHT TO IMPOUND ANY AND ALL VEHICLES PARKED IN VIOLATION OF THE FOLLOWING REGULATIONS:

6. All vehicles parked so as to obstruct ingress or egress to any building, and all vehicles parked so as to obstruct vehicular or pedestrian traffic. The owners of such vehicles shall be responsible for payment of such vehicles and neither Texarkana College nor its authorized personnel shall be liable for any loss or damage resulting from impoundment, removal, or storage. The term "impounding" includes removal or immobilization of the vehicle in question. The owners of impounded vehicles must come to the Office of Campus Police to obtain release of their vehicles. Owners must present sufficient identification before the release form will be issued.
7. No vehicle may be operated or parked upon the campus unless it bears a properly displayed, current registration decal.

8. No vehicle may be parked on the campus except where posted signs or painted designation indicate that parking is permissible. If in doubt, ask a Campus Officer, or make inquiry in the Dean of Students Office or the Office of Evening and Continuing Education. (Areas designated by red curbs or lines are "No Parking" areas except for emergency and service vehicles.)
9. **LOADING ZONES AND SERVICE DRIVES MAY BE USED ONLY BY TRUCKS, PICKUPS, AND TRAILERS DURING THE TIME ACTUALLY LOADING OR UNLOADING.**
10. No vehicle shall be parked in such a manner as to obstruct vehicular or pedestrian traffic. This includes crosswalks and sidewalks.
11. Every vehicle is required to stop completely at each STOP sign, pause briefly, and then proceed with caution.
12. The College reserves the right to modify or change any regulation within the year.
13. Handicapped parking rules shall comply with existing state law.

C. Bicycles

Bicycles must be ridden in accordance with state and local laws. In addition, certain regulations are in effect on the campus.

- The operator of a bicycle must give right-of-way to pedestrians at all times.
- Bicycles may not be secured to any tree, shrub, plant, stairway, or walkway.
- Violations of these regulations will result in the bicycle being removed and impounded at the Office of Campus Police.

D. Registration of Vehicles

1. All students, staff, and faculty members of Texarkana College who park motor vehicles within the controlled area of the institution must register their vehicle on or before the date that a vehicle is to be operated or parked on the campus.

NOTE: All vehicles must comply with the state insurance laws.

2. Students may obtain identification decals for their vehicles upon the payment of parking fees. Only vehicles owned by students enrolled in Texarkana College for any day, night, short, special, non-credit, audit, or seminar course are entitled to student stickers. A student may register a vehicle only if it is owned by the student, spouse, or parents. Staff and faculty decals are issued to individuals, not vehicles. Thus, reserved parking is limited to the individual to whom the decal is issued.

3. All disabled veterans whose vehicles display the specially designed license plates issued by the State Department of Highways and Public Transportation with the words "DISABLED VETERAN" printed thereon in accordance with the provisions of V.S.C. 666a5e.1 shall qualify as handicap vehicle.

4. Any change affecting the registration of ownership of a vehicle for which a decal has been issued must be reported promptly to the Business Office or the Office of Evening and Continuing Education. Failure to report such a change may result in cancellation of parking privileges.

FEE CHART

Cars/Trucks/Motorcycles

Fall Registration.....	\$15.00 for 1st vehicle
Spring Registration	\$12.00 for 1st vehicle
Summer Registration.....	\$ 8.00 for 1st vehicle
Additional Permit	\$ 2.00

E. Parking Areas

1. Some areas on campus are designated for faculty/staff parking by posted signs or signs painted on concrete blocks. Such spaces and/or areas are not to be used by students at any time.

2. Failure to find a parking space in a student area does not justify a student to park in an illegal manner.

F. Parking Techniques

1. Parked vehicles will be positioned so that the whole of the vehicle is located within the boundaries of the parking space.

NOTE: THE FACT THAT OTHER VEHICLES ARE PARKED ILLEGALLY SHALL NOT CONSTITUTE AN EXCUSE FOR PARKING WITH ANY PART OF THE VEHICLE OVER THE LINE.

2. No vehicle shall be parked in a backed-in position where diagonal parking is permitted.

VEHICLES NOT PARKED IN ACCORDANCE WITH THE ABOVE REGULATIONS WILL BE IN VIOLATION.

G. Identification Decals

1. **A PERMIT TO PARK ON CAMPUS WILL NOT BE HONORED UNLESS THE DECAL IS AFFIXED TO THE LOWER DRIVER'S SIDE CORNER OF THE BACK GLASS, EXCEPT CONVERTIBLES, STATION WAGONS, VEHICLES EQUIPPED WITH REAR WINDOW DEFROSTERS, OR ANY OTHER VEHICLE WHOSE REAR WINDOW IS CONCEALED. FOR THESE VEHICLES THE DECAL MUST BE AFFIXED ON THE PASSENGER SIDE LOWER FRONT WINDOW.**
2. Identification decals for motorcycles, motorbikes, and motorscooters without windshields, must be affixed to a location in which the decal may be easily seen and the number of the decal easily read.
3. Decals are not transferable and must be affixed to the vehicle.
4. The person in whose name the identification decal is issued is responsible for all the parking and traffic violations of that vehicle for which the permit was issued.
5. If after having purchased a identification decals, it becomes necessary to use a non-registered vehicle, a second decal must be obtained from the Business Office or the Office of Evening and Continuing Education. This will incur a charge of \$2.00 per decal.

H. Visitor Parking

1. A visitor is defined as a person who is neither a student nor an employee of the College.
2. Certain areas of the campus have been reserved for visitor parking and are identified by signs. Visitors to the campus should park in the designated visitor parking. **UNDER NO CIRCUMSTANCES ARE STUDENTS OR EMPLOYEES TO PARK IN THE VISITOR PARKING AREA.**

3. Visitors parking in areas not designated for visitors will be subject to parking violations. Illegally parked vehicles may be towed away or impounded at the owner's expense.
4. When groups of visitors are involved, arrangements must be made with the Facilities Services Office. The College reserves the right on any lot to reserve spaces for visitors on campus or to deny this right.

I. Enforcement

1. Police Officers at Texarkana College are authorized to issue citations for violation of campus parking and traffic regulations.
2. An enforcement and administrative fee of \$10.00 will be assessed for each non-hazardous (non-moving) College citation. An enforcement and administrative fee of \$20.00 will be assessed for each hazardous (moving) College citation. Fees must be paid during the day in the Business Office and at night in the Office of Evening and Continuing Education within ten (10) class days.

Persons parking in such a manner as to hinder the flow of traffic, unauthorized space, excessive violations, or violations that Campus Police may deem as hazardous may be towed and impounded or impounded in place until the problem is resolved. Vehicles towed and impounded will be the responsibility of the vehicle owner and all fees incurred will be the vehicle owner's responsibility. Infraction of Texarkana College rules and regulations are subject to enforcement in a Justice of the Peace court.

3. Any fee not paid within ten (10) class days automatically increases 50%. Each offense cited on a campus citation is a separate charge. No special consideration will be given any type of citation after (10) class days. Violators who wait more than ten (10) class days to bring a campus citation to the proper office lose any right to appeal said citation. Driving and parking privileges on the Texarkana College campus are automatically suspended for any vehicle for which there is one or more unpaid campus citations issued which are more than ten (10) class days old.
4. The enforcement fees assessed for violation of these regulations constitute an indebtedness to Texarkana College. In the event that an individual fails to pay such fees, the College will take any or all of the following actions:

- a. Suspend the privilege of driving or parking on campus.
 - b. Withhold any remuneration, refund, or monetary payment to which the person may be entitled.
 - c. Deny readmission to Texarkana College.
 - d. Withhold the individual's grades and/or transcript.
5. In order to legally park in a space reserved for the handicapped, a vehicle must have a valid state handicapped decal on the license plate or identifying decal and the vehicle must be registered to the particular student.

VEHICLES PARKED IN LOCATIONS CLEARLY RESERVED FOR THE HANDICAPPED ARE SUBJECT TO STATE REGULATIONS PROVIDING FOR FINES REGULATED BY TEXAS STATE LAW. THESE CITATIONS ARE TURNED OVER TO A JUSTICE OF THE PEACE FOR ACTION.

J. Appeals

Any person receiving a citation may appeal this citation by appearing within ten (10) class days of the date of the citation before the Chief of the Texarkana College Police Department. Further appeal may be taken before either the Dean of Students or the Director of the Evening and Continuing Education Office, or the person may request a hearing before a Justice of the Peace. Appeals should not be made for the purpose of changing regulations.

CLASS ABSENCES

Upon official registration, the following number of unexcused absences will be the maximum allowable before a student is dropped from class:

A. Semester Hour Programs

Fall and Spring Semesters:

M W F Classes - 6 per semester

T Th Classes - 4 per semester

Night classes which meet once a week - 2 per semester

Summer Sessions:

Day and Night Classes - 2 per session

B. Quarter Length Programs

Full-time - 7 per quarter

Half-time - 4 per quarter

Three tardies constitutes one absence.

A student's absence due to school trips and/or school business will not be counted against the allowable number.

In some vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedent over local policies, since certification policies are established by the State of Texas.

Students are expected to regularly attend all classes for which they are registered. Responsibility for work missed because of illness, school business, and or other circumstances is placed on the student.

The Dean of Students does not excuse absences for reasons other than school related functions.

RELIGIOUS HOLY DAYS

In the event that a religious holy day occurs on a date when classes are in session at Texarkana College, a student who is an active member of that religion may be excused from said classes for the actual observance of that holy day. In order to qualify for such an excuse the student must, no later than the 15th calendar day after the first day of the semester in which the holy day occurs, file a notification of absence with each instructor in whose class the student is enrolled. These forms are obtainable in the Dean of Students Office.

It should be noted that in such occurrences, the student is responsible for all work missed during such absences. In addition, instructors may require a letter of verification of the observed holy day from the religious institution. Only those religions whose places of worship are exempt from property taxation under Section 11.20, Tax Code, qualify for this provision.

SCHEDULE CHANGES

A student may initiate a schedule change during the first five (5) class days of a semester, or the first class day of a summer session.

The class change fee is \$10.00 and is initiated in the Admissions Office.

DROPPING OF CLASSES

Any student who officially withdraws or is dropped by the instructor from a sixteen week semester hour course three weeks before the start of final examinations (fall and spring) or one week before the end of a five week summer session, will receive a "W".

Quarter length semester hour students may withdraw until two (2) weeks prior to the end of the quarter and will receive a "W".

A student who is dropped after the official drop date in either semester length, summer sessions, or quarter length terms will receive a grade of "F".

GRADES

The following grades are used in evaluating the student's work: A, B, C, D, F, and I. A, B, C, and D are passing grades; F is a failure. A failure can only be removed by repeating the course. The grade I, indicating incomplete work, or absence from examination by excuse, must be made by mid-term of the next semester or quarter; otherwise, the incomplete (I) becomes an F. The value of each in quality points is as follows: A - 4, B - 3, C - 2, D - 1, F - 0; per semester hour.

PRESIDENT'S AND DEAN'S LIST

Students enrolled for 12 semester hours or more who make a 3.8 grade point average or higher, are placed on the President's List. Those with a grade point average of 3.2 or higher are placed on the Dean's List.

ACADEMIC DISHONESTY

Texarkana College assumes that all students will involve themselves in honest pursuit of academic acquisition. When a student demonstrates academic dishonesty, disciplinary action will be initiated.

- A. Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to the following:

"Scholastic dishonesty" includes, but is not limited to cheating on academic work, plagiarism, collusion, or falsification of records.

1. Cheating on academic work includes:
 - a. Copying another student's test paper in academic work;

- b. During a test, using materials that are not authorized by the test administrator;
 - c. Without permission, collaborating with another student during a test or in academic preparation;
 - d. Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.
2. "Plagiarism" is defined as presentation for credit as one's own idea or product derived from an existing source.
 3. "Collusion" is defined as the unauthorized collaboration with another person in preparing written work for credit.
- B. Students found guilty of academic dishonesty in the classroom, off-campus site, or testing center will be dropped with an "F" from the course in which he/she is cheating. If one student is caught taking a test for another, both will be dropped from the course with an "F".
- This policy will be strictly enforced and there will be no exceptions.**

STUDENT RECORDS

A. Notification of Privacy Rights to Students

As provided in the family Education Rights and Privacy Act of 1974, Section 438, commonly known as "The Buckley Amendment", Texarkana College has established a policy which provides an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. Texarkana College will not permit release of information about a student from records other than in accordance with this policy. A part of this policy includes the intent to make the contents of the policy known to students on at least an annual basis. This will be done by publishing the policy in the student handbook and in the college catalog.

B. The Rights of Student to Access and Review of Records

Students and former students have the right to inspect, review, receive an explanation and interpretation of, and (at their own expense) to obtain copies of their education records except as excluded below. This right may be exercised by requesting in writing to review education records with the custodian of the records to which access is desired. Such requests will be honored within a reasonable period of time, but in no case over forty-five (45) days after the request is submitted.

1. Access Limitations and Exclusion

- a. If any record of a student includes information on more than one student, the student shall have the right to inspect and review only the part which pertains to him.
- b. Students will not be granted access to the financial records of their parents or any information contained therein.
- c. Students will not be granted access to confidential letters and statements of recommendations which were placed in a student's record prior to January 1, 1975, providing that such letters and statements are used solely for the purpose for which they were intended.
- d. Students will not be granted access to records connected with an application to attend the college or a component of the college if that application was denied.
- e. If the student has voluntarily signed a Waiver of Right of Access Form, and providing the student upon request is notified of the names of all persons making confidential recommendations, and such recommendations are used solely for the purpose for which they were specifically intended, students will not be granted access to the following recommendations:
 - (1) recommendations for admission to any educational institution,
 - (2) recommendations for applications for employment, and
 - (3) recommendations for receipt of an honor or honorary recognition.

A student may cancel the general Waiver of Right of Access to recommendations by submitting written notice to the custodian of records; however, if a student chooses to revoke his waiver, he will not become entitled to access to recommendations prepared and included in his records during the time the waiver was in effect.
- f. Specific policies regarding medical and counseling records are available upon request from the Director of Admissions.

2. Fee Schedule

- a. The reproduction of records for students will be at their own expense. The charge is \$1 for the first page of each document and 25 cents for each additional page.

C. Definition of Education Records

Education records include those records, files, documents and other materials which contain information directly related to a student and are maintained by the district or any person acting for the district except as excluded as follows:

1. Records of instructions, supervisory, administrative and educational personnel of the district institutions which are the sole possession of the maker thereof and which are not accessible or revealed to any person other than a substitute.
2. Employment records of persons employed by Texarkana College but who are not in attendance in the institution. Records made and maintained in the normal course of business which relate exclusively to persons in their capacity as employee are not available for use for any other purpose.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional capacity, providing such records are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Alumni records which contain information about a student after he/she is no longer in attendance at the college and the records do not relate to the person as a student.

D. Custodians of Student Records

Texarkana College maintains records on students in various academic and administrative offices on the campus. The Director of Admissions is the custodian of the official educational records of each student. The officer is responsible for the proposal, interpretation, enforcement, and publication of general policies and procedures consistent with State and Federal Laws as they relate to student records. The chief administrative officer in each office which maintains student records of any type is responsible for the student records in that office and for the release of such information.

E. Student Record Release Policy

Texarkana College will not permit access to or release education records of personally identifiable information (other than directory information) without written consent of the student to anyone other than those listed below and then only upon the conditions listed. Students who wish to have information released from their records should request such in writing.

1. Parties To Whom Educational Records May Be Released Without the Student's Written Consent:

- a. Officials of Texarkana College who have legitimate educational interests. (Officials are defined to include all professional personnel and their assistants who have need for student records in the performance of their assigned duties).

- b. Officials of other institutions in which the student seeks to enroll, upon the condition that the student be notified of the release, receive a copy of the record if desired, and have an opportunity to challenge the content of the record.
- c. Authorized representative of the following in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal requirements of such programs, provided that data collected shall be protected so as not to permit personal identification of students and such information will be destroyed when no longer needed for audit, evaluation, or enforcement purposes:
 The Comptroller General of the United States
 An administrative head of an education agency
 State educational authorities
- d. State and local officials or authorities to whom such information is required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- e. In connection with a student's application for or receipt of financial aid, and other state or federal financial assistance offices.
- f. Organizations conducting students for educational agencies for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, providing such studies do not permit the personal identification of students and the information is destroyed when no longer needed.
- g. Parents of a dependent student as defined by the Internal Revenue Service. Texarkana College assumes that a student is independent unless proof to the contrary is presented. Requests for the release of information to the parents of a dependent student can be honored only in the event of specific requests for information each time information is desired, with the exception that standing requests will be honored for the release or receipt of a student's grades and bills for semester tuition and fees to be sent to the student's parents rather than the student. Copies of grades and bills will not be sent to both the student and the parent.
- h. Accrediting organizations in order to carry out their functions.
- i. To appropriate persons in connection with an emergency if, in the opinion of the president, a vice-president, or a dean, such information is necessary to protect the health or safety of the student or other persons and is in accordance with federal guidelines regarding the release of information for health or safety emergencies.

- j. Information is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that Texarkana College will notify the student of all such orders in advance of the compliance therewith.

2. Conditions Affecting the Release of Education Records Without the Student's Consent:

Texarkana College will maintain a record, kept with the education records of each student, which will indicate all individuals (other than officials of the district and/or their assistants), agencies, or organizations which have requested or obtained access to a student's education record indicating specifically the legitimate interest each has in obtaining this information.

The records of access will be available only to the student, the officials and their assistants who are responsible for the custody of such records, and to federal, state, and authorized college officials for the purpose of auditing the operation of the system.

Personal information will only be released to a third party on the condition that such party will not permit any other party to have access to such information with the written consent of the student.

F. Directory Information

1. Information in the following categories may be routinely made public by Texarkana College unless the student informs Texarkana College that any of all of the information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed with the Director of Admissions.

Directory information is:

Student's name, address, telephone listing, electronic mail address

Date and place of birth, photographs

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Dates of attendance

Degrees and awards received

Most recent previous educational agency or institution attended

Parent's name, address, telephone listing

State of legal residence

Enrollment status (full-time, part-time, undergraduate, graduate)

2. Students will be notified upon admission of their right to request that any and all directory information not be released publicly to other than persons authorized by the district's student record release policy without their written consent. Such requests will be made on the Directory Information Restriction Request form to be obtained and filed at the Admissions Office. The Director of Admissions will immediately notify designated offices of the student's request and will periodically issue an alphabetized listing of the names of those students about whom any and all directory information should not be released. Each office so notified will be responsible for complying with this request. No other office should issue directory information unless they have first checked with the Director of Admissions.

G. Student's Right to Challenge Content of Records

Students have the right to challenge the content of their educational records in order to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. They have the right to have corrected or deleted any such inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records. Students who wish to exercise these rights should do so through a formal written request to the custodian of the record(s) in question.

The custodian of the record may attempt to settle the dispute over the contents of the records with the student through informal meetings and discussions which will be held within a reasonable period of time after the request is submitted.

Formal hearing procedures may only be necessary when informal means are not satisfactory to the student or the custodian of the record in question. If a formal hearing is requested, the President or his designate shall conduct the hearing and render a decision within a reasonable period of time following the request. The student and the custodian of the record shall be afforded full and fair opportunity to present evidence relevant to the issue raised. The decision of the President or his designate is final and shall be presented in writing and the challenged records will be altered in accordance with this decision.

H. Creation, Permanence and Destruction of Records

The custodian of each record will recommend policies for reviewing and destroying records. These recommendations will be reviewed by the President and appropriate administrators. This review will insure compliance with the Student Records Policy and the following recommended guidelines:

1. Only such records as are demonstrably and substantially relevant to the educational purposes of the institutions or department shall be generated or maintained.
2. Permanent retention of student records is limited to those records which are of long range value to the individual and/or to the college district.

All duplicate copies of permanent records, other than those maintained by the custodian of the permanent record, and all non-permanent student records shall be maintained only for the minimum period of time required to serve the basic official functions of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed and, unless an exception is permitted by the President or administrator, may not be retained for more than seven years after a student departs from the district. If a student has requested access to his records, such access must be granted prior to the destruction of any materials contained in his record.

I. Complaint Procedures

Texarkana College intends to comply fully with the requirements of state and federal laws as they relate to student records. Students who feel that their rights have been abridged are encouraged to attempt to resolve the matter with the college district. If the student's concerns are not satisfied by the district, he may file a complaint or report a violation of the rights afforded him by federal law by contacting:

Family Policy and Regulations Office
U. S. Department of Education
Washington, D. C. 20202

Such complaints must be received within 180 days from the date of the alleged violation, unless the time is extended by the governing department.

SCHOLASTIC PROBATION & SUSPENSION

- A. A student must maintain a satisfactory level of academic achievement in order to remain enrolled in good standing at Texarkana College. This is determined on the basis of all academic work attempted.
- B. To be eligible for continued enrollment in good standing, a student must maintain a minimum grade point average as follows:
 1. On 29 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.

2. On 30 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.
 3. A 2.00 cumulative grade point average is required for graduation.
- C. Any student failing to maintain the minimum academic requirements will be placed on academic probation. A student on academic probation will remain subject to the requirements of probation until that student has raised his/her cumulative grade point average to the level of satisfactory progress as specified above. A student who does not meet the level of satisfactory progress as specified above may continue on a probationary status provided that the student has compiled a 2.00 grade point average for the previous semester. Should the student fail to meet the above requirements, he/she will be placed on suspension but may appeal to the Director of Admissions for special consideration.
- D. Any student on academic probation shall not be permitted to represent the college in any activity sponsored by the college. Any student who is on scholarship sponsored by the college will be removed from the scholarship, should he/she be placed on academic probation.
- E. Quarter Length students (excluding LVN's) must maintain at least a 1.50 cumulative grade point average until 24 quarter hours have been completed. After that point the student must maintain at least a 2.00 cumulative grade point average.

FORMING NEW CAMPUS ORGANIZATIONS

- A. Individuals or groups desiring new organizations on campus should follow these guidelines:
1. Present a tentative constitution with a list of at least 10 students who will be active to the Student Senate for its approval.
 2. State in their tentative constitution, or by an appendix thereto, that the organization will conform with reasonable standards respecting conduct as laid down by the College. These shall include a disavowal by the organization of resort to force, disruption, and interference with the rights of others.
- B. Upon approval of the Student Senate, the tentative constitution and list of members will be forwarded to the Faculty Committee on Student Activities. Upon approval by this committee, the organization will be chartered on a probationary basis of one year, and at the end of that

academic year, unless notified to the contrary, the club will be considered permanent.

- C. In the event that either the Student Senate or the Student Activities Committee should fail to approve the application, appeals can be made in writing to the President of Texarkana College. The President will have at this point 30 days in which to reach a decision from the date of postmark on the appeal. Failure to render a decision within 30 days will result in the appeal's being favored, and the club will be considered recognized on a probationary period as of the 31st day after the postmark on the appeal.
- D. If the organization is notified that its charter will not be made permanent within the academic year of its probationary charter, written appeal must be made to the Faculty Committee on Student Activities. The Committee will have 30 days to consider the appeal, then if the organization so desires, written appeal can be made to the President of Texarkana College, who must take action within 30 days of the appeal, or else the appeal will be favored.
- E. At the discretion of the Student Senate, it may revoke a club's charter and ban the club from campus. A club must receive written notice of the intent to revoke their charter and/or ban them from campus at least two weeks prior to action by the Student Senate. Action in this matter will require a two-thirds vote of the total membership of the Student Senate. The club shall have the right to appear before the Senate to plead their case and to call witnesses, not necessarily students.
- F. Should the Student Senate vote to revoke the charter and/or ban the club from campus, the organization shall have the right to appeal in writing within five days of the Senate's action to the Faculty Committee on Student Activities. The Faculty Committee on Student Affairs will have a hearing of the appeal within 30 days of the postmark on the appeal, at which witnesses may appear in behalf of the organization. Failure to hold this hearing within 30 days will result in approval of the appeal. Should the Faculty Committee on Student Activities rule against the appeal, the organization may appeal again in writing within five days of the Committee hearing to the President of Texarkana College, who will have a hearing of the appeal. Failure of the President to hold this hearing within 30 days will result in approval of the appeal.
- G. Those organizations approved for activities at Texarkana College will be assigned a sponsor by the Dean of Students. Requests from the newly formed organization on the matter of its sponsor shall be considered, but in no case is the Dean of Students bound by such requests. Sponsors must be employees of Texarkana College.

STUDENT ORGANIZATIONS

A. Eligibility Requirements

In order to participate in the out-of-class activities, a student may be a full-time or part-time student. The student must have paid a student activity fee for the semester of activity. A student on academic probation or suspension shall not be eligible to participate in any extra-curricular activity.

B. Fund-Raising Activities

All fund-raising activities conducted by recognized student extra-curricular organizations on campus must be approved in advance by the Dean of Students. All requests for such activities should be submitted in writing at least two calendar weeks prior to the proposed date for said activity. Each campus organization is limited to a maximum of one fund-raising activity per semester. Funds generated by these activities will be put on deposit in the TC Business Office at the earliest possible time following the activity.

C. Field Trips

All approved field trips for student organizations are limited to club sponsors, officially registered students, and designated drivers. All designated drivers must be approved by Facilities Services two weeks prior to the scheduled trip.

D. Student Organizations

Student organizations are highly recommended for full or part-time students. They give the student an opportunity to participate in special interest activities outside of the classroom. Listed are the organizations and contact persons that are currently available at Texarkana College.

1. **Agricultural Science Club** - This club is open to any student actively enrolled at TC and having an interest in agriculture. The purpose of the club is to promote interest in agriculture and broaden the educational activities of the agriculture students. Sponsor: Dr. Royce Granberry
2. **Baptist Student Ministries (BSM)** - The purpose of this organization is to provide a Christian atmosphere and to meet spiritual needs of students on campus. Sponsor: Bart Upchurch

3. **Black Student Association@Texarkana College (BSA)** - The primary purpose of this organization is to provide service to the community. Our goal is to establish awareness of ones heritage as well as to increase the retention and graduation rates of minority students and provide leadership training. Advisor: Robert A. Jones
4. **Canterbury Student Ministry** - The Canterbury Student Ministry is a group of students and their families and friends who seek to build and nurture a Christian community of spiritual growth, social service involvement and fun. Canterbury Student Ministry exists to support students at TC and TAMU-T to help them grow in the knowledge and love of God. Sponsors: TC - Lauren Hehmeyer and Mark Storey, TAMU-T - Dr. Lila Walker
5. **Cultural Awareness Student Association (TC-CASA)** - The purpose of this organization is to create an opportunity for Texarkana College students, faculty and staff, and the Texarkana community, to expand their cultural knowledge and appreciation through educational and social activities. TC-CASA will promote academic excellence and unity and will not discriminate any students on the basis of gender, disabilities, race, color, age or national origin. TC-CASA will not be an Association to shelter only one culture, but rather will be one to help the students develop understanding and acceptance of their culture and those among them.
6. **Earth Club** - This club is composed of regular and associate members. Regular members must be taking at least one course at Texarkana College and have an interest in the Earth, preserving our environment and enjoying nature. Associate members must be a college student or college instructor in the United States. Sponsors: Delores McCright, Ed Braddock, Denise Johnson
7. **Fencing Club** - This club is open to any student with an interest in fencing. Sponsor: Della Ellis
8. **Journalism Club** - An organization open to anyone who is enrolled in journalism and a member of the TC News staff. Sponsor: Charles Sinclair

9. **Phi Beta Lambda (PBL)** - PBL is a state and national professional student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs. As a local chapter of PBL, we will promote business leadership, encourage computer usage and programming, teach and study computer and business skills, and expose the student body and the community to computers through college and PBL-sponsored events. As a member, students will be able to compete in state and national competition events in the business and computer fields. Advisors: Dr. Theresa McDonald and Sam Rivas
10. **Phi Theta Kappa** - This is the National Junior College Honorary Scholastic Society which has as its aim the promotion of scholarship, the development of character, and the cultivation of fellowships among the students. Sponsor: Mary Ellen Young
11. **Professional Nursing Club** - This club is affiliated with the Texas Nursing Student Association and is for students enrolled in the college's nursing programs. Sponsors: Diane Reed and Kristen LeGrand
12. **Psychology Club** - The purpose of this club will be to establish a network for psychology students on campus and throughout the community through school and club sponsored activities. Sponsor: Phyllis Gardner
13. **Science Club For Educators (Joint Club with TAMU-T)** - This organization's purpose is to provide additional experience and exposure in science education theory and methods for pre-service teachers, and to provide science outreach activities for area children. Sponsors: TC - Delbert Dowdy and Mark Storey, TAMU-T - Dr. David Allard
14. **Social Science Club "Explorers"** - The purpose of the "Explorers" Club is to actively learn about events and occupations in the Social Sciences through speakers, films, and travel to special exhibitions. Sponsor: Dr. Beverly Rowe
15. **Student Senate** - The Student Senate of Texarkana College is composed of a president, vice-president, secretary, treasurer, and seven board members. The Student Senate is a service organization which assumes leadership promoting worthwhile student enterprises. It also serves as an advisory organization representing the student body in its relationship with the faculty and administration. Students who are elected to serve on the Student Senate receive valuable training and experience in civic leadership. Sponsor: Don McIntosh

16. **TC Biological Sciences Club (Joint Club with TAMU-T)** - This is a TC student club that provides support for students who are interested in pursuing a career in the life sciences. Club activities include opportunities for members to learn from practicing professionals through seminars and special field trips. Sponsors: Mark Storey and Dr. Catherine Howard, TAMU-T - Dr. David Allard and Chris McAlister
17. **TC₃ Club (Texarkana College Chemistry Club)** - This club is open to any student who is interested in the chemistry and/or medical field. The TC₃ is a student affiliate chapter of the American Chemical Society and the Pre-Med Club. Sponsors: Dr. Mike Buttram and Patti Harman
18. **T.C. Players** - This is an organization open to any student who is interested in speech and drama. Sponsor: Michael Cooper
19. **TC Running Club** - The purpose of this club will be to keep people physically in shape and for ex-high school runners who didn't reach their expectations in high school and still have something to prove. Also, to make people feel good about themselves. Sponsor: Dr. Beverly Rowe
20. **21st Century Democrats** - This club is designed to meet the needs of those students who are interested in politics and favor the Democratic Party. Sponsor: Vernon Wilder
21. **Young Republicans** - The purpose of this club is to bring young people into the republican party and to provide an opportunity for them to find political expression and recognition. Sponsors: Dr. Ronald Bright

STUDENT CENTER RULES AND REGULATIONS

- A. **Food Services** will be open from 7:00 a.m. until 8:30 p.m. each day, Monday through Thursday, and 7:00 a.m. until 3:00 p.m. on Friday. The vending area will have extended hours which will be posted. Summer and holiday hours will vary from this schedule.
- B. The **Book Store** will be open from 7:45 a.m. until 6:30 p.m. each Monday through Wednesday, Thursday and Friday from 7:45 a.m. until 4:00 p.m. during the regular term. Summer and holiday hours will vary from this schedule. The bookstore repurchases books for approximately 50% if they are in good condition.
- C. The **Game Room** will be open from 7:00 a.m. until 8:30 p.m. Monday through Thursday, and Friday from 7:00 a.m. until 3:00 p.m. Summer and holiday hours will vary from this schedule.
- D. No decorations may be affixed to the walls, ceilings, floors, or light fixtures in any manner without prior approval from the Administration. This includes the use of tape of any kind, staples, tacks, or any kind of hardware. This applies to every building on the TC Campus.
- E. Non-Texarkana College announcements and posters may be placed on the bulletin boards only. Posters or announcements must be typed and require the approval of the Dean of Students.
- F. All activities scheduled for the Student Center building must be cleared through the Facilities Services Office.
- G. Sitting on tables, arms of chairs, and couches, and putting feet on the furniture are all prohibited.
- H. There will be no use of tobacco in the Student Center or any other campus building.
- I. No card or domino games of any type shall be engaged in at any place in the building except designated areas.
- J. Animals or pets are not permitted in the building.

(Respect your building and treat it as you would your home.)

C. E. PALMER MEMORIAL LIBRARY RULES AND REGULATIONS

A. Library Hours

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 3:30 p.m.
Sunday	2:00 p.m. - 9:00 p.m.

(Library hours are subject to change)

B. Fines

Fines are charged for the sole purpose of having books returned on time so that others may use them.

Overdue fines should be paid at the time the book is returned, but **MUST** be paid before the end of the semester. Students not paying for books or fines for which they are responsible will result in having their grades held by the Admissions Office and will not be allowed to re-enroll in college.

Fines are paid at the Library Circulation desk according to the following schedule:

2 week (open shelf book)	\$0.25 per day/maximum of \$10.00
Library Use Only Reserve	\$0.50 per day/maximum of \$10.00
Reserve (other)	\$0.50 per day/maximum of \$10.00

Any book overdue for 30 calendar days is deemed lost and the patron is responsible for the fine plus the cost of replacing the book. This cost may include a search process fee of \$20 if the book is now out-of-print.

A student is liable for the full cost of replacing all library books or periodicals which he/she may lose, deface, damage, or destroy.

- C. Specified reserve materials, reference books and periodicals may not be taken from the library.
- D. Smoking, drinking, or eating is not permitted in the library.
- E. Computers and typewriters are available for student use. A valid driver's license and current student ID Card are required.
- F. The Library has limited change available. Students should bring change when planning to make copies. Microfilm/fiche copies are 10 cents per page. Laser printer copies are 10 cents per page on the IBM and MacIntosh computers. Debit cards are required on the CD-ROM databases.

C. O. PINKERTON HEALTH AND FITNESS COMPLEX

The Pinkerton Health and Recreation Complex is one of the finest campus recreation facilities in Texas. It offers you, the student, faculty and staff of Texarkana College and TAMU-T as well as community members in the Texarkana area, the opportunity to participate in many indoor and outdoor recreation activities. There is 28,000 square feet in the Athletic facility, which combined with the 30,000 square feet of the adjoining Aquatic Center, makes this complex a participant's delight.

FACILITIES AVAILABLE

- Olympic Indoor Pool
- Eight Lighted Tennis Courts
- Four Racquetball Courts
- Full Cam II Weight Facility
- Exercise/Aerobics/Dance Studio
- Fitness Lab
- Multi-use Gym Area: Basketball/Volleyball/Badminton/Tennis
- Fitness Room-Stationary bicycles, treadmills, stairmasters with television
- Saunas
- Dressing Rooms/Showers/Lockers
- Classroom
- 1/2 mile jogging track

ADMITTANCE INFORMATION

All students who are currently enrolled at TC and TAMU-T who carry the appropriate ID may enter and use the facility.

All full-time faculty and staff of TC and TAMU-T, spouses and children 16 years or older, currently carried on parents school insurance may also use the facility. **MUST HAVE CURRENT ID CARD FOR ADMITTANCE.**

GENERAL POLICIES

The complex was designed and is maintained with the students of TC in mind. On some nights parts of the facility will be utilized by classes. Community members and general students must work around these times. Credit and non-credit classes are given priority.

C. O. PINKERTON HEALTH AND FITNESS COMPLEX

RECREATION CENTER HOURS

Monday - Friday	6 a.m. - 9 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

AQUATIC CENTER HOURS

Monday - Friday	12 noon - 1:30 p.m.
Monday - Friday	5:30 p.m. - 9 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

Family Swim (See Note)

Saturday	10:00 a.m. - 12 noon
Sunday	1p.m. - 3:00 p.m.

Note: Family Swim is a time set aside for our participants with children that are under 16 years of age to swim only. Children must be of your immediate family, and you must maintain direct supervision during their usage of the pool facilities. No additional charges are required for family swim.

Note: Students must show their College ID Card when using any of the Pinkerton facilities. No food, drink, or tobacco of any kind is permitted.

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

Texarkana College is an Affirmative Action Equal Opportunity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. Texarkana College campus is accessible to the disabled.

Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Act.

This student handbook contains policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policy to reflect current Board policies, administrative regulations or procedures and applicable State or Federal laws and regulations.