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Mission

Austin College is a private, residential, co-educational college dedicated to educating undergraduate students in the liberal arts and sciences while also offering select pre-professional programs and a graduate teacher education program. Founded by the Presbyterian Church in 1849, Austin College continues its relationship with the church and its commitment to a heritage that values personal growth, justice, community, and service. An Austin College education emphasizes academic excellence, intellectual and personal integrity, and participation in community life. Thus, Austin College affirms the importance of:

A community that through its size, diversity, and programs fosters lively intellectual and social interaction among persons of different origins, experiences, beliefs, accomplishments, and goals.

A program that does not discriminate with regard to religion or creed, gender, gender identity, sexual orientation, national or ethnic origin, physical disability, age, or economic status.

A faculty that acknowledges teaching, sustained by active commitment to professional growth and development, as its primary responsibility.

A student body of committed learners, actively involved in the programs of the college and in service to the greater community.

A climate of civility and respect that encourages free inquiry and the open expression of ideas.

A non-sectarian education that fosters the exploration and development of values through an awareness of the world’s religious, philosophical, and cultural traditions.

The mission of Austin College is to educate students in the liberal arts and sciences in order to prepare them for rewarding careers and for full, engaged, and meaningful lives.

The Environment

This handbook serves as a guide to the rules, policies, and services of Austin College; therefore, the College reserves the right at any time during the year to amend, modify, or change regulations, policies, and financial charges stated in this handbook. The College will attempt to notify students, in a timely manner, of any changes in policies and regulations.

If you have any feedback or questions, contact the Student Life Office at 903-813-2306.

Statement on Equality

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, gender, gender identity, sexual orientation, or status as a veteran. Austin College does not discriminate on the basis of age, color, disability, national origin race, religion, gender, gender identity, sexual orientation, or status as a veteran in the administration of its educational policies and programs, enrollment policies, employment policies and practices, and athletics program, as well as any other College-administered policy, procedure, practice, or program.
Welcome to this learning community known as Austin College! The strength of any community lies in its membership being fully informed about common expectations of the members as well as their full engagement in the various opportunities for involvement in the community. This student handbook, The Environment, is intended to serve as your resource about various College policies, procedures and activities. I encourage you to take some time to become familiar with this information.

If you have any questions or need further assistance after reading this handbook or after experiencing various situations on campus, please feel free to call on me or others for help. Your engagement in this community is necessary if we are to function as an effective learning environment. Therefore, I encourage you to get involved in whatever way is most comfortable for you.

Best wishes for a positive, productive year to all members of our community.

Sincerely,

Timothy P. Millerick  
Vice President for Student Affairs  
tmillerick@austincollege.edu
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### Emergency Contact Information

### Campus Map
The Vice President for Student Affairs is the executive responsible for the staff, programs and services associated with the following areas. If other services need to be addressed, members of the staff welcome the opportunity to provide such services.

- Academic Skills Center
- Disability Services
- International & Transfer Student Services
- Campus Calendar
- Campus Police & Public Safety
- Career Services
- Counseling Services
- Dining Services
- Intercollegiate Athletics
- Recreational and Club Sports
- Orientation
- Religious Life (Chapel Programs and Church Relations)
- Volunteerism & Community Service
- Student Life
- Discipline & Judicial Affairs
- Greek Life
- Health Services
- Leadership Training
- Residence Life
- Student Activities and Organizations
- Student Publications
- Summer Conferences

The Academic Skills Center (ASC) programs are designed to help all students develop skills that could maximize their academic potential. The center provides individual assistance in writing, study skills and time management. Content-specific tutoring is available in many areas, including biology, chemistry, math, and foreign language. The ASC sponsors workshops that offer assistance on such topics as test taking strategies, writing skills, and lab report formatting to help students develop the skills and study habits they need to be successful at Austin College. Group review sessions help students prepare for finals and are sponsored as needed.

All students, regardless of their year in school or their level of accomplishment, can benefit from the services provided by the Academic Skills Center.

The ASC also supports the academic interests of international and transfer students transitioning to Austin College by offering meaningful activities designed to connect them to campus resources and assist them with strategies that encourage persistence. The ASC facilitates orientation and other programming efforts for both transfer and international students.

Vice President for Student Affairs is the Section 504 and Americans with Disabilities Compliance Act (ADA) Coordinator. For more information regarding Federal ADA compliance, contact the Vice President for Student Affairs. The Academic Skills Center Director provides regular ongoing disability services. To utilize disability services, students
must make specific accommodation requests at the beginning of each semester and submit appropriate documentation in support of each request. To obtain a copy of the documentation guidelines for students with disabilities, contact the Director of the Academic Skills Center or download a copy from the ASC webpage at https://www.austincollege.edu/campus-life/academic-skills-center/ All services of the center are free. For more information, call or stop by the ASC.

Policy Regarding Use of Animals for Accommodation

It is the policy of Austin College to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an assistance animal, including emotional support animal in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and/or the common areas of a dwelling. With respect to a request for an assistance or emotional support animal, Austin College will determine, on a case-by-case basis, whether such an animal is a reasonable accommodation on campus. Prior to an animal being permitted on campus in a residential facility, the College must give approval. For a complete explanation of this process, please visit

Service Dog Definition

A “service dog” is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Service dogs are trained to do specific tasks or “work” for the benefit of the person with a disability. This work or task the dog performs must be directly related to the handler’s disability.

Service dogs are working animals, not pets. Examples of service dogs include, but are not limited to, guide dogs, hearing dogs, and seizure response dogs. A service dog accompanies a person with a disability at all times, unlike a therapy/emotional support animal (ESA). A service dog is an animal with a good temperament and disposition, has reliable, predictable behavior, and is selected and trained to accompany people with disabilities.

Emotional Support Animal Definition

An emotional support animal (ESA) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An ESA does not assist a person with a disability with activities of daily living, is not required to be trained to perform work or tasks, and does not accompany a person with a disability at all times. ESAs can be species other than dogs. The role of an ESA is to live with a student and alleviate the symptoms of an individual’s disability to provide equal opportunities to use and enjoy College housing. An emotional support animal is not considered a service dog under this policy or applicable law.
Members or organizations of the Austin College Community, who wish to place an event on the College’s calendar, or to reserve a campus room, must complete an Austin College Event Planning/Facility Request form available in the Wright Campus Center Office (WCC 148). Forms should be submitted at least two weeks before the event. Requests will be granted at the discretion of the College. If your request is approved, you will receive a copy of the form to confirm that the event has been placed on the calendar and the facility reserved.

Priority is given to major College events, convocations and academic events. Requests are granted on a first come, first served basis. Staff members outside their normal services make no charge to College organizations unless the request includes food service, table linens or other set-up needs that require work.

The purpose of Campus Police is to promote an environment of safety and security for the educational process at Austin College. Campus Police is charged with the responsibility of protecting life and property and preserving peace within the Austin College community. The officers of this department enforce all rules and regulations of the College as well as local, state and federal laws. They are commissioned Texas peace officers under the supervision of the Chief of Campus Police and serve as liaisons between local, state and federal law enforcement agencies.

Duties include the patrol/prevention of crime, on-campus escorts, vehicle/bicycle registration, firearm registration and storage, the payment of parking violations, etc.

Campus Police can be reached from off campus at (903)-813-2555.

The Campus Police office serves as the campus lost and found center. All types of items are turned in throughout the school year, so be sure to check here first when something is lost. If an item is found with your name on it, we will notify you as soon as it comes in.

Officers of the Campus Police Department, 24 Hours a day enforce parking Rules and Regulations. This is a summary of some of the key regulations affecting all students. A copy of the complete parking rules and regulations is available at the Campus Police office:

- Every vehicle must display a valid decal in the lower passenger side corner of the front windshield to be properly registered.
- Vehicle Registration is free. However, if a citation is issued that indicates the vehicle is not registered, there will be a $75 fine for not being registered with Campus Police.
- When utilizing campus parking, vehicles may only be parked in a single marked parking space. Vehicles may not be parked in spaces designated for any special use, unless authorized for that purpose. A vehicle should never be parked in such a way as to create a hazard for others. Lack of parking space within close vicinity of one’s destination does not justify violation of any parking regulation.
- Do not ignore AC parking citations. Failure to respond within the designated time will result in parking fines being doubled. Each unpaid citation will be charged to your account, even if your vehicle is not registered. Charges billed to a student’s account for unpaid traffic violations exceeding $400 will result in disciplinary action.
• Upon issuance of your fifth citation, your parking and campus driving privileges will be suspended, even if all your citations have been paid or have been changed to warnings.
• If you lock your keys in your vehicle, have a dead battery or your vehicle becomes disabled, contact Campus Police for assistance.
• Scooters and motorcycles are subject to the same rules on campus as other motor vehicles and must be registered with Campus Police.
• All appeals on parking citations and/or suspensions will be heard by the Peer Judicial Board.
• Students are urged to register their bicycles with Campus Police at no cost. Bicycle Rules and Regulations will be given upon request or at the time of the registration of the bicycle.

**On-Campus Police Escort**

During the nighttime hours, Campus Police provides escort service across campus, should you find yourself in a situation or where you do not feel comfortable walking alone.

**Blue Light Emergency Phones**

There are blue light emergency phones located strategically around campus for use in any emergency. While all Emergency Phones have one button operation to call directly to Campus Police, some have key pads and serve as Courtesy Phones, with the capability to dial other campus extensions as well.

**To operate the Emergency Phones:**
• Open the door if so equipped. The blue beacon will start flashing once the door is open.
• Press the red button or touch sensor. This causes the phone to ring the Campus Police office and identifies the caller’s location. On models that do not have doors, this also activates the blue flashing beacon.
• Talk into the microphone when the call is answered.
• An Officer will respond to the location even if conversation is not possible.
• If cut off, press the red button again and continue the conversation. The phones are set to allow short emergency conversations and shut off after about one minute.

**Locations of Blue Light Emergency Phones:**
• Between Clyce Hall and Wynne Chapel, near Zauk Circle
• Northeast of Caruth Hall
• Between Ida Green and Mason Athletic Recreational Complex
• Apple Stadium/Track area near the turnstile
• West of Abell Library near the Abell Parking Lot
• Between Craig Hall and The IDEA Center
• South of Dean Hall
• Jackson Center on the Campus Police Office exterior wall
• Flats Parking Lot
• Williams Intramural Complex by the Basketball Courts
• Bryan Apartments between the A & B Buildings
• Johnson “Roo” Suites Parking Lot
• The Flats at Brockett
• Temple Center between the building and Temple Parking Lot
• Bledsoe Parking Lot
• Luckett Parking Lot
• Elizabeth Russell Tennis Center South Wall
• Forster Art Walkway
Locations of Outside Courtesy Phones without Blue Light Phone capability:
• Jordan Language House on wall at South and Northeast Entrances
• North of Baker Hall
• West of Clyce Hall
• Apple Stadium Concession Stand Exterior Wall

Career Services
WCC 263
903-813-2074

Seek. Provide students with a framework and tools to assess Strengths, Interests, and Values

Connect. Guide students in their career development through Occupational Exploration, Experiential Learning, Reflection, and Networking

Build. Teach and coach students to strategically implement their Liberal Arts Education and personal career goals in an ever-evolving world

Career Services is dedicated to providing assistance to Austin College students in developing, assessing and achieving their post-graduate career and/or educational goals by providing:

• Individualized career planning assistance;
• Job, internship and graduate/professional school search and application assistance;
• Group workshops focused on selected career and educational topics;
• Alumni Consultations and Networking through Handshake and our Alumni LinkedIn.com group;
• Administration of Austin College-sponsored experiential learning opportunities;
• And by coordinating and hosting four annual on-campus recruiting events, along with many year-round individual campus visits and on-campus interviews by a variety of schools, employers and other organizations.

Handshake is Career Services’ online job posting and career management system. Students and alumni may browse and apply for employment and internship opportunities and stay informed about Career Services’ workshops and events. Handshake provides a platform for Alumni and other professionals to provide Career Consultations, Resume Critiques and Mock Interviews for our current students and other alumni. FOCUS is an interactive career and educational planning and assessment program. This program is offered online, 24/7 and can help students develop a clear understanding of how individual interests, values, skills, educational preferences and personality relate to one another; and how they are tied together when considering the world of work. The Career Center and online web-based resources offer a variety of information including graduate and professional school guides, career development literature and job search materials. Career Services also holds a Graduate/Professional School Day, a Non-Profit/Volunteer and Internship Fair, and a Fall Recruitment Day in the fall semester. During the spring semester, a Career Fair and Etiquette Dinner are held. The Career Readiness Check is offered in both the fall and spring semesters. These 15 minute interviews between a student and two professionals are to assess the student’s preparedness for his/her career search and provide personal professional connections.
Experiential Learning opportunities available through Career Services are the Career Study Off Campus (CSOC) program and the Global Outreach Fellowship (GO!) program. The center also assists students with locating internships in a variety of career fields.

**Counseling Services**
Adams Center
903-813-2247

Counseling services are available to all enrolled students who encounter issues that challenge their academic performance or personal adjustment. Short-term counseling approaches are utilized and students may be referred to community resources, should medication consultation be indicated or when issues require treatment approaches beyond those offered by the Counseling Staff. Counseling is provided by appointment and at no fee to students.

Programs designed to increase campus awareness of common mental health issues are offered each year. Self-help materials are available at Adams Center and on the counseling services website.

**Dining Services**
WCC 117
903-813-2366

Austin College Dining Services provides a wide variety of food choices to meet the needs of today’s active college student. Our residential menu creates a dynamic and engaging dining experience for the entire Austin College community because it incorporates a balanced and flexible approach, contemporary flavor profiles, global and regional cuisine, seasonality and health and wellness components.

The Dining Room offers a take-out program that allows the customer to purchase a reusable green to-go container for $5. Customers can purchase this container using Hopper Dollars or cash at the dining room entrance or by credit card in the Dining Services Office, WCC 117. On your next visit, return your green reusable to-go container, and the cashier will provide you with a clean green reusable to-go container at no charge to you. No other outside containers will be allowed in the Dining Room.

The Dining Room is a limited access area. Only students on board contracts or who have paid for their meals are allowed in the facility. You must present your Austin College ID to the cashier to enter the Dining Room. ID cards are non-transferable.

**Meal Plan Options**

Meal plans are contracted through the Student Life Office (903-813-2306). Any change to the selected meal contract must be made on or before the Friday prior the 12th class day. As part of the on campus experience, all resident students are required to have a dining plan membership. There are two options available depending upon your student classification.

- **7 day unlimited access**: Required for first year resident students. This membership will allow unlimited dining access every day. This plan will also include 75 Hopper Dollars per semester.

- **5 day unlimited access**: Minimum plan for traditional halls or Roo Suites. This membership will allow unlimited dining access Monday through. This plan will also include 75 Hopper Dollars per semester.

**Hopper dollars can be used in the Kangaroo Coffee Co./Hopper Store, Pouch Club or Dining Hall.**
Students living off-campus or in the Flats, Bryan Apartments, or the Village on Grand can purchase a 5 day unlimited, 7 day unlimited or choose from the following two options:

**Block 75:** This plan will allow 75 entries into the cafeteria at any time during operating hours. This plan comes with 75 Hopper Dollars.

**Block 50:** This plan will allow for 50 entries into the cafeteria at any time during operating hours. This plan comes with 100 Hopper Dollars.

Students participating in the meal program will have hopper dollar accounts that may be used for purchases in the Kangaroo Coffee Co., Hopper Store, Pouch Club and Dining Hall. Hopper dollars may not be used to purchase beer or wine in the Pouch Club. Hopper dollars are credited to the student’s meal plan on the first class day of the semester. Any hopper dollars remaining from the fall semester are automatically credited to the spring semester of the same academic school year. Unused hopper dollars do not transfer from one academic year to another. Additional Hopper Dollars may be purchased at any time in the Food Services Office, WCC 117 or online at austincollege.campusdish.com.

**DINING HALL HOURS**

- Monday-Saturday………………... 7:00 am - 8:00 pm
- Sunday……………………………. 9:00 am - 8:00 pm

**KANGAROO COFFEE CO. / HOPPER STORE**

- Monday – Thursday……………… 7:00 am – 11:00 pm
- Friday……………………………. 7:00 am – 9:00 pm
- Saturday………………………… 10:00 am – 9:00 pm
- Sunday………………………….. 10:00 am – 11:00 pm

**POUCH CLUB**

- Monday – Thursday……………… 11:00 am – Midnight
- Friday & Saturday……………….. 11:00 am – 10:00 pm

The Pouch Club is located in the Wright Campus Center. This is our campus snack bar, offering a wide variety of food and beverage selections to the Austin College community.

The Kangaroo Coffee Co. / Hopper Store proudly serves Starbucks coffee, espresso drinks, Frappuccino’s and fresh baked breakfast pastries. It is also a quick stop convenience store, carrying all of your favorite package snacks, beverages, candy, and personal items.
The educational advisors on campus serve as back-ups to your mentor. Pre-professional advisors and department chairs are available to answer questions concerning such items as course selection, degree requirements, and academic probation. They are also good resources and willing to discuss long- and short-term goals and objectives. Call the Office of the Vice President for Student Affairs for more information or a referral.

The pre-health program provides advising and support for students considering a career in healthcare, beginning in your first semester. The program focuses on providing students with a solid background in the sciences within the context of a liberal arts education. You can pursue any major, while also completing the specific prerequisites for a particular professional program. You may obtain information about requirements for various healthcare programs and the standardized entrance exams used by different professional programs from Dr. Kelly Reed, Pre-Health Director or Dr. Chris Goldsmith, Associate Pre-Health Director.

In addition to completing required courses and electives, you are encouraged to gain field experience through internships or volunteer work in a variety of healthcare environments. These experiences, which can be completed during Jan Term, summer or regular semesters, will help you make a better-informed decision about a career in health care. As you begin preparing for a career in the health sciences, you are encouraged to talk with Dr. Reed or Dr. Goldsmith.

A Registered Nurse operates a clinic for immediate assistance in Adams Center. There is no charge to see the nurse. Over-the-counter medications are dispensed as necessary. Unless otherwise posted, medical clinics are from 12 - 1 p.m. several days during the week. All of this information is posted on the Health Services web site. A calendar of physician appointments is also posted in the waiting room at Adams Center. The Business Office will bill students for doctor visits.

Fees vary for specialty clinics and whether prescription medication is dispensed at a doctor's visit. Students must pay for any laboratory, x-Rays or other outpatient services ordered. GYN clinics are scheduled twice a month, appointments are required. Check the web site or watch for email messages announcing when the clinics are scheduled. Students need appointments for both of these clinics. The Director of Health Services is a Women’s Health Nurse Practitioner and can assist with GYN needs (birth control, infections, etc.) also.

Either the nurse or doctor must see you if you miss a class before notification of illness will be sent to your professors. Excused absences from class are determined at the discretion of the professor (this means we will not ask that you be excused from the class or assignment). If you become ill while off campus or at home, notify Health Services and the Office of the Vice President for Student Affairs.

Within 48 hours of a new student paying their deposit, students receive instructions via their AC email to log into Webhopper where all the necessary health forms are loaded in the students portal. These forms must be completed and returned to Adams Center, Suite 61629 prior to matriculation.
If records are incomplete prior to matriculation, a fine of $25 per week after the second week of classes each semester will be assessed until record is complete. This packet includes the following:

- Acknowledgement/Personal and Family History Forms
- Authorization Form
- Mental Health and Disability Forms
- Physical and Immunization Forms

Note: Specific requirements for vaccinations as stated on Immunization form (Texas State Law requires the meningitis vaccine for all students. Documentation of the meningitis immunization must be dated 10 days prior to the move in date, or students will not be allowed to move into any campus residence hall or apartment or participate in athletics.) Requests for exception or waivers to these College requirements, due to religious or other circumstances should be brought to Health Services.

Each student is required to have health insurance while at the College. Additionally every student is required to enroll or waive the Student Healthcare plan electronically at this website: https://www2.academichealthplans.com/school/2351.html. If student does not waive the plan, they will be automatically enrolled and billed for the policy through the Business Office.

The Religious Life office offers and coordinates ministry to the College, church and community through worship, study, service and fellowship. The College Chaplain and seven Sallie Majors Religious Life Interns staff the Chapel.

In addition to its support for student religious groups, Religious Life also includes weekly Bible study, an ecumenical communion service every Sunday evening in the Small Chapel, and interfaith dialogue programs. All facets of the Religious Life program rely heavily on student leadership. The Religious Life Office also sponsors some of the lectures and convocations on campus.

Austin College affiliates nationally with the NCAA Division III and competes in the Southern Collegiate Athletic Conference (SCAC) in the following sports for men: baseball, basketball, cross country, distance track, soccer, swimming and diving, and tennis

Women’s sports include basketball, cross-country, distance track, soccer, softball, swimming and diving, tennis, volleyball and women’s water polo.

The Austin College football team also affiliates nationally with the NCAA Division III and competes in the Southern Athletic Association.

The Mason Complex consists of Hughey Gym, Sid Richardson Gym, Hannah Natatorium, Dickey Fitness Pavilion and the Russell Tennis Courts. These facilities are open to Austin College community members for recreation during posted hours. All users must sign-in at the designated control desk. Certain areas of the facilities will be unavailable during previously assigned use times such as intercollegiate contests, reserved activities, athletic practices, academic class needs and intramural activities. Regular hours of operations will be on record in the
The Austin College Athletic Facility Guest policy is in effect during all operational hours. This states that an Austin College community member may have two registered guests and must be present with the guests at all times. Austin College community members using the recreation facilities should be prepared to show their College ID at any time.

An Austin College community member must have an activated Austin College ID card to use the Dickey Fitness Pavilion. In order for an ID card to be activated, the member must complete a Dickey Fitness Packet in the Athletic Office. There is a no guest policy for the Dickey Fitness Pavilion. Students, faculty and staff may not have guests in the DFP.

For more information about the use of the Mason Athletic and Recreational Facilities, please contact: Rodney Wecker, Assistant Athletics Director, at 903-813-2499 or rwecker@austincolleg.edu.
Student Life

Student Life Office
WCC 201
903-813-2306

Student Life works to develop a community that promotes and supports learning and development. The Student Life staff is responsible for the residence life program, student government advising, campus activities, Wright Campus Center operations, student organizations, fraternities and sororities, student publications, leadership programs, disciplinary process, summer conference programming, calendaring of events and the supervision of many of the co-curricular activities on campus.

Getting Involved

Studies have shown that students who get involved within the college community perform better in school and are more likely to graduate. This does not mean that you should join every club or participate in every activity, but you should seek a balance of curricular and co-curricular activities that feels right for you. As a way to get you connected to the Austin College organizations, we offer a fall and spring Opportunities Fair the first week of each semester that we hope you will participate in.

Astin (1984) states that “For student growth to take place, students need to actively engage in their environment.” This and many other studies show that getting involved benefits a student by not only getting them connected, but also keeping them on track for graduation.

At Austin College, a student can get involved with over 70 student organizations. Attend the Opportunities Fair to learn more about these great organizations. If you need additional information about getting involved feel free to stop by the Student Life Office in WCC 201, the Service Station, or talk to the Director of Student Activities, your residence hall staff, mentor or friends.

Philosophy of Residence Life

At Austin College, residence life is an important aspect of your total college experience. Our goal is to help you learn and grow both inside and outside the classroom. We strive to create a genuine community in our residence halls and apartments that will assist in making your time at Austin College rewarding and successful.

A thriving residential community gives you an opportunity to develop intellectually, socially, spiritually and personally. The experiences you gain while living with your peers are a fundamental part of your education. We encourage you to make the most of your time as an Austin College resident. The following guidelines have been established to facilitate personal and intellectual growth among resident students at Austin College.
Area Coordinators (AC) are professional, full-time Student Life staff members who live in the residence halls and apartment communities. They coordinate areas such as programming, hall council advising and staff supervision as well as operational areas such as room assignments, maintenance and housekeeping. Each residential facility houses a staff of Resident Assistants (RA) or Resident Managers (RM), who are undergraduate paraprofessionals trained to assist students living on campus. Your RA/RM acts as an advisor, listener, programmer, resource person and a representative of the College. RAs are experienced members of the Austin College community and can be valuable support people for you throughout the year. In Clyce Hall, a veteran RA or other student leader is utilized in the position of Head Resident to help manage the facility under the guidance of an AC.

- Students admitted as first-year matriculates, with a CI year assignment, must live in on campus housing designated by Austin College for a minimum of six (6) fourteen (14) week semesters, including January Term, or the equivalent of three academic years.

- Students admitted as transfer matriculates, without CI year assignment, must live in on campus housing designated by Austin College for a minimum of four (4) fourteen (14) week semesters including January Term, or the equivalent of two academic years.

- All students residing in on campus housing are expected to be enrolled for the full time equivalent of no less than three courses. Students residing in on campus housing must subscribe to a meal plan membership as provided by the College. All entering new students (freshmen) will be assigned a 7-day meal plan.

- Exemption to the College residency requirement may be granted for those full time students who either are married or have legal custody of a child that lives with him/her. Such exemptions will be granted upon receipt of related documentation and the completion of the Austin College Intent to Live Off Campus form.

In order to provide campus housing at the lowest possible rate, the College operates its residence halls on a contractual basis for the full academic year. Your contract is in effect from the date on which it is accepted by the College throughout the academic year in which you are enrolled as a full-time student. The conditions for cancellation or termination of the housing contract are stipulated on the contract. If you cancel your contract after it has been accepted by the College, but before occupying your room, you will be charged a $100 cancellation penalty. If you cancel your housing contract after you take possession of your room, you will be charged a $300 cancellation fee.

New Students, depending on enrollment status (i.e. freshmen, transfer) are assigned to appropriate spaces within the residence halls. Assignments are prioritized according to the date(s) that all housing related information is received. New students are assigned roommates using the Myers-Briggs Type Indicator, lifestyle preferences, and other data when available. New students are not assigned to the Jordan Family Language House unless approved by the language faculty. Students with specific roommate requests should indicate them in writing to studentlife@austincollege.edu before June 1st.

Returning Students are given an opportunity to select a room for the
following academic year during the posted room selection period. Students living abroad during the year preceding their return to campus need to either provide their priority for room selection in writing to Student Life, or authorize a student to participate in the room selection process for them.

**Liability**

Although precautions are taken to maintain adequate security, the College does not assume any legal obligation for injury to persons, including death, or for the loss of or damage to items of personal property, which occur in its buildings or on its grounds. Students are encouraged to carry appropriate insurance to cover possible losses of personal property. The College is not liable for failure or interruption of utilities or malfunctioning of such systems.

**Safety & Security**

The College is very concerned about the safety of all students, especially those living on campus. The College campus is not exempt from crime or criminal behavior. Thefts and other minor incidents have occurred in residence halls, apartments, or cottages. In most of these cases, the incidents occurred when students did not lock their doors or when doors were propped open. Resident students should take the same precautions on campus as they would living off campus. The College seeks to protect community members, but safety is also a student’s responsibility. Therefore, if you live on campus you are strongly encouraged to lock the door to your room at all times, especially in the evening hours or while sleeping. You should not prop open outside doors since such action jeopardizes the security of the living unit. Any student found propping a door open may be referred for disciplinary action.

To provide a safer environment in which to live, the exterior doors to all residence halls will remain locked 24 hours a day. You may gain access to your residence hall using your ID card at any time. To release the lock, wave your ID card in front of the card reader. Non-hall residents may enter the hall as guests of a hall resident during visitation hours. Additionally, non-hall students can apply for secondary access privileges with sponsorship of a resident and gain such privileges by the vote of the hall council.

The Student Life staff reserves the right to deny access to non-residents if circumstances exist which pose a threat of harm to residents. Individuals may also be denied access for disciplinary reasons. The access system is intended to improve security for all residents of Austin College. College community members who tamper with this system, or otherwise compromise the safety of the residents, will be subject to disciplinary actions. Campus Police monitors the card access system and will respond if a door is propped open.

Once an ID card has been lost, stolen or misplaced, report the missing card to Campus Police immediately. They will then remove the number from the access system. Campus Police can also issue a temporary access card for a limited time until your card is found or replaced. Temporary cards are issued for a specific time, normally until 9 am the next business day. The temporary card does not serve as an ID, library card or meal card. If the temporary card is lost, a replacement charge of $25 will be billed to the student’s account. For a replacement card, go to Campus Police.
Policies & Procedures

Break Periods

Residence halls are closed at Austin College three times during the academic year: Thanksgiving, Winter and Spring Breaks. Closing time for these periods begins two hours after the dismissal of classes or last final examination. Specific closing times are posted in the halls before each break. Students with finals at any time of the last day of finals may request an extension for check-out until the next morning, no later than 10am. All extensions must be requested by the last official class day before finals week begins.

There is no access by students to any personal items left in the residence halls during “closed” periods. Therefore, be extremely careful to take everything that you need with you. During these break periods staff will complete health and safety checks in each student’s room. If you have not checked-out of your hall with the appropriate staff by the designated closing time, you will be charged a $50 fine.

Consolidation

Occasionally, assigned roommates may choose not to attend Austin College or leave school after the semester begins. As a result, some residents may find themselves in a room without a roommate. At Austin College, our philosophy is that learning to live with others can be a valuable and enriching experience. Therefore, all freshmen are required to have a roommate. Students without roommates must find someone to move in with them or move into another room with a roommate, unless they have priority on the singles waiting list and wish to pay for a single room (see Single Rooms, pg. 18). If a student is unable to arrange to consolidate, the Area Coordinator will resolve any issues that impede the process, at his/her discretion.

Cooking

Due to fire regulations and electrical limitations, you may not cook in individual rooms of the residence halls. Cooking should be limited to those areas within the residence halls that are designed for that purpose. You must clean utensils and dishes used in the cooking areas immediately after use. Each residence hall has a full size kitchen with a stove, microwave, refrigerator and sink for student use.

Electrical Appliances

Each electrical circuit in the residence halls provides power for several students’ rooms. For this reason, you are encouraged to plug in no more than two appliances per outlet. More than two appliances may result in the circuit overloading and shorting. Many appliances use excessive electricity or, if used incorrectly, may present a fire hazard. For these reasons, the following appliances are not permitted in the residence halls: any appliance requiring 220 volts, hot plates, sandwich makers, “George Foreman” grills, microwaves, portable heaters, air conditioners, any appliance with an exposed heating element and any appliance/device that is determined to be the cause of a circuit overload. Microwaves, “George Foreman” grills, and sandwich makers are approved for Roo Suites, Bryan Apartments, The Flats at Brockett Court and The Village on Grand however. Computers, radios, televisions, stereos, hot pots, popcorn poppers, refrigerators no larger than 4.4 cubic feet, clocks, hair dryers and curling irons are permitted in the residence halls.

College Photography and Publicity Release

Austin College does not collect release forms for the use of images or videos taken on campus as scenes of campus life are the best illustration of the College for marketing and publicity needs.

Still or video photo shoots by College photographers or those employed
by the College may be informal (candid’s of campus scenes and activities) or formal (planned visits to classrooms and labs, etc.) Images may be added to the College image library (maintained by the Communications Office), published on the website and in College publications, and/or provided to outside organizations for the use of illustrating or promoting the College.

Anyone with concerns about inclusion in such photos should notify the photographer immediately (and remove him/herself from the photo group). Other concerns should be directed to the Communications Office at editor@austincollege.edu.

**Firearms & Fireworks**

All firearms are prohibited on Austin College property. The possession, storage, or use of any firearm, (openly carried or in a concealed manner) or weapon is strictly forbidden. In accordance with Section 411.2031, Texas Government Code, and after consultation with the campus community, Austin College determined to prohibit handgun license holders from carrying concealed handguns on campus. All students, employees, outside contractors, and visitors holding a valid license issued by the State of Texas to carry a handgun are forbidden from entering in or on the Austin College premises with a concealed handgun and are given the following statutory notice with which they must comply:

**CONCEALED HANDGUNS PROHIBITED**

Pursuant to SECTION 30.06 PENAL CODE (trespass by license holder with a concealed handgun), a person licensed under subchapter H, Chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun

**OPENLY CARRIED HANDGUNS PROHIBITED**

Pursuant to SECTION 30.07 PENAL CODE (trespass by license holder with openly carried handgun), a person licensed under subchapter H, Chapter 411, government code (handgun licensing law) may not enter this property with a handgun that is carried openly.

The only exceptions are:

a. A regular employee of Austin College (whose primary purpose at Austin College is employment related) who holds a valid handgun license issued by the state may store or transport a lawfully possessed firearm or ammunition in a locked, privately owned or leased motor vehicle on the Austin College premises, per Section 411.2032(b), Texas Government Code.

b. A regular employee of Austin College (whose primary purpose at Austin College is employment related) or a currently enrolled student of Austin College may bring unloaded hunting rifles, shotguns, or other approved firearms and ammunition directly to the Austin College Campus Police & Public Safety Department to be checked in and stored in the secure, locked facility.

c. Law enforcement officers and other officials authorized by state law.

Fireworks, ammunition and explosives of any kind are not permitted on campus at any time. You may have a shotgun or rifle if it has been registered with Campus Police. Registered guns must be kept in the
designated gun closet in the Campus Police Office. Handguns of any type are not permitted. Weapons cannot be kept in rooms or vehicles. For additional information, contact Campus Police, 903-813-2555.

**Fire Evacuation & Equipment**

Fire evacuation routes are posted on each floor of all residence halls. You should be familiar with the evacuation route for your floor. Fire evacuation drills will be held each semester for all residence halls, so that residents may become more familiar with their evacuation route. Participation in fire drills is required for those present in the building during the time of the drill.

Fire extinguishers are checked monthly by campus police. Fire extinguishers are located on each floor and fire alarms are located at each exit. These are to be used only in case of actual fire. False fire alarms and the use of fire extinguishers for purposes other than an actual fire may result in life-threatening situations and are violations of state law. Students involved in false fire alarms or improper use of fire extinguishers will be subject to College disciplinary procedures and criminal prosecution as well as a fine for repairing or refilling the fire equipment.

Failure to evacuate in an emergency situation (including drills), or being responsible for any open flame or heating element in a residence hall shall minimally result in the following recommended sanctions:
- 1st Violation – Letter of Warning and a $25 fine/item
- 2nd Violation – College Housing Probation and a $50 fine/item
- 3rd Violation – College Housing Suspension and a $100 fine/item

**Guidelines for Fire Emergency or Safety Policy Violation**

Misuse or tampering with fire emergency related equipment (alarms, extinguishers, lights, etc.) shall minimally result in the following recommended sanctions:
- 1st Violation – College Housing Probation and a $100 fine
- 2nd Violation – College Housing Suspension and a $200 fine

Greater penalties, including suspension or expulsion may be assessed depending on the nature of the violation.

**Fire Hazards**

The use and/or possession of explosives, firecrackers or incendiary devices (including candles and incense) in or near the residence halls presents a fire hazard and is not allowed. Appliances with exposed heating elements (such as toasters and hot plates) are not permitted in the residence halls. Halogen lamps of any kind are not permitted in the residence halls. Furniture, including tables, sofas, lounge chairs, cooking grills, smokers and other items, are not allowed in the breezeways, landings, or patios of Bryan Apartments, Roo Suites, The Flats at Brockett Court and The Hass Village on Grand because of the safety hazards they create.

A Violation of this policy will lead to discipline, up to and including suspension and expulsion.

**Furniture**

You may not remove furniture from public areas or residence hall rooms. Room furniture may not be disassembled and if you occupy a double room as a single, you must keep all furniture in the room. Violations of this policy will be addressed as disciplinary issues and will result in a minimum $25 fine for furniture removal or reassembly.
**Guests**

A guest is defined as any non-resident in a residence hall. Residents are responsible for the behavior of their guest(s) at all times. A roommate’s right to free access to the room at all times must not be restricted by a guest or visitor. A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Overnight guests (of the same gender only) may be allowed if agreed upon by all residents of the room/suite/apartment and registered with the Area Coordinator (on a space available basis). No charge will be made for properly registered guests.

Normally, guests may stay no longer than two nights; the Dean of Students or his/her designee must approve longer visits. Please note that all guests are expected to follow the same policies and procedures as residents.

**January Term Policies**

If you are enrolled in an on-campus Jan term class, you may stay in the residence hall at no extra cost. If you are not enrolled in a Jan term class or are enrolled in an off campus class, you may not remain in the residence halls during Jan term. Credit for room and board will not be issued for a student who fails to take a Jan term course. Students must notify the Office of the Vice President for Student Affairs prior to the beginning of Jan term if they will be participating in an off campus course, career study, independent study or directed study.

Students from other schools who choose to take a Jan term at Austin College and live on campus are required to pay the normal per course tuition. Austin College students enrolled full-time in the preceding fall semester or the succeeding spring semester do not accrue additional costs for Jan term.

Roommate changes are allowed during Jan term only if all students affected by the move are present. If one or more students involved in the move are away during Jan term, the move will not be allowed until those students return to campus.

**Lock-Out Policy**

As responsible individuals, students are expected to carry their room keys with them at all times. Residents are also discouraged from leaving rooms unattended or unlocked. Bryan Apartments, Roo Suites and all residence halls employ the Best lock system, which causes doors to lock automatically when closed.

Each residence hall votes on a lockout policy as part of their hall living plan. The available options for lockout policies are:

During visitation hours:
- 3 free and $1 after OR
- 4 free and $2 after OR
- 5 free and $3 after.

After visitation hours: (each lockout counts as two)
- 3 free and $2 after OR
- 4 free and $4 after OR
- 5 free and $6 after.

**Lofts**

To protect your safety, the Director of Residence Life, in consultation
with the Physical Plant, must approve your loft before you build it. The College assumes no liability for any injury resulting from a loft that is installed under this policy. Lofts must be built from treated, fire retardant lumber and must be assembled using bolts; you may not use nails in the support assembly. Loft supports must be 4” x 4” posts and there must be a minimum of three feet clearance from the top of the mattress to the ceiling. Additionally, lofts must be free standing and must be padded to prevent damage to walls due to swaying or bumping. All beds and furniture assigned to the room must remain in the room. Students who build lofts will be charged for replacement of any damaged or missing furniture. A resident will be charged a removal fee for any unauthorized construction and/or failure to remove lofts before you check out of the hall.

Unauthorized Pet(s)

Due to health hazards such as fleas and possible allergic reactions, only fish are permitted as pets in the residence halls, suites, apartments, cottages or language houses. Pet fish must be maintained in aquariums no larger than 15 gallons in volume. If you are found to have an unauthorized pet, the fine for having such pet is:
First Violation Unauthorized Pet(s) - $175 fine
Second Violation Unauthorized Pet(s) - $325 fine
Third Violation Unauthorized Pet(s) - $475 fine

Greater penalties, including suspension or expulsion may be assessed depending on the nature of the violation.

Quiet Hours

Since the residence halls provide many students with a place to study and sleep, you are asked to keep noise at a reasonable level at all times. To insure that the hours during which sleep and study are most likely to occur are quiet, each residence hall designates specific hours as “quiet hours” by voting on the hall living plan at the beginning of each year. During these hours, you are expected to keep noise to a minimal level and to be considerate of other residents. The right to a quiet living environment supersedes the right to make noise twenty-four hours a day. Residents are expected to honor any request for quiet during the designated quiet hours, as well as at other times when special requests are made.

During final exam week, residence halls observe 24-hour quiet hours to provide a more favorable atmosphere for studying. You should remember that not all students complete their finals at the same time; therefore, infractions of this policy may result in immediate removal from the residence halls. A violation of this policy will lead to discipline, up to and including suspension or expulsion.

Quiet Hour Options:
Sunday - Thursday 10 p.m. - 10 a.m. or 11 p.m. - 10 a.m.
Friday - Saturday 11 p.m. - 12 a.m. or 12 a.m. - 10 a.m.

Residence Hall Governance

The primary governing body of each residence hall is the Hall Council and its three elected officers: President, Secretary and Treasurer. The Hall Council helps compose and submit the residence hall living plan, which includes such items as visitation, lock-out policy, quiet hours and courtesy hours, after it is voted on by the Residence Hall Community. Hall Council is responsible for secondary access process. It also serves as a communication link to the Student Life Office. Any resident has
the right to initiate a proposal to change rules and policies within the residence hall. The Hall Council may generate proposals or a group of residents through a petition may submit them to the Hall Council. The Student Assembly allots programming money for each Hall Council to sponsor programs and activities.

Other governing bodies within the residence hall system on which students have the opportunity to serve are Peer Judicial Board and Student Assembly Representative. Students are elected to the Peer Judicial Board and Student Assembly through their living unit. If you would like more information on these organizations, speak directly with your Area Coordinator or stop by the Student Life Office, WCC 201.

Room Clearance & Check-Out

When you are ready to vacate your housing assignment, you must check out with the appropriate staff. You should clear your room of all personal items, carry all trash to the outside trashcans or dumpsters and return all furnishings to their original place. You should clean the floor, desktops, drawers, closets, shelves and all furnishings. Your room should be in a condition equal to that when it was originally occupied.

You must then arrange for an RA/RM to check the room in relation to the room inventory form you filled out when you checked in and you will be given the opportunity to correct any discrepancies. When the corrections are made, the RA/RM will note on the room inventory form those conditions that are in question. Your AC will perform the final assessment of all conditions and discrepancies immediately following closing of the hall. To complete the checkout procedure, you must turn in your key to your RA/RM. You are expected to follow the proper check out procedures. Students who do not check out properly or on time will be subject to fines. Students who leave items (such as trash, carpets, furniture, etc.) outside their rooms or simply sweep dirt out their doors will also be subject to fines.

Room Damages

You will be provided with a room inventory form to complete and sign when you move into or out of a residence hall room. Based on the information noted on this form, the College will assess damages and bill residents for anything beyond normal "wear and tear" in that room. If you fail to complete and sign the inventory form as required, you have no recourse in questioning damage charges. Damages are generally identified at the time you officially check out of the room. Failure to report damage or missing items on an inventory form does not absolve you of responsibility for that damage repair or replacement cost.

Damage charges within residence hall rooms will be billed to both roommates on an equal basis unless one or the other instructs the Area Coordinator to make the charge to him/her. Damages to public areas of the hall will be charged equally to all of the residents within that wing, floor or hall, when the person(s) responsible cannot be identified. The total public damages must be a minimum of $5 per occupant to activate this charge.

Room Entry

(Inspections & Searches)

Residence hall rooms may be inspected or searched for fire hazards, health hazards or suspected violations of College or residence hall rules. An inspection means a visual survey of the external appearance of a room and the interior of its closets. A search involves a detailed inspection of the room including opening of drawers and personal belongings. Searches must be authorized by the Vice President for
Student Affairs or his/her designee. A Student Life professional staff member may conduct inspections at any time. Residents will be notified, when possible, so that they may be present during the inspection/search.

A Student Life professional staff member may conduct safety and health inspections at any time. A list of discrepancies will be left in the room. These discrepancies must be corrected before the follow-up inspection, conducted within seven days from the date of the original inspection. The installation of supplemental locks or the unauthorized alteration of existing locks is prohibited.

Routine fire extinguisher inspections will take place in Bryan Apartments, the Flats at Brockett Court, and the Village on Grand.

**Room Keys**

You will be issued one key when you move into your residence hall room. You must return the key at the end of the school year, or when you move from the room. If you lose your key, immediately report the loss to your Area Coordinator. Campus Police will replace keys for $75 each. If your residence hall/suite/apartment is under the "BEST" locking system, you will be charged $75 for each lock/core to be changed. In Roo Suites and The Flats At Brockett Court, the cost of the suite door will be $150 and the cost of the bedroom door will be $75. In Bryan Apartments, the cost will be $150. In The Village on Grand the cost of the exterior door key will be $135 and the cost of the bedroom door will be $75.

**Room Painting**

Residents are not allowed to paint their rooms.

**Room Personalization**

Austin College encourages residents to personalize private and semi-public areas of their residence halls as much as possible. To insure proper safety and protect your work, you must obtain clearance from your Area Coordinator before undertaking work of any permanence.

**Sales**

The Dean of Students or his/her designee must approve any sales within campus housing areas by individuals or organizations.

**Single Rooms**

The College provides a limited number of guaranteed singles to seniors/graduate students and juniors. Individuals assigned to guaranteed singles are assured the single room throughout the year. Additional singles will be assigned on a space available basis according to the single room waiting list and are subject to changes in assignment due to seniority or need for additional bed space. The Student Life Office maintains a prioritized list of students desiring a single room. This list is prioritized by classification and date of request. Sophomores must meet with the AC of the hall to discuss any special needs for a single room. Sophomores will be allowed single rooms at the discretion of the Dean of Students or his/her designee on a space available basis.

**Natural Single** — A limited number of number of natural singles are available in some halls. The additional charge for a natural single room will be billed per semester to the student’s account. These rooms are guaranteed singles.

**Double as a Single** — On a space available basis, a small number of converted (a double room as a single) singles are provided to students. An additional charge for a converted single will be billed per semester to the student’s account.
Skateboard, Hooverboard, & InlineSkate Policy

It is Austin College’s policy to allow the use of skateboards, hoverboards, roller blades, skates, bicycles and similar devices for transportation on campus within the parameters cited below: In order to avoid injury, the use of skateboards, hoverboards, roller blades, bicycles or any other non-pedestrian transport conveyances will not be permitted within any building. Roller blades or attached devices must be removed prior to, or immediately upon entering the vestibule of all buildings. Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others.

Smoking Policy

Austin College is a “clean air” campus. All campus facilities are non-smoking. Smoking, including tobacco, electronic cigarettes, and vaporizers, is permitted in designated areas only. Please refer to the campus map located on the last page of this document which outlines designated smoking areas on campus. Violations will result in disciplinary action.

Storage

There is no storage available in the residence halls.

Traffic Signs & Signals

Students are not permitted to have street signs (excluding novelty signs), city limit signs, traffic signs, barricades, flasher signals, flare pots, or any other traffic warning devices in their rooms.

Maintenance Requests

To create a work ticket for maintenance issues, please send an email to physicalplant@helpdesk.austincollege.edu. In the subject line of the email, please indicate the location of the issue such as the building name and room number. In the body of the email, give a detailed description of the nature of the problem. After submitting the request, you will receive a confirmation email with a ticket number. Please refer to the ticket number if you contact us in regards to the status of your ticket.

Visitation

The public areas of each residence hall are open to the opposite gender during specific hours, which may vary from hall to hall. These hours are determined at the beginning of each year and are listed in the hall living plan. Visitation hours for individual rooms is voted on at the Town Hall Meeting at the beginning of the fall semester. Each hall may choose between Standard Visitation Hours or extend them to Maximum Visitation hours. Visitation hours may be lengthened if 75% of a minimum of 90% of all hall residents vote in favor of the proposed change. To be eligible to vote, residents must attend the Town Hall Meeting at the beginning of the term. The vote must be by secret ballot.

Austin College does not allow cohabitation in underclassmen housing. Students of opposite gender may not arrange to live together in a residence hall room, Roo Suite, Bryan Apartment or Flat. A cohabitant is defined as a visitor (regardless of gender) who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using amenities of the hall (such as the laundry room and bathroom) on a frequent basis and any combination of other similar activities.

Options for Visitation Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Standard Hours</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday - Thursday</td>
<td>10 a.m. - 10 p.m.</td>
<td>10 a.m. - 12 a.m.</td>
</tr>
<tr>
<td>Friday - Saturday</td>
<td>10 a.m. - 12 a.m.</td>
<td>10 a.m. - 2:30 a.m.</td>
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</tbody>
</table>
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, Campus Police will notify the appropriate local police authorities 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. In such circumstances, the College will notify the student’s custodial parent or guardian.

In Case of Emergency (ICE)

You must provide notification contact for use in the event of an emergency. You may list as many contacts as you like. Every six months, you will be prompted to review and verify this contact information during the registration process. Students will update their ICE contacts after registering for classes if the ICE information has not been updated within the last 6 months.

The following information provides a systematic guide on how to update your ICE information on WebHopper:
The date of when your ICE information was last updated can be confirmed in the Webhopper Student Menu > Communications > ICE (In Case of Emergency) INFO.

At the point at which a student tries to modify his/her registration (i.e., initial registration, add or drop), the system will go out a check this date to determine if the information has been updated within 6 months.

EXAMPLE: Registration Step to Drop Classes
If the ICE INFO > Date Last Confirmed is more than 6 months, the system will prompt the student to review his/her ICE INFO after the student has seen the registration results.

Initial ICE screen after selecting OK on the Registration Results screen:

Student can enter new information, if needed. (If new information is not needed for entry, see Item # in Additional Information at the end.)

The ICE screen will provide error messages at the top for additional information that needs to be completed on the screen.
Confirmation that information has been saved:

Updated ICE INFO in WebHopper reflects a new date:

Student can now go in and make further adjustments to their schedule:
Takes the student back to the WebHopper Student Menu and will not prompt him/her again for the ICE INFO until 6 months has lapsed.
ADDITIONAL NOTES:
1. This process is "owned" by the Director of Public Affairs (update process) and Student Affairs (the ICE INFO form). The Registrar’s Office will test that the process to update information is working properly if there is a patch that potentially impacts Web Registration, but does not officially "own" the process.
2. When the Registrar’s Office promotes the opening of a major registration period (i.e., November and April), a reminder will be included in that messaging about the critical nature of the ICE INFO from Lynn Womble.

Known Testing Limitations of the Process
3. If the student does not have any new information to enter into the ICE INFO form, they can simply click the box and SUBMIT.

4. If the student does not select OK at the end of a registration process and simply leaves the Webhopper Screen, the ICE INFO form will not be activated.
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 emergencies at Austin College. The information you provide will only be used in an Austin College emergency.

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.
Opportunities in the arts abound at Austin College and you are welcome to observe or participate. Artists are brought in every year to speak and to exhibit their work in one of the art galleries located in the Forster Art Complex, Ida Green, or the Wright Campus Center. Students are welcome to attend gallery talks, participate in workshops, and engage in critiques with the guest artists. Additionally, there are many exhibits of student work every year, including senior solo exhibitions, small group exhibitions, and the End of Year Student Show that is open to all students. Student shows can be found in the Ida Green Projects Gallery, the Craig Hall Gallery, and the Ross Student Gallery and Dennis Gallery in Forster.

There are always places for new students in the varied ensembles and activities of the Music Department. Fall auditions are held for A Cappella Choir, AC Chorale, Concert Band, Jazz Ensemble, Woodwind Ensemble, Brass Ensemble, Sherman Symphony Orchestra and other performing groups. For more information, contact the Craig Hall office.

The Community Series presents diverse and exciting events during the academic year. Events are free to Austin College students by presenting a current student ID. Adult season tickets are available for $75. You can pick up ticket information and a schedule of events in Craig Hall 104, or call 903-813-2251. The Sherman Symphony is co-sponsored by the College and Sherman Symphony Board and performs several times each year as part of the Community Series. The orchestra has openings for talented students and invites them to audition.

Austin College provides a number of bulletin boards located in the Wright Campus Center for use by chartered student organizations. Austin College community groups may use these boards to post notices, pictures or other materials. Organizations may not display anything that is obscene, lewd, in violation of the Non-Academic Code of Student Conduct or Bulletin Board Policy or that may cause embarrassment to the College. The College reserves the right to remove any material that violates its policies or procedures.

All chartered student organizations will have the opportunity to participate in a lottery system to designate bulletin board space. Any space left after the lottery will be assigned to organizations on a first-come, first-served basis. For more information, contact the Event Services Manager in WCC 148, 903-813-2293.

Student organizations wishing to distribute messages to all students via email should use their Austin College email to send an e-mail with the organization’s event information to acstudents@austincollege.edu by 3pm (Monday-Friday) so that it can be included in the daily e-mail digest, subject to the discretion of the College. If you still have questions, contact the Dean of Students in WCC 201, 903-813-2306 or his/her designee.
The Campus Activities Board (CAB) works in conjunction with the Director of Student Activities to coordinate activities on campus. This lively group initiates, plans, carries out many entertaining events, and obtains all of its funding from the Student Activity Fee.

CAB consists of a President, VP of Administration, VP of Finance, VP of Marketing, four committee chairs, and volunteer committee members. Members are encouraged to get involved in every step of planning and implementing events. CAB sponsors many of the comedians, bands, entertainers, participatory programs and a movie series featured throughout the year. Campus activities are also initiated and sponsored by many different student groups, either independently or through co-sponsorship with CAB. Students will hear about these events through calendars, posters, mailings, weekly reminders, and emails. If you would like to become a part of CAB, join our weekly meetings Tuesdays at 5 p.m. in WCC 254, contact a member of the board, or e-mail us at CAB@austincollege.edu.

Chartered Organizations must have an approved constitution on file and must submit an annual list of officers, members and sponsors to the Student Life Office each semester. They may participate in campus-wide activities and sponsor their own activities and projects on campus. Chartered organizations are under the direct authority of Austin College. Austin College chartered organizations may be affiliated with a national organization but must have and maintain Austin College chapter status.

Chartered organizations receive all of the following privileges:
• Regular use of College meeting facilities
• Application for a Student Activity Fee appropriation from Student Assembly
• Access to the Student Resource Workroom (Adams Center 101)
• Use of the College name in publicity and press releases
• Listing in College publications
• Eligibility for bulletin board space

Academic Honor Societies

Academic Honor Societies, under the supervision of the faculty, submit constitutions and follow-up materials to the office of the Executive Vice-President and Dean of the Faculty. These documents are then forwarded for permanent filing to the Student Life Office, which maintains charters, charter updates and charter revisions.

For more information on guidelines affecting chartered organizations, how to get involved or how to start a new registered or chartered student organization, contact the Dean of Students in WCC 201, 903-813-2306.

Social Fraternities & Sororities

Austin College, along with its emphasis in academic areas, tries to provide social activities for interested students. For this reason, the Board of Trustees has approved a Greek system of local fraternities and sororities. These organizations contribute to the social life of everyone, Greeks and independents alike. A Greek organization is chartered for the purposes of:
• strengthening the educational program of Austin College,
• promoting the social development of participating members,
• furthering the concept of service to others, and
• providing responsible leadership roles for members.
There are nine fraternities and four sororities chartered at Austin
College. Each Greek organization is locally chartered, and no separate houses or special facilities are maintained for them or by them. Please refer to the Greek Life Handbook for complete policies and procedures.

**General Recruitment Information**

Recruitment activities formally occur the first week of spring term. These activities give the prospective members and the members of the sororities and fraternities an opportunity to be acquainted with one another and allow prospective members to identify organizations that can meet their needs. If you are considering affiliation with a Greek organization, you are strongly encouraged to ask questions of members of fraternities and sororities about the nature and activities of their organizations. More specific information about the recruitment process will be distributed during the academic year.

**Eligibility for Greek Recruitment**

To be eligible to participate in recruitment activities and receive and/or accept an invitation to membership, you must:

- Not be on academic, disciplinary or social probation
- Be a regularly enrolled full-time undergraduate student
- Have attended Austin College at least one fourteen-week term as a full-time student
- Have at least a 2.25 cumulative grade point average, and freshmen must have 2.25 GPA at the end of the fall term
- Register for recruitment as described by College policy;
- Participate in Women’s & Men’s Recruitment Information Sessions (Round Robins) is the fall.
- Complete and pass the alcohol, drug, opioid drug, and sexual misconduct modules on the Student Success platform.

Fraternities and sororities are organized under the Greek Council, which deliberates any problems, rules or general correspondence needing attention by the program as a whole. Direct any questions or concerns about Greek organizations to the Director of Student Activities, WCC 201, 903-813-2306.

**The Pouch Club**

The Pouch Club is a private club for students, faculty and staff of the College that provides entertainment and space to relax and enjoy the company of friends. The Campus Activities Board and student organizations sponsor activities and events in the Pouch Club over the course of the year. The Pouch Club also provides some opportunity for student employment.

All members and their guests are expected to know the rules of The Pouch Club, Inc. Members receive a set of rules when they join and may obtain additional copies upon request. The Pouch Club conforms to all rules and regulations required for licensing of private clubs in the state of Texas. Because of the minimum drinking age of 21 and increasing liability for private clubs, the following clarifications have been made:

A. Any community member (faculty, staff or student) who is of legal drinking age and desires to drink in the Pouch Club must purchase a membership. Members of the College community cannot be guests of Pouch Club members.

B. Non-community members of legal drinking age can be guests of members of the Club. Members are responsible for adhering to all Pouch Club rules and are held responsible at all times for the behavior of their guests.

C. All members and guests must show a valid Texas driver’s license
or Texas State ID proving age. Management reserves the right to accept or deny any out-of-state ID. Members and guests will be provided a wristband that must be worn at all times while consuming alcohol in the Pouch Club.

D. Pitchers of beer or carafes of wine will not be served. Only one drink per member or guest will be served at a time.

For sanctions regarding the violation of Pouch Club rules, please check the Alcohol Policy in this handbook.

**Student Activity Fee**

Each student is required to pay an annual Student Activity Fee. These funds are distributed through the Student Assembly and are typically provided to the Campus Activities Board, the Austin College Observer (online newspaper), the residence halls, and pay for the student planners and various other student organizations.

Students or student organizations who would like to submit a request for funds should contact the Student Assembly office in WCC 176, 903-813-2300, or by email at assembly@austincollege.edu.

**Student Assembly**

*WCC 176*

903-813-2300

Student Assembly (SA), the student governing body for Austin College students, serves in an advisory capacity to the Student Affairs Division and other bodies on campus that seek general student opinion. SA may seek to recommend and/or revisit current policies through the Student Life Office. It also considers charter applications of campus organizations, allocates Student Activity Fee funds and recommends students to serve on various campus-wide committees.

The Student Assembly consists of the Student Body President, Student Body Vice-President and Representatives elected from each class year, each on-campus living unit, and the off campus population. A secretary and treasurer staff SA. SA encourages you to bring your concerns to its office or leave a comment in the red box located outside the Student Assembly Office.

**Student Publications**

*WCC 201*

903-813-2306

The *Austin College Observer*, the student newspaper, is published regularly online at www.acobserver.com. The online newspaper contains news, features, editorials, columns, sports and other information of interest to the campus and the community. All story materials, ideas and questions should be directed to the student editor.

While the *Observer* is a student publication funded primarily by student activity fees and advertising sales. It is still considered a publication of the College and must conform to the editorial policies of the publications committee. Responsibility is delegated to the editors and advisor to operate within these policies.

The literary magazine, *Suspension*, is also subject to these editorial policies, but the magazine is under the direction of the English Department with a member of that department serving as editor.

The president of the College, as publisher, has ultimate authority over all College publications and their contents. Unless extreme circumstances warrant intervention, the publications committee and the editors and advisors retain the above rights.
**Vending Machines**  
Vending machines are located throughout campus. Students and other members of the AC community should stop by the Wright Campus Center office, WCC 148, and complete a “Lost Money” form for all refunds on soda machines. For candy machine refunds, the AC community should stop by the Aramark Office, which is also located in the WCC in room 117.

The WCC office is open from 8:30 a.m. to 5 p.m. Monday-Friday. A change machine is located in the Wright Campus Center by the ATM, which is on the first floor next to the Kangaroo Coffee Company.

**Wright Campus Center**  
The Wright Campus Center (WCC) is a focal point of social, cultural and recreational activities on campus. It provides the members of the College community with programs and facilities to satisfy a variety of co-curricular needs. The Wright Center is used for meetings, lectures, musical events, movies and other forms of indoor activities. There is plenty of space for simply relaxing over a cup of coffee or casually conversing with friends.

The WCC houses many services and offices, including the Student Life Office, Dining Hall, Pouch Club, Bookstore, Kangaroo Coffee Company, The Hopper's Store, Mailing and Printing Services, Campus Post Office, Service Station, Student Assembly Office, Academic Skills Center, Study Abroad Office, Career Services, Gateway Programs, Posey Leadership Institute, Campus Activities Board Office, ARAMARK Dining Service Office and the Vice President for Student Affairs Suite.
The Business Office can assist you with questions regarding tuition & fees statements and payments, emergency and institutional loans and payments, student loan entrance and exit counseling, 1098-T/1098-E tax forms, accounts payables/receivables, and work-study payroll distribution.

In case of unexpected emergencies, students can borrow money from the Business Office through the Brown Memorial Loan Fund. The maximum amount that can be borrowed is $100. The money must be paid back within 30 days from the date the loan is made. The College does not charge interest on the borrowed money, but if the loan is not fully paid by the date due, a $5 late fee is assessed and a “HOLD” will be placed on a student’s records until the loan is repaid. Students will not be allowed to receive future loans from this fund if previous loan repayments were 10 or more days late. Borrowers are allowed to receive two loans during each of the regular semesters, only one loan during January Term, and one during the Summer Term. A valid College ID card must be presented at the time of the loan and a student’s financial record must be clear of any “HOLDS.”

When a student initiates an on-line payment (via e-check or credit card) he/she is directed to a secure 3rd party payment processor. Austin College receives this information and updates the student’s account within 12 – 48 hours of the payment. The student’s account will NOT reflect the payment until the notification process has occurred and the student’s account is updated. Please do not be alarmed if a WebHopper account still shows a balance due for the first 12 – 48 hours after making a payment.

For example, if a payment is processed by midnight on a weekday Austin College will receive notification of the payment the following day. If a payment is made over the weekend, Austin College will receive notification of the payment the next business day (Monday unless there is a federal holiday).

It is important to make sure a confirmation number is received for your payment when it is processed. If you do not see the payment applied to a student’s account within 48 hours, please call the Business Office at 903-813-2448 at which time they can confirm the payment was completed.

Students may cash a check at the Business Office Cashier Window for up to $200 by showing a valid AC ID card. A fee of $15 is assessed for any checks returned unpaid by the bank and a “HOLD” will be placed on the student’s records until the returned check is paid. Check cashing privileges will be revoked if more than one check is returned by the bank. Check cashing hours are 9 am - 3 pm Monday through Friday.

The Campus Book Store provides all the textbooks and/or digital options that a student is going to need to succeed each semester while attending Austin College. The Campus Store also offers a wide variety of school supplies, gift cards, and Austin College apparel. They also carry a large supply of technology products, which include Mac Books, I Pads, Smart watches, ear pods, chargers and accessories. The student or parent has the ability to order any product and/or textbooks and have the order either shipped to the student or it can be
picked up at the store. The Campus Store has several options for payment. All in store purchases may be paid with cash, check, Master Card, Visa, American Express or financial aid. The credit/debit cards must be present to make purchases.

Price Matching with Amazon and Barnes and Noble on all textbooks new, used or rental. Price matching is in-store only and must be for an in-stock textbook to be matched with Amazon shipping and selling. It cannot be matched with 2nd or 3rd party sellers or Amazon Marketplace. The price difference will be put on a Campus Store gift card, which can be used at any time, and on any purchase (including textbooks).

Mailing and Printing Services is equipped to do a variety of duplicating jobs, as well as large or small mailings. Services include color and black and white copying, lamination, faxing, Express Mail, Federal Express and UPS shipping. This office is located adjacent to the Campus Post Office.

There is a fax machine located in Mailing & Printing Services for receiving and sending messages. The incoming fax number is 903-813-3199. If you receive a fax, you will be notified by a notice in your mailbox. There will not be a charge for the first page; however, a $0.25 fee will be charged for each additional page. The fee for sending a fax is $1.00 for the first page and $0.50 per page thereafter.

The Campus Post Office, a component of Mailing & Printing Services, maintains domestic stamps, weighs and mails packages, including Express Mail, certified and return receipt letters. International letters and printed matter may be mailed at the Campus Post Office if they weigh less than thirteen ounces (13 ozs.), but packages weighing thirteen ounces (13 ozs.) or more require custom forms and must be mailed at a U.S. Post Office such as the Sherman Post Office. Although the Campus Post Office is not an official Post Office Sub-Station; it does have regular pickup and delivery of U.S. Mail. The Campus Post Office also ships and receives Federal Express or UPS packages up to fifty (50) pounds. Packages weighing more than fifty (50) pounds should be taken to the
appropriate shipper terminal. The Campus Post Office is not permitted to insure shipments, therefore, if an item requires insurance, it must be taken directly to the U.S. Post Office, Federal Express or UPS office.

**Mailboxes**

All Austin College students are assigned a mailbox and issued a combination for their mailboxes at the time of registration. Mail is delivered daily and students are strongly encouraged to check their boxes each day since the College uses campus mail for official communication with students (including course registration materials, etc.). In order to assure prompt delivery of your mail, use the following address format for your incoming correspondence and packages:

Your Name  
Austin College  
900 N. Grand Ave. STE. XXXX  
Sherman, TX 75090-4400

Please do not use nicknames on your correspondence or packages. The Campus Post Office only recognizes the name that you registered with at the beginning of the semester. Failure to use the format above or using nicknames can result in up to a forty-eight (48) hour delay of receiving your package.

Packages shipped to correspond with the beginning of a new semester should be shipped to arrive approximately two weeks prior to the beginning of that semester. **Please make sure each package does not weigh over 50 pounds.**

Alcoholic beverages or any illegal items prohibited by state law will not knowingly be received or shipped from the Campus Post Office.

The Campus Mail Center does not accept cash to be delivered to anyone on campus. If you need to pay someone cash please do so in person. The Mail Center will not be responsible for any money lost or stolen if it was sent through the Mail Center.

No profit-making or personal-gain businesses may be conducted from Austin College mailboxes.

**Incoming Packages**

When a student receives a package, a notice will be placed in a student's mailbox. The student must present this notice at the window before picking up the package. Students will have a total of twenty-one (21) days to pick up their packages. After the first ten (10) days, a second notice through campus mail and an e-mail will be sent advising the student the package will be returned to sender on the 21st day if it has not been picked up.

**On-Campus Communication**

- No communication will be accepted on paper less than 3” x 5”.
- Mailings of ten (10) or more pieces should be in numerical order by mailbox numbers.
- The College discourages the use of mass mailings, which are defined as mailings that are sent to more than ten (10) individuals. Exceptions to this guideline can be granted by the Dean of Students (for student mailings), the Vice President for Academic Affairs (for faculty mailings), and the Office of Human Resources (for staff mailings).
- Only chartered organizations are allowed to place mass mailings in campus mailboxes. These communications must be identified by
the name of the organization and still require approval from the
Student Life Office. These mailings should be presented to a
Campus Post Office employee and be in numerical box order.

• Anyone with permission to distribute questionnaires which require
an answer to be returned through campus mail should alert the
Campus Post Office so a separate box can be provided.

• Student Organizations using campus mailings smaller than stated
sizes should refer to the Student Organization Handbook for
additional information.

Financial Aid Office
Wortham Center 105
903-813-2900

You can get information on how to apply for financial aid, forms for financial aid
required by Austin College and copies of financial aid policies from this office.
It is extremely important that students are aware of the requirements to remain
eligible for financial aid. Please review the Satisfactory Academic Progress
policy. This policy and additional information about financial aid can be found
in the Austin College Bulletin available on the Austin College website, or by
contacting this office directly.

Special note: Federal regulations have determined that students who
are convicted in a court of law of possessing or selling illegal drugs may
lose their eligibility for federal student aid.

Physical Plant Services
Physical Plant Bldg.
903-813-2006

The Physical Plant is responsible for the maintenance, operations
and housekeeping of all buildings on the Austin College campus.
This department seeks to provide a satisfactory environment in all
buildings and to encourage growth and learning through a residential
living experience. If you are experiencing a maintenance problem
with your residence, please send an email to
physicalplant@helpdesk.austincollege.edu, notify your Resident
Assistant or Area Coordinator, or call ACPD (903-813-2555) if the
maintenance problem is an emergency. In other locations, you may
notify the building secretary or main office.

Lake Campus
29785 Preston Bend Road
Pottsboro, TX 75076

The Robbie Kubela Rogers Lake Campus of Austin College is located
on the Preston Peninsula at Lake Texoma, approximately 25 miles from
the Austin College campus. Driving time is approximately 30 minutes.
It is available to members of the College community for recreational
activities, retreats, meetings, and camping. The 30-acre site is named in
honor of the trustee who donated funds for numerous improvements to
the recreational area, dedicated in her honor in 1983.

Lake Campus Manager

A part time manager maintains the Lake Campus facility. In the event of
the observation of any unlawful act, accident or injury, the Lake Campus
Manager should be notified immediately. Any problems or unsafe
conditions with the Lake Campus facilities (restrooms, trashcans, picnic
areas or beach) should be brought to his attention for correction. He can
be contacted at 903-718-4355.

You may also go the Austin College physical plant web site,
and submit a work request for items in need of repair, or other
issues in regards to the condition of the site. Simply email
physicalplant@helpdesk.austincollege.edu and detail the repair needed.

Guidelines for Use

The Lake Campus facility is a recreational site leased from the Corps of
Engineers, intended primarily for use by persons affiliated with Austin
College (faculty, staff, students and alumni).
Restroom and shower facilities are available from the first Monday after Spring Break in March, until the Wednesday before Thanksgiving. They are closed other times because of the cold weather.

- Overnight camping is allowed, but there are no hookups for campers, trailers or motor homes.
- The entrance to the Lake Campus is accessible with your AC ID card daily from 9:00 am to 10:00 pm. If you do not have an ID card and you are an AC Alumni, you can come by Campus Police during business hours, Monday through Friday 8:30am to 4:30pm to get one.
- The Lake Campus will be closed: Opening of School weekend, Thanksgiving Holiday Break, Christmas/New Year's Holiday Break, and Spring Break.
- On other holiday periods, such as Memorial Day, 4th of July, and possibly Labor Day (depending on the opening of school) the Lake Campus will be open for Austin College Community use.
- You must have your AC ID card to access the Lake Campus; no one will be allowed to gain access by calling the Lake Campus Manager to let them in.

**Reservations**

Persons or organizations wishing to use the Lake Campus for special events, such as, club meetings, retreats, reunions, etc. must adhere to the following procedure. NO RESERVATIONS ALLOWED OVER HOLIDAY WEEKENDS.

Campus Organizations:

- Have their representative come by the Wright Campus Center Office, WCC 148 during business hours to complete a Special Use Request Form describing the event (2 weeks prior to the event).
- Meet with the Event Services Manager in the Wright Campus Center to discuss the details and possible expectations
- All events are to be non-alcohol
- Large events could require a uniformed police officer to be present
- Minimum of 2 persons controlling the gate at all times after normal gate closing times

Non-Campus Organizations:

There is a per person usage fee for using the Lake Campus with a non-refundable 50% deposit due upon scheduling. The remaining balance is due 1 week prior to event.

Have their representative come by the Wright Campus Center Office during business hours to complete a Special Use Request Form describing the event. Large events may require a uniformed police officer. Meet with the Event Services Coordinator to discuss the details, expectations and to obtain a facility access code for the gate.

Fee Schedule for non-campus organizations:

- 25 or less - $100
- 26-50 - $200
- 51-100 - $500
- 100+ - $1000

**Special Rules**

The Lake Campus is subject to all Federal, State and local laws, and to
the rules of Austin College. While not all pertinent laws can be published within this pamphlet, those listed below outline the requirements set forth by Austin College and the Corps of Engineers. All persons using the facility are required to uphold all regulations. Campus Police Officers, Grayson County Sheriff’s Department and Park Rangers inspect the area. Violators will be held responsible for their actions, are subject to being made to leave the Lake Campus because of their actions, and could have their Lake Campus access privilege removed.

• Use of this facility is at one’s own risk and responsibility. Austin College will not be responsible for any personal losses or injuries.
• Swimming will be done at one’s own risk. There are NO LIFEGUARDS.
• Nude swimming and nude sunbathing are prohibited. Women are not permitted to go topless.
• Firearms and fireworks are not allowed. Professionally supervised fireworks demonstrations on special occasions may take place with the approval of the college and the Corps of Engineers.
• Alcohol consumption by anyone under the legal drinking age is prohibited. Kegs, party balls or other alcoholic beverages served on tag are not allowed at any time.
• Glass containers are not allowed on the beach.
• Family pets are not allowed.
• All persons shall keep their area free of trash and litter. They shall remove all personal property and clean their area prior to departing the facility.
• NO motorized vehicles are allowed on the beach area. Vehicles that are observed parked or driving on the beach area will receive a $50 citation. Vehicles must stay on the established roadways, except to park at the designated picnic and campsites. Only licensed drivers are permitted to operate vehicles while on the property. All ATVs (All Terrain Vehicles) are prohibited from the property.
• Any lumber, scrap wood or pallets with nails or staples are not allowed for firewood use.
• Open fires are limited to the provided fire pits around the site or cooking grills (NO FIRES ON THE BEACH).
• The Pavilion chairs, tables, etc. are not to be removed from the Pavilion area.

Lake Campus Access Cards
The replacement fee for lost or damaged cards will be $25. Access cards issued are to be used by that individual and/or their family only. Access cards are not to be loaned to friends, associates, etc. Violators will have access revoked.

Important Phone Numbers
Emergencies 911
Lake Campus Manager 903-718-4355
Campus Police 903-813-2555
Grayson County Sheriff 903-893-4388
Preston Fire and Ambulance 903-786-9595

Information & Technology
Jackson Technology Center, 903-813-2063
The mission of Information Technology is to serve students, staff, and faculty in the effective use of computing and information resources. IT supports the development, acquisition, and operation of institutional networking services, information systems, data administration, and information technology infrastructure.
The Jackson Technology Center serves as a resource for campus-wide technology issues including those of students, with exception to personally owned hard failures or damage. The JTC is home to the department of Information Technology. Our Help Desk with Technology Support, Infrastructure, Administrative Computing, and Web Services all reside in this building. The first floor of the building contains our Help Desk and has work spaces geared to exploring new technology. Workstations are equipped with specialty software geared toward individual and small group learning.

Responsible Use of Computing Resources

As a member of the Austin College community, you have access to computer facilities and networks on campus as long as you use these facilities in a responsible manner. The Computer Lab Policies, the AC Network Policies and the Student Email Policies present guidelines for responsible use of Austin College computer facilities and networks. These policies are published within the MyAC student portal. Violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary review. For more information, contact Information Technology (IT).

Help Desk & Support Staff
helpdesk@austincollege.edu
903-813-2063

Austin College staffs a centralized Help Desk to provide technical support to the campus community. As part of the Help Desk staff, the Manager of Technology Support manages a group of students called Student Technical Support Specialist. These technicians are students, knowledgeable in campus technology, that are hired to assist our Help Desk in resolving student technology issues. The IT Help Desk provides assistance to students in gaining and maintaining access to college resources, registering your personal devices for use on the network, and addressing questions about college systems. The Help Desk cannot repair your personal devices, but may be able to provide some limited advice and definitely can refer you to local repair services.

To reach a Help Desk support specialist:

- Call 903-813-2063 between 8:30 am and 5:00 pm Monday through Friday. Except in periods of peak demand, a live person will answer and immediately begin to address your question or issue. During peak demand, you may need to leave a voicemail, which will automatically create a ticket with your message attached.
- Send an email to helpdesk@austincollege.edu from you AC email address. Emails sent from non-Austin College email addresses will not be received. Please add a detailed description of your issue or question. This will be added to our ticketing system and answered in order it was received.
- Visit the Help Desk team in the IT offices located in the Eastern portion of Jackson Technology Center during normal business hours. We are directly across the yard from Abell Library.

Anytime, day or night, you can find more information via your student portal at MyAC.austincollege.edu. Here you will find useful information that can help answer more frequently asked questions and technology policies, our FAQ section. Additionally, under your MyAC site you have access to the Self-Service Password Reset tool, email, Moodle, WebHopper for course registration, and other self-service tools. MyAC is your one-stop for digital access to campus tools and information.

Email

Austin College provides email accounts for all students. Your email account is accessible from any computer with an internet connection, on or off campus. You can also add your email account to your smart phone for more mobile accessibility.
Third party programs, such as MacMail, do not work well in our Microsoft Exchange environment and you are encouraged to use Microsoft Outlook, the web based access, and the Outlook app for both iOS and Android.

**IT Related Security**

Passwords to your Austin College accounts are to never be given out. IT will NEVER ask for your password. These should be kept private and secure.

Be sure to Log Off of Austin College lab computers when done. Staying logged into lab computers has a potential for someone else to come in behind you and access your data.

Physical Device security. Do not leave your own equipment unattended. These devices are the most likely place you will have secure data. Leaving them unattended, on or off campus, has the potential for your devices to be stolen.

Phishing Scams via email, and phone, are common within higher education. IT only sends out emails with “IT@AC:” followed by the subject to the campus. If you are unsure of an email, or phone call, please contact the Austin College IT Department directly. Remember, we NEVER ask for passwords.

**Personal Devices**

Members of the Austin College community may use their personal devices, excluding wireless printers and access points/routers, to access the college’s internet. These devices will need to be registered first, the link can be found on your MyAC page. We do recommend that your PC has current anti-virus and/or anti-malware installed.

**On Campus Computer Labs**

Residence Halls located on the primary campus currently have small computer labs w/printing abilities. Other student accessible computer labs on campus are:

- Abell Library – Extended Studies is a 24/7 accessible lab and Abell 116.
- IDEA Center – Labs for Physics and Computer Science/Math.
- Jackson Technology Center
- Wright Campus Center – Located next to the Coffee Shop.
- Temple Learning Center for education students
- Forester Art Complex

**Printing on Campus**

Most computer labs are equipped with a printer. Each student is allocated a beginning of semester credit and, if necessary, additional credits can be purchased from the Business Office. Students can print from their own devices as well. In your student portal, MyAC, you have a link to WebPrint. WebPrint is the location you can upload files from your own device to be sent to a printer of your choice.

**Emergency IT Needs**

Outside of normal business hours (M-F 8:30 am to 5:00 pm), if you encounter a true emergency IT issue, call Campus Police at 903-813-2555 and the officer on duty will contact the IT Department. A true emergency issue would be:

- Complete absence of wireless service in a residential hall.
- Total failure of the network in one or more buildings.
The Abell Learning Commons is located in the transformed first floor of the library, this space features a presentation area with high-tech monitors, a newly designed study section, and a casual lounge. The Abell Learning Commons is open to all and encourages collaborative study and proficiency with the latest digital resources. Students may reserve group study rooms and lockers through the Circulation Desk. The extended-hours study room is available after the library closes with an Austin College ID card-swipe system. Available in it are computers, a printer and a photocopier.

The library’s catalog and selected electronic indexes, abstracts, and full-text sources are available through the library’s homepage at http://abell.austincolllege.edu/Abell. Through cooperative arrangements with other institutions, Abell Library supplements its holdings. Items can be requested through our interlibrary loan service by the completion of a form for each request. Forms are available through the library’s homepage.

To ensure that the library materials are returned promptly for others to use, fines for overdue materials are assessed. Damage to books (including writing in books or underlining) or losing materials are also causes for fines.

Please respect the needs of others as the Abell Library Center is a place to study, as well as a place to work collaboratively. The library has created a “Quiet Area” on the library’s second floor in response to student requests for such a designated space. It is a violation of the Non-Academic Code of Student Conduct to make excessive noise or to use tobacco products in the building or to take books and other materials from the building without proper checkout procedures.

Information on other library services and on policies concerning loan periods, reserve books and fines is available at the Circulation Desk. Individual guidance in the use of the library is available through our Reference service.

**Abell Library Center Hours:**
Monday - Thursday 7:45 am - Midnight
Friday 7:45 am - 6:00 pm
Saturday 11:00 am - 5:00 pm
Sunday Noon - Midnight

A student becomes a member of a class only by following the proper procedures in registering or adding the course after the initial registration period is completed. The instructor receives the student’s name from the Registrar and in no other way. Any course for which a student registers will be recorded as attempted on the student’s transcript unless the student drops the course through the proper procedure. Students are expected to attend and participate in each course for which they have registered until they have withdrawn from the course or have been withdrawn by the instructor.

Continuing students may register for no more than 4.75 credits during November and April registration periods. They may not add a fifth full credit course until the day after classes commence and all entering freshmen and transfer students have registered. All regular students
who are enrolled during a term are required to register for the next term during the period specified for this purpose in the academic calendar. All requirements of registration are completed at this time with the exception of financial arrangements, which are made in the Business Office at a specified time thereafter. Students are required to have their mentor's approval for all registrations and changes in registration.

Registration is for the current term only. In the event that a student is not qualified to attend the next term, the Registrar will issue notification as soon as possible. Students may not register after the first week of classes. A special $20 fee may be charged for late Jan Term registration.

**Course Credit & Student Load**

The course is the unit of credit occupying approximately one-fourth of the student's study time during a 14-week term and all of one's study time in the January term. During the 14-week term, as a general guideline, the college expects from its students a minimum commitment of nine to 10 hours of engagement a week per credit unit, to include class time, preparation and reflection. Unless otherwise indicated, each course listing constitutes one course credit unit. Fractional courses are so indicated. Only those courses listed as repeatable may be taken again for additional credit. During each long term (fall and spring), the typical course credit load for undergraduate students enrolled full-time is three or four courses. Credits presented from other institutions will be converted to course credit units at the rate of four semester hours equal to one course credit unit.

**Academic Probations & Suspension**

**Probation Review:** Students’ academic records are reviewed at the end of each fall and spring term, and an academic standing is assessed. A cumulative grade point average of 2.00 is the minimum standard for graduation. Only Austin College grades are included in this calculation. A student whose cumulative grade point average falls below the thresholds listed below will automatically be placed on academic probation through the following 14-week term. At the end of the probationary term the following action may be taken:

If the student’s cumulative grade point average is above the thresholds listed below, the student will be removed from academic probation.

If the student’s cumulative grade point average is below the thresholds listed below but the student earns a term grade point average of 2.25 or higher and completes a full course load (3 course credits) during the probationary period, the student’s academic probation will be extended through the following 14-week term.

If the student’s cumulative grade point average is below thresholds listed below and the student’s probationary term grade point average is less than 2.25, the student may be suspended from the college.

**Academic Probation Thresholds for First-Year Students:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>1.5</td>
</tr>
<tr>
<td>Semester 2</td>
<td>1.7</td>
</tr>
<tr>
<td>Semester 3</td>
<td>1.8</td>
</tr>
<tr>
<td>Remainder</td>
<td>2.0</td>
</tr>
</tbody>
</table>

A notation of probationary status (i.e., academic standing) is placed on the transcript of any student on academic probation.

Probation is intended to alert the student to current difficulties and the need for corrective action. Students on academic probation maintain
the ability to enroll in courses at Austin College, but are strongly urged to consult with their mentor or the Office of Student Affairs to work out a plan for earning removal from probation. Students on probation are required to concentrate primarily on academic endeavors until their level of academic achievement improves so they can be removed from probation. Those students on academic probation may not hold an office or hold committee responsibility in student organizations, but they may continue to be members of organizations and may attend social functions. Such students are not allowed to represent the college in any official capacity. When there is sufficient justification, an exception to these restrictions may be granted by the Academic Standing Committee chaired by the registrar.

Any student whose term or cumulative grade point average falls below 1.1 is not considered to be making satisfactory progress and may be suspended. A notation of suspension is placed on the transcript of the student’s academic record.

**Readmission Following Suspension:** Students who previously matriculated and attended classes at Austin College must apply for readmission to Austin College if they do not attend for at least one regular term (Fall or Spring). Students should contact the Registrar’s Office to begin the process.

Former students will need to complete the Application for Readmission to Austin College and return it to the Registrar’s Office. To ensure appropriate time for the readmission process, former students should plan to submit the Application for Readmission 45 days prior to the start of classes for the term of entry. International students should submit the readmission application 60 days prior to the start of the semester. See Academic Calendar for class start dates.

Applications for Readmission will not be considered for the following term after the dates given for all readmission since applications require committee review.

Former students who have taken any courses at another institution since leaving Austin College must have official transcripts sent to the Registrar’s Office:

**Austin College Registrar’s Office**
900 North Grand Ave, Suite 6R
Sherman, TX 75090

Readmission applicants who have any holds on their student record must rectify the business related to those holds before readmission will be considered.

The Academic Standing Committee (and others in consultation) will review readmission applications and make a decision based on the student’s academic performance, potential, conduct at Austin College, and any other information that informs the readmission decision. Once the Academic Standing Committee has decided to permit future enrollment at Austin College, the Application for Readmission will be sent to the Registrar’s Office to activate the student record. At that time, transfer coursework will be added to the Austin College transcript. The student will then be advised on the following department interactions.
Business Services – a deposit of $250 must be paid to hold a seat for the next term
• Office of Financial Aid – options for reinstatement of financial aid
• Health Services – proof of insurance must be provided or insurance purchased through AHP offered by the College, and vaccinations may be required in accordance with State Law
• Information Technology – reinstate the email address and student account
• Student Life – options and housing requirements that may apply as well as meal plan selection
• Faculty Mentor Assignment – discuss enrollment for the first term
• Mailing and Printing – a new mailbox and combination will be assigned

In the case of disciplinary suspension, the Vice President for Student Affairs, in consultation with the Registrar will determine the acceptance of transfer credit.

Add/Drop

Students may change their initial registrations by adding or dropping courses within the time period specified in the academic calendar for each term. All changes must be approved by the student’s mentor. There is a $20 late fee for a petitioned add processed after the official add period (first week of class for the fall and spring terms).

Changing a Grade After it is Recorded

Except for the removal of an Incomplete, once a grade has been recorded with the Registrar’s Office, it may be changed only to correct an error.

S/D/U Grading System

Under the S/D/U grading system, course work of a C– or better will receive an S (Satisfactory-passing) grade, will not be included in the GPA computation, and will count toward graduation requirements. Coursework below D– will receive a U (Unsatisfactory-failing) grade, will be computed in the GPA, and will not count toward graduation requirements. Any student on the S/D/U grading system who earns a grade from D– through D+ will have the grade posted on his/her transcript and it will count in the GPA, but may be used to fulfill a graduation requirement.

Completion/Graduation Rate

In accordance with the Student Right-To-Know Act, the six-year completion rate for students who entered Austin College in 2012 on a first-time-in-college and full-time basis was 70.13%.

Incomplete Grades

Incomplete grades are given only if circumstances beyond a student’s control, such as a medical emergency, prevent completion of a course. A grade of incomplete is not appropriate for a student who simply needs more time to complete course work. To obtain credit, an incomplete grade must be removed by the end of the next regular term. Unless the incomplete is removed within the time set, the grade in the course will automatically be changed to U or F, as applicable.

Major & Minor Declaration

Students may choose a major and minor at any time after initial registration but no later than the close of the sophomore year. Students who have not declared their major and minor when their current term load plus total credits earned equals 17 are not eligible to pre-register for the next long term.
Declaration of a major or minor must be filed with the Office of the Registrar in the term prior to graduation. Following graduation, students may not return to take courses for any additional majors and/or minors.

Individually designed majors or minors require a Petition to the Academic Standing Committee in addition to the Individually-Designed Program Prospectus.

Forms for declaration of majors and minors can be found in the Registrar’s Office or on its site under the Forms Repository http://www.austincollege.edu/campus-offices/academic-affairs/registrar/forms-repository/

Transfer Credit for Continuing Students

Continuing students may with prior approval enroll in courses at other colleges and universities and transfer credit to their Austin College degree program. Transfer Approval Forms are available in the Office of the Registrar or Forms Repository online. The following transfer credit policies apply to summer or concurrent transfer courses:

- Transfer courses must be consistent with the academic programs of Austin College and its educational mission.
- Only transfer courses with a grade of ‘C’ or higher will be accepted.
- Transfer courses taken in a semester hour system will be converted to course credit units at the rate of four semester hours being equal to one Austin College credit.
- Transfer courses being used to meet requirements for a major, minor or prerequisites must be approved by the appropriate department chair or program director.
- Transfer courses not previously accepted are reviewed by the appropriate department chair or program director to ensure the appropriateness of the course in an Austin College degree program.
- Transfer courses being used to meet the language competency requirement must be approved by the chair of the Classical and Modern Language department.
- Transfer courses may be used to meet no more than 1/2 of the Breadth / Discover Requirements - two Humanities courses, one Social Science course and one Science course - if the courses are taken prior to matriculation to Austin College. Current students may not utilize transfer work to complete Breadth / Discover Requirements.
- Transfer courses will not be used in calculating the cumulative grade point average or major and minor grade point average.
- Transfer courses will not be used as repeats of Austin College courses for recalculation of grade point averages.
- Overall, 17 of the 34 required course credit units to graduate must be earned at Austin College
- Eight of the last 11 course credit units in a student’s degree program must be completed at Austin College.
- Students may petition for individual approval of a transfer course not normally accepted at Austin College. Students must provide a syllabus or complete course description and specify how the course is relevant to their degree program.

Participation in Commencement

Austin College holds a single graduation exercise each year in May. Candidates completing the requirements for a degree during the spring term are expected to participate in baccalaureate and commencement ceremonies. Degree recipients from the previous January are also
Invited to participate.

May candidates approved by the faculty who fail to complete all necessary requirements may participate in commencement ceremonies. Candidates for summer graduation may also participate in graduation exercises. Summer candidates must be within three credits of completing all degree requirements during the summer and must present proof of registration for the remaining credits.

**Repeating Courses for Credit or to Raise a Grade**

1. Only courses listed in the Bulletin as repeatable for credit may be repeated for additional credit.
2. When a course is repeated to raise a grade:
   a. All attempts and grades remain on the transcript with flags to indicate that the course has been repeated.
   b. Only the FINAL attempt is used to determine credit earned and grade point average (unless the grade for the final attempt is a W, and historical grades of WP, WF or WU, in which case the previous attempt is used to determine credit and grade point average).
   c. Students should notify the Registrar’s Office when a course is being repeated to raise a grade to help ensure that the earlier grade is not included in grade point average calculations.
   d. A course that may be repeated for credit may be repeated to raise a grade only if the department offering the course approves.
   e. Courses cross-listed in the catalog (such as BA*361 and ECO*361) are treated as if they are the same course.
   f. Only courses taken at Austin College may be used to replace a grade.

**Student/Instructor Disagreements**

When a student is in disagreement with an instructor over a course-related issue (e.g. a grade, attendance requirement, an assignment or similar matter) where the academic integrity of the student is not in question, the student should first discuss the issue with the instructor in an attempt to resolve the difference. If resolution proves impossible, the disagreement may be referred by either party to the appropriate department chair or academic program director who will then attempt to resolve the problem. Continuing disagreement on such academic issues may also be referred to the Divisional Dean or, in the case of a college-wide rather than a departmental course, directly to the Dean of the Faculty.

**Mentors**

The mentor is responsible for academic advising throughout a student’s career at Austin College. The mentor is expected to be prepared to respond and assist when concerns are brought to his or her attention by the student or by other staff or faculty. When requested by the student, the mentor should be available to assist the student in official interactions with the College, such as a disciplinary hearing or a needed leave of absence. Although each student has an official mentor, most graduating seniors report having received mentoring from a variety of faculty and staff.

Normally, entering freshmen are assigned a mentor based on the student’s choice of First Year Seminar (formerly Communication/Inquiry) topic and retain the mentor throughout their time at Austin College. Transfer students are assigned mentors based on their planned major. If a student desires a change of mentor at any time during his/her college career, the student should contact the Vice President for Student Affairs. Department chairs and program directors are responsible for providing and updating academic
advising information used in mentor training and support, as well as providing more specific guidance to interested students as they declare a major or minor.

The Office of the Vice President for Student Affairs maintains the student's portfolio and coordinates its contents. Responsibility for mentor training of faculty is shared by the faculty member who is the appointed director of the First Year Seminar course and the Vice President for Student Affairs.

### Withdrawing from Austin College

In order to prevent questions or ambiguities which could arise at a later date, a student wishing to voluntarily withdraw from Austin College should consult with the Vice President for Student Affairs to complete the necessary paperwork, including a written notice of his/her intent. This notice, filed with the student's record, establishes the official date and serves as an explanation of the withdrawal. The withdrawal shall be subject to the College's stated periods for withdrawal and tuition refunds. Residential students leaving the College must make sure to properly check out of their residence hall room with their Area Coordinator.

### Registrar

This office maintains the official academic records, including your permanent file, registration records and changes of registration for each term. Because the Registrar is responsible for maintaining your legal academic record, any changes to your academic record must come through this office. Also, general information concerning classes, majors and minors may be found here along with various forms to assist you with academic procedures. The staff will help you with registration, add/drop procedures, major and minor declarations, degree audits, approval of transfer work, transcripts and similar matters. International students also need to be in regular contact with the Registrar and refer to the website resources to maintain their student visa status.

### Webhopper

Webhopper is the electronic system used by students to access information they need at any time of the day or night. Students have access to academic and financial information and other miscellaneous campus information/forms. Students can use Webhopper to view their class schedule and unofficial transcripts, search course offerings, check their academic progress using the evaluation tool, register for classes (during scheduled registration periods) and request official transcripts. Using the financial information section, students can view their statement of accounts, view pay advices for student employment, and sign up for the direct deposit of student refunds. All information accessed through this means is secure and accurate. Webhopper accounts remain active for one year following a student's graduation or departure from the college. To access your Webhopper account, visit http://hopper.austincollege.edu

### Study Abroad

Semesters and summers abroad are available in international locations. Intensive academic and cultural experiences abroad are an integral part of the liberal arts experience. These programs are available to students majoring in all disciplines and all pre-professional programs. So, take a step toward expanding your horizons and visit Study Abroad in Wright Campus Center 204.
There are 99 full-time faculty members at Austin College. 89% are tenured or tenure-track faculty who have a Ph.D. or equivalent terminal degree. The Deans, Department Chairs and Program Directors are listed below.

**Academic Departments**

**Humanities**
Dean...............................................................................................Max Grober
Art.......................................................................................... Jeff Fontana
Classical and Modern Languages.....................................Lourdes Bueno
Communication, Media Studies, and Theatre.................. Brett Boessen
English.................................................................................. Greg Kinzer
History.................................................................................. Victoria Cummins
Music.................................................................................. Dan Dominick
Philosophy........................................................................... Karánn Durland
Religious Studies.............................................................. Jeremy Posadas

**Social Sciences**
Dean........................................................................................ Lisa Brown
Economics and Business Administration.................................. Kevin Simmons
Education........................................................................... Julia Shahid & Sandy Philipose
Exercise and Sport Studies............................................. David Norman
Political Science..................................................................... Nate Bigelow
Psychology........................................................................... Peter Marks
Sociology and Anthropology............................................... Bart Dredge

**Science**
Dean.................................................................................. Steve Goldsmith
Biology................................................................................. Wayne Meyer
Chemistry............................................................................. Brad Smucker
Mathematics and Computer Science................................. J’Lee Bumpus
Physics................................................................................ David Baker

**College-Wide Programs**
Dean........................................................................................ Elizabeth Gill
Center for Experiential, Artistic, & Transformative Ed........ Lance Barton
Cognitive Science.................................................................. Hank Gorman
East Asian Studies............................................................ Jennifer Johnson-Cooper
Environmental Studies, Center for................. Peter Schulze & Keith Kisselle
Film Studies......................................................................... Brett Boessen
First Year Seminar............................................................. Mark Hebert
Gender Studies...................................................................... Randi Tanglen
Global Science, Technology and Society............................. Danny Nuckols
Honors.................................................................................. Jeff Fontana & Wolfgang Lueckel
Information Technology....................................................... Garrett Hubbard
January Term, International................................................ Wayne Crannell
January Term, On-Campus..................................................... Eugenia Harris
Latin American and Iberian Studies................................. Terry Hoops
Library, Abell........................................................................ Barbara Cornelius
Model UN.............................................................................. Audrey Fleming
Neuroscience.......................................................................... Renee Countryman
Non-Profit Organizations and Policy................................... Nate Bigelow
Posey Leadership Institute................................................ Martinella Dryburgh
Public Health................................................................. George Diggs & Saritha Bangara
Registrar’s Office.................................................................. Eugenia Harris
Southwestern and Mexican Studies, Center for............. Julie Hempel
Summer Term........................................................................ Elizabeth Gill
Western Intellectual Tradition............................................. Karánn Durland
Student Conduct
Statement of Principles

Regarding Community Standards and Operation by the Austin College Board of Trustees:

This Statement of Principles is intended to communicate to the entire College community the fundamental convictions on which the life of Austin College is based. These convictions may be stated as follows:

1. Under the Charter with the State of Texas, and our Covenant Relationship with the Synod of the Sun of the Presbyterian Church (U.S.A.), the Board of Trustees has complete and ultimate responsibility for Austin College. The Board shares this responsibility with the President, and through the President with the faculty, staff, students and friends of the College. The Board strives to maintain open communication concerning these privileges and responsibilities, which are essential to the fulfillment of the College’s role and mission, as well as procedures for effecting change.

2. We recognize that Austin College has committed itself to a particular role and mission, which calls for a special kind of College community and operation. Austin College seeks to prepare individuals for whole and competent lives by challenging their aspirations and talents through a rigorous educational program in the liberal arts and sciences. This educational program reflects Christian emphasis on the wholeness of life, the unity of knowledge and the dignity of the individual.

3. We recognize that life in a community requires shared values and commitments. AC is a community of persons committed to the welfare of fellow human beings.

4. We affirm an individual’s right to choose his or her personal standards and attitudes while not infringing on the rights of others. We affirm our trust in and respect for all members of the College community that integrity matters are of the utmost concern. Based on these affirmations, we expect all students to act as responsible adults and citizens.

In 1981, the Board of Trustees reaffirmed the college community’s principles of integrity and of responsibility to shared commitments and standards. These principles are vital to the operation of the college and are integral to its educational philosophy. Central to this philosophy are the concepts of individual development and responsibility, commitment to the community and profession, and centrality of learning, faith and values. The principles provide guiding ideals from which standards of conduct are derived for each of the groups that constitute the active college community—students, faculty, administrative staff, and support staff. Although the principles are common to all, their translation into specific standards, rules, and policies depends upon the special roles and responsibilities which the members of each group assume in an academic community. Professional standards and obligations further strengthen and support the principles of the whole community, which constitute the foundation of the college’s judicial structure. The standards, rules, and policies of the community’s four primary constituent groups comprise the cornerstones for that structure.

Austin College acknowledges its commitment to the ideal of
community membership, to individual responsibility, common goals and expectations, and the highest standards of integrity. The college has also recognized the special roles and responsibilities of its constituencies and has affirmed the specific standards and codes of conduct of the groups. These commitments and affirmations are expressed in two fundamental statements of principle.

**The Principle of Integrity**

It is the responsibility of each individual in the College community to act with honesty and integrity in personal, social and academic relationships, and with consideration and concern for the entire College community and its members. Individuals and groups should not engage in conduct that causes harm to other individuals or to the community as a whole.

**The Principle of Shared Commitments & Standards**

Persons who participate in the life of Austin College— as students, faculty, or staff—are expected to support the shared commitments and purposes of the college as expressed in the Charter, the Mission Statement, and the Statement of Commitment and Principles. Individuals also are expected to abide by the shared standards of the college community and the standards and code of conduct of their respective groups within the community. The commitments, purposes, and standards of the college and its constituent groups are central to the partnership between individual members and the institution.

These judicial policies include the “Non-Academic Code of Student Conduct,” “Student Academic Integrity Policy and Procedures,” “Student/Instructor Disagreements on Course-Related Issues,” “Judicial Guidelines and Procedures for the Faculty,” and the “Policy on Sexual Misconduct and Harassment” which apply to the entire campus. The Operational Guide also includes policies and procedures for administrative and support staff. Policies that pertain to students are also described in the Environment (the student handbook) and Outback Guide serves as a communication tool providing faculty, staff, and students with campus-wide information including campus crime statistics, affirmative action statement, sexual harassment policy, and graduation rates. These policies are also accessible on the Austin College Intranet (http://roos.austincollege.edu).

**Academic Integrity Policy**

*(Operational Guide, JP6)*

I. Preface

The following document addresses instances in which students fail to meet the high expectations of academic integrity in their course work, and outlines faculty and student responsibilities in this area. Upholding these expectations of academic work is a cooperative effort by both faculty and students; however, the responsibility to maintain academic integrity ultimately rests with each student.

II. Academic Integrity

In keeping with its educational mission, Austin College places a high value on academic integrity and does not tolerate cheating and other forms of abuse of the academic process. The faculty and officers of the college assume that entering students, in accepting admission to Austin College, are aware that they will submit themselves to a high standard of academic honesty, and agree to follow the norms and procedures by which the college observes and enforces this standard.

**General Definitions**

Cheating and plagiarism, which is a form of cheating, are primary violations of academic integrity. Cheating is defined as, but not limited to, purposely using/receiving assistance from another student or
source on an assignment where such help is not permitted. Examples include, but not limited to: copying (though not necessarily verbatim) another’s work and turning it in as your own, use of “crib sheets” on an exam, or providing the material/mechanism for another student to cheat. Plagiarism is defined as, but not limited to, using someone else’s work and attempting to pass it off as your own. This may be the work of another person, or information obtained from a book, journal, or internet source. Actions that create an unfair advantage by impeding the access of other course members to important information or sharing improperly received information also violate academic integrity. Recognizing that specifics of such violations may be differently defined in some course settings, the college gives instructors the authority to determine expectations and provide instructions according to particular circumstances.

Certain behavior that interferes with the academic work of others may be considered a non-academic behavior violation, rather than a matter of academic integrity. If there is a question about whether a violation qualifies as academic or non-academic, the instructor in doubt should consult with the Vice President for Academic Affairs, who will confer with college staff. In such cases, evidence of a behavior violation will be directed to the appropriate bodies (Student Conduct Council or Faculty Grievance Committee).

**General Guidelines for Student Work**

Unless otherwise informed by the faculty member, students should assume that the following parameters are in effect for all course work:

- **Closed book tests** -- The student is expected to do work that is exclusively his/her own, without the use of notes or other materials prepared before the test. A test is assumed to be “closed-book” unless designated otherwise.

- **Papers** -- When a paper includes quotations or an idea taken directly from a source, that source must be acknowledged. Because conventions for citing sources can vary by discipline, instructors should guide students in the use of acceptable forms of acknowledgement.

- **Collection of information** -- The student is expected to collect information in a research exercise and not to fabricate or falsify the results.

- **Exercises** -- The student is expected to fulfill assignments without collaboration on work submitted for a grade, unless expressly instructed otherwise.

- **Assignments that by their nature involve collaboration (e.g. group presentations)** will contain specific instructions from the faculty member.

**Student Responsibility**

Primary responsibility for maintaining academic integrity rests with the student. Usually, the educational goals of a course cannot be met without the use of sources, peer help, etc. While the instructor is responsible for specifying expectations for academic behavior in unusual situations, the student should assume that the general guidelines above apply to all course work. If students are unclear about integrity expectations on an assignment, particularly group projects or take-home tests, it is their responsibility to seek clarification from the instructor.

**Faculty Responsibility**

The general definitions of violations of academic integrity mentioned should serve as a guideline for all courses. Faculty members will communicate to students when and how their expectations vary from or add to the General Guidelines for Student Work. For example, special
assignments, such as group projects or take-home exams, call for faculty to indicate what would constitute performance with academic integrity. Departments may produce a handout for all courses in their area to clarify standards and special assignment expectations for distribution in their courses. As stated in the Operational Guide, GM 15, the course syllabus must include a statement on academic integrity. Faculty may specify penalties for academic integrity violations in their courses or refer students to this policy. Unless the syllabus states that the student may fail the course in the event of an academic integrity violation, the penalty will apply only to the work in question.

C/I faculty will discuss the college’s academic integrity policy with their students. The orientation of transfer students includes the general definition handout and opportunity for discussion.

**III. Procedures and Penalties**

Any faculty member who suspects that a violation of academic integrity has occurred should, if possible, first meet with the student(s) involved to discuss the suspicion. If, after the meeting, the faculty member believes a violation has occurred, the faculty member must notify the student(s) of the specifics of the charge in writing. The faculty member must also provide written notification of the charge and discussion to the Vice President of Academic Affairs so that the charge and discussion can be documented and available, should a pattern of such student behavior emerge. Throughout the process, the student(s) should feel free to consult with mentors, faculty, or administrators. Faculty should seek advice and guidance from the VPAA, if necessary. If a third party brings a possible violation to the faculty member’s attention, the faculty member should inform that party that the case has been pursued, stressing the need to maintain confidentiality of the case.

If a faculty member determines that a violation of academic integrity has occurred, s/he will assess a penalty for the course, such as a reduced grade for the assignment, failure of the assignment, or failure in the course, with written notification of the violation and penalty to the student(s) and VPAA. A first violation then requires a meeting between the student(s), the VPAA, and the Chair of the Academic Integrity Council to discuss the specifics of the violation, including its causes and means to avoid repetition, as well as the consequences of future violations. If a student chooses to appeal the faculty member’s determination, the case is brought before the Academic Integrity Council. Any course penalty assessed by the faculty member will not officially go into effect until the Council has convened and reached a finding. If the Council finds that a violation has occurred, the course penalty will be upheld; if the Council finds no violation has occurred, the course penalty will be dropped.

The VPAA will refer second and any subsequent violations of academic integrity to the Academic Integrity Council. If the Council finds that a subsequent violation has occurred, additional penalties may be assessed, including academic probation, suspension, and expulsion.

**IV. Academic Integrity Council**

A. Composition and Responsibilities

1. The Academic Integrity Council is composed of four faculty members and four student members.

2. The faculty members are appointed by the VPAA to serve four-year staggered terms, with one or two faculty members appointed each spring. Two rising juniors are elected by the student body each
spring to serve a two-year term.
3. A quorum will consist of two faculty members and two student members.
4. The terms begin at the completion of faculty business in the spring workshop.
5. Any Council member with a conflict of interest in any hearing will excuse him or herself from the proceedings.
6. The Council’s duties continue during school recesses and January Term with special arrangements to ensure that student and faculty members are available.
7. The Vice President for Academic Affairs will, if necessary, appoint new members to the Academic Integrity Council and fill summer vacancies by appointment.

B. General Practices
1. All hearings will normally be conducted within 10 calendar days of notifying the involved parties.
2. The chair will notify all council members (who should reply to allow assurance of a quorum), the accused student, the student’s mentor, the faculty member involved and any known witnesses needed for the hearing, of the date, time and place of the hearing in writing. All information related to the alleged violation will be presented at the hearing. However, information regarding any prior violation of the policy will be shared only when the Council convenes in executive session to discuss assignment of consequences for their findings.
3. Students may seek advice of a mentor or other member of the college community and, if desired, invite that person to be present at the hearing without privilege of the floor. Legal counsel is prohibited.
4. A quorum will consist of two faculty members and two student members.
5. A council member with a conflict of interest should excuse him or herself from the hearing. The accused student may raise an objection to the council membership for the hearing.
6. The outcome of the hearing will be recorded and reported by the chair to the student and faculty member involved.
7. Council-assessed penalties may be probation for one or two long semesters, suspension for one or two long semesters, or expulsion from the college. A finding requires a simple majority vote by a quorum of the Academic Integrity Council. In all instances, a record goes into the student’s permanent educational advising file as well as the confidential files of the Vice President for Academic Affairs.

**VI. The Appeals Process**

**Appeal of a Faculty Assessed Penalty (1st violation):**

A student who chooses to appeal the findings by an instructor must present the case in writing to the Academic Integrity Council, which serves as the hearing body for the first appeal. The council will review the report and establish a hearing date. The hearing will follow the procedures discussed above.

If the offense occurs during the semester, the student is expected to continue attending class and turn in assignments during the appeals process. While this may be a difficult time for the student and faculty member, it is necessary to provide a means by which the student can continue to be evaluated in the course.
Appeal of a Council Assessed Penalty (2nd or more violations):

Students and faculty choosing to appeal a decision of the council must present the appeal in writing to the president of the college within five calendar days of the council hearing. The president shall only review an appeal that demonstrates one or more of the following: (1) new evidence that was unavailable at the time of the council hearing; (2) and/or improper procedure concerns that substantially affected the outcome of the Council’s decision.

VII. Academic Integrity Data

1. The Vice President for Academic Affairs receives reports from faculty or appropriate staff about violations of academic integrity.
2. The Vice President for Academic Affairs maintains confidential records of reported violations and ongoing processes for alleged violations.
3. The Vice President for Academic Affairs distributes the notice of the faculty’s member’s charge and receipt of the completed report to the accused student, the student’s faculty mentor, and the student’s educational advising file.
4. The Vice President for Academic Affairs maintains the records of past violations of students in the confidential file. In the event of second or subsequent violations, the Vice President for Academic Affairs refers the case to the Academic Integrity Council for the assignment of any additional consequences. The Vice President for Academic Affairs is responsible for updating a student’s confidential file and educational advising file when a decision is reached by either the Academic Integrity Council or the president on appeal. The Vice President for Academic Affairs works with the chair of the Academic Integrity Council to conduct hearings in a timely fashion and provides clerical support for the notification process and record keeping involved.
5. The Vice President for Academic Affairs shall monitor patterns of violations and shall circulate to the faculty and the student assembly an annual summary report about violations and situations that have been sent to the Academic Integrity Council.

VIII. Penalty Guidelines:

The overarching concern in assigning consequences for violating the Academic Integrity Policy is to educate regarding the importance of honest work and the outcomes for violating the trust of the institution’s educational mission. Within the context of responsibilities discussed above, the following ranges of disciplinary actions apply:

Faculty Assessed:
1. Report to the Vice President of Academic Affairs
2. Penalty in a course (failure on the quiz, assignment, paper, etc. or failure in the course).

Council Assessed:
1. Probation
2. Suspension* (JP 5)
3. Expulsion* (JP 5)

IX. Additional Information

In all cases, course grading is the responsibility of the faculty, but the college is not restricted from additional, more severe consequences, through the Academic Council Integrity Council, the President or the vice president of academic affairs. In all instances, a record goes into the student’s educational advising portfolio file as well as the confidential
files of the Vice President for Academic Affairs and remains there for the time specified in the record retention policy.

1. The complete Academic Integrity Policy with an explanation of judicial procedures to be followed in the event of admitted or suspected violations is available in the Austin College Operational Guide.
2. These regulations are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.
3. Chartered groups are responsible for the same rules as individuals.

The Mission Statement of Austin College affirms the importance of “a climate of civility and respect that encourages free inquiry and the open expression of ideas.”

Class members (including the instructor) are expected to treat each other with mutual respect in both word and deed. The learning environment policy includes the expectation that all class members arrive to class promptly, silence cell phones, focus their attention on class activities, and avoid non-essential exit from and re-entry into the classroom. Distracting, disruptive, or disrespectful behavior is specifically forbidden.

Instructors may drop or withdraw students from classes for violating the learning environment policy. Poor attendance, poor participation, misconduct, or disruptive or endangering behavior that interferes with faculty members’ obligations to set and to meet academic and behavioral standards in their courses are examples of behavior for which a drop or withdrawal are allowed. In case of serious infractions of the learning environment policy, instructors are encouraged to file an incident report with the divisional dean. The divisional deans will review the incident report and take appropriate action, which may include dropping the student from the class, or, in extreme cases, suspension or expulsion from the college. Due process will be followed, and students may appeal such decisions by contacting the VPAA. Instructors may distribute syllabi that include additional statements of policy regarding attendance, participation and dropping/withdrawing students from class. The content of speech or written work protected by academic freedom shall not be considered disruption or misconduct.

It is important for students to understand the policy-making authority of the Board of Trustees of Austin College. As designed by the board, the President of the College has delegated to the Vice President for Student Affairs the responsibility for coordination of the non-academic violations of college policy. Non-academic violations of college policy include those, which damage the personal and/or community integrity of the College and/or the individual.

The Non-Academic Code of Student Conduct (hereafter referred to as the NACSC) and the procedures herein delineated are dedicated to an educational principle of discipline, which is committed to correcting inappropriate behavior or actions at the lowest level possible within the institution. This requires the commitment of students, and with this commitment, the student should appropriately acknowledge violations
of college rules and regulations and other actions that affect personal and community integrity of individuals and groups.

**Introduction**

- The NACSC is applicable to all students enrolled in or accepted for an academic program, regardless of credits carried, unless otherwise specified.
- The College has established these expectations regarding non-academic standards of conduct in order to protect its educational purpose, provide for the orderly conduct of activities and safeguard the interests of the College community.
- Students who violate these or other duly established regulations become subject to disciplinary action and the procedures herein described.
- Students may be accountable to both civil authorities and the College for acts, which constitute violations of law and the NACSC. Disciplinary action at the College will normally proceed if criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- A student’s mental state or use of drugs or alcoholic beverages shall not limit the responsibility of the student for the consequences of his or her actions the College reserves the right to amend any provision herein at any time.

These regulations are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in precise or exhaustive terms. Chartered groups are responsible for these rules as well as those set forth by the College

**Definition of Terms**

**Administrative Agreement:** The Administrative Agreement is an agreement between the institution and a student who accepts responsibility for a violation of college policy. That student contracts to perform the sanctions agreed upon with an institutional representative.

**Privacy:** All cases involving violations of college policy are considered confidential. Information about these cases is only shared with the students, staff and faculty members who hear the case directly or who sit on the adjudicating boards. Discussion of the case is prohibited outside of the hearing setting or beyond the one-on-one consultation between the institutional representative and the student being charged. Information from disciplinary files is not available to unauthorized persons on campus or any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved.

**Note:** The following list of violations is provided as a guide to inform students of the types of violation levels. Assignment of violation type is the responsibility of the Vice President for Student Affairs or his/her designee.

- **Major Violations:** Violations of the NACSC considered to be major include:
  1. Three or more violations or misbehavior;
  2. Damage or vandalism greater than $200;
  3. Failure to comply with a disciplinary sanction;
  4. Failure to respect/comply with College agents;
  5. Aggravated intolerance, bullying, harassment, sexual misconduct, and/or threat of another community member and;
6. Risk to the health and safety of other community members (damage to access system, etc.)
7. Any violation where the possible minimum sanction may be probation.

- **Minor Violations**: Violations of the policy considered minor are those not listed under the definition of major violations.

- **Greek Review Board**: (hereafter referred to as the GRB) This board functions as a minor level adjudicating body of the College for resolving allegations of minor violation of Greek Life policies and NACSC policies related to Greek Life issues. The GRB also assists the College in the administration of policies concerning the Greek Community and by upholding the high ideals and standards set forth by the Greek Community.

- **Peer Judicial Board**: (hereafter referred to as the PJB) This board functions as the minor level adjudicating body of the College for resolving allegations of minor violations of the NACSC.

- **Record Keeping**: Documents pertaining to the resolution of allegations of violations of the NACSC are kept on file in the Vice President for Student Affairs Office (copies of documents pertaining to major violations are also placed in the student’s portfolio). Individual files are kept until a student graduates or leaves the institution on a permanent basis.

- **Sanction**: A sanction is any action affecting the status of a student, which is taken by the College in response to misconduct. The purpose of such action shall be to establish behavioral expectations, which uphold the educational mission of the community, as well as to help students recognize acceptable boundaries to their actions/activities and the consequences of future behavior choices.

- **Student Conduct Council (SCC)**: Functions as the major level disciplinary body of the College for resolving allegations of major violations of the NACSC.
**Student Expectations**

Austin College students shall:
1. Organize a personal life and behavior, to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established College, local, state and federal laws and policies.
2. Have freedom from personal force, violence, threats or personal abuse and sexual harassment, either as individuals or as groups within the College community.
3. Have privacy of personal information (as defined earlier in this section)
4. Be able to dissent—to carry on individual or organized activity which expresses grievances held against or changes desired in society or the College, or both. The activity need be carried on within the limits of the democratic process or freedom of speech, assembly and petition and in compliance with campus activity policies and procedures.
5. Have a process of review as outlined by college policies and procedures. No student shall be subject to disciplinary procedures if found guilty of charges without process except in cases of summary suspension as outlined in this document.
6. Have access the College judicial system.
7. Receive a statement of expectations and polices promulgated by the College.

**Student Responsibilities**

Austin College students bear the responsibility:
1. To act as mature, honest and respectful members of the College community.
2. To present college identification to authorized college officials upon request.
3. To refrain from actions which deny other members of the community their rights.
4. To refrain from the use of force against another person or group, or personal abuse of another person.
5. To preserve the right to privacy of property of individuals, groups, the community and the College itself.
6. To respect confidentiality of academic information about members of the Austin College community.
7. To observe all established College, local, state and federal laws. Nothing in this document can affect in any way the jurisdiction of courts and other civil authorities over any Austin College student. Membership in the College community does not mean a privileged or immune status from the laws and regulations that other residents of Texas must obey.

**Options for Resolution**

1. Allegations will be forwarded to chair of the appropriate hearing body (minor violations to PJB, GRB, major violations to SCC) to convene a hearing.
2. The student may choose to seek an Administrative Agreement with the appropriate college official.
3. Situations that are assessed to bring a maximum sanction of a warning may be addressed by the following procedure:
   a. A letter of warning is sent to the student along with a copy of the violation.
   b. If the student wants either to address the situation further or pursue pleading not guilty, he/she will have three (3) days to
Students present in the hearing process:

1. Have privacy of all records and proceedings, subject to certain disclosures that are mandated by law (as defined earlier in this section).
2. Can be assisted during the hearing by a student or a member of the faculty or staff. The advisor shall not be permitted to address the hearing body or to question witnesses, but shall be allowed to consult freely with the accused.
3. Present evidence and witnesses in a judicial board hearing.
4. Ask questions of the witnesses in a judicial board hearing in a manner that is consistent with the educational spirit of the proceedings.
5. Receive a written decision of the hearing body and have the opportunity to appeal this decision.

- **Peer Judicial Board:** The minor level adjudicating body of the College for resolving allegations of minor violations of the NACSC.
  1. PJB consists of 16 students elected in the spring by the student body according to their resident status (one from Jordan Family Language House, one from Bryan apartments, one from the Flats at Brockett Court, two from each of the other halls including Johnson Suites, and three from students living off campus).
  2. Vacancies due to a failure to perform duties (determined by a three-quarter vote of the board) or withdrawal will be filled with approval of the Vice President for Student Affairs or his/her designee.
  3. The PJB chair and co-chair are elected by members of the board and shall preside over all hearings.
  4. The PJB is trained and advised by the Director of Residence Life or his/her designee.
  5. The presiding chair shall select a hearing panel. The presiding chair (with assistance of the advisor) shall select a minimum of five members of the board to serve as the designated hearing body. The co-chair shall serve as a substitute should bias be established for any board member.

- **Greek Review Board:** This board functions as a minor level adjudicating body of the College for resolving allegations of minor violation of Greek Life policies and NACSC policies related to Greek Life issues.
  1. GRB consists of nine students selected in the spring by the Greek organization membership and three faculty/staff members who are sponsors.
  2. The GRB Chair is the Vice President of Greek Council and he/she presides over all cases.
  3. The GRB is trained and advised by the Director of Student Activities.
  4. Students elected will serve for the remainder of their academic career.
  5. A hearing panel shall consist of three (3) members and one (1) faculty staff member
  6. For a full description of GRB responsibilities, refer to the Greek Handbook, available in the Student Life Office.

- **Student Conduct Council:** This council is the major level disciplinary body of the College for resolving allegations of major
violations of the NACSC.

1. The council is composed of four students, three faculty and one staff member. Their responsibilities will include determining whether the accused is in violation or not in violation of the NACSC and recommending sanctions to the Vice President for Student Affairs. The Dean of Students will coordinate the council and chair the meetings. The students are upperclassmen elected in the spring election process to staggered terms as follows:
   (1) One sophomore (serves three years)
   (2) One junior (serves two years)
   (3) One senior (serves one year)
   (4) One at-large member (serves one year)

2. Faculty members shall be appointed by the Vice President for Academic Affairs.

3. One staff member shall be appointed by the Vice President for Student Affairs. The staff member shall be a person familiar with student life functions.

4. Vacancies due to a failure to perform duties (determined by three-quarter vote of council) will be filled by the Dean of Students and approved by the Vice President for Student Affairs or his/her designee for student and staff positions, and the Vice President for Academic Affairs or his/her designee for faculty positions.

5. The Vice President for Student Affairs may make temporary appointments in extraordinary circumstances or during vacation periods as needed.

6. Five members, with at least three students and two faculty/staff, shall constitute a minimum quorum to conduct a Student Conduct Council hearing.

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**General Procedures for the Resolution of Allegations of Violations of the NACSC**

1. At the request of any student, faculty, or staff member or independently, the College may file an allegation of a policy violation in the Student Life Office, or with the appropriate official against the accused student(s). Such charges may be filed no later than 45 days after discovery of the alleged violation and the identity of the student(s) involved unless unusual or complex circumstances exist, as determined by the College. In cases of sexual misconduct, to include all definitions in the Austin College Sexual Misconduct Policy, charges/complaints may be filed at any time while the respondent is enrolled at Austin College. The College encourages students to submit the charge/complaint as early as is possible. The longer a student waits, the more difficult it will be for the College to conduct its investigation. If a student has withdrawn or withdraws after the filing of such charges, either (1) a “registration hold” will be placed on the student’s academic record and the student notified that disciplinary action may be initiated upon the student’s application for readmission, or (2) the College may proceed to resolve the disciplinary action, even if the student is absent from the hearing.

2. Upon the filing of charges, and prior to the hearing, the student may seek an Administrative Agreement with the appropriate college official, at which the nature of the responsibility for an alleged offense is discussed. The charged student or students shall have at least 48 hours to schedule the pre-hearing. In cases where students choose not to seek an Administrative Agreement, the case will proceed to a hearing before the SCC in the case of major violations or the PJB or GRB in the case of minor violations. On occasions, a student may select to participate in a sanction-only hearing rather than a standard hearing. The Vice President for Student Affairs or his/her designee
conducting the hearing may withdraw any charge deemed to be without basis.

3. Any student charged with violating the NACSC may request permission from the chair of the hearing board for a delay in hearing. In a case where criminal charges are pending against a charged student, upon this student’s request, at least a 7-day summary delay may be granted to secure the advice of legal counsel, except in the case of summary suspension. All delays shall be granted at the discretion of the hearing board or Vice President for Student Affairs.

4. In the event of a hearing, the charged student shall be notified through campus mail at least five calendar days prior to the date of the hearing (or one day for a hearing held to review an alleged violation of summary suspension). Such notice shall be in writing and include the following:
   a. The specific charge(s) citing the appropriate college policies or regulation(s) allegedly violated and the act(s) alleged to have been committed.
   b. A description of the alleged acts, including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
   c. The time and place of the proposed hearing.
   d. General guidelines established for the hearing.

5. The student may request the assistance of an advisor from the College community in the hearing but must represent him/herself. Such an advisor shall not be a legal counsel. When appropriate, the student may speak through an interpreter.

6. When there is a pending criminal case against the student arising out of the same facts as the charge(s), the student may be accompanied by legal counsel, who shall be present for advising the student and shall not participate in the hearing.

7. **General Hearing Guidelines:** The hearing shall be closed to all except the hearing board, complainant or situational representative, accused, and their advisors (who must be members of the Austin College community and may not be certified or licensed to serve as legal counsel).

   All hearing board members will be given the opportunity to read the complaint form before the hearing convenes. The chair will direct all present at the hearing to state their names and relationship to the case, excuse unapproved parties, explain the format and procedures of the hearing, and answer any questions concerning the complaint and/or the procedures to be followed during the hearing.

   When the complainant, accused, a member of the hearing board or the chair charges that another member may not be impartial or able to judge the facts of the case objectively, the charged member may make a statement in his/her behalf and must then leave the room with all other parties except the remaining members of the hearing board who will discuss and vote on the member’s impartiality. If a majority of the members judges the charged member not to be impartial, that person shall not be present during any deliberations concerning the case in question.

   The chair will have the complainant state the nature of the complaint. The chair will ask for a plea from the accused. If the accused fails to attend the hearing of which he/she has been formally notified, the hearing board will hear the case in his/her absence using any available information.
**If the plea is “in violation”**

a. The accused and the witness(s) will be given an opportunity to make statements.

b. Hearing board members will be given an opportunity to ask questions.

**If the plea is “not in violation”**

a. After the plea, the witness(s) will be asked to leave the room. The complainant and accused will remain.

b. The complainant and accused may give opening statements. The chair may specify a time limit on statements.

c. The hearing board will question the complainant and his/her witness(s) individually. The hearing is not a court of law and need not, nor should it, observe the rules of evidence observed by the courts, and may exclude unduly repetitious or irrelevant evidence. Witnesses will appear as called by the hearing board, testify and leave. The chair may specify a time limit on the witnesses' testimony.

d. The hearing board will question the accused and his/her witness(s) individually. Witnesses will appear as called by the hearing board, testify and leave. The chair may specify a time limit on the witnesses' testimony.

e. The accused and complainant will be given the opportunity to question one another.

The complainant and accused will be given the opportunity to make summary statements. The accused, complainant and any witnesses will be asked to leave the room. After deliberation, the hearing board will render a finding of “in violation” or “not in violation” by a simple majority vote. The chair will vote in case of a tie.

If the accused is found “in violation,” the chair will inform the hearing board of any relevant disciplinary history in the disciplinary file of the accused. Such information will be considered as the hearing board determines an appropriate recommendation for the case.

The accused will be called back into the room and the chair will state the hearing board’s recommended finding of “in violation” or “not in violation.” Occasionally, deliberations by the Council will not permit such a call back and the accused will hear directly from the Vice President for Student Affairs or his/her designee. The chair will then outline the procedures for receiving a letter regarding the finding and sanctions (if appropriate), appeals process and answer any questions. The complainant will be notified (generally) of action taken.

8. Any person, including the accused, who disrupts a hearing or who fails to adhere to the rulings of the presiding officer or who impedes the investigation, charge or proceedings in any way may be excluded from the proceedings and may be subject to discipline for this conduct.

9. Any recommendation of a hearing board shall be based on a reasonable interpretation of the evidence and testimony at the hearing. Supporting evidence and records must be presented at the hearing.

10. The hearing board shall determine if in violation or not in violation,
recommend sanction(s) as appropriate, and provide support, which shall be included in the record along with a written summary of testimony. For SCC: The entire record shall be forwarded to the Vice President for Student Affairs. Within the five working days after receiving the hearing board’s determination, the Vice President for Student Affairs or his/her designee shall render the written decision. For PJB/GRB: The entire record shall be forwarded to the Dean of Students or his/her designee.

11. The college official may request the hearing board to clarify its determination. Upon receipt of said request, the hearing board may re-convene as necessary to address the questions raised. Any further outcome shall be based only on the record of the hearing board as may be clarified.

**Appeal Procedures**

1. There are three bases for appeal: a) the accused believes the sanction awarded to be excessive, b) substantial procedural failures and/or c) the availability of new evidence. Students who fail to participate in the hearing process forfeit the right to appeal.

2. Any appeal of these hearing procedures is forwarded to the Dean of Students or his/her designee for review by PJB/GRB, or the Vice President for Student Affairs or his/her designee for review by SCC. Appeal decisions will be based on the summary of the hearing and other supporting documents presented in the hearing. Appeals must be in writing and received within five calendar days of sending the official sanctions to the student.

3. Final appeal based solely on procedural grounds can be made to the president of the College, who may choose to review the case and make a determination as appropriate.

4. After an appeal to the appropriate college official, and after a decision is rendered, the case shall be considered closed.

5. Any student found in violation of the Sexual Misconduct and Harassment Policy, physical violence, and/or bullying is expected to leave campus within twenty-four hours of official notification of the sanction or outcome of the hearing, even if the student plans to file an appeal. Should the student seek to appeal the action, he/she will need to arrange for their access to campus directly with the Vice President for Student Affairs or his designee.

**Sanctions**

In recommending and determining a sanction, the PJB, SCC and the Vice President for Student Affairs or his/her designee may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or resulting harm and other relevant factors. If the allegations against the student are sustained, the responsible college official or judiciary body, may impose one or more of the following sanctions:

- **Expulsion**—Permanent separation of the student from the College system. Notification will appear on the student’s transcript. The student will also be barred from the College premises and related activities. Approval of expulsion is required by the Vice President for Student Affairs.

- **Suspension**—Separation of the student from the College system for a specified period of time, but not less than the remainder of the semester. The student shall not participate in any College sponsored activity and may be barred from College premises. Suspension may be deferred when significant mitigating factors are present. However, if a student receives another disciplinary sanction of at least probation during this period for a further violation of the NACSC, the suspension shall take effect as of the date of the later
sanction.

- **Summary Suspension**—The Vice President for Student Affairs or his/her designee has the authority to invoke a summary suspension until completion of the hearing if there appears to be a danger of the student causing harm to him/herself or others, or if the person poses a threat to the well-being of the College community or property.

- **Automatic Room and Board billing/charges**—The Vice President for Student Affairs or his/her designee shall initiate automatic billing for room and board charges for any student who does not comply with the Austin College residency policy.

- **College Housing Removal**—Removal of the student from College housing for a specific period. Any student receiving notification to vacate College housing facilities is entitled to two calendar days in which to do so. Removal from College housing may be deferred when significant mitigating factors are present, provided, however, that if a student receives a disciplinary sanction of at least probation during this period for a further violation of the NACSC, the removal from housing shall take effect as of the date of the later sanction.

- **Disciplinary Probation**—A specified period during which any further violation of the NACSC will receive careful scrutiny and may subject the student to suspension or expulsion. Those on probation may not represent the College in any official capacity which includes practice, wearing any type of uniform, or holding office or position in an organization or team. Essentially, there should be no question that the student is under disciplinary probation and not actively involved in the organization or team. Thus the student should not be performing any functions that place them in a non-credit bearing leadership role or other similar role, task, function, or activity representing the organization, team, program, or Austin College.

- **College Housing Probation**—A specified period of time during which any further violation of the NACSC, especially as it pertains to the maintenance of the College residence community, will receive careful scrutiny and may subject the student to removal from College housing.

- **Community Service**—the student is assigned a number of hours to be completed by a deadline date. Failure to complete the hours on time will result in the following: immediate placement on disciplinary probation until sanction is complete and have a "hold" placed upon their Student Records until sanction is complete.

- **Written Disciplinary Reprimand**—the student is warned that further misconduct may result in more severe disciplinary action.

- **Fines**—Fines may be assessed for violations of living plans or college policies which incorporate a fee structure.

- **Restitution**—the student is required to make payment to the College or another for loss or damage to property.

- **Reflection Paper**—The student is required to write a two page paper over the violation that occurred

- **Other Sanctions**—Other sanctions may be imposed instead of or in addition to those specified above, such as educational sanctions, denial of participation in College activities, denial or restriction of privileges and solutions worked out through arbitration and/or mediation, etc.
The following shall constitute a broad listing of violations of the NACSC:
This list is not exclusive and the College reserves the right to discipline students for conduct that is not stated here:

A. Personal Identification and Representation
1. Representing oneself as another person with or without that person's permission, giving someone permission to represent oneself, or representing oneself improperly and not by error, as any other member of the community.
2. Representing the College, any registered student organizations, chartered group, or any official college group without the explicit prior consent of the officials of that group.
3. Tampering with or falsifying any College records, official documents including forging of faculty signatures, computer files, storage units, terminals, or programs that contain electronic records, or the records of judicial groups. (Knowingly submitting false information for inclusion into these records is interpreted as tampering with the official record system. Health service records are included.)
4. Unauthorized accessing of the records of any individual, whether such access is obtained through paper records, computer files or systems, where such information is protected by the College regulations concerning privacy and confidentiality.
5. Dishonesty or misrepresentation, either verbally or in writing, to officials of the College or hearing boards. (Although accountability may be established, for pleadings of “not in violation” by a student before a hearing body shall not constitute a violation.)
6. Refusal to identify oneself to any properly identified (by name and position) member of the staff (e.g. ARAMARK food service personnel, campus police officers, College officials, faculty, resident assistants) when appropriately requested to do so. (The preferred form of identification shall be a current, valid College ID card.)
7. Altering, improperly possessing or lending a College ID card to another person for any reason not expressly authorized by the College. Any student, staff, may confiscate a misused College ID card or faculty member in the course of his/her work responsibility.
8. Damage to the reputation of the College from off-campus behavior which reflects negatively on the institution or any of its groups.

B. Civility, Safety and Environmental Health
1. Violations of the Austin College “Sexual Misconduct and Harassment Policies and Procedures.”
2. Violations of the “Austin College Alcohol Policy” (see page 74).
3. Violations occurring on or off campus, directed against a student or other person by an individual student or group of students, that subjects the individual to physical pain or discomfort, indignity or humiliation, regardless of the intent of such an act and regardless of the consent or cooperation of the recipient/victim. (See “Organization Standards and Philosophy Statement”)
4. Instances of “Harassment,” which include but are not limited to:
   a. Physical attack upon or physical interference with a person which prevents the person from conducting his or her customary or usual affairs, puts the person in fear for his or her safety or causes the person to suffer actual physical injury.
   b. Conduct less than a physical attack or interference which is intended to, or by inference can be construed as intended to, interfere with a person in the conduct of his or her customary or usual affairs, such as the sending of threatening letters, bullying, the posting of threatening letters explicitly or by inference.
directed to the person, the use of threatening language directed at another, or the vandalism or misappropriation of a person’s property, or vandalism of a person’s room (e.g. by graffiti).

c. Harassment or discrimination of individuals or groups based on gender, age, race, national or ethnic origin, religion, disability or sexual orientation. (See also “Statement on Harassment and Discrimination”)

5. Indecent exposure as defined by college norms and/or city ordinance.
6. The illegal transfer and/or improper use, possession and/or consumption of any controlled substance (e.g. narcotics, barbiturates, amphetamines or hallucinogens); the transfer, possession or use of marijuana; or the possession of drug paraphernalia hookah pipes 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.

7. A willful interruption or disturbance of the day-to-day business of the College, by any person or persons. Students planning campus activities should consult the Student Life Office for guidance and direction in order to avoid such a violation.

8. Failure to cooperate and comply with directions of College officials, including campus police officers, resident assistants, etc. acting in the performance of their duties. Verbal and/or physical abuse directed toward any College official will not be tolerated and shall constitute a violation.

9. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal or disciplinary charge is prohibited.

10. Failure to cooperate in an investigation or impeding an investigation, disciplinary proceeding or any other College proceeding shall be considered a separate violation.

11. Use or possession on any campus property (including items in vehicles) of weapons, explosives or projectiles of any kind, or other items that may be hazardous to the health or safety of others. This includes, but is not limited to, guns (which includes stun, paint, pellet, dart, or BB guns, cap guns or starter pistols, air rifles and water and toy guns which may be perceived to be actual weapons), bows, arrows, knives or blades of any type over five inches in length, nun chucks, karate staffs, swords, and sticks, throwing stars or darts, sling shots and fireworks. These items may be confiscated by College officials and disposed of or released through the campus police office.

12. False reports of fire or other dangerous conditions, including misuse of emergency phones, failure to report a fire properly, or any interference with the response of College or city officials to such emergency calls, unless it results from reasonable error or accident.

13. The creation of a fire hazard, the endangering of the safety of persons or property, misuse of emergency communication systems, the improper use of electrical appliances, or the improper use or possession of flammable or hazardous substances (i.e. storage in residence halls, etc.)

14. Intentional failure to evacuate any College building after a fire alarm has sounded or other notice has been given.

15. Shoplifting in any College retail (e.g. Campus Store, Hoppers, etc.)

16. Violations of the Motor Vehicle Rules and Regulations or other policies adopted by the Board of Trustees, which regulate student conduct.

17. Food fights, water fights, shaving cream fights, etc. inside College
facilities.
18. Failure to comply with any authorized NACSC sanction, including the involuntary administrative withdrawal policy.
19. Gambling on Austin College property or at an Austin College sponsored event or activity.
20. Public display of potentially obscene or lewd materials on College property or at College-sponsored events.

C. Care of Property
The following shall constitute violations of the NACSC concerning property, which shall include College owned or leased property, equipment, programs or materials, as well as that of students, members of the faculty or staff, guests of the College, or third parties:
1. Unauthorized possession, use, removal of, defacing or tampering with property, or damage to or destruction of such property.
2. Accidental damage to, or removal of property which is not reported by those responsible to an appropriate staff member or individual owner within a reasonable period of time following the incident (24 hours should be utilized as a guideline for reasonableness).
3. Unauthorized presence in or use of premises, facilities or property. This includes, but is not limited to, gated or fenced areas, balconies or roofs, elevator shafts, warehouse or storage areas, or the unauthorized use of windows for access or egress.
4. Unauthorized entry and/or any form of trespassing into any fenced construction zone on campus will result in an automatic $250 fine to be issued by Campus Police.

D. Other Regulations
1. Residence Life Regulations
   a. Visitation
   b. Noise
   c. Hall sports
   d. Propping doors open
   e. Getting on the roof
2. Campus Police Regulations: please refer to page 74.
3. Dining Services Regulations
   a. Sneaking into the dining hall
4. Information Technology Regulations
   For IT regulations, please refer to ITS Policies on the Student Portal https://acsp2013.austincollege.edu/student/Pages/defaultAC.aspx
   For Library regulations, please refer to http://aclibrary.austincollege.edu/home
5. Recreational Sports/Athletics Facility Regulations
6. Study Abroad Regulations
   For Study Abroad regulations please refer to https://www.austincollege.edu/academics/international-programs/study-abroad-3/

E. Financial and Business Relationships
1. The College will neither assume responsibility for nor act in the collection of privately incurred debts involving students.
2. Removal of College property is not allowed. College property that is damaged or removed will be billed to the individual or group determined to be responsible for such damage at the standard rate established by the College for repair or replacement.
3. All community members’ motor vehicles parked on campus must be registered with the campus police and must display a valid permit. (Detailed motor vehicle regulations are available in the Campus
4. Students or student groups may not represent themselves as acting for or on behalf of the College in any commercial enterprise or in the solicitation or collection of funds for any purpose whatsoever without approval in advance by the appropriate College official. (This applies to all means of communication including, but not limited to mail, telephone or other means.)

When processed through the appropriate governance procedures, approved and publicized, violations of these rules may result in disciplinary action under the NACSC. As with all policies, the College encourages students to review the documents and be familiar with policies.

Campus Police Traffic Violation Regulations

The following information is excerpts from Campus Police Motor Vehicle Rules and Regulations. If further explanation or clarification is needed, please refer to it for further in depth explanation.

Appeal Process for Traffic Fines

If a person decides to appeal a citation, the appeal must be initiated within the first 7 days after the date on the citation. To initiate an appeal, the person receiving the citation must apply within the time frame specified, in person, at the Campus Police Department, Jackson Technology Center, during business hours.

If the appeal is accepted as a valid appeal, the requestor will be notified of the date and time when the Peer Judicial Board plans to review the appeal, and is expected to be present at the hearing.

Process for Parking Suspension

4th ticket: Warning letter
5th ticket: Suspension of driving and parking privileges on all Austin College owned property for the remainder of the school year.
6th ticket: $50 fine for 1st suspension violation, with the risk of having the vehicle towed, at owner’s expense.

Each additional suspension violation: $100, with the risk of having the vehicle towed, at owner’s expense.

Failure to Comply with College Regulations Regarding Fines Billed in Excess of $400

1st Offense:
Written Disciplinary Reprimand
Written parental notification within 7 days
Paying of fines to Student Life Office in 30 days

2nd Offense:
Disciplinary Probation
Written parental notification
Community service (minimum 10 hours)

3rd Offense:
Suspension for one semester
Written parental notification

4th Offense:
Expulsion
Written parental notification

All definitions are outlined under “Sanctions” section.
Alcohol Policy

Austin College is an institution of higher learning, which strives to provide an environment conducive to academic achievement and the development of its students. As members of this academic community, students are accountable for their behavior and expected to be familiar with their personal responsibilities. Members of the Austin College community need to be aware that the legal drinking age in Texas is 21 years. A person must be 21 years of age, or older, to purchase, possess or transport alcohol. Austin College functions in direct compliance with the laws of the State of Texas, Grayson County, and the City of Sherman. Members of the College community are required to uphold the local city ordinance prohibiting open containers of alcohol in public areas. Further, specific regulations that govern the use, possession and sale of alcoholic beverages at Austin College can be found in this policy.

Students or groups who choose to consume alcoholic beverages are expected to handle alcohol responsibly and conform to the laws of this State and the policies of Austin College. Failure to comply with this policy will result in disciplinary action. Austin College neither forbids nor encourages members of its community to use alcoholic beverages. Each member of the Austin College community is responsible for supporting this policy under the Community Principle. Enforcement of this policy is the responsibility of all members of the Austin College community; though, it is the responsibility of the Student Affairs staff to adjudicate student violations of this policy. This policy applies to every campus event (including those held at the Lake Campus and other off-campus locations) where alcohol is present with specific guidelines as follows:

I. General Policy

A. In accordance with the laws of the State of Texas, an individual must be 21 years of age or older to consume, possess, purchase or transport alcohol.
B. In accordance with the City of Sherman, members of the Austin College community are not permitted to drink alcoholic beverages in open areas; therefore, consumption is permitted to:
   1. An individual’s apartment or residence hall room if that person is 21 years of age or older with the door to that room or apartment closed.
   2. Another individual’s apartment or residence hall room as long as the resident of that apartment or residence hall room is 21 years of age or older and present in the room at the time of possession and/or consumption.
   3. The Pouch Club.
   4. The Outback tailgating area located on the east side of the Jerry Apple Football Stadium during football games for those who are 21 or over.
   5. The Lake Campus– Being located outside of any city’s jurisdiction, Open Container Ordinances do not apply, but all Texas state laws pertaining to alcohol also apply to the Lake Campus. For the safety of those who utilize the facility, Austin College enforces a NO GLASS CONTAINER policy for the beach, therefore limiting containers for any beverages or food to be of aluminum, plastic or other non-glass.

C. Kegs, party balls and other common sources of mass quantities (e.g. 30–packs, garbage-pail punch, spiked watermelon, and Jell-O shots) of alcohol are not permitted, except in the Pouch Club, where kegs are utilized for distributing beer. This restriction includes the main campus, the Lake Campus, the residence halls and the apartments. Any paraphernalia related to mass quantities of alcohol will be confiscated.
D. Because rapid consumption of large quantities of alcohol is far more dangerous than casual and responsible consumption, drinking games in
which alcohol is consumed in large quantities are not permitted.  
E. Public intoxication will also be considered a violation of this Policy.  
F. All aspects of this policy apply to the Lake Campus.  
G. Students under the age of 21 may possess a maximum of two empty alcohol containers (i.e. beer bottle, wine or champagne bottle) which must be cleaned and used for decoration only. Collections of beer cans/bottles, wine bottles, or shot glasses are not permitted. Decoration is defined as the container with items (i.e. flowers, marbles, stones, etc.) on display inside the container. The container must remain consistent throughout the year.  
H. Individuals and groups will be held responsible for violations of this policy in accordance with the procedures outlined in the Non-Academic Code of Student Conduct (NACSC). Sanctions for violations are listed in section VII and VIII of this policy.  
I. In accordance with fire code policies, no more than eight (8) people may congregate in a residence hall room or sixteen (16) in an apartment/suite/cottage at one time.  

II. The Pouch Club

Please note that the Pouch Club is considered a private club by Texas Alcoholic Beverage Commission (TABC).

Pouch Club Rules of Operation  
A. Only constituents of the AC community shall be permitted as members of the Pouch Club. (Constituents shall be defined as faculty, emeritus faculty and family, staff, and students of the college.) All constituents of the Austin College Community must have a membership in order to consume or buy alcoholic beverages in the Pouch Club. You may not be entered as a guest.  
B. Members shall be 21 years of age, or older.  
1. The word “member” shall mean a person admitted by the Pouch Club membership committee.  
2. “Member’s family” shall mean a person admitted to membership by the membership committee who is either a spouse, parent or child of the member.  
3. “Guest” shall mean an individual who is personally known by the member or one of the member’s family and who is admitted to the Pouch Club by personal introduction of, or physical company of, the member or one of the member’s family. If a guest incurs an indebtedness, such indebtedness shall be billed to and paid for by the member.  
C. Alcoholic beverages consumed on premises of the Pouch Club will be furnished and served solely by the Pouch Club.  
D. Members must enter the names of their guests in the Pouch Club guest registry before the guest may be served.  
E. All members and guests will provide a driver’s license or State issued ID card and proof of membership upon request of the management or agent of the Texas Alcoholic Beverage Commission.  
F. The Austin College Non-Academic Code of Student Conduct, as well as other published rules of the Pouch Club will apply to any member or guest. Any institutional revisions of this code will also apply fully to any member or guest.  
G. Members are responsible for the behavior of and/or any liabilities incurred by their guests.  
H. The membership committee will be empowered to revoke membership for any violation of the Pouch Club rules.  
I. The management may refuse service to anyone who, in the management’s judgment, does not comply with club rules.  
J. Service may also be refused to any guests or members who, in the
judgment of management, are intoxicated. (This is State law.)
K. Membership requires the payment of a membership fee.
L. To drink alcoholic beverages in the Pouch Club, you MUST:
   1. Be a member or registered guest.
   2. Have a driver's license or a state issued ID card containing a physical description consistent with appearance of such person and a Pouch Club Membership Card.
   3. Have a VISA band placed on your right arm by a Pouch Club employee.
   4. Know the Pouch Club rules of operation.
M. Groups who are interested in sponsoring events that include alcohol on campus may use the Pouch Club area during specific times established by the Student Life Office and under the rules and regulations of the Texas Alcoholic Beverage Commission and the Pouch Club Advisory Board.
   1. The Pouch Club is typically used on Friday, Saturday and Sunday, but other nights may be approved upon request. Special events or weekends sponsored by the College may take priority over student organization events.
   2. No alcohol other than that provided by the Pouch Club may be brought into the Pouch Club.
   3. All alcohol must be sold and served by the Pouch Club Corporation.
   4. All rules and regulations of the Texas Alcoholic Beverage Commission and the laws of the State of Texas must be followed at all times.
   5. Events in the Pouch Club must be scheduled through the Student Life Office at least one week in advance.
   6. Clean up, is the responsibility of the host group and must be completed the evening of the event. If a group fails to clean up the group might be assessed a clean-up fee.
N. All AC community members drinking alcohol at an all-campus event in the Pouch Club must be Pouch Club members. Non-Austin College community members may be registered as a guest of a Pouch Club member that is at the event. (See Pouch Club rules for further information.)
O. No alcohol will be served after 1 a.m.
P. The Pouch Club must be cleared of alcohol by 2 a.m.
Q. In accordance with the laws of the City of Sherman, no open container may be removed from the Pouch Club.
R. A campus police officer (licensed by the state) may be required at any all-campus event.

III. Events Other Than the Pouch Club
Austin College community members are criminally and civilly liable for violations of state and local laws especially pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with state and local laws.
A. An “event” is defined as a function that meets any of the following criteria:
   1. Utilizes monetary funds and/or other resources derived under the auspices of Austin College.
   2. Is promoted through AC information-sharing outlets (e.g. posted on campus, email, mailbox or any other public dissemination/promotion before or after the event which includes T-shirt, cup and picture sales or any activity where official symbols of AC are prominently displayed, any of its student organizations, departments or teams are present and displayed in any manner).
3. Approved by Austin College.

B. Kegs, party balls and other common source mass quantities (i.e. garbage-pail punch, spiked watermelon and Jell-O shots) of alcohol are not permitted at any event. Any paraphernalia related to mass quantities will be confiscated.

C. For matters of safety and security, it is recommended that the host provide a licensed police officer or peace officer for parties planned for over 100 people.

D. After securing proper college approval, alcohol may be served in Mabee Hall, the Outback, Johnson Gallery, or the President’s Dining Room in the Wright Campus Center when arranged through Dining Services. Kegs, party balls, and other common sources of mass quantities are not permitted. The event representatives can provide ONLY beer and/or wine to Dining Service staff one business day prior to the event. Dining Service staff shall serve the alcohol to guests. Austin College reserves the right to refuse service and/or remove any guest that exhibits inappropriate behavior during the event.

E. The Austin College Non –Academic Code of Student Conduct and disciplinary procedures will apply to events held under this policy.

IV. Student Organizations and Alcohol

A. Student organizations may host events at which alcoholic beverages are present only when the organizations have received approval from the College. All events must be held at a third party vendor location.

Third Party Vendor

a. The host organization contracts with a vendor to sell alcohol as a cash operation at the vendor’s establishment (i.e. renting out local establishments or using the Pouch Club for the event).

b. Only the vendor may sell and distribute alcoholic beverages. No member or guest may sell or distribute alcoholic beverages at this type of event.

c. No organizational funds may be used for the purchase of alcohol.

B. The Pouch Club is the one location that a student organization may have an event and will not need to submit a Social Notification Form for approval.

C. Any student organization that has an event in which alcohol is present and has not received an approval for the event is in violation of the Austin College Alcohol policy.

D. Please note that there may be additional expectations for events that receive approval from the College.

E. On specific college wide program dates, no approvals will be granted. This includes overnight previews, A.C.E., orientation weekend, etc.

F. The Austin College Non-Academic Code of Student Conduct and disciplinary procedures will apply to events held under this policy.

V. Fraternity and Sorority “New Member Education”

A. The College does not support a “pledge” and/or “new member education period” for any student organization. This means that students who join an organization, club, or team, including a fraternity or sorority, become members of that organization immediately. For additional information regarding Greek Life, please refer to the Austin College Greek Life Handbook.

VI. Alcohol and Publicity

On campus promotion is not allowed for off campus events where alcohol will be served, possessed or consumed, except for a College approved event. Student Organizations that have received College approval for an event may then publicize the event on their Student
VII. Individual Sanctions  
Sanctions for alcohol or drug violations by individuals include, but are not limited to:

A. First Offense Alcohol  
1. Completion of the StudentSuccess “Student Discipline” module within 30 days.  
2. $25 non-refundable fine to be paid at the Student Life Office within 30 days of the sanction being imposed.  
3. Letter of warning, along with a copy of the Austin College Alcohol Policy.  
4. Fifteen (15) hours of community service to be completed within 30 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.  
5. A two page reflection paper to be completed within 7 days of the sanction being imposed.

B. Second Offense Alcohol/First Offense Drugs  
1. Completion of the StudentSuccess “Student Discipline” module within 30 days.  
2. $125 fine to be paid within 60 days of the sanction being imposed.  
3. Disciplinary probation for a minimum of 75 days beginning the date the sanction is imposed. Probations days are counted during the traditional academic year which is defined as any day falling between the first calendared day of classes in the fall semester through the last day calendared of finals during the spring semester.  
4. Twenty-five (25) hours of community service to be completed within 60 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.  
5. A two page reflection paper to be completed within 7 days of the sanction being imposed.  
6. Parental notification.  
7. If a student is 21 or older and provides alcohol to a minor, it is an automatic second offense.

C. Third Offense Alcohol  
1. $250 fine to be paid within 90 days of the sanction being imposed.  
2. Disciplinary probation for 120 days beginning the date the sanction is imposed. Probations days are counted during the traditional academic year which is defined as any day falling between the first calendared day of classes in the fall semester through the last day calendared of finals during the spring semester.  
3. Forty (40) hours of community service to be completed within 60 days from the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session.  
4. Referral for alcohol assessment to be completed and reported to the College as requested within 30 days of the date the sanction is imposed.  
5. Parental notification.

D. Fourth Offense Alcohol/Second Offense Drugs  
1. Automatic suspension for one full academic year, effective immediately.
Sanctions for alcohol or drug violations by a student organization/group include, but are not limited to:

**A. First Offense Alcohol**
1. $200 fine to be paid within 30 days of the sanction being imposed.
2. Social Probation for 60 days beginning the date this sanction is imposed. Probation occurs while the College is in session, not including summer session.
3. Twenty (20) hours of community service to be completed by the student organization within 30 days of the date the sanction is imposed. These hours to be completed while the College is in session, not including summer session. 70% of the membership must be involved in the completion of the 20 hours.
4. After social privileges are restored, the first College approved event involving alcohol must be through a third party vendor.
5. If after 120 days the student organization has not been in violation of the Austin College Alcohol Policy, the student organization will receive a 50% refund of the fine.

**B. Second Offense Alcohol/First Offense Drugs**
1. $350 fine to be paid within 60 days of the sanction being imposed.
2. Social Probation for 120 days beginning the date the sanction is imposed. Probation days occur while the College is in session, not including summer session.
3. Forty (40) hours of community service to be completed by the student organization within 60 days of the date this sanction is imposed. These hours to be completed while the College is in session, not including summer session. 80% of the membership must be involved in the completion of the community service.
4. After social privileges are restored, the first three College approved events involving alcohol must be through a third party vendor or the Pouch Club.
5. If after 180 days the student organization has not been in violation of the Austin College Alcohol Policy, the student organization will receive a 50% refund of the fine.

**C. Third Offense Alcohol**
1. $500 fine to be paid within 90 days of the sanction being imposed.
2. Deferred Charter Revocation for 180 days beginning the date the sanction is imposed. Deferred Charter Revocation status occurs while the College is in session, not including summer session.
3. Sixty (60) hours of community service to be completed by the organization within 60 days of the date this sanction is imposed. These hours to be completed while the College is in session, not including summer session. 100% of the membership must be involved in the completion of the community service.
4. After social privileges are restored, all College approved events involving alcohol for 180 days must be through a third party vendor or the Pouch Club.

**D. Fourth Offense Alcohol/Second Offense Drugs**
1. Student Organization has its charter revoked.

E. A student organization may be referred to a reflection session based on the recommendation of an Austin College staff member.

F. Typically, the record of a violation will remain active in the organization’s discipline file for four academic years.
G. The record of a violation will remain in the student organization’s file as historical data.

H. If violation involves a non-College approved event, fines are doubled. In the enforcement of the laws of the State of Texas and the City of Sherman concerning the consumption, possession and serving of alcoholic beverages, violations of the AC Alcohol Policy will be considered an NACSC violation.

**IX. Enforcement of Alcohol Policy**

Those violations that occur in the residence halls, Jordan Family Language House, Johnson Suites, Bryan Apartments, Flats on Brockett Court, and the Village will be in the jurisdiction of the residence hall’s staff and the appropriate hearing board. Students living off campus and Student Organizations that violate the policy and are reported are accountable to the Dean of Students or his/her designee and may be referred to the appropriate judicial body for adjudication as determined by the NACSC. Students are warned that they are subject to prosecution by the local police if any violation of state or local laws is involved, and if the police choose to be involved.

**Health Risks**

(The following is not part of the actual policy)

The use or abuse of alcohol and other drugs increase the risks for a number of health related and other medical, behavioral and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma and death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, brain damage, high blood pressure, heart disease, ulcers and cancer of the liver and mouth, throat and stomach; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrest, traffic accidents, injuries and fatalities; negative effects on academic or work performance; conflict with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

**Smoking Policy**

Austin College seeks to maintain a healthy residential campus and work environment. Thus, tobacco products are not sold on campus. All campus buildings/facilities are non-smoking including residence halls. For the purposes of this policy, smoking includes the use of tobacco, electronic cigarettes, and vaporizers. Enforcement: The effectiveness of Austin College’s smoking policy depends upon voluntary compliance and respect among members of the College community. Students, faculty and staff have the right to ask a person to stop smoking in non-smoking areas and should not be harassed after making such a request. If a person blatantly and continuously violates this policy, an individual member of the College community may use the grievance procedures established in the College’s various judicial policies to seek redress. For a complete copy of the Smoking Policy, please contact the Director of Human Resources.
Freedom of Expression at Austin College

As a private institution, Austin College is a voluntary association of persons invited to membership with the understanding they will respect the policies and principles set forth by the College. The College respects the right of all its members to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. Members of the College community should understand that civility, consideration, and tolerance must shape our interactions with each other. Infringing on the expression of views, either by interfering with a speaker or by defacing or removing property posted or distributed notices or materials, will not be tolerated.

The expressive speech activities governed by this policy include planned or spontaneous actions by a group or individual which are expressions of opinion, by words or action about particular events, policies, or situations.

While respecting the rights of its members to peaceful and unobstructed expressions of opinion, Austin College requires such activities not disrupt the College’s operations or endanger the safety of others. Further, Austin College seeks imposes reasonable time, place, and manner for such activities.

Leadership and Advance Arrangements

A member of the College community and/or properly chartered student organization must be the designated Organizer/Liaison for each “expressive-speech” event. Any off-campus person or entity not affiliated with the College wishing to hold such an activity on campus must be properly sponsored by a department, chartered student organization, or a recognized member of the College community. Organizers and associated participants speak only for themselves in the public expressive events.

As with all requests to use College space, in order to further the effectiveness of the event and to avoid any conflicts in scheduling, organizers of expressive speech events that require the use of a College space are expected to complete the Austin College Event Planning/Facility Request Form and submit it to the Dean of Students at least 48 hours before the start of the event to ensure its successful execution. The Dean of Students will assist with planning the event details as is needed and helpful. The organizer shall be responsible for the orderly execution of the event and should consider financial obligations, security, cleanup, parking, and possible liability. The organizer is expected to ensure that the event complies with existing College policies and procedures, applicable state and federal laws, rules, and regulations. Organizers intending to use city sidewalks and streets adjacent to the College are encouraged to make appropriate arrangement with the City of Sherman.

Space Utilization & Time

Expressive speech events must not interfere with normal College business. It is a violation of the norms of the College community for anyone to prevent the conduct of College business, including lectures, meetings, events, ceremonies, classroom/educational activities, or other necessary business and community functions.

Expressive speech events shall typically occur in (public) spaces normally approved for reservation by individuals, departments, and chartered organizations for their activities. Expressive events are not permitted in the following locations: classrooms, offices, library, dining
halls, residence hall rooms, and lecture halls to ensure that normal work, residential experiences, and services of the College can continue. Organizers must ensure that corridors, stairways and doorway entrances remain clear and provide unimpeded passage.

The length of any given event may vary. Expressive speech events will be permitted to continue until and unless the College officials determine that there has been a violation College policy, interruption of its operations and/or the rights of others have been compromised. Events will occur within a 24-hour period; no overnight or multiple day events are allowed. Events occurring within inside spaces shall comply with building schedules for opening and closing times.

**Placards, Banners, & Signs**

Placards, banners, and signs are allowed so long as they not be dangerous to others or impeding the participation of others in the life of the College. Should such items not comply with this basic expectation, the event will either be moved to another location or the materials will be removed. Such material should not defame another member of the community.

The College has an obligation to develop policies and procedures that safeguard the freedom of expression while maintaining an atmosphere conducive to the overall functioning of the College. Each member of the community is expected to be respectful of the corollary right of other community members to perform their duties and participate in the life of the College free from disruption, interference, or harassment.

In order to avoid any misunderstanding of what is a peaceful, permitted, and safe “expressive-speech” event and what it is not, the following non-exhaustive list behaviors and characteristics is provided as examples.

An event is disruptive and/or unsafe if it includes any activity that:

- Denies or unreasonably interferes with the rights of others;
- Occurs in a way that blocks entrances, exits, or passageways;
- Impedes the daily business, traffic flow, ingress/egress patterns or scheduled events;
- Creates a volume of noise that prevent community members from carrying on normal activities;
- Employs or threatens to use force or violence another person or property;
- Places the health or safety of others at risk;
- Fails to comply with any other College policy or appropriate directive;
- Is intimidating to others.

Any questions or appeals of decisions regarding such events should be directed to the Vice President for Student Affairs. He will consult with others on campus as needed to finalize a response to the appeal.

**HIV/AIDS Policy**

Austin College affirms and will in general act in accordance with the “General Statement of Institutional Response to AIDS” developed by the American College Health Association. This statement is found in "The Blue Book-Program Development Guidelines for Nurse-Directed Health Services." The College reserves the right to depart from these guidelines in the best interests of the Austin College community. Members of the College community involved in a situation concerning HIV/AIDS need to be both concerned with, and responsible for, the
rights of the individual and the general well-being of the community as a whole. With respect to those rights, privacy is of the utmost importance. It is the responsibility of the appropriate staff/faculty member to discuss with the individual the need to notify the Vice President for Student Affairs. Responsibility for dealing with each case lies with the Vice President who will work with the community member to determine the best course of action. The Vice President and the individual involved will mutually determine the balance between the rights of the individual (including confidentiality) and the well-being of the community (including need to know).

**Involuntary Administrative Withdrawal Policy**

A student will be subject to involuntary administrative withdrawal from Austin College, or from College housing, if it is determined that the student is suffering from a psychological or medical disorder and, as a result of the disease/condition, engages or threatens to engage in behavior which reflects a lack of appropriate concern for their own physical and/or emotional health, or the health and safety of others, as well as a disregard or inability to modify these behaviors, such that they, and often the community, will experience a disruption in the conditions required for academic success and/or routine social relationships.

An involuntary administrative withdrawal does not preclude the College from suspending a student or withdrawing housing privileges in accordance with provisions of the Residence Hall Occupancy Agreement or other College rules or regulations.

A student accused of violating the College’s disciplinary regulations may be diverted from the disciplinary process and involuntarily withdrawn from the College or removed from the residence halls if the student, as a result of a psychological disorder, lacks the capacity to respond to the pending disciplinary charges or did not know the nature or wrongfulness of the conduct at the time of the offense. An informal hearing before the Vice President for Student Affairs or his/her designee will be held to determine if the allegations of violation of the College’s disciplinary regulations shall be handled as an involuntary administrative withdrawal.

Students subject to disciplinary charges who wish to introduce relevant evidence of any psychological disorder must inform the Vice President for Student Affairs in writing at least two working days prior to any disciplinary hearing. If the evidence is determined to have merit, the case shall be resolved by involuntary administrative withdrawal procedures where appropriate. A psychological disorder may not be admitted into evidence or considered by a hearing panel in any disciplinary proceedings.

The Vice President for Student Affairs or his/her designee may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the College, if the Vice President believes that the student meets the criteria for involuntary administrative withdrawal or if a student subject to disciplinary charges wishes to introduce evidence of any psychological disorder. Students referred for evaluation shall be so informed in writing and shall receive a copy of these procedures. The evaluation must be completed within seven days from the date of the referral letter, unless a written extension is granted by the Vice President for Student Affairs.

Students may be accompanied by a licensed psychologist, psychiatrist
or treating physician of their choice, who may observe, but not participate in, the informal hearing to determine qualification for involuntary administrative withdrawal. Legal representation will not be permitted. A student who fails to complete the evaluation in accordance with these involuntary administrative withdrawal procedures will be suspended from the institution.

Appeals regarding this policy may only be made to the President of the College. Appeals shall be made in writing, within 30 days of the involuntary administrative withdrawal. Appeals may only be made on the grounds that: (1) the sanction is excessive and/or (2) new evidence exists that was unavailable at the time of the involuntary administrative withdrawal.

### Sexual Behavior Statement

The Board of Trustees affirms the covenant of marriage as the appropriate setting for a healthy and fulfilling sex life. The College, as an educational institution, seeks to foster a climate of responsibility in sexuality based on the values of respect for persons and concern for their welfare. However, we also recognize our responsibility to members of the College community who choose to be sexually active. Those who choose to be sexually active must make that decision based on responsible moral reflection and not a matter of whim. Sexual behavior that exploits or causes discomfort to others is never acceptable.

We also recognize the threat to our society posed by AIDS, STDs, and unwanted pregnancy, and we affirm that, next to abstinence, the use of condoms is the most effective method of prevention. Responsible persons are informed about these issues.

The College also has an educational responsibility with regard to these issues. Educational programs can be arranged through the Residence Hall staff, Student Life staff, the Chapel, or Health Service. These offices can also be contacted about information or referrals to local agencies and medical facilities.

### Organizational Standards & Philosophy Statement

The emphasis of all programs and organizations with active members shall be on development of the spirit and understanding of the dignity and worth of each individual. In recognition of the historical abuses in this area and the potential for damage to the dignity of the individual, the College prohibits any activities by individuals or organizations that subjects individuals to physical pain, indignity or humiliation. Prohibited activities and practices include, but are not limited to, physical exercises, deprivation of normal sleep or rest, any form of corporal punishment, the placing of anyone in actual or simulated peril or jeopardy of health, illegal activities, any indecent activity, the public wearing of degrading apparel, any humiliating activities or any promiscuous sexual activity or event designed to promote sexual activity. All organizations and their members shall follow membership and initiation procedures. For more information see the Greek Life Handbook, the Student Organization Handbook and the corresponding organization’s constitution, which are available in the Student Life Office.

The purposes and objectives of all new member education programs or provisional membership programs shall be discussed with all participants in advance.
(To assure appropriateness of programs and activities in this area, community members are encouraged to review the Texas State Hazing Law synopsis below.)

**Hazing Information**  
**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 of harm or which 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 of 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

1. A person commits an offense if the person:
   a. engages in hazing;
   b. solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
   c. intentionally, knowingly or recklessly permits hazing to occur;
   or
   d. 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 Assistant Director of Student Activities or Vice President for Student Affairs or other appropriate official of the institution.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 or prosecution may grant immunity to witnesses at its discretion. Any person reporting in bad faith or with malice is not protected by this section.
THE AUSTIN COLLEGE POLICY FOR SEXUAL MISCONDUCT AND HARASSMENT

This policy, dated January 1, 2020, supersedes any policies previously adopted and/or published in College handbooks, in the operational guide, or on the website.

Congress passed the Higher Education Amendments in 1972, and included within them was Title IX, which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance…” Since 1972, several other federal and Texas state laws have been adopted to offer further protection to those in higher education (i.e., students, employees, and third parties) from discrimination and harassment based on a person’s sex or gender. Austin College is committed to establishing an environment free of such discrimination and prohibits such acts.

Hence, Austin College (the College) will respond to complaints, reports, allegations, and information about sex- and gender-based discrimination of which the College is aware. These responses are intended to stop prohibited conduct, prevent its recurrence, and address any lingering impact on both participants and the campus community. Any retaliation against, or intimidation of those involved in a misconduct incident, be it those bringing a complaint, those accused, or those participating in the resolution process, is prohibited and will not be tolerated by the College.

Austin College supports persons involved in this process through available support services. The College encourages students who wish to receive confidential support services regarding sex- and gender-based discrimination to seek assistance from the Title IX Coordinator, staff in counseling services or health services, the office of the College chaplain, the Grayson County Crisis Center, or to seek other medical attention. Additionally, employees needing support services may seek assistance from the Human Resource Department or the Employee Assistance Program.

Questions regarding Title IX may also be referred to the United States Department of Education’s Office for Civil Rights.

Office for Civil Rights – Dallas Office
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201
Telephone: 214-661-9600
FAX: 214-661-9687; TTD: 877-521-2172 Email: OCR.Dallas@ed.gov

NOTICE OF NON-DISCRIMINATION

Austin College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs, and related activities. Austin College is committed to providing individuals with disabilities equal
access to the Title IX process. If you need an accommodation in the process, please consult with the Title IX Coordinator.

The Vice President for Student Affairs has been designated to handle discrimination or harassment inquiries that do not fall under this policy for students and third parties.

Tim Millerick, Vice President for Student Affairs
Wright Campus Center, Room 251
900 N. Grand Ave., Suite 61595
Sherman, TX 75090
Telephone: 903.813.2228
Email: tmillerick@austincollege.edu

The Chief Human Resources Officer has been designated to handle discrimination or harassment inquiries that do not fall under this policy for employees.

Keith Larey
Chief Human Resources Officer
Caruth Administration Building
900 N. Grand Ave., Suite 6l
Sherman, TX 75090
Telephone: 903.813.2435
Fax: 903.813.3197
Email: klarey@austincollege.edu

**SCOPE OF THIS POLICY**
The Federal mandates established by Title IX and the Campus SaVE Act reaffirm that students, employees, and third parties have the right to be free from discrimination based on their gender, sex, sexual orientation, and gender appearance/expression. All procedures regarding such incidences can be found herein.

This policy applies to Austin College students, employees, and third-parties both on and off campus, as well as in cyberspace. Off-campus coverage of this policy includes incidents that occur on employee-led trips, study-abroad sites, internship sites, service-learning sites, college-owned properties, and off-campus residences of students.
DEFINING AND RECOGNIZING PROHIBITED CONDUCT

Conduct that is prohibited and encompassed by this policy includes sexual harassment, sex and gender discrimination, sexual assault, rape, stalking, and relationship abuse (including domestic and dating violence). These acts are also a violation of federal and state law (including Title IX, Title VII, the Campus SaVE Act, and the Violence Against Women Act). These acts are prohibited in any sex or gender configuration (i.e., between the same or differing genders), regardless of sex and gender identity, or in any power configuration. Individuals found responsible for violating these policies will face sanctions that are commensurate with the severity of the policy violation, ranging from warning to expulsion or termination of employment.

Many of the behaviors outlined in this policy may be felony or misdemeanor crimes in addition to violations of this policy. Victims are encouraged to explore legal options for prosecution if they desire. Austin College will conduct its own investigation and resolution process for a complaint, regardless of whether the alleged misconduct is also being pursued through the criminal justice system. Acts of harassment or sex- and gender-based discrimination may vary in severity and include the following categories:

A. Sexual Assault

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program:

(A) “Rape” means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(B) “Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

(C) “Incest” means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(D) “Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent.

(Citation: 34 Code of Federal Regulations (CFR) 668.46)

Sexual assault includes:

- intentional touching of another person’s intimate body parts without that person’s consent;
- other intentional sexual contact with another person without that person’s consent;
- coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- rape, which consists of penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Sexual assault can be committed by persons of the same sex as well as those of different sex.

Students, employees, and third-parties should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault. The severity of the violation is the same whether the responding participant is a stranger or known to the reporting participant.

B. Sexual Exploitation
Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. This behavior may not fall within the definition of non-consensual sexual contact/activity, or sexual harassment, but it is still a violation of policy. There are many degrees and types of sexual exploitation. Examples of sexual exploitation are described below.

- Photographing or taping someone (via audio or video) involved in sexual activity, or in a state of undress without their consent or knowledge constitutes prohibited sexual exploitation (even if a person consented to the sexual activity or the state of undress, photographing or taping someone without their knowledge goes beyond the boundaries of that consent).
- Disseminating photographs or video/audio of someone involved in sexual activity or in a state of undress without their knowledge or consent constitutes a separate and additional act prohibited by this policy.
- Voyeurism, which is the act of observing a person involved in sexual contact/activity or in a state of undress without their knowledge or consent, is prohibited by this policy.
- Inducing intoxication/incapacitation for the purpose of sexual activity (i.e., offering drugs, alcohol, or other substances to a person with or without their knowledge with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity) is a violation of this policy. This type of conduct constitutes sexual exploitation regardless of whether any sexual activity takes place.

C. Sexual Harassment
Sexual Harassment means unwelcome, sex based verbal or physical conduct that:

(a) in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or

(b) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities of Austin College.
Examples of this type of harassment may be:
- unwanted sexual advances that may take the form of
  - inappropriate sexual or suggestive comments,
  - sounds or jokes;
  - unsolicited touching or fondling;
  - unwanted intercourse or assault;
- unwelcome requests for sexual favors; or
- other behavior of a sexual nature where:
  - Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or participation in a college-sponsored educational program or activity. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual (often referred to as quid pro quo harassment), or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, as well as creating an intimidating or offensive educational, social, living, or working environment.

D. Harassment Based on Sexual Orientation, Gender, or Gender Identity
Harassment based on sexual orientation, gender, or gender identity is defined as derogatory comments, actions, or conduct that may include acts of verbal, nonverbal, cyber, or physical aggression, intimidation, or hostility, even if those acts do not involve conduct of a sexual nature. Such conduct is directed toward an individual by virtue of their actual or presumed sexual orientation, gender, or gender identity and humiliates or intimidates an individual, impedes academic or work performance, or interferes with college life.

E. Hostile Environment
A hostile environment is created when harassing conduct is sufficiently severe, persistent, pervasive, or offensive that it denies, limits, or interferes with an employee’s or student’s ability to participate in or benefit from
- educational programs, services, opportunities, or
- activities or employment access, benefits, or opportunities.

F. Stalking
“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:
(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
(C) Substantial emotional distress means significant mental suffering or anguish that may, but
does not necessarily, require medical or other professional treatment or counseling.
(Citation: 34 CFR 668.46)

Stalking can occur between strangers, individuals who know each other, or individuals who are or were previously in a relationship. Stalking behaviors may include unwanted following or watching, unwelcome gifts, or communications in person, in writing, or through the use of technology. It also includes accessing personal information to monitor a person’s activity.

G. Dating Violence & Relationship Abuse
“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(A) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Relationship abuse can be physical, sexual, verbal, emotional, financial, or digital. It is unwanted and causes physical or emotional harm. At Austin College, relationship abuse encompasses dating violence and domestic violence and can involve current or former intimate partners, spouses, or dating relationships. Relationship violence can occur in both same-sex and different-sex relationships. Examples of relationship abuse include:

- physical abuse, such as hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, or throwing objects at a person.
- sexual abuse, such as attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent, or marital rape.
- psychological or emotional abuse, such as a pattern of behavior undermining a person’s sense of self-worth or self-esteem, constant criticism, possessiveness, damaging possessions, threats, intimidation, diminishing a person’s abilities, name-calling, public humiliation, or damaging a person’s relationship with their friends or family.
- financial abuse, such as taking money from or prohibiting access to bank accounts.
- digital abuse, such as controlling social media accounts, or harassment through social media or other forms of technology.

H. Retaliation
Retaliation occurs when an adverse action is taken against an individual for raising concerns about conduct which is prohibited by law or policy. All members of the Austin College community have the right to raise concerns or file a complaint without fear of retaliation. Additionally, it is a violation of college policy to retaliate against an individual for filing a report of sexual misconduct or gender-based discrimination.
Retaliation is also prohibited against reporting participant, responding participant, and anyone who participates in an investigation of sexual misconduct or gender-based discrimination. Examples of retaliation include hostility, intimidation, threats, exclusion, or discrimination.

J. Complicity
Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of prohibited conduct by another person.

K. Consensual Relationships
Sexual, romantic, or dating relationships between employees and students are inconsistent with the mission of the College and inappropriate because they carry a risk of damaging the student's educational experience and the faculty or staff member's career. The College thus prohibits sexual, romantic, or dating relationships, even of a consensual nature, between employees and currently enrolled students. Enrolled students who are employed by College are considered students for consensual relationships.

There are exceptional circumstances in which the spouse or partner of a faculty or staff member is a student at the College. This policy does not apply in such circumstances. The Dean of the Faculty or the appropriate vice president is the administrative officer who determines whether a circumstance is exceptional.
A. Consent

Consent is clear, active, and affirmative permission to act, either by words or actions. The person who initiates sexual activity is responsible for obtaining the other person's consent for that activity each and every time. The existence of a dating relationship, or prior intimate relationships, does not imply consent, and once consent has been given, it can be withdrawn at any time. Consent can never be assumed or implied. The absence of "no" or silence does not mean that consent has been given. Additionally, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent is not present when coercion, manipulation, intimidation, or force is used. Consent can not be obtained under duress as described below:

- Consent cannot be obtained by force, including:
  - physical violence, meaning that a person is exerting control over another person through the use of physical force. Examples of physical force include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
  - threats, meaning words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
  - intimidation, meaning an implied threat that menaces or causes reasonable fear in another person. A person's size alone does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g. blocking access to an exit).
  - coercion, meaning the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes a clear decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (a) the frequency of the application of the pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (d) the duration of the pressure. Coercion includes continued pressure after an individual has made it clear that they do not want to engage in the behavior.

- Consent is not present when an individual is incapacitated. An incapacitated individual is someone who cannot make rational, reasonable decisions because that person lacks the capacity to understand the "who, what, when, where, why, or how" of a sexual interaction. This includes a person whose incapacity results from a disability, sleep or lack thereof, involuntary physical restraint, unconsciousness, or use of alcohol or other drugs. Every individual may manifest signs of incapacitation differently; typical signs include slurred or incomprehensible speech, unsteady gait, combative, emotional distress, vomiting, or incontinence. The impact of alcohol and other drugs varies from person to person, and if there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is...
to forgo or cease any sexual contact or activity.

- **Being impaired by alcohol or other drugs is not a defense to any violation of this policy, including failure to obtain consent.** In evaluating consent in cases of alleged incapacitation, the College seeks to determine 1) if the person initiating sexual activity knew that the other participant was incapacitated and 2) if not, would a reasonable person have known that the other participant was incapacitated. If the College determines that either of these statements are true, consent was absent.

- Consent is never present if an individual is under the legal age of consent (17 in the State of Texas).

### B. Amnesty

Students may be concerned about reporting sexual misconduct believing that their own behavior might subject them to disciplinary action (e.g., if a reporting participant or witness is underage and was using alcohol or drugs at the time of the incident). Witnesses and reporting participants should be assured that the focus in matters of sexual misconduct is always on the reported behavior, not on whether the witness or reporting participant was using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances.

In situations involving allegations of sexual misconduct, Austin College will seek to make the sexual misconduct allegation the primary focus of any investigation or disciplinary action. The College will not pursue disciplinary action against reporting participants, witnesses or a third party for disclosure of their own personal consumption of alcohol or drugs at or near the time of the incident provided that any such violation did not harm or place the health and safety of any other person at risk. It should be noted that the use of alcohol or drugs does not excuse sexual misconduct and a person who has been incapacitated through the use of alcohol or drugs (or by any other means) cannot give consent to sexual activity.

### C. Confidentiality

Because breaches of confidentiality compromise the ability of Austin College to investigate and resolve claims of harassment and discrimination, the Title IX Coordinator will attempt to protect the confidentiality of harassment and discrimination proceedings to the extent reasonably possible.

On campus, complete confidentiality can only be guaranteed when a concern is shared with a College-designated confidential source (defined herein) and when the concern does not involve a continuing threat of serious harm to self or others as determined by the Title IX Coordinator.

A list of confidential resources on and off campus is available. The College is obligated to investigate all allegations that may constitute harassment or discrimination. Any person seeking information or guidance concerning potential harassment or discrimination should be advised that the College may need to act once informed of an allegation, whether or not the person wants to pursue a complaint.
D. Academic Freedom and Harassment
Austin College is committed to principles of free speech and upholding the tradition of academic freedom. This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. The proper exercise of academic freedom does not include harassment or discrimination as defined by this policy.

E. Participants
Title IX Coordinator: This individual is responsible for the oversight of this policy.

Informing Participant: Any person who shares information with the College regarding a possible violation of this policy.

Reporting Participant: An individual who provides notice to the College that they have experienced one or more acts of sexual misconduct described in this policy. If necessary the College can assume the role of reporting participant.

Responding Participant: Any individual who is alleged to have carried out one or more of the prohibited acts defined in this policy.

Process Advisor: The College maintains a list of limited reporter employees who are trained to assist participants understand this policy and the resolution processes. These individuals are appointed by the College. They will report the incident to the Title IX Coordinator; however, they are not required to report personally identifiable information about the reporting or responding participants. Not providing identifying information may limit the College’s ability to conduct a thorough investigation and pursue disciplinary action. A process advisor is not a responsible employee as defined in this policy.

Responsible Employees: These persons are College employees who have the duty to report incidents of sexual violence or other misconduct, or who a student or employee could reasonably believe has the authority or duty. All College employees and volunteers (defined as individuals having signed such forms in the current academic year) are considered responsible employees and have an obligation to report any knowledge of a sexual misconduct incident to the Title IX Coordinator or designee. A report to a responsible employee constitutes a formal report to the College and generally obligates the College to investigate the incident and to take appropriate steps to address the situation. These employees cannot guarantee confidentiality due to Austin College’s responsibility to provide a safe campus environment. Reports made to Campus Police will also be reported to the Title IX Coordinator.

Responsible employees include: faculty, administrative staff, coaches, campus police, area coordinators, faculty mentors, communication/inquiry student leaders, resident assistants, and resident language house assistants. Process advisors are limited reporters and therefore are not responsible employees under this definition.

College-appointed work-study students, student-graduate assistants, undergraduate teaching assistants, other student paraprofessionals, and peer
leader appointees are exempt from this definition.

**Employee Mandatory Reporting:** *(Texas SB 212)* All employees of Austin College who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident shall promptly report the incident to the institution’s Title IX Coordinator, or Deputy Title IX Coordinator.

That report must include all the information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

An employee of Austin College who has been designated by the college as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking or who receives information regarding such an incident under the circumstances that renders an employee’s communications confidential or privileged under other law shall, in making a report, state only the type of incident reported and may not include information that would violate a student’s expectation of privacy.

**Exceptions to the Employee Reporting Requirement:**
1) When the person is a victim of sexual harassment, sexual assault, dating violence, or stalking. (you are not required to report your own experience)
2) When the disclosure was made at a public awareness event on sexual harassment, sexual assault, dating violence, or stalking, and the event was sponsored by Austin College, or by a student organization affiliated with Austin College.

**Failure to Report or False Report:**
It is a violation of Texas Law & Austin College policy for an employee who is required to make a report to fail to report to the Title IX Office. The State of Texas has determined that an employee commits an offense if: 1) they are required to make a report & knowingly fails to make a report; or 2) with the intent to harm or deceive, knowingly makes a report that is false. These offenses are classified as Class B Misdemeanors, which can be upgraded to a Class A Misdemeanor at trial.

As is required by Texas Law, Austin College shall terminate the employment of an employee whom the institution determines in accordance with the institution’s disciplinary procedure to have committed the offense of not making a report they knew of or making a false report.

**Witnesses:** The reporting and responding participants have the right to identify any individuals who may be witnesses to the conduct alleged in a formal complaint. Participants may provide an explanation the witness’s relevance to
Participants should be aware that it is possible for both reporting and responding participants to list the same people as witnesses on their behalf. Witnesses are expected to cooperate and speak the truth. Witnesses should not be intimidated, threatened or improperly influenced in any way by either participant or through others individuals (e.g. friends, family members, attorneys, social media, etc). Any attempt to threaten, intimidate or otherwise improperly influence the recollection of a witness will result in a separate disciplinary action by the College. The investigator(s) will attempt to interview any witnesses identified by the participants that the investigator(s) deems to be relevant to the resolution of the complaint. As members of the Austin College community, students and employees are expected to cooperate with and participate in the investigation process.

**Attorneys:** Although not necessary, the participants have the right to seek the assistance of a private attorney at their own expense regarding a complaint. This policy and related processes do not attempt to create a courtroom environment and attorneys are not permitted to actively participate in the resolution process. Attorneys will be considered support persons (described below) during the resolution process. Participants should seek legal advice about how this disciplinary process could impact any criminal case in which they are or may become involved. Austin College will conduct its own investigation and resolution of any complaint in accordance with this policy, regardless of whether the alleged misconduct is also being pursued through the criminal justice system.

**Confidential Resources:** Medical professionals, professional, licensed counselors and the College chaplain are not required to report any information concerning an incident without the participant’s permission.

**Counseling Services**
Adams Center
903.813.2247

**College Chaplain**
Wynne Chapel
903.813.2220

**Medical Professional**
Adams Center
903.813.2247

**F. Support Person(s)**
Each participant in a sexual misconduct investigation is entitled to one support person of their choosing to accompany and assist them throughout the campus resolution process. The support person can be a friend, family member, attorney, faculty member, or any other individual a participant selects who is willing, eligible, and available. A support person cannot be otherwise involved in the process.

Participants are entitled to be accompanied by their support person in all meetings and interviews at which participants are requested to be present. The support person may help their participant prepare for each meeting.

All support persons are subject to the same campus rules, whether or not they are attorneys. They may not present on behalf of their participant at any point during the process including meetings and interviews. They may confer quietly with their
participant as necessary, as long as it does not disrupt the process. Support persons are expected to refrain from interference with the College’s investigation and resolution. Support persons who step out of their role or otherwise violate this policy during the campus resolution process will be subject to removal as a support person.

The College expects the support persons to adjust their schedules to allow them to attend College meetings, interviews, or other necessary events when scheduled. The College does not typically change such scheduled meetings to accommodate a support person’s ability to attend. Other accommodations for participation may be considered (e.g. phone, Skype).

Participants must inform the Title IX Coordinator of the identity of their support person. Participants and the support person must provide timely notice of a change in support persons to the Title IX Coordinator. Prior to attending any interviews, the support person will be required to agree to confidentiality/non-retaliation, agreeing not to disclose or discuss anything relating to the formal report with anyone other than those authorized to see or hear such information under this process. A participant may change support persons or a support person may choose to withdraw from their role during the process for any reason.

G. Jurisdiction
Any person may file a report of sexual misconduct through this process against an Austin College student, employee, or third party, regardless of where the alleged sexual misconduct occurred.

The reporting participant need not be an Austin College student. If the person bringing the report is not a current student or the alleged conduct did not occur on campus, at a college-affiliated location, or at a college-sponsored event, the matter will be referred to the Title IX Coordinator for a determination regarding whether the College can exercise jurisdiction over the matter. In cases where Austin College has exercised jurisdiction, the College will investigate the incident of sex/gender-based harassment or discrimination to the best of its ability, regardless of location.

H. College Initiated Investigations
Austin College may independently initiate a disciplinary investigation/action against a person under this resolution process. In this type of investigation or action, the College will act as the reporting participant in the resolution of a sexual misconduct report against a person. Such reports will proceed under the process outlined herein and may result in disciplinary action as if the reporting participant were a student or employee.

I. Timing of Reports
There is no time limit for the submission of a report alleging sexual misconduct. A report received after the semester has ended or during a college break or holiday may result in a delay of the resolution process until the beginning of the subsequent semester or return to college operation. The College’s ability to provide effective sanctions for violations of this policy is
limited once the responding participant is no longer enrolled at, employed by, or serving as a third-party at Austin College.

Austin College reserves the right to initiate an investigation of a report immediately when necessary to protect the interests and safety of the Austin College community, even when the incident takes place after the end of the semester.

J. **Intentional Presentation of False Information**
Participants in this resolution process must present, in good faith, truthful and accurate information to those involved in ensuring a fair process. Knowingly making false statements or presenting inaccurate information is unacceptable and will result in a separate disciplinary action regarding that conduct. Please note that filing a report or providing information which a participant or witness genuinely believes is accurate, but which is ultimately dismissed due to insufficient evidence or found to be untrue, does not constitute the intentional presentation of false information.

K. **No-Contact Orders between Participants**
When the Title IX Coordinator receives a report, a no-contact order may be issued barring any communication between the reporting participant and the responding participant. This order prohibits any direct or indirect contact between either of the participants. Indirect contact includes a participant contacting the other participant through other people (friends, family, attorneys) in any way, including social media. The Title IX Coordinator will work with participants involved in this resolution process to help facilitate the no-contact order between the participants, so that they may attend classes, perform work-related tasks and use college facilities as appropriate. A no-contact order may be extended after the conclusion of the resolution process at the request of either participant. In cases where a demonstrated violation of this order has been shown, the participant who violated the non-contact order may be separated from the College pending the remainder of the resolution process. Austin College police are able to provide information and assistance to students or employees who wish to seek a protective order from the courts.

L. **Parental Notification**
Since Austin College views students as adults, parents and guardians will not be notified when a formal complaint is filed under this policy. Parents of minors who are not students at Austin College may be notified as determined by the Title IX Coordinator. Students are encouraged to inform their parent(s) or guardian(s) if they are involved in a disciplinary action and should refer them to the Title IX Coordinator for questions.

**RESOLUTION PROCESS**

A. **Reporting an Incident**
Individuals may choose to seek action or assistance both on campus as well as through surrounding community resources. The following are examples of reasons that one might choose to report an incident of alleged misconduct to
- seek formal action against someone.
• educate someone about their behavior through use of the College’s Title IX process and procedures.
• make Austin College aware of behavior in case it is part of a larger pattern.
• help prevent similar incidents from happening in the future.
• receive support in coping with an incident.

A person who has experienced an incident of conduct prohibited by this policy may file a report against the participant responsible for that conduct.

Reports should be filed with the Title IX Coordinator or Deputy Coordinator:

Title IX Coordinator
Melanie Oelfke
Director of Wellbeing and Human Resources
Administration Building, Room 211
900 N. Grand Ave., STE 61
Sherman, TX 75090
Telephone: 903.813.2433
Email: moelfke@austincollege.edu

Deputy Title IX Coordinator
Jake Sapp
Administration Building, Room 211
900 North Grand Ave., STE 61
Sherman, TX 75090
Telephone: 903.813.2432
Email: jsapp@austincollege.edu
Austin College is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy about which the College knows or reasonably should know. The College maintains this commitment regardless of whether a report alleging a violation of this policy has been filed and regardless of where the alleged conduct occurred. In resolving a particular matter, the College may use some or all of the following processes: initial assessment and interim measures, administrative agreement, informal resolution, formal resolution, sanctioning and appeal, as described herein. Regardless of the specific processes employed, the College will seek to complete the investigation and resolution process (excluding any appeals) within 60 days unless the College determines in its discretion that more time is required. In this case the participants will be notified of the need for an extension of the 60-day period. The College will provide periodic updates as it deems appropriate.

The College’s ability to investigate an alleged incident, or the extent of the investigation in any given situation, may be affected by any number of factors. These factors include whether the report is anonymous, whether the reporting participant is willing to file a complaint or consent to an investigation, the reporting participant’s request for confidentiality, the location where the alleged incident occurred, and the College’s access to information relevant to the alleged incident. In instances where the reporting participant is unwilling or unable to file a report or participate in an investigation and resolution process, the College may elect to proceed and to seek resolution of the matter in accordance with the processes described below or other process that resolve the complaint in a manner consistent with applicable law, the Office for Civil Rights (OCR) or other relevant government guidance.

The Title IX Coordinator will review the available options with both reporting and responding participants. These include the opportunity to request interim measures as well as the opportunity to request that the situation be resolved through either administrative agreement, the informal resolution process, or the formal resolution process. The reporting participant and the responding participant will receive periodic updates regarding the status of the resolution.

B. Preliminary Contact and Interim Measures
The Title IX Coordinator will make a preliminary assessment of the report(s), which will determine whether the alleged conduct would present a potential violation of the policy and what further action is warranted.

The Title IX Coordinator will implement any appropriate interim measures and remedies to protect the safety and well-being of those involved as well as the campus community. Such measures and remedies may be requested by or provided to those involved. Academic interim measures will be coordinated with and communicated to the faculty member(s) of record and the Academic (divisional) Dean or the Vice President for Academic Affairs. Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the College to provide interim measures. Interim
measures will be confirmed in writing. Examples of interim measures include:

- counseling services.
- changes to academic, living, dining, transportation, and campus work situations.
- academic assistance, accommodations or adjustments.
- obtaining and enforcing campus no-contact orders.
- honoring an order of protection or a no-contact order entered by a State civil or criminal court.
- providing safety escorts from the Austin College police.

An employee or student's failure to comply with the terms of interim measure directives is a separate violation of Austin College policy.

C. Confidentiality and Non-Retaliation

During the resolution process all participants should not disclose or discuss anything relating to the formal report with anyone other than those authorized to see/hear such information under the process. Participants are free to discuss the facts underlying the subject of the complaint with counselors, clergy, support persons, advisors, attorneys, and parents. Participants should refrain from discussing the formal report with anyone affiliated with Austin College who is not part of the resolution process. This is to preserve the integrity of the investigation and prevents retaliation. All participants must refrain from any retaliatory conduct against other participants and witnesses in the matter and may be responsible for any retaliation by persons affiliated with her/him.

D. Initial Assessment

The first step of the initial assessment will typically be a meeting between the reporting participant and the Title IX Coordinator. At this time, a written complaint may be submitted by the reporting participant, but a written complaint is not necessary; information provided by the reporting participant in any form will be considered in resolving allegations reported to the College. This initial meeting will allow the Title IX Coordinator to do the following:

- assess the nature and circumstances of the allegation;
- discuss the types of conduct prohibited by the policy and review the reporting participant’s complaint as it pertains to the prohibited conduct;
- address any immediate concerns about the physical safety and emotional well-being of the participants;
- notify the reporting participant of the option to notify law enforcement and to be assisted in doing so;
- provide the reporting participant with information about the range of available on- and off-campus resources;
- describe the range of interim measures and remedies for security and support to all participants;
- in cases where the college believes there is a risk of harm to the reporting participant or others, the College may, at its discretion, impose an interim suspension or leave of absence on the responding participant;
• discuss the options afforded to the reporting participant by this policy, including the right to a support person, the informal resolution process, administrative agreement, the formal resolution process, and the need to preserve any relevant evidence or documentation in the case;
• inform the participant that the College prohibits any retaliation against individuals who have filed a report or participated in any manner in an investigation or proceeding under this policy;
• assess whether there is a need for a timely warning or emergency notification under federal law; and
• provide the participant with a written copy of this policy.

If the reporting participant requests at any time that their identity remain confidential or that no formal action be taken, the College will balance this request along with its responsibility to foster an educational environment that is free of discrimination and harassment for all members of the campus community.

As soon as practical after the initial meeting with the reporting participant, the responding participant(s) will also be notified that a report or complaint alleging a violation of the policy has been made unless the College determines that notifying the responding participant is not necessary or appropriate under the circumstances. When notified of the report or complaint, the responding participant will also receive parallel discussions regarding the policies in this document, including the right to a support person, available interim measures, the informal resolution process, administrative agreement, the formal resolution process, and the need to preserve any relevant evidence or documentation in the case. All participants will be informed that the College prohibits any retaliation against participants who have filed a report, assisted, or participated in any manner in an investigation or proceeding under this policy. The responding participant(s) will be provided with a written copy of this policy.

E. Interim Measures
Throughout the investigation and resolution process, the Title IX Coordinator will monitor the effectiveness of interim measures or remedies and coordinate with all participants and appropriate College personnel on the provision and implementation of these measures.

F. Administrative Agreement
The responding participant may elect to accept responsibility for the alleged policy violation at this stage or at any later stage throughout the process. To execute an administrative agreement the responding participant must acknowledge the policy violation, accept the proposed sanction(s), and waive any opportunity for appeal.

G. Informal Resolution Process
Where appropriate, the informal resolution process can be used to resolve allegations of sexual misconduct or interpersonal violence by taking immediate and corrective action to stop the conduct, address its effects, and prevent
recurrence without implementing a formal resolution process and its subsequent determination of a policy violation. An informal resolution process may also include a remedies-based process (mediation), which allows both participants to come to a mutual agreement regarding the resolution of the complaint.

The informal resolution process may include the range of interim measures described above, as well as targeted or broad-based training and educational programming for relevant individuals and groups or any other remedy that will achieve the goals of the College’s policy. This process is facilitated by the Title IX Coordinator. For example, both participants may agree that the permanent application of interim measures (e.g. no-contact order) may be sufficient to resolve the complaint. This option is available if the College determines that such a process would be appropriate and all participants agree to participate. The informal resolution process will never be used to resolve allegations of sexual assault.

The participants in any informal resolution process will not be required to interact with each other directly. Instead, the Title IX Coordinator or designee will arrange for or facilitate a remedies-based process or other form of mediation between the involved participants who are in different rooms. Once an informal resolution process is complete, both participants will be notified simultaneously/contemporaneously (to the greatest extent possible, and consistent with FERPA or other applicable law) of the resolution.

H. Formal Resolution Process

To file a formal complaint and begin the formal resolution process, the reporting participant must submit an initial, written statement detailing the allegations of misconduct. This statement is the first opportunity for the reporting participant to describe the allegations against the responding participant. The signed complaint initiates the formal process and is forwarded to the investigator(s). The statement should include the name(s) of the accused, the date and location of the alleged sexual misconduct, and the details of the alleged misconduct. This statement should provide details about the facts surrounding the alleged sexual misconduct. The statement must be signed by the reporting participant.

The responding participant shall be given written notice when a formal complaint has been filed against them. Notice that a formal complaint has been filed against a responding participant will be provided to that participant in by the Title IX Coordinator or designee. At this meeting the Title IX Coordinator will discuss the nature of the complaint, review this policy, and give the responding participant a copy of the relevant policies. The responding participant may provide a written response to the formal complaint. This statement will be submitted to the investigator(s) and serves as an opportunity to respond to allegations made by the reporting participant. This statement should provide as much detail as possible about the facts surrounding the alleged misconduct and must be signed by the responding participant.

I. Investigation
The formal resolution process includes a prompt, thorough, impartial, and fair investigation into the allegations. Throughout the investigation and process, participants will be treated fairly and equitably.

The Title IX Coordinator will assign an investigator(s) who has been trained in the investigation of, and other issues related to, sexual discrimination, sexual misconduct, and interpersonal violence. The investigator(s) shall not have a conflict of interest or bias for or against any participants involved in the potential policy violation. The investigator(s) will undertake an investigation for the purposes of determining whether the responding participant is responsible for the alleged violation(s) of the policy and assign sanctions and remedies in coordination with the Title IX Coordinator and other college representatives.

It is the responsibility of the investigator(s) to gather the evidence relevant to the formal complaint and the facts raised in the participant’s statements, to the extent reasonably possible. Participants and witnesses should make themselves available to the investigator(s) and can provide information they believe relevant to the investigators. The scope of the investigation will not necessarily be limited to information provided by the participants or the violations outlined in the formal complaint. Austin College expects all participants to act with integrity and honesty. Participants and witnesses who refuse to cooperate with the investigator(s) in the investigation(s) may face disciplinary action for their refusal to cooperate. During the investigation, the investigator(s) may utilize some or all of the procedure below, in whatever order the investigator(s) deems most appropriate.

- **Document Review:** The investigator(s) will review the statements and all supporting material referenced. The investigator(s) will then attempt to obtain any documents or other materials deemed relevant to the investigation. Any documents or information deemed to be material to the findings regarding the formal complaint or any other violations will be disclosed to both reporting and responding participant for comment or rebuttal.

- **Participant interviews:** The investigator(s) will interview the reporting participant and responding participant separately. These meetings provide opportunities for the participants to discuss their recollection of the event(s) in question, supplement any written statements previously submitted, voice concerns, and work with the investigator(s) to determine what information may be helpful in the investigation of the allegation(s). Participants may also discuss the impact that this experience has had on them. The investigator(s) may interview the participants more than once, as necessary.

- **Witness Interviews:** The investigator(s) will attempt to interview any witnesses identified by the participants that the investigator(s) deems to be relevant to the resolution of the formal complaint. The investigator(s) may also interview any other persons which they find to be potentially relevant to the complaint. Prior to being interviewed, witnesses will be required to sign and abide by a confidentiality and non-retaliation agreement. The witnesses are expected to refrain from any retaliatory conduct against the participants or any witnesses in the matter and may be responsible for any retaliation by persons affiliated with them (i.e., a friend or family member). The
investigator(s) will employ best efforts to interview relevant witnesses who are no longer on campus, attempting to contact them via phone or internet.

- **Expert Witnesses:** The investigator(s) may consult with any experts they deem necessary and appropriate to the determination of the facts of the complaint. An expert witness could be consulted to review or provide a professional opinion regarding evidence discovered in the investigation.

### J. Evidence

The investigation is intended to determine if this policy has been violated, without the formalities associated with rules and procedures specifically designed by lawmakers to manage courtroom litigation. Students and employees can address issues and present documents to the investigator(s) without concerns about admissibility. The investigator(s) determines what issues raised and documents presented are relevant and probative of whether the alleged conduct occurred. Then, in the interest of fairness, that information will be disclosed to the other participant in the resolution process. Additional information about specific types of evidence is included below.

- **Sexual History:** The sexual history of the reporting and responding participants will not be used in determining whether the alleged misconduct occurred. Prior consensual sexual activity between the two participants will not be considered in the current pending formal complaint. Consent to one sexual act does not constitute consent for another sexual act.

- **Medical and Counseling Documents:** The use of medical or counseling documents in the resolution process is not required. Medical and counseling documents are privileged and confidential documents that students or employees will *never* be required to disclose in this process. "Privileged" means that these documents cannot be shared with anyone other than the treating professional unless the patient agrees to disclosure. Participants should be aware that there are legal implications to agreeing to produce privileged documents. Participants are encouraged to seek advice from a knowledgeable source about the possible consequences of releasing this information. All information submitted to the investigator(s) will be included in the report and made available to the other participant. Investigator(s) will attempt to remove unnecessary identifying information, such as social security numbers, prior to inclusion in the report. A participant who, after due consideration, believes that their own medical or counseling documents would be helpful in determining whether sexual misconduct occurred, has several options for voluntarily presenting this information as described below.

  - Participants can voluntarily decide to present their own medical or counseling documents to the investigator(s) as part of the documents which they would like to have the investigator(s) consider in conducting the investigation. If a participant decides to produce such documents, they must be produced in their entirety. The production of excerpts or selected documents is inappropriate and will not be considered.
  - On occasion, the investigator(s) may ask a participant to voluntarily provide these documents for consideration while conducting the investigation. The participant is under **no obligation** to provide this information and may simply say “no” to this request. Such refusal is completely acceptable. Prior to responding to such a request, a
participant is encouraged to consult with appropriate authorities about the implications of agreeing to or denying the request. If a participant does decide to produce such documents, they must be produced in their entirety. The production of excerpts or selected documents is inappropriate and will not be considered.

- The investigator(s) may ask a participant to voluntarily provide a verification of therapeutic or medical services to confirm that such treatment occurred, without providing any details regarding that treatment. On rare occasions, a person may be in possession of the medical or counseling documents of another participant or witness. Such documents can only be presented to the investigator(s) under the following circumstances: (i) the person can show that the documents are relevant to the pending formal complaint, (ii) the person can document or otherwise prove that the documents were legally obtained, and (iii) the documents can be authenticated. Failure to meet any of these conditions means the documents will not be considered in the determination regarding the alleged misconduct.

K. Investigation Report
Once the investigation has been completed, the investigator(s) will evaluate the information obtained during the process. The investigator(s) will prepare a report summarizing and analyzing the relevant facts received through the investigation, noting any supporting documentation or statements. The investigator(s) may draw conclusions regarding the credibility of all testimony and the reliability of documentation. The reporting and responding participants will be allowed to review the investigation report prior to the issuance of a finding. Review of the investigation report must be done in the presence of the Title IX Coordinator or designee. The participants cannot duplicate or remove the investigation report from the premises under any circumstance.

L. Participant Final Statement(s)
After reviewing the investigation report, the reporting and responding participants may provide a final rebuttal statement, documents, or other new information regarding the sources of potentially relevant information and witnesses in writing to the investigator(s) within 72 hours of their review. Any information that is submitted will be made available to the other participant for review.

M. Complaint Withdrawal
Prior to the issuance of a finding(s), the reporting participant may withdraw the complaint. Withdrawal of the complaint will, under most circumstances, end the formal resolution process for that complaint. Once a complaint has been withdrawn, it cannot be filed again by the reporting participant within this process. Austin College reserves the right to move forward with the complaint, even if the reporting participant decides to withdraw it, in order to protect the interests and safety of the Austin College community.

N. Acceptance of Responsibility
Prior to the issuance of a finding(s), the responding participant may accept
responsibility for the misconduct alleged in the formal complaint. This acceptance, under most circumstances, will end the formal resolution process and the matter will be handled under the administrative agreement process defined herein.

O. Finding(s)
Upon completion of the investigation, the investigator(s) will issue findings. The decision will be made on the preponderance of evidence standard – that is whether the facts presented in the investigation report support a finding that is more likely than not that college policy was violated. Under ordinary circumstances, the investigator’s findings will be issued in writing within 10 days of the completion of the investigation unless the College determines in its discretion that more time is required, in which case the participants will be notified of the need for an extension of the 10-day period. The Title IX Coordinator or designee will provide periodic updates to the participants as they deem appropriate.

The investigator(s) may issue one of the following findings to a formal complaint.
- A finding that a college policy was violated.
- A finding that a college policy was not violated as there is insufficient information to substantiate the finding of a violation.
- A finding that a college policy was not violated.
P. Sanction(s)

If a participant is found in violation of a college policy, sanctions will be determined by the investigator(s) in coordination with the Title IX Coordinator and other college representatives deem appropriate by the Title IX under the circumstances based on a number of considerations. Such considerations may include: severity, persistence, or pervasiveness of the policy violation; nature of the policy violation, including whether the policy violation included violence; impact on the reporting participant; impact on the responding participant; impact or implications of the policy violation on the larger Austin College community; prior misconduct by the responding participant, including the responding participant’s relevant prior disciplinary history at the College; whether the responding participant accepts responsibility for the policy violation; maintenance of a safe, nondiscriminatory, and respectful environment conducive to learning; and any other mitigating, aggravating, or compelling factors.

Possible sanctions include one or more of the following:

- Expulsion
- Suspension
- Probation
- Educational sanctions
- Revocation or withholding of admission or degree pending completion of other sanctions
- No-contact orders
- Time and place restrictions or bans
- Housing restrictions
- Extension of requirements used as interim measures;
- Community service
- Loss of privileges
- Notation in permanent record
- Sanctions withheld, such as additional sanctions if deadlines for sanctions are not met
- Restorative justice requirement
- Specific sanctions that must be met before resuming status at Austin College
- Referrals for assessment, such as counseling or medical assessment
- Written warning or reprimand
- Oral warning or reprimand
- Termination of employment
- Other sanctions deemed appropriate by the Title IX Coordinator or designee.

Q. Transcript Notation / Student Withdrawal or Graduation Pending Disciplinary Charges

(Texas House Bill 449) If a student is ineligible to reenroll at Austin College for a reason other than an academic or financial reason, Austin College will include on that student’s transcript a notation stating that the student is ineligible to reenroll for a reason other than an academic or financial reason.
If a student withdrawals or graduates from Austin College pending disciplinary charges that may result in the student becoming ineligible to reenroll in the college, the college will not end the disciplinary process until there is a final determination of responsibility. If, as a result of the process, the student is ineligible to reenroll at Austin College for a not academic or financial reason, a notation stating such will be placed on that student’s transcript.

The Transcript notation may be removed if: 1) the student is eligible to reenroll in the college, or 2) the college determines that good cause exists to remove the notation.

R. Written Notification
Once findings and sanctions, if appropriate, are issued by the investigator(s), the Title IX Coordinator will notify the reporting and responding participants of the outcome simultaneously (to the extent possible). Each participant will meet with the Title IX Coordinator or designee separately to receive a copy of the finding(s) and sanction(s), referencing the supporting information relied upon from the investigation report. Under federal privacy laws, the final investigation report, statements of one participant that are shared with another participant in the resolution process, and any documents prepared by the College in relation to this incident, constitute education records which may not be disclosed outside of the resolution process, except as may be required by law.

Any sanctions will take effect immediately. Should a student submit an appeal, the Title IX Coordinator has the discretion to allow that participant to complete pending coursework remotely, if deemed appropriate by the faculty member(s) of record, during the appeal process. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may be barred from participating in those activities during an appeal. In cases where the appeal results in reinstatement to the College or college employment or resumption of privileges, all reasonable attempts will be made to restore the student/employee to his or her prior status.

S. Appeal Process
Once written notification of the finding(s) and sanction(s), if appropriate, has been issued, reporting and responding participants have the right to submit an appeal. Appeals may be submitted solely upon the following three grounds:

- allegations that the investigator(s) deviated from the investigation and resolution process outlined in the policy in a way that substantially altered the outcomes of the case; substantive new evidence or information that was not available or known to the participant during the investigation process and that is sufficient to alter a decision; or
- a claim that the sanction is disproportionate to the violation.

Appeals must be submitted in writing to the Title IX Coordinator within 7 days of the participants receiving written notice of finding(s) and sanction(s). Any information that is submitted will be made available to the other participant for review. The other participant may submit a rebuttal of the appeal in writing to the Title IX Coordinator within 7 days of receiving the appeal information.
Upon receiving an appeal and rebuttal, if one is submitted, the Title IX Coordinator will refer it to the appropriate appeal agent for review and final decision making.

- Appeals addressing deviation from the investigation and resolution process in a way that substantially altered the outcomes of the case shall be referred to an alternate investigator(s) for review and decision making.

- Appeals providing substantive new evidence, which is information that was not available or known during the investigation process and that seems sufficient to alter a decision shall be referred to the original investigator(s) for consideration and determination of a finding based on the new information.

- Appeals of a sanction being disproportionate to the violation shall be assigned to the following appeals for review and decision making:
  - The Faculty Hearing Committee or designee if the responding participant is a faculty member,
  - The Vice President for Business Affairs or designee if the responding participant is a staff member,
  - The Vice President for Student Affairs or designee if the responding participant is a student, or
  - An appropriate appeals agent as determined by the Title IX Coordinator if the responding participant is not a member of the groups listed above.

The Title IX Coordinator or designee will notify the participants simultaneously, to the extent possible, in writing of the appeal agent's decision. The College will seek to complete the appeals process within 15 days unless the College determines in its discretion that more time is required, in which case the participants will be notified of the need for an extension of the 15-day period. The College will provide periodic updates as it deems appropriate.

Finding and sanction decisions made by appeal agent are final.
Emergency Contact Information

Dial 911 for emergency assistance requiring immediate attention from an ambulance or the police. For less pressing situations, contact one of the following:

- Campus Police………………………………………903-813-2555
- College Nurse……………………………………...903-813-2247
- Vice President for Student Affairs………………….903-813-2228
- Student Life Office………………………………….903-813-2306
- Grayson County Crisis Center…..903-893-5615 (24 hour domestic violence & sexual assault hotline)
- General Community Information……………………903-868-1551
- Campus Counseling………………………………….903-813-2247
- Alcoholics Anonymous…………………………….903-868-2734
- Grayson County Health Department…..903-893-0131 (Pregnancy, STD info, AIDS testing & counseling)
- Behavioral Health Center………………………….903-416-3000 (Mental Health)
- Grayson Mental Health Center…………………….903-893-0175
- Texoma Medical Center……………………………903-465-5128 (Mental Health)
- AIDS Hotline………………………………………1-800-342-2437
- Poison Control Center……………………………..1-800-746-7661
- Wilson N. Jones Hospital……………………..903-893-4121; 500 N. Highland Avenue – Sherman, TX
- Texoma Medical Center………………………….903-416-4181 Denison, TX
- Title IX Report Hotline…………………………….903-813-2433 (press 1)
- National Sexual Assault Hotline………………….1-800-656-HOPE (4673)
- Sherman Police Department……………………….903-892-7290; S. Travis Street – Sherman, TX