

2016 - 2017

the
outback guide



AUSTIN
COLLEGE

The Outback Guide

Members of the Austin College community,

The contents of this guide are provided so that you will be a well-informed member of the Austin College community. It contains key college policies as well as additional information about the college, which is being distributed in compliance with federal law.

Please take a few minutes to familiarize yourself with this booklet. If you should have any questions about what you read, please feel free to contact either me directly or the specific staff member responsible for the information.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy P. Millerick". The signature is written in a cursive style with a large initial "T" and "M".

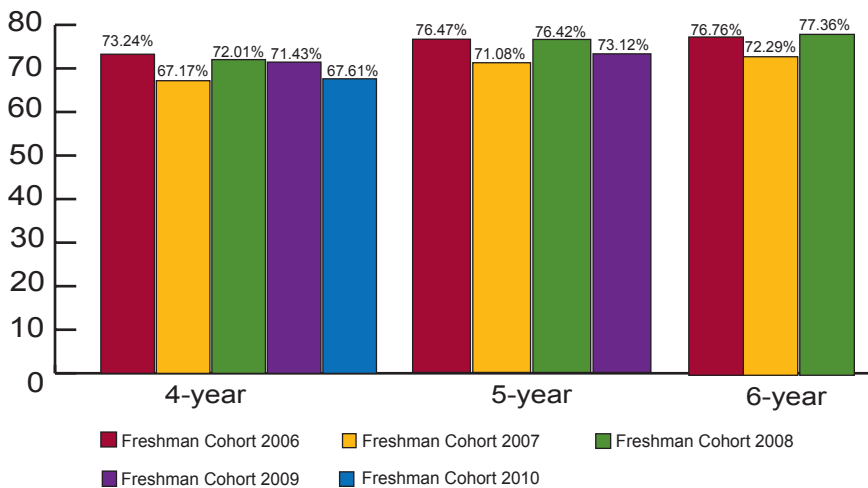
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Completion/Graduation Rate

In accordance with the Student Right-To-Know Act, the six-year completion rate for students who entered Austin College in 2008 on a first-time-in-college and full-time basis was 72.01%. The four-year completion rate for students who entered Austin College in 2010 on a first-time-in-college and full-time basis was 67.61%.



AC Alert Emergency Notification System

AC Alert is an emergency notification system provided to all Austin College students, faculty, and staff. It is provided by NTI Connect-ED and is designed to help facilitate emergency communication by voicemail, email, and text messages. The safety of the students, faculty, and staff at Austin College is very important. For this reason, Austin College has chosen to develop an emergency notification system. This system allows the College to send a message to you quickly by cell phone (including text messaging), landline, and email to alert you to emergency situations at Austin College. The information you provide will only be used in an Austin College emergency situation.

Students are **REQUIRED** to confirm and update if necessary their AC Alert Emergency Notification Information at the beginning of each year or the beginning of the Spring semester if not enrolled in the Fall. If the information is not updated by the 12th class day of the semester, a fine of \$25 per week will be assessed until the record is completed.

The delivery success is only as accurate as the contact information you provide to us. If this information changes throughout the year, please go to your Webhopper page and click on AC Alert Emergency Info.

Campus Security & Personal Safety

The security of members of the College community is of vital concern to the Austin College Administration and especially the Campus Police department.

However, students, faculty and staff must actively accept responsibility for doing their part to maintain a safe environment. All members of the College community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state and federal laws and College regulations for the protection of others.

Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased crimes. Campus Police will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, students and visitors.

The Austin College Police Department is committed to providing quality service and protection to the campus community while working within the framework of its authority and resources.

Officers are responsible for a full range of public safety services including all crime reports, investigations, medical and fire emergencies, traffic accidents, enforcement of laws regulating alcohol, the use of controlled substances, weapons and all other incidents requiring police assistance.

All campus police officers are fully commissioned police officers under the provisions of 51.212 of the Texas Education Code and have the same arrest authority as other law enforcement officers. All officers are graduates of a police academy. They have full law enforcement authorities throughout all property owned and controlled by Austin College.

The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while still maintaining the authority of the College.

The Campus Police Department maintains a close working relationship with the Sherman Police Department, Grayson County Sheriff's Department, state and federal law enforcement agencies and all appropriate elements of the criminal justice system. Assistance and support from these agencies can be obtained immediately. Crime related reports and statistics are routinely exchanged.

Firearms On-Campus

Current Texas law forbids the carrying of any type of handgun (concealed or otherwise) on Austin College property at any time. Austin College regulations allow members of the College community to bring shotguns or rifles on-campus provided they are stored at the Campus Police & Safety Office under lock and key. The owner may retrieve the weapon(s) at any time if the owner is taking them off-campus.

Reporting Criminal Activity or Other Emergencies

Individuals who want to report alleged criminal action or emergencies that occur on-campus may do so by:

- Calling Campus Police at 903.813.2555
- Visiting the Campus Police Office in Jackson Technology Center
- Utilizing the blue emergency telephones located around campus
- Dialing 911 *Note:* all 911 calls are routed to the City of Sherman Dispatch Office for police, fire and ambulance
- Requesting assistance from any officer on patrol

Austin College Police Department will dispatch an officer immediately to investigate suspected criminal activity. Responses include, but are not limited to:

- Dispatching one or more officers
- Investigation reports
- Arresting and filing charges, depending upon the circumstances of the offense
- Referring alleged offenders to appropriate campus agencies for action
- Offenses occurring off-campus should be reported to the appropriate local law enforcement agency.

Crime Reporting

Efforts are made to advise the campus community about campus crimes and crime related problems on a timely basis. These include the Campus Police Blotter, the College's student newspaper, Special Crime Alerts and, in extreme situations, crime bulletins that are distributed through the campus voice mail system or e-mail system.

Maintenance & Security of Campus Facilities

Campus Police Officers patrol the campus in an effort to assure a high level of physical security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and handrails and any other condition which might detract from

one's personal well-being. All such conditions can be reported in writing to the Physical Plant Department or by calling Campus Police at 903.813.2555.

Questions & Answers about Security

Q: Do Campus Police personnel conduct regular foot patrols of the campus?

A: Yes. Campus Police Officers patrol campus 24 hours a day, seven days a week.

Q: Do residence halls have Campus Police personnel stationed at the entrances on a 24-hour basis?

A: No, but the doors are checked by campus police and doors have special electronic locks that work only with a validated Austin College identification card.

Q: Is a log kept in the residence halls of non-resident guests?

A: No. Non-residents are denied access through the use of electronic locks and therefore must either be accompanied by a resident of the building or granted access permission by the Hall Council of the building.

Q: Do Campus Police personnel enter and patrol hallways of residence halls?

A: Not regularly. Residence hall personnel handle the supervision and monitoring of corridors in each hall. Campus Police do access the halls when appropriate, including after a door is found open or a suspicious person is reported to Campus Police.

Q: Do all student housing doors lock automatically?

A: No. Jordan Language House doors have to be manually locked. All other student housing utilizes the Best lock system, which includes doors that do lock automatically.

Q: Do residence hall doors have electronic alarms to warn of propped exterior doors?

A: Yes, an electronic system alerts Campus Police when doors are propped open.

Q: Can a student be assigned a different room if the student believes that their living space is not secure?

A: Yes, any student may apply for a change in room assignment after the first two weeks of a semester. If the circumstances are viewed as unsafe or extenuating, immediate action should be pursued through the Student Engagement, Enrichment, and Development Office.

Q: Are emergency telephone numbers provided and posted conspicuously?

A: Yes. Adhesive labels with emergency phone numbers are affixed to all campus telephones and to red telephones located around the campus. In addition, there are eight blue light emergency telephones strategically located across campus that

automatically ring the Campus Police Office when the red button is pushed.

False Report or Alarm

It is a violation of Texas Penal Code 42.06 to make a false alarm or report to a public institution of higher education. Students accused of this crime may face charges up to a state jail felony and will be referred through the student discipline process. A full description of the code and subsequent penalty is provided below. Please help us keep our college safe and report any suspicious activities to Campus Police, your Area Coordinator, or any member of the Student Engagement, Enrichment, and Development Office.

Sec. 42.06. FALSE ALARM OR REPORT. (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- (1) cause action by an official or volunteer agency organized to deal with emergencies;
- (2) place a person in fear of imminent serious bodily injury; or
- (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

The Annual Crime Statistics - 2015

Austin College provides the following information pursuant to the disclosure requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Austin College provides the following information pursuant to the disclosure requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Reported Offenses	On Campus			Residential Facilities			Non-Campus			Public Property		
	'13	'14	'15	'13	'14	'15	'13	'14	'15	'13	'14	'15
Murder & Non Negligent Manslaughter												
Negligent Manslaughter												
Sex Offenses (forcible)	1	3	10	1	3	9				1		1
Sex Offenses (non-forcible)												
Robbery												
Aggravated Assault		4	4									
Burglary	2	2	3	2	2	1						
Motor Vehicle Thefts (Golf Carts)		1										
Motor Vehicle Thefts		1	2									
Arson	1			1								

ARRESTS FOR												
Weapons Possession												
Drug Abuse Violations										6		
Liquor Law Violations		2			1					2		
Dating Violence												
Domestic Violence												
Stalking												

REFERRALS FOR	On Campus			Residential Facilities			Non-Campus			Public Property		
	'13	'14	'15	'13	'14	'15	'13	'14	'15	'13	'14	'15
Weapons Possession												
Drug Abuse Violations	12	9	13	6	7	13						
Liquor Law Violations	29	32	31	26	31	26						
Dating Violence		1	1		1							
Domestic Violence			1			1						
Stalking												

SEXUAL ASSAULT REPORTS BY SUBCATEGORIES												
Rape	1	1	7	1	1	7						
Fondling		2	3		2	2						1
Incest												
Statutory Rape (Underage Victim)												

NOTE: Non-Campus Offenses are those reported by Sherman Police Department, to have happened adjacent to the Austin College Campus, as defined by Cleary Guidelines.

The Annual Fire Safety Report - 2015

2015 FIRE STATISTICS

Residential Facility	Total Intentional Fires	Fire Incident Number	Cause of Fire	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Baker Hall	0	N/A	N/A	N/A	N/A
Bryan Apts	0	N/A	N/A	N/A	N/A
Caruth Hall	0	N/A	N/A	N/A	N/A
Clyce Hall	0	N/A	N/A	N/A	N/A
Dean Hall	0	N/A	N/A	N/A	N/A
Jordan House*	0	N/A	N/A	N/A	N/A
Roo Suites	0	N/A	N/A	N/A	N/A
The Flats	0	N/A	N/A	N/A	N/A
The Village	0	N/A	N/A	N/A	N/A

***Jordan House** There was one unintentional electrical fire inside of a built-in appliance in the kitchen.

EMERGENCY EVACUATION DRILL DOCUMENTATION

Academic Building Evacuation Drills are announced through an e-mail the week of the event, along with an explanation regarding Fire Safety and expected response during a Drill as well as during an actual Fire Emergency. Academic Building Evacuation Drills generally occur near the end of Jan Term or early Spring Semester.

Residential Facility Evacuation Drills are always carried out unannounced.

Facility	Drill Type	Date	Time Started	Time Ended	1-Announced 2-Unannounced
Baker Hall	Evacuation	2/18/15	21:04	21:33	2
	Evacuation	9/10/15	19:05	19:43	2
Caruth Hall	Evacuation	3/19/15	20:11	20:40	2
	Evacuation	9/3/15	19:16	19:25	2
Clyce Hall	Evacuation	3/19/15	20:57	21:27	2
	Evacuation	9/3/15	20:26	20:48	2
Dean Hall	Evacuation	2/18/15	20:05	20:51	2
	Evacuation	9/3/15	19:39	20:00	2
Jordan House	Evacuation	2/10/15	21:18	21:30	2
	Evacuation	9/10/15	20:00	20:12	2
Roo Suites "C"	Evacuation	2/11/15	20:02	20:55	2
	Evacuation	9/8/15	19:04	19:18	2
Roo Suites "D"	Evacuation	2/12/15	20:07	20:41	2
	Evacuation	9/9/15	19:00	19:16	2
Roo Suites "E"	Evacuation	2/12/15	20:45	21:02	2
	Evacuation	9/8/15	19:20	19:28	2
Roo Suites "F"	Evacuation	2/11/15	21:02	21:43	2
	Evacuation	9/9/15	19:19	19:36	2
Flats at Brockett Court	Evacuation	2/10/15	20:03	21:01	2
	Evacuation	9/8/15	19:42	20:07	2

FIRE STAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES

Residential Facility	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	# of Evacuation (Fire) Drills each Calendar Year
Baker Hall	Local			X	X	X	2
Bryan Apts	None			X	X	X	0
Caruth Hall	Local			X	X	X	2
Clyce Hall	Local			X	X	X	2
Dean Hall	Local			X	X	X	2
Jordan House	Monitored		X	X	X	X	2
Roo Suites	Monitored		X	X	Community Room		2
The Flats	Monitored		X	X	X		2
The Village	None	X		X	X		0

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records.

Austin College accords all the rights under the law to students who are declared independent. With the exceptions noted below, no one outside the institution shall have access to nor be eligible to receive students' education records without the written consent of the students, except for personnel within the institution, officials of other institutions providing student's financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. Within the Austin College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records.

Austin College recognizes that its faculty, administration, clerical and

professional employees, student employees and paraprofessionals, and other persons who manage student records information as having a demonstrated need to know and act in the student's legitimate educational interest. Further, a college official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any information to a third party.

In accordance with the provisions of The Family Educational Rights and Privacy Act, Austin College may designate certain information as public or "directory information." The college at its discretion may disclose such information for any purpose without the student's written consent. Students may withhold the disclosure of such "directory information" by notifying the Office of the Vice President for Student Affairs in writing. Austin College hereby designates the following as "public" or "directory information": student's name, address, telephone number, e-mail address, date and place of birth, major, minor, mentor, classification, dates of attendance, degrees, honors and awards received, parents' names and home address, participation in officially recognized activities and sports, height and weight of athletic team members and digital or related imagery.

The Austin College directory is provided primarily for members of the Austin College community and copies may not be used for outside distribution. Included in the student section of the directory is the Austin College box numbers, residence hall or other local address, e-mail address, mentor, classification, parents' names, and home address.

Grades are available to students using their Webhopper accounts. Students may request a paper grade report be mailed to their home address through the Registrar's Office. Students have the right to request their address be changed through the Student Affairs Office. It is the responsibility of the student to maintain a current address at all times. The college maintains the right to notify parents of academic or disciplinary probation and/or suspension and other disciplinary or academic information.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The vice president for student affairs and the registrar coordinate the review procedures for student records, which include the academic records file in the Registrar's Office and the educational portfolio in the Vice President's office, and placement records filed in the Career Services office. Students wishing to review their educational records should contact the vice president for student affairs or the registrar. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of

an original or source document which exists elsewhere). These copies are made at the student's expense.

Educational records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of a law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission; employment, job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the vice president for student affairs or the registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed of their right to a formal hearing.

Students who believe that the adjudication's of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the college. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S., W., Washington, DC 20202, concerning the alleged failure to comply with the Act.

Missing Student Policy

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on –campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing students reports of student who reside on campus.

Missing student policy is defined as any currently registered student of Austin College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a member of the College community. The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, social networking sites if possible, contacting them by phone or text.

In the event of a missing student residing on campus, the Vice President for Student Affairs or designee will notify the parents/family members regarding the situation. In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by Campus Police and an investigation will be initiated.

Each fall new and continuing students will be provided with an opportunity to denote a confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing for 24 hours the student's custodial parent or guardian will be notified by the College.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

Alcohol & Drugs

Drug-Free Schools & Communities Act Amendment

In 1989 the federal government passed the Drug-Free Schools and Communities Act Amendment. This legislation requires all colleges and universities who receive federal financial aid to certify to the Secretary of Education that they have "adopted and... implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees..." Austin College satisfies this requirement by offering Drug and Alcohol Education and the Alcohol Education Workshop coordinated by Student Affairs.

The Act also requires annual notification to each student of relevant information regarding student conduct policies, legal sanctions, health risks, counseling and treatment resources, and sanctions for violation of policies. Austin College satisfies this requirement by providing the following information:

Standards of Conduct

Alcohol - The policy concerning alcoholic beverages on the Austin College

campus is in direct compliance with the laws of the State of Texas, prohibiting either possession or consumption of alcohol by persons under 21 years of age. A local ordinance prohibiting open containers in public areas is also enforced on-campus. Please see the Alcohol Policy in the student handbook, the Environment, for further details.

Drugs - The following actions are violations of the Non-Academic Code of Student Conduct: the illegal transfer and/or improper use, possession or consumption of any controlled substance (e.g. narcotics, barbiturates, amphetamines or hallucinogens); the transfer, possession or use of marijuana; the possession of drug paraphernalia as defined by state law on College property or at any College-sponsored activities; or being present when any one of the above listed activities are taking place.

Texas Legal Sanctions

Alcohol - The Zero Tolerance Bill, Senate Bill 35, went into effect September 1, 1997. This bill strengthened the consequence to minors for underage drinking. Minors who purchase, possess or consume alcoholic beverages, as well as minors who are publicly intoxicated or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to \$500
- Alcohol awareness class
- 8 to 40 hours of community service
- 30 to 180 days loss or denial of driver's license

The Zero Tolerance Bill also makes it illegal for minors to drive while having any detectable amount of alcohol in the minor's system.

1. The consequences for the minor on the first offense of the Zero Tolerance Bill while driving:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class
- 20 to 40 hours of mandatory community service
- 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days.

2. A second offense increases the consequences to:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class at the judge's discretion
- 40 to 60 hours of mandatory community service
- 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.

3. A third offense is not eligible for deferred adjudication. The minor's driver's license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period. If the minor is 17 years or older, the fine increases from \$500 to \$2,000, confinement in jail for up to 180 days, or

both.

Individuals who give alcohol to minors, or buy alcohol for minors, also face stiffer penalties. The punishment for making alcohol available to a minor has been increased from a class C misdemeanor (fine of \$0 to \$500) to a class B misdemeanor, punishable by a fine up to \$2,000, confinement in jail up to 180 days, or both.

Sale to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement up to a year in jail, or both.

Drugs - Sanctions upon conviction of possession, distribution or manufacture of controlled substances range from fines to probation to imprisonment. Amounts of fines, terms of probation, or years of imprisonment are generally contingent upon the circumstances and amounts of drugs in possession, sale or distribution. Additional information on the various legal sanctions pertinent to alcohol and drugs may be obtained from the Student Engagement, Enrichment, and Development Office, located in WCC 201, ext. 2306.

Austin College Sanctions

Alcohol - Possible sanctions for violations include written warning, required attendance at a substance abuse program that focuses on students' behavioral choices, civil and legal responsibilities as well as the personal and career implications of alcohol and other substance abuse and/or assessment referrals, fines, community service hours and disciplinary probation. Repeat offenses may result in a combination of the above-mentioned sanctions plus disciplinary probation, parental notification or suspension.

Drugs - Possible sanction for the use, possession or sale of illicit drugs include fines, community service hours, parental notification, assessment referrals, disciplinary probation, suspension or expulsion.

NOTE: Please refer to the student handbook, the Environment, for more specific information about sanctions. College-imposed sanctions are in addition to any legal sanctions taken by local, state or federal authorities. , "A federal or state drug conviction can disqualify a student for federal student aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. The period of ineligibility for federal student aid funds, depends on whether the conviction was for sale or possession and whether the student had previous offenses. For more information, please contact the Office of Financial Aid."

Additional information on the various legal sanctions pertinent to alcohol and drugs may be obtained from the Student Engagement, Enrichment, and

Development Office, located in WCC 201, ext. 2306.

Health Risks

Alcohol

- Acts as a depressant, affects mood, dulls the senses and impairs coordination, reflexes, memory and judgment.
- More serious effects may include damage to the liver, kidney, pancreas and brain.
- It is the leading cause of death among individuals 15-24 years of age.
- On average, heavy drinkers shorten their life span by approximately ten years.

Marijuana

- Prolonged use and increased tolerance can lead to severe psychological dependence.
- Immediate increase in heart and pulse rate may cause an acute panic/anxiety reaction.
- Impairment of memory, altered sense of time and inability to concentrate.

Cocaine

- Increase in heart rate, breathing rate and body temperature.
- Chronic runny nose and membrane infections.
- Overdose may result in seizures, heart stoppage, coma or death.

Opiates

- High likelihood of physical dependence.
- May cause infections of the skin, liver, heart and lungs.

Tobacco

- Shortness of breath, nagging cough and heart difficulties.
- Long-term effects may be emphysema, bronchitis, heart disease and cancer.

Services Available On-Campus

Alcohol & Drug Education Programs

The Student Affairs Division offers a number of services and educational programs on-campus to provide help for alcohol and drug problems. These include the following:

Support Groups: Campus community members are encouraged to contact Counseling Services if they are interested in starting a support group on-campus or participating in one.

Assessment: The Coordinator of Counseling (located in Adams Center) coordinates referrals for students to off-campus services for assessment of alcohol and drug dependencies.

Intervention: Information on intervention techniques is available to College community members through Health, Wellness and Counseling Services.

MyStudentBody: The MyStudentBody Comprehensive College Health Suite provides reliable college health information on Alcohol, Drugs, Tobacco Use, Sexual Health, Nutrition and Stress with motivational self-assessments modeled on the effective BASICS program. While first-year students are requested as part of their admissions process to visit the site, any member of the Austin College student body who wants to learn more about alcohol and drugs in an up-to-date, non-judging manner can visit.

Hazing

Texas State Hazing Law

All Austin College community members are expected to be aware of this law and will be expected to understand how they as individuals and as members of a group are accountable to this law. It was added by Acts 1995, during the 74th Legislative Session, Ch. 260, § 1, and went into full effect May 30, 1995. The statute can be found under Subtitle G. Safe Schools, Chapter 37. Discipline; Law and Order; Subchapter F. Hazing in the Texas Education Code Definitions

“Educational institution” includes a public or private: high school; or college, university or other post-secondary educational establishment.

“Pledge” is any person who has been accepted by, is considering an offer of membership from or is in the process of qualifying for membership in an organization.

“Pledging” is any action or activity related to becoming a member of an organization.

“Student” is any person who is registered in or in attendance at an educational institution; or has been accepted for admission at the educational institution where the hazing incident occurs; or intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

“Organization” is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club or service, social or similar group whose members are primarily students at an educational institution.

“Hazing” means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at the educational institution. The term hazing includes, but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- any activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

Personal Hazing Offense

A person commits an offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
- intentionally, knowingly or recklessly permits hazing to occur; or
- has first hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or Vice President for Student Affairs or other appropriate official of the institution.

The offense of failing to report is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days or both such fine and confinement.

Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days or both such fine and confinement.

Any other offense under this section which causes bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year or both such fine and confinement.

Any other offense under this section which causes death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years or both such fine and confinement.

Except when an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same condition imposed on community service probationers by Subdivision (1), Subsection (e) and Subsections (c), (d), (g) and (h) of Section 10A, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Organization Hazing Offense

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commit or assist in the commission of hazing.

An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, or if a court finds that the offense caused personal injury, property damage or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of such injury, damage or loss.

Consent Not a Defense

It is not a defense to prosecution of an offense under hazing laws that the person against whom the hazing was directed, consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Students or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offense In Addition To Other Penal

This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing

Reporting By Medical Authorities

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:

- May report the suspected hazing activities to police or other law enforcement officials; and
- Is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Sexual Misconduct and Harassment

Sexual misconduct committed on property owned or rented by Austin College or in a context directly related to the College on or off campus by a student, faculty member, or staff member against any student, faculty member, staff member, or third party is prohibited and will not be tolerated. The College has an obligation to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, whenever it becomes aware of such a complaint or report regardless of how the information was brought to the College's attention or the extent to which the reporter/complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance without initiating College action.

Policy Statement-Sexual Misconduct

Discrimination on the basis of sex or gender to include sexual misconduct

(sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment is a violation of The Sexual Misconduct Policy and will not be tolerated by the College. Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator, Tim Millerick.

Title IX Coordinator

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance or incidence of sexual misconduct (regardless of whether the complaint is against a student, staff, faculty, visitor, or otherwise), may contact the College's Title IX Coordinator, Tim Millerick.

Timothy Millerick
Vice President for Student Affairs
Title IX Coordinator
Wright Campus Center 251
Phone: 903-813-2428 (press 1)
Email: tmillerick@austincollege.edu

For complete information on Austin College's Sexual Misconduct policy, please see The Environment or visit our website <http://www.austincollege.edu/campus-life/sexual-misconduct/>.

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) classifies certain jobs as non-exempt and requires this class of employee to record on a timesheet the hours actually worked during each pay period. The employee and supervisor must attest to the accuracy of the timesheet before submitting it to Payroll (located in the Human Resources Office on the second floor of the Administration Building). Timesheets are required records by law and may be referred to at a later date; this is a safeguard for the employee, the supervisor, and the College.

The College's "work week" is Saturday through the following Friday. Non-

exempt employees who work over 40 hours per “work week” MUST be paid 1.5 times their wage for those excess hours (over 40). Compensatory Time (Comp Time) is not allowed by the FLSA in the private sector and should not be used in lieu of payment of overtime. While Austin College is obligated to, and does, pay overtime, supervisors should take precautions to ensure that no employee is working over forty hours per week unless so authorized by the supervisor.

A supervisor must not “volunteer” a non-exempt employee, or request one to “volunteer,” for extra hours of work without paying the employee 1.5 times their normal wage. It is unfair to the employee and the department to do otherwise, and it is in violation of FLSA. Employees not compensated for authorized overtime should immediately contact Payroll and, if necessary, their supervisor. Any employee experiencing problems with these provisions should contact the Director of Human Resources immediately.

If a department has a greater workload than its personnel can handle, the department should follow appropriate administrative procedures in order to secure additional personnel, or funds for overtime pay. A properly distributed workload typically improves overall working conditions, as well as departmental morale, and it helps to assure better employee attitude, reduce stress, and even reduce workers’ compensation and medical claims.

Penalties: Briefly, any employer found by the court to be in violation of the overtime provisions “...shall be liable to the employee or employees affected in the amount of their unpaid minimum wages or their unpaid overtime compensation, as the case may be, and in an additional equal amount as liquidated damages.” The court in such action shall, in addition to any judgment awarded to the plaintiff(s), allow a reasonable attorney’s fee to be paid by the defendant, and costs of the action.

The Statute of Limitations on the employer is two years (or three if the violation is willful).

Affirmative Action Statement

As an equal opportunity and affirmative action employer and educator, Austin College admits qualified students without regard to age, color, disability, national origin, race, religion, sex, sexual orientation, or status as a veteran. Austin College does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or status as a veteran in the administration of its educational policies and programs, enrollment policies and practices, and athletics program, as well as any other College-administered policy, procedure, practice, or program.

What to Do If You Are the Victim of a Crime...

CALL (903) 813 - 2555

Contact Campus Police (903.813.2555) as soon as possible. Describe the suspect to the dispatcher and inform him/her of the direction of travel taken by the suspect.

Remember all you can about the suspect and relay that information to the dispatcher. Try to remember race, gender, clothing description, height, weight, color of hair and eyes, any unusual features, jewelry, and description of vehicle. Remain on the phone with the dispatcher until told to hang up.

Important Phone Numbers

Emergency	911
Campus Police	903.813.2555
Student Engagement, Enrichment, and Development Office	903.813.2306
Vice President for Student Affairs	903.813.2228
Counseling Services	903.813.2247
College Chaplain	903.813.2210
Physical Plant	903.813.2208
Women's Crisis Center	903.893.5615
Alcoholics Anonymous	903.868.2734
Outpatient Services Texoma	903.868.1816
TMC Behavioral Health Center	903.416.3000
The Substance Abuse Council	903.892.9911
Tim Millerick, V.P. Student Affairs and Title IX Coordinator	903.813.2428