

2023- 2024

the outback guide



AUSTIN
COLLEGE

The Outback Guide



Members of the Austin College community,

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

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

Sincerely,

Michael Deen
Associate Vice President of Student Affairs & Dean of Students
903.813.2306, Wright Campus Center Suite 201 | Student Life
mdeen@austincollege.edu

Contents

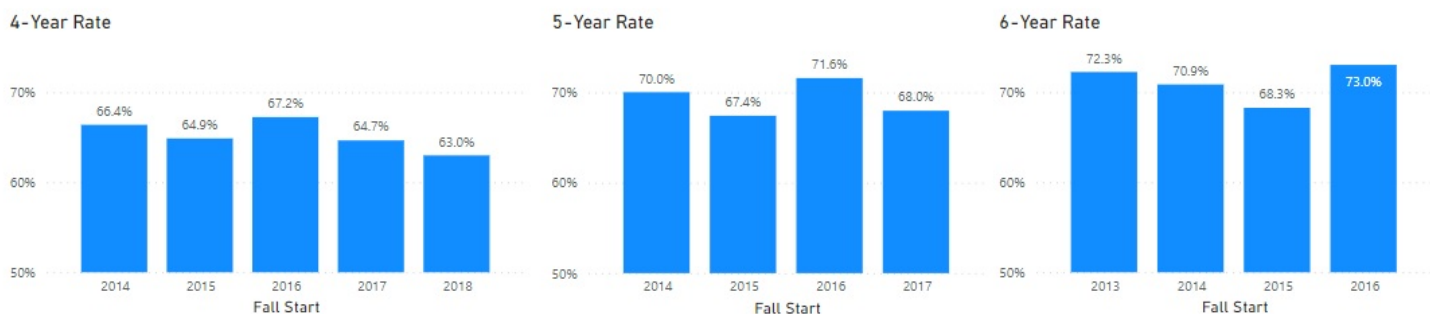
The Outback Guide	2
Completion/Graduation Rate	4
AC Alert Emergency Notification System	4
Campus Security & Personal Safety	5
Firearms On-Campus	6
Reporting Criminal Activity or Other Emergencies	6
Crime Reporting	6
Maintenance & Security of Campus Facilities	6
Questions & Answers about Security	6
False Report or Alarm	7
The Annual Crime Statistics - 2020	8
The Annual Fire Safety Report - 2020	9
The Family Educational Rights and Privacy Act	11
Missing Student Policy	13
Alcohol & Drugs	14
Drug-Free Schools & Communities Act Amendment	14
Standards of Conduct	14
Texas Legal Sanctions	14
Austin College Sanctions	15
Health Risks	16
Services Available On-Campus	16
Alcohol & Drug Education Programs	16
Hazing	17
Texas State Hazing Law	17
Personal Hazing Offense	18
Organization Hazing Offense	18
Consent Not a Defense	19
Immunity from Prosecution and Civil Liability Available	19
Offense In Addition To Other Penal	19
Reporting By Medical Authorities	19
Sexual Misconduct and Harassment	20
Statement of Commitment on Sexual Misconduct	20
Policy Statement – Sexual Misconduct	20
Title IX Coordinator	20
Fair Labor Standards Act	21
Affirmative Action Statement	21
What to Do If You Are the Victim of a Crime...	22
Important Phone Numbers	22

Completion/Graduation Rate

In accordance with the Student Right-To-Know Act, the six-year completion rate for students who entered Austin College in 2016 on a first-time-in-college and full-time basis was 73.0%. The four-year completion rate for students who entered Austin College in 2018 on a first-time-in-college and full-time basis was 63.0%.

Graduation Rate

First-time, Full-time Undergraduates



Notes

1. Only first-time-in-college students included.
2. Source: Internal census files.
3. Published Sep. 30, 2022



AC Alert Emergency Notification System

AC Alert is an emergency notification system provided to all Austin College students, faculty, and staff. It is provided by NTI Connect-ED and is designed to help facilitate emergency communication by voicemail, email, and text messages.

The safety of the students, faculty, and staff at Austin College is very important. For this reason, Austin College developed an emergency notification system. This system allows the College to send a message quickly by cell phone (including text messaging), landline, and email to alert students, faculty, and staff to emergency situations at Austin College. The information provided will only be used in an Austin College emergency situation.

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

The delivery success is only as accurate as the contact information provided. If this information changes throughout the year, please update AC Alert Emergency Info in Webhopper.

Campus Security & Personal Safety

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

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

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

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

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

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

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

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

Firearms On-Campus

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

Reporting Criminal Activity or Other Emergencies

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

- Calling Campus Police at (903) 813-2555
- Visiting the Campus Police Office in Jackson Technology Center
- Utilizing the blue emergency telephones located around campus
- Dialing 911 *Note:* all 911 calls are routed to the City of Sherman Dispatch Office for police, fire, and ambulance
- Requesting assistance from any officer on patrol

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

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

Crime Reporting

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

Maintenance & Security of Campus Facilities

Campus Police Officers patrol the campus in an effort to assure a high level of physical security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and handrails, and any other condition which might detract from one's personal well-being. All such conditions can be reported in writing to the Physical Plant Department or by calling Campus Police at (903) 813-2555.

Questions & Answers about Security

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

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

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

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

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

A: No. Non-residents are denied access through the use of electronic locks and therefore must either be accompanied by a resident of the building or granted access permission by an authorized agent, such as Student Life or Campus Police.

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

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

Q: Do all residence hall doors lock automatically?

A: Yes. All residence halls utilize the Best Lock System, which includes doors that do lock automatically.

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

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

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

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

Q: Are emergency telephone numbers provided and posted conspicuously?

A: Yes. There are 18 blue light emergency telephones strategically located across campus that automatically ring the Campus Police Office when the red button is pushed. Students are encouraged to put the Campus Police phone number in their cell phone (903) 813-2555.

False Report or Alarm

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

Sec. 42.06. FALSE ALARM OR REPORT.

(a) A person commits an offense if he knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would

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

The Annual Crime Statistics - 2022

[illegible]

**This report includes incidents of sexual assault that meet the criteria for rape that were reported to a counselor whose professional position allows them to maintain confidentiality by law. The persons reporting requested that no further action be taken by the College.*

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

HATE CRIME REPORTING:

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Under Clery, reportable bias categories include race, gender, religion, sexual orientation, ethnicity, national origin, disability, and gender identity.

There were no reported Hate Crimes for the years 2018, 2019 or 2020.

UNFOUNDED CRIMES:

There were no Unfounded Offenses in 2019 or 2020.

There was one Unfounded Assault with a Deadly Weapon in 2021.

There was one Unfounded Burglary of a Habitation in 2021.

There was one Unfounded Sexual Assault in 2021.

The Annual Fire Safety Report - 2021

2021 FIRE STATISTICS FOR RESIDENTIAL FACILITIES

Residential Facility	Total of Intentional Fires in each Building	Fire Incident Number	Cause of Fire	Number of related injuries resulting in treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Baker Hall	0	N/A	N/A	N/A	N/A	N/A
Bryan Apts	0	N/A	N/A	N/A	N/A	N/A
Caruth Hall	0	N/A	N/A	N/A	N/A	N/A
Clyce Hall	0	N/A	N/A	N/A	N/A	N/A
Dean Hall	0	N/A	N/A	N/A	N/A	N/A
Jordan House	0	N/A	N/A	N/A	N/A	N/A
Roo Suites	0	N/A	N/A	N/A	N/A	N/A
The South Flats	0	N/A	N/A	N/A	N/A	N/A
The North Flats	0					
The Village	0	N/A	N/A	N/A	N/A	N/A

FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES

Facility	Type of Drill	Date	Time Started	Time Reset	1 Announced 2 Unannounced
Baker Hall	Evacuation	3/08/22	18:03	18:10	2
Caruth Hall	Evacuation	3/08/22	18:53	19:12	2
Clyce Hall	Evacuation	3/08/22	18:36	18:42	2
Dean Hall	Evacuation	3/08/22	18:16	18:24	2
Jordan House	Evacuation	3/08/22	17:50	17:57	2
Roo Suites "C"	Evacuation	3/09/22	17:59	19:30	2
Roo Suites "D"	Evacuation	3/09/22	17:59	19:30	2
Roo Suites "E"	Evacuation	3/09/22	17:59	19:30	2
Roo Suites "F"	Evacuation	3/09/22	17:59	19:30	2
Flats At Brockett Court	Evacuation	3/09/22	17:56	19:39	2
Bryan Apts.	No Drills				
The Village	No Drills				
North Flats	Evacuation	03/08/22	17:47	19:03	2

EMERGENCY EVACUATION DRILL DOCUMENTATION

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

Residential Facility Evacuation Drills are always carried out unannounced.

2021 FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES

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

The Family Educational Rights and Privacy Act

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

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

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

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

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

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

The law provides students the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Vice President for Student Affairs & Chief Inclusion and Diversity Officer and the Registrar coordinate the review procedures for student records, which include the academic records file in the Registrar’s Office, the educational portfolio in the Vice President for Student Affairs & Chief Inclusion and Diversity Officer’s office, and placement records filed in the Career Services office. Students wishing to review their educational records should contact the Vice President for Student Affairs & Chief Inclusion and Diversity Officer or the Registrar.

Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document which exists elsewhere). These copies are made at the student’s expense.

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

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

1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Vice President for Student Affairs & Chief Inclusion and Diversity Officer or the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed of their right to a formal hearing.

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

Missing Student Policy

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

A missing student under the 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 their absence. The investigation will include gathering all information including: discussions with friends and roommate(s), meal and card access use around campus, social networking sites if possible, and/or contacting the student by phone or text.

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

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

Revisions and clarifications will be published as warranted.

Alcohol & Drugs

Drug-Free Schools & Communities Act Amendment

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

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

Standards of Conduct

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

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

Texas Legal Sanctions

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

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

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

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

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

2. A second offense increases the consequences to:

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

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

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

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

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

Austin College Sanctions

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

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

NOTE: Please refer to the student handbook, the Environment, for more specific information about sanctions. College-imposed sanctions are in addition to any legal sanctions taken by local, state, or federal authorities. "A federal or state drug conviction can disqualify a student for federal student aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the

student was receiving Title IV aid. The period of ineligibility for federal student aid funds depends on whether the conviction was for sale or possession and whether the student had previous offenses. For more information, please contact the Office of Financial Aid.”

Additional information on the various legal sanctions pertinent to alcohol and drugs may be obtained from the Student Life Office, located in WCC 201, ext. 2306.

Health Risks

Alcohol

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

Marijuana

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

Cocaine

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

Opiates

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

Tobacco

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

Services Available On-Campus

Alcohol & Drug Education Programs

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

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

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

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

At Austin College, we pride ourselves on providing an enlightening college experience, which demands a safe and healthy environment. To that end, we require all Incoming Freshman and transfer students to engage in online training modules focusing on a number of important topics.

Topics Include:

- Sexual Violence Prevention
- Bystander Intervention
- Diversity, Equity, & Inclusion
- Alcohol & Other Drugs including: Marijuana & Stimulants
- Mental Health & Wellness

These modules are innovative, engaging, informative courses designed to promote a healthier, safer, and inclusive campus environment for everyone. Please see below for what modules are required based on student classification, as well as instruction on access & completion.

Freshman Training Program

- Sexual Violence Prevention
- Sexual Harassment & Stalking Refresher
- Alcohol & Other Drugs
- Marijuana: What You Should Know
- Personal Skills for a Diverse Campus
- Prescription Addiction: Stimulants and Depressants
- Mental Health Awareness

Program Instructions

Students should begin by searching their email for a message from Austin College with the subject line of Vector LMS, Higher Education Student Edition Online Training. By following the link in that email, and then entering the username provided, students will log into the training dashboard to complete the required modules. All incoming students are **required** to complete their assigned training program.

For any technical difficulties with the program, please contact the program vendor through the “Contact” button at the bottom of the screen for assistance or email the vendor at support.education@vectorsolutions.com.

Disclosure

The training contains sensitive material involving sexual and interpersonal violence. While trigger warnings and resources are provided throughout the program, we understand such programming may be problematic for some viewers. Please contact, Melanie Oelfke at moelfke@austincollege.edu for confidential support and/or to discuss alternatives.

Hazing

Texas State Hazing Law

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

Definitions

“Educational institution” includes a public or private: high school, 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" means a fraternity, sorority, association, corporation, order, society, corps, club, student government, band or musical group, or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or service, social, or similar group, whose members are primarily students.

"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 for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

(A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- (B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar 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;
- (C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by paragraph (E) that subjects the student to an
- (D) unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (E) is any activity that induces, causes, or requires the student to perform a duty or task that
Involves a violation of the Penal Code.
- (F) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
 - (i) a drug; or
 - (ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

Personal Hazing Offense

A person commits an offense if the person:

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

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

Any other offense under this section which does not cause serious bodily injury to another is a Class B misdemeanor punishable by a fine of up to \$1,000, confinement in county jail for up to 180 days, or both such fine and confinement.

Any other offense under this section which causes bodily injury to another is a Class A misdemeanor punishable by a fine of up to \$4,000 and confinement in county jail for up to one year, or both such fine and confinement.

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

Except when an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same condition imposed on community supervision under Chapter 42A, 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 or Civil Liability Available

(a) In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution.

(b) Any person who voluntarily reports a specific hazing incident involving a student in an educational institution to the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:

(1) reports the incident before being contacted by the institution concerning the incident or otherwise being included in the institution's investigation of the incident; and

(2) as determined by the Associate Vice President of Student Affairs & Dean of Students or other appropriate official of the institution designated by the institution, cooperates in good faith throughout any institutional process regarding the incident.

(c) Immunity under Subsection (b) extends to participation in any judicial proceeding resulting from the report.

(d) A person is not immune under Subsection (b) if the person:

(1) reports the person's own act of hazing; or

(2) reports an incident of hazing in bad faith or with malice

Offense In Addition To Other Penal Law

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

Reporting By Medical Authorities

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

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

Reporting By Medical Authorities

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

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

Sexual Misconduct and Harassment

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

Policy Statement-Sexual Misconduct

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

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

Title IX Coordinator

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

Melanie Oelfke
Director of Wellbeing and Human Resources
Title IX Coordinator
Caruth Administration Building, Room 216
Phone: (903) 813-2433 (press 1)
Email: moelfke@austincollege.edu

Reporting By Medical Authorities

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

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

Sexual Misconduct and Harassment

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

Policy Statement-Sexual Misconduct

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

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

Title IX Coordinator

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

Melanie Oelfke
Director of Wellbeing and Human Resources
Title IX Coordinator
Caruth Administration Building, Room 216
Phone: (903) 813-2433 (press 1)
Email: moelfke@austincollege.edu

Fair Labor Standards Act

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

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

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

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

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

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

Affirmative Action Statement

As an equal opportunity and affirmative action employer and educator, Austin College admits qualified students without regard to age, color, disability, national origin, race, religion, sex, sexual orientation, or status as a veteran.

Austin College does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or status as a veteran in the administration of its educational policies and programs, enrollment policies and practices, and athletics program, as well as any other College-administered policy, procedure, practice, or program.

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

CALL (903) 813-2555

Contact Campus Police (903) 813-2555 as soon as possible. Describe the suspect to the dispatcher and inform the dispatcher of the direction of travel taken by the suspect.

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

Remain on the phone with the dispatcher until told to hang up.

Important Phone Numbers

Emergency	911
Campus Police	(903) 813-2555
Student Life Office	(903) 813-2306
Vice President for Student Affairs & Chief Inclusion and Diversity Officer	(903) 813-2228
Associate VP of Student Affairs & Dean of Students	(903) 813-2306
Counseling Services	(903) 813-2247
Health Services	(903) 813-2247
College Chaplain	(903) 813-2210
Physical Plant	(903) 813-2006
Women's Crisis Center	(903) 893-5615
Alcoholics Anonymous	(903) 868-2734
Outpatient Services Texoma	(903) 868-1816
TMC Behavioral Health Center	(903) 416-3000
The Substance Abuse Council	(903) 892-9911
 Melanie Oelfke, Title IX Coordinator	 (903) 813-2433, press 1

