

AUSTIN  
COLLEGE

# THE ENVIRONMENT

**STUDENT HANDBOOK OF AUSTIN COLLEGE**

**2023-2024**





Environment Codes for Violations		
Code	Policy	Descriptor
<b>A Personal Identification and Representation</b>		
A1	Representing Oneself as Another	
A2	Representing College or Group without Authorization	
A3	Tampering with or Falsifying College Documents	
A4	Unauthorized Access to College Documents	
A5	Misrepresentation to College	
A6	Refusal to Identify Oneself	
A7	Misuse of College Identification Card	
A8	Damage to the Reputation of College	
<b>B Civil, Safety, and Environmental Health</b>		
B1	Sexual Harassment	
B2	Alcohol	A Under 21
B2	Alcohol	B Open Container
B2	Alcohol	C Mass Quantities
B2	Alcohol	D Drinking Games,
B2	Alcohol	E Public Intoxication
B2	Alcohol	F Lake Campus
B2	Alcohol	G Excess Containers
B2	Alcohol	H Individual and Group
B2	Alcohol	I Fire Code Occupancy
B3	Membership and Initiation Policy	
B4	Harassment	A Physical Attack Physical Interference
B4	Harassment	B Conduct less than physical
B4	Harassment	C Discrimination
B5	Indecent Exposure	
B6	Controlled Substance	A First Offense
B6	Controlled Substance	B Second Offense
B7	Public Disturbance	
B8	Failure to Cooperate and Comply with College Official	
B9	Retaliation against an individual who brings a complaint	
B10	Failure to cooperate in an investigation or impeding investigation	
B11	Dangerous Weapons	
B12	False Reports	
B13	Fire Hazard	Candles/Incense
B13	Fire Hazard	Electrical appliance
B13	Fire Hazard	Halogen Lamp
B13	Fire Hazard	Misuse of Fire Communication
B13	Fire Hazard	Smoking in College Facility
B13	Fire Hazard	Flammable or Hazardous Substance
B14	Failure to Evacuate	
B15	Shoplifting	
B16	Motor Vehicles	
B17	Food fights, water fights	Wrestling, Horseplay, Sports ,Food, Water
B18	Failure to Comply with Sanctions	
B19	Gambling	
B20	Public Showing of X-Rated/Obscene Materials	
B21	Failure to Comply with Guidelines Related to COVID-19	
<b>C Care of Property</b>		
C1	Unauthorized Taking or Use of Another's Property	
C2	Failure to report Accidental Damage or Removal of Property	
C3	Unauthorized Presence or Use of College Property	
C4	Unauthorized Entry of IDEA Center Construction	
<b>D Other Regulations</b>		
D	Residence Life Regulations	
D	Campus Police Regulations	
D	Dining Services Regulations	
D	Information Technology Regulations	
D	Library Regulations	
D	Recreational Sports/Athletics Facility Regulations	
D	Study Abroad Regulations	
<b>E Financial &amp; Business Relationships</b>		
E1	Collection of Debts	
E2	Removal or Damage of College Property	
E3	Motor Vehicles Registration	
E4	Unauthorized Representation of College by Group	



# 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 Austin College



Welcome to this living and 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,

A handwritten signature in dark ink, appearing to read "Michael Deen". The signature is fluid and cursive, written over a light gray rectangular background.

Michael Deen (He, Him, His)

*Associate Vice President of Student Affairs & Dean of Students*

Division of Student Affairs



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# Student Affairs & Support Services

**Vice President for Student Affairs  
& Chief Inclusion and Diversity  
Officer**  
WCC 251  
(903) 813-2228

The Vice President for Student Affairs & Chief Inclusion and Diversity Officer 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.

- Campus Calendar
- Campus Police & Public Safety
- Counseling Services
- Dining Services
- Orientation
- Religious Life (Chapel Programs and Church Relations)
- Volunteerism & Community Service
- Student Life
- Discipline & Judicial Affairs
- Greek Life
- Health Services
- Inclusion and Diversity
- Residence Life
- Student Activities and Organizations
- Summer Conferences

**Center for Student Success and  
Access Services**  
WCC 211  
(903) 813-2454

The Center for Student Success and Access Services (CSSAS) 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 CSSAS 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 Center for Student Success and Access Services.

**Transfer & International Student  
Support**

The Director of International Programs supports the academic interests of international students, and the Executive Director of Student Success and Transitions supports the academic interests of transfer students transitioning to Austin College by offering meaningful activities designed to connect students to campus resources and assist them with strategies that encourage persistence. The CSSAS facilitates orientation and other programming efforts for both transfer and international students.

**Disability Compliance**

The Title IX Coordinator and Compliance Officer is the Section 504 and Americans with Disabilities Compliance Act (ADA) Coordinator. For more information regarding Federal ADA compliance, contact the Title IX Coordinator. The Director of Accessibility Services 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 Executive Director of Student Success and Transitions or download a copy from the CSSAS webpage at <https://www.austincollege.edu/academics/center-for-student-success-and-access-services/>

All services of the center are free. For more information, call or stop by the CSSAS.



# Student Affairs & Support Services

## **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 an 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 the [Animals as Accommodations - Austin College](#) page on the Austin College website.

## **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.

## **Calendaring Events & Reserving Facilities WCC 148 (903) 813-2293**

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 submit a request through the College’s online reservation system. Requests 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 an email confirmation.

Priority is given to Academic Events and College Signature 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.



# Student Affairs & Support Services

## **Campus Police & Public Safety** *Jackson Technology Center* *(903) 813-2555*

The purpose of Campus Police is to promote an environment of safety and security for the educational process at Austin College. Campus Police are 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 storage (Rifles Only), the payment of parking violations, etc.

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

## **Lost and Found**

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.

## **Vehicle & Bicycle Registration**

The officers of the Campus Police Department enforce parking Rules and Regulations 24 hours per day. 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.



# Student Affairs & Support Services

## **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
- Lockett Parking Lot
- Elizabeth Russell Tennis Center South Wall
- Forster Art Walkway
- North Flats by Pavilion
- Hass Village on Grand parking lot

### **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

## **Counseling Services** *Adams Center* *(903) 813-2247*

Counseling services are available to all enrolled students who encounter issues challenging 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.



# Student Affairs & Support Services

**Center for Career & Professional  
Development**  
WCC 263  
(903) 813-2074

Assess	Discover your strengths, interests, and values using the framework and tools provided by the Center.
Explore	Learn about rewarding careers and graduate studies through guided exploration, reflection, and networking.
Apply	Gain real-world experience through research, volunteer opportunities, internships, and other Applied Learning Experiences.
Implement	Take the next step with confidence toward a career or graduate school knowing that the Center will be here to support you.

The Center for Career and Professional Development 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 Applied Learning opportunities;
- And by coordinating and hosting 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** Handshake is the Career Center's online job posting and career management system. Students and alumni may browse and apply for employment and internship opportunities and stay informed about Career 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.

**PathwayU** is an on-line assessment program, offered 24/7, designed to help students develop a deeper meaning and purpose during their academic careers and beyond. 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.

The Career Center 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 the career center are the Career Study Off Campus (CSOC) program and the Global Outreach Fellowship (GO!) program. The center also assists students with learning about other Austin College related internships and research opportunities



# Student Affairs & Support Services

**Dining Services** 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 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 Friday. 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.

**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](http://austincollege.campusdish.com).



# Student Affairs & Support Services

## DINING HALL HOURS

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

## KANGAROO COFFEE CO. / HOPPER STORE

Monday-Friday..... 8:00 am - 6:00 pm  
 Saturday & Sunday.....10:00 am - 5:00 pm

## POUCH CLUB

Sunday – Thursday..... 4:30 pm - 11:00 pm  
 Friday & Saturday..... 4:30 pm - 10:00 pm

**Pouch Club**  
 WCC 171  
 (903) 813-2554

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.

**Hopper Store and Kangaroo Coffee Co.**  
 WCC 176  
 (903) 813-2310

The Kangaroo Coffee Co./Hopper Store proudly serves Starbucks coffee, espresso drinks, Frappuccinos, and fresh baked breakfast pastries. It is also a quick stop convenience store, carrying all of your favorite packaged snacks, beverages, candy, and personal items.

**Educational Advising**  
 WCC 263  
 (903) 813-2818

Educational advisors serve students who may need support towards their pursuit of pre-professional disciplines including medicine and law. These advisors can serve as a back-up to your mentor, and are available to answer questions concerning such items as course selection, degree requirements, and major/minor declaration. They are also good resources and willing to discuss long- and short-term goals and objectives. Call the Executive Director of Student Success and Transitions for more information or a referral.

**Health Science Advising**  
 Idea Center 343  
 (903) 813-2064

The pre-health program provides advising and support for students considering a career in healthcare, beginning 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.

**Health Services**  
 Adams Center  
 (903) 813-2247

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.



# Student Affairs & Support Services

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.

## **Health Form Policy**

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 a student does not waive the plan, they will be automatically enrolled and billed for the policy through the Business Office.

## **Religious Life** *Wynne Chapel* *(903) 813-2220*

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 Sallie Majors Chapel, and interfaith dialogue programs. All facets of the Religious Life program rely heavily on student leadership. The Religious Life Office also sponsors lectures and convocations on campus.

## **Intercollegiate Athletics** *Mason Complex 223* *(903) 813-2499*

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, softball, Men's and Women's basketball, soccer, swimming, 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 affiliates nationally with the NCAA Division III and competes in the American Southwest Conference. The Men and Women's water polo affiliates with the NCAA Division III. Men's water polo competes the Mountain Pacific Sports Federation and the Women compete in the Collegiate Water Polo Association.



# Student Affairs & Support Services

Austin College sponsors co-ed competitive cheer affiliated with the National Cheer Association.

## *Robert T. Mason Athletic & Recreational Facilities*

The Mason Complex consists of Hughey Gym, Sid Richardson Center, Hannah Natatorium, Dickey Fitness Pavilion, and 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 inter-collegiate contests, reserved activities, athletic practices, academic class needs, and intramural activities. Regular hours of operations will be on record in the Athletic Office, Student Life Office, and the office of Campus Police. Hours of operation are updated prior to each semester.

## *Athletic Facility Guest Policy*

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@austincollege.edu](mailto:rwecker@austincollege.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, Dining Services, 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 at the first of each semester that we hope you will participate in.

Dr. Alexander Astin (1984) stated, "For student growth to take place, students need to actively engage in their environment." This and many other studies show 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: [Living on Campus 2023-2024 - Austin College](#)

## **Residence Life Staff**

Community Coordinators (CC) are professional, full-time, Student Life staff members who live on campus and have offices in our residential 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 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 Dean 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.



# Student Life

## *Housing Agreement Residency Requirements*

- 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 may attain approval to live off campus from the Financial Aid Office at the time of Admission.
- 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 them. Such exemptions will be granted by the Associate Vice President of Student Affairs & Dean of Students upon receipt of related documentation and the completion of the Austin College Intent to Live Off Campus form.

## *Residence Hall Contract*

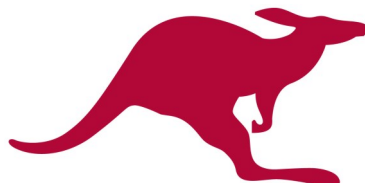
In order to provide campus housing at the lowest possible rate, the College operates its residence halls on a contractual basis for the full academic year. Your contract is in effect from the date it is accepted by the College throughout the academic year in which you are enrolled as a full-time student. The conditions for cancellation or termination of the housing contract are stipulated on the contract.

## *Room Assignment Procedure*

New Students, depending on enrollment status (i.e. first year students, 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](mailto: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.





# Student Life

## *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 occurs 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 Philosophy*

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, and 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 living unit at all times, especially in the evening hours or while sleeping. You should not prop open outside doors, as such action jeopardizes the security of the living unit. Any student found propping a door open may be referred for disciplinary action.

## *Access System*

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.



# Student Life

## **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. 24). If a student is unable to arrange to consolidate, the Community Coordinator will resolve any issues that impede the process at their 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 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, indoor (i.e. “George Foreman”) grills, microwaves, portable heaters, air conditioners, any appliance with an exposed heating element, and/or any appliance/device determined to be the cause of a circuit overload.

Microwaves, indoor grills, and sandwich makers are approved for Roo Suites, Bryan Apartments, The Flats at Brockett Court, The North Flats, and The Village on Grand. 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.



# Student Life

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



# Student Life

## *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, North Flats, 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.



# Student Life

## *Guests*

A guest is defined as any non-resident in a residence hall, apartment community, and/or the Hass Village on Grand. Residents are responsible for the behavior of their guest(s) at all times.

A roommate's right to free access to their living space 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.

**Residence Halls:** Overnight guests (of the same gender only) may be allowed if agreed upon by all residents of the room and registered with the Area Coordinator (on a space available basis). No charge will be made for properly registered guests.

**Apartments/Flats/Hass Village on Grand:** As part of living in an upperclassman community residents are not required to register their guests with their Community Coordinator. Residents are responsible for discussing with their roommates in advance what the rules are for common areas (including kitchens, living rooms, and bathrooms) for their specific unit.

Normally, guests may stay no longer than 48 hours; the Associate Vice President of Student Affairs & Dean of Students or the appropriate 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 Associate Vice President of Student Affairs & Dean of Students 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. All student housing utilizes 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.



# Student Life

## *Lofts*

To protect your safety, the Director of Residence Life, in consultation with 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 ensure 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. - 10 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.



# Student Life

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 Community 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 a 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/or 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 Community Coordinator to make the charge to that person. 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 & Chief Inclusion and Diversity Officer or the appropriate 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, which will be 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, North Flats, and the Hass Village on Grand.



# Student Life

## *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 Community Coordinator. Since your residence hall/suite/apartment and cottage is under the "BEST" locking system, you will be charged \$75 for each lock/core to be changed and \$25 for each additional key that needs to be recut.

## *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 Community Coordinator before undertaking work of any permanence.

## *Sales*

The Associate Vice President of Student Affairs & Dean of Students or appropriate 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 CC of the hall to discuss any special needs for a single room. Sophomores will be allowed single rooms at the discretion of the Associate Vice President of Student Affairs & Dean of Students or appropriate 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.

## *Storage*

There is no storage available in the residence halls.

## *Skateboard, Hoverboard, & Inline Skate 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.



# Student Life

## *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. 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 Human Resources Office.

## *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@austincollege.edu](mailto:physicalplant@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, or any combination of other similar activities.

### **Options for Visitation Hours:**

Sunday - Thursday	Standard 10 a.m. - 10 p.m.
	Maximum 10 a.m. - 12 a.m.
Friday - Saturday	Standard 10 a.m. - 12 a.m.
	Maximum 10a.m. - 2:30 a.m.



# Student Life

## *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 residing in a campus residence hall is missing with no reasonable explanation for their 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, and/or contacting them by phone or text.

In the event of a missing student residing on campus, the Associate Vice President of Student Affairs & Dean of Students 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, the College will notify the student's custodial parent or guardian.

## *In Case of Emergency (ICE)*

You must provide notification of a contact for use in the event of an emergency. You may list as many contacts as you like. You will be prompted to review and verify this contact information in the fall and in the spring while you are a student. Emergency alerts can be received by voicemail, email, and/or text. This system is used **only** for emergency situations.

To review and update your emergency information please access the link

- [Student link to Webhopper In Case of Emergency \(ICE\) contacts](#)
- For more information please see <https://www.austincollege.edu/campus-life/police/campus-emergencies/>.

The following information provides a systematic guide on how to update your ICE information on WebHopper:



# Student Life

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.

**ICE (In Case of Emergency) INFO**

AC Alert is part of Austin College's Emergency Alert System for on-campus safety and security. It allows college administration to issue a message quickly via text or email to inform you of situations on campus that may include severe weather, Fire/HazMat, security threats, closures, and other immediate circumstances. Your primary person to contact in an emergency is listed below.

You can have as many ICE contacts as you want. If more contact entry spaces are needed, submit what you have entered, and then return to this page to add more ICE contacts by checking the AC Alert box by the contact's information. For students, at least 1 contact for each category of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.

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**AC Alert**  
 Venecia Perez    dremmers@austincollege.edu  
 Primary Personal Cell Phone Number \*    7134712532

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ICE Contact Name	Relationship	Emergency Contact	Missing-Person Contact	AC Alert Contact	Primary Phone (No dashes)	Other Phone (No dashes)	Contact Email
Bertha Alicia Huerta		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	713-514-0969		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

For all current students, at least one contact flagged for each of the categories of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.

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**Electronic Signature**  
 I confirm this information is current and accurate \*    ☐ Date Last Confirmed    09/29/2015

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

EXAMPLE: Registration Step to Drop Classes

**Register and Drop Sections**

Name: Venecia A. Perez

Action for ALL Pref. Sections (or choose below)   

---

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						

---

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Term 2016		BIOL*226*A (50013) Genetics		08/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 11:00AM - 12:20PM, IDEA Center, Room 205	D. Aiello, E. Perez	1.00	
<input checked="" type="checkbox"/>	Fall Term 2016		BIOL*226*L/M (50014) ** BIOL 226 Lab		08/30/2016-12/06/2016 Laboratory Tuesday 01:30PM - 04:20PM, IDEA Center, Room 255	D. Aiello, E. Perez	0.00	
<input type="checkbox"/>	Fall Term 2016		ENGL*121*A (10003) Interpreting Literature		08/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 206	T. Blake	1.00	
<input type="checkbox"/>	Fall Term 2016		MATH*120*B (60002) Elementary Statistics		08/25/2016-12/08/2016 Lecture Tuesday, Thursday 09:30AM - 10:50AM, IDEA Center, Room 124	J. Bumpus	1.00	
<input type="checkbox"/>	Fall Term 2016		RELI*253*A (20038) Sex, Self, and Society		08/29/2016-12/07/2016 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg, Room 201	J. Posadas	1.00	

If one of my choices is not available  
 PART Complete only available   

**SUBMIT**



# Student Life

If the ICE INFO > Date Last Confirmed is more than 6 months, the system will prompt the student to review their ICE INFO after the student has seen the registration results.

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

AC Alert is part of Austin College's Emergency Alert System for on-campus safety and security. It allows college administration to issue a message quickly via text message to inform you of situations on campus that may include severe weather, Fire/HazMat, security threats, closures, and other immediate circumstances. Your primary personal cell phone number is required.

You can have as many ICE contacts as you want. If more contact entry spaces are needed, submit what you have entered, and then return to this page to add more. You can add or delete ICE contacts by checking the AC Alert box by the contact's information. For students, at least 1 contact for each category of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.

**AC Alert**  
 Venecia Perez dremmers@austincollege.edu  
 Primary Personal Cell Phone Number \* 7134712532

ICE Contact Name	Relationship	Emergency Contact	Missing-Person Contact	AC Alert Contact	Primary Phone (No dashes)	Other Phone (No dashes)	Contact Email Address
Bertha Alicia Huerta		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	713-514-0969		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**For all current students, at least one contact flagged for each of the categories of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.**

**Electronic Signature**  
 I confirm this information is current and accurate \* ☐ Date Last Confirmed 09/29/2015

**SUBMIT**

Students 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.

**ICE (In Case of Emergency) INFO**

Verify information and check the electronic signature box.  
 Please enter RELATIONSHIP for ICE Contact Bertha Alicia Huerta.

AC Alert is part of Austin College's Emergency Alert System for on-campus safety and security. It allows college administration to issue a message quickly via text message to inform you of situations on campus that may include severe weather, Fire/HazMat, security threats, closures, and other immediate circumstances. Your primary personal cell phone number is required.

You can have as many ICE contacts as you want. If more contact entry spaces are needed, submit what you have entered, and then return to this page to add more. You can add or delete ICE contacts by checking the AC Alert box by the contact's information. For students, at least 1 contact for each category of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.

**AC Alert**  
 Venecia Perez dremmers@austincollege.edu  
 Primary Personal Cell Phone Number \* 7134712532

ICE Contact Name	Relationship	Emergency Contact	Missing-Person Contact	AC Alert Contact	Primary Phone (No dashes)	Other Phone (No dashes)	Contact Email Address
Bertha Alicia Huerta	mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7135140969		
Katie Kangaroo	Sister	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9038132371		

**For all current students, at least one contact flagged for each of the categories of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.**

**Electronic Signature**  
 I confirm this information is current and accurate \* ☒ Date Last Confirmed 09/29/2015

**SUBMIT**



# Student Life

Confirmation that information has been saved:

Updated ICE INFO in WebHopper reflects a new date:

**ICE (In Case of Emergency) INFO**

AC Alert is part of Austin College's Emergency Alert System for on-campus safety and security. It allows college administration to issue a message quickly via text message, inform you of situations on campus that may include severe weather, Fire/HazMat, security threats, closures, and other immediate circumstances. Your primary personal cell phone number is required for this system.

You can have as many ICE contacts as you want. If more contact entry spaces are needed, submit what you have entered, and then return to this page to add more. You can delete ICE contacts by checking the AC Alert box by the contact's information. For students, at least 1 contact for each category of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.

**AC Alert**  
 Venecia Perez dremmers@austincollege.edu  
 Primary Personal Cell Phone Number \* 7134712532

ICE Contact Name	Relationship	Emergency Contact	Missing-Person Contact	AC Alert Contact	Primary Phone (No dashes)	Other Phone (No dashes)	Contact Email Address
Bertha Alicia Huerta	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7135140969		
Katie Kangaroo	Sister	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9038132371		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**For all current students, at least one contact flagged for each of the categories of Emergency Contact, Missing-Person Contact, and AC Alert Contact is required.**

**Electronic Signature**  
 I confirm this information is current and accurate \* ☐ Date Last Confirmed 05/01/2016

Student can now go in and make further adjustments to their schedule:

**Register and Drop Sections**

Name: Venecia A. Perez

Action for ALL Pref. Sections (or choose below):

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Term 2016		ENGL 111A (10000) Interpersonal Literature		05/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 10:05AM - 10:50AM, Administration Bldg. Room 206	T. Blake	1.00	
<input type="checkbox"/>	Fall Term 2016		MATH 120B (40002) Elementary Statistics		05/25/2016-12/06/2016 Lecture Tuesday, Thursday 09:30AM - 10:50AM, IDEA Center, Room 124	J. Bumpus	1.00	
<input type="checkbox"/>	Fall Term 2016		WRLD 202A (30026) Sex, Self, and Society		05/29/2016-12/07/2016 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg. Room 201	J. Posadas	1.00	

If one of my choices is not available  
 [PART Complete only available]

**SUBMIT**



# Student Life

CURRENT STUDENTS
Welcome Venecia!

## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 2016	Dropped from this section		ENG121A (10003) <a href="#">Interpreting Literature</a>		08/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg. Room 206	T. Blake	1.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 2016		MATH120B (40002) <a href="#">Elementary Statistics</a>		08/25/2016-12/08/2016 Lecture Tuesday, Thursday 09:30AM - 10:50AM, IDEA Center, Room 124	J. Bumpus	1.00	
Fall Term 2016		RELA2532A (30038) <a href="#">Sex, Self, and Society</a>		09/29/2016-12/07/2016 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg. Room 201	J. Posadas	1.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

The student will then be redirected to the WebHopper Student Menu and will not prompt them again for the ICE INFO until 6 months has lapsed.

CURRENT STUDENTS - STUDENTS MENU
Welcome Venecia!

The following links may display confidential information.

Financial Aid

[Financial Aid Self-Service](#)

Communications

[My Class Schedule](#)  
[Search for Courses](#)  
[Test Summary](#)  
[Data Verification Form](#)  
[Post Graduate & Intended Major Information](#)  
[ICE \(In Case of Emergency\) INFO](#)

Financial Information

[View Account and Make Payments](#)  
[Accounts Payable Direct Deposit Bank Information](#)  
[1098T Tuition Statement](#)  
[1098 Electronic Consent](#)  
[1098T Account Detail](#)

Employee Profile

[Pay Advice](#)  
[My Stipends](#)  
[Position Summary](#)  
[Time entry](#)  
[Time history](#)  
[W-2 Electronic Consent](#)  
[W-2 Statements](#)  
[ICE \(In Case of Emergency\) INFO](#)

My Registration Information

[Search for Courses](#)  
[My Registration Information](#)  
[Express Registration](#)  
[Register and Drop Sections](#)

## KNOWN TESTING LIMITATIONS OF THE PROCESS

1. If the student does not have any new information to enter into the ICE INFO form, they can simply click the verification box and SUBMIT.
2. 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.

## TIMELY WARNINGS

In the event of a threatening situation to the campus community, whether on campus or in the immediate campus vicinity, the Chief of Campus Police or a designate, will send out a campus crime alert via email identifying the threat or concern.



# Student Life

Electronic Signature

I confirm this information is current and accurate \*
☒
Date Last Confirmed
08/01/2016

SUBMIT

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 2016	Dropped from this section		<a href="#">BIOL 228*A (50013) Genetics</a>		08/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 11:00AM - 12:20PM, IDEA Center, Room 208	D. Aiello, E. Perez	1.00	
Fall Term 2016	Dropped from this section		<a href="#">BIOL 228L*M (50014) ** BIOL 228 Lab</a>		08/30/2016-12/06/2016 Laboratory Tuesday 01:30PM - 04:20PM, IDEA Center, Room 255	D. Aiello, E. Perez	0.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Term 2016		<a href="#">ENG*121*A (10003) Interpreting Literature</a>		08/26/2016-12/09/2016 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg. Room 206	T. Blake	1.00	
Fall Term 2016		<a href="#">MATH*120*B (40002) Elementary Statistics</a>		08/25/2016-12/08/2016 Lecture Tuesday, Thursday 09:30AM - 10:50AM, IDEA Center, Room 124	J. Bumpus	1.00	
Fall Term 2016		<a href="#">REL*253*A (30038) Sex, Self, and Society</a>		08/29/2016-12/07/2016 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg. Room 201	J. Posadas	1.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

## Emergency Notifications

Should an emergency situation arise that poses an immediate threat to the campus community, a campus-wide emergency notification will be made by telephone, email and/or text, identifying the threat and action to take. Campus staff are capable of making the notification at all hours. This system is checked periodically.







# Campus Activities & Organizations

**Art**  
*Forster Art Complex*  
*(903) 813-2048*

Opportunities in the arts abound at Austin College. The organization “Students of Modern Art” or SOMA is a great way to get acquainted with the many opportunities to participate in art at AC. SOMA artists meet bi-weekly for fellowship and to work in the studio on specific art themed evenings. The Art and Art History Department also sponsors visiting artists every year to speak and to exhibit their work in one of the art galleries located in the Forster Art Complex. 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 displays work from our studios. Gallery exhibitions can be found in the Craig Hall Gallery, the Ross Student Gallery, and the Dennis Gallery.

**Music**  
*Craig Hall Office*  
*(903) 813-2251*

The Music Department provides performing opportunities for new and returning students to play or sing in departmental ensembles. Fall auditions are held for the A Cappella Choir and other vocal ensembles, the Wind Symphony (concert band), the ‘Roo Band (pep band—no marching), the Sherman Symphony Orchestra, Jazz Ensemble, Chamber Orchestra, and other performing groups. For more information, contact the Craig Hall office at (903) 813-2251 or email [ddominick@austincollege.edu](mailto:ddominick@austincollege.edu).

The Sherman Symphony Orchestra is a regional orchestra that is also associated with the AC Music Department. It performs a series of Classical, Christmas Pops, and Educational concerts throughout the year; all classical concerts are free to students. Experienced student musicians are welcome to audition.

## **Bulletin Boards**

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 would be considered 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 Director of Student Activities in WCC 201, (903) 813-2306.

## **Distribution of Campus Wide Email**

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 [allstudents@austincollege.edu](mailto:allstudents@austincollege.edu) to be distributed, subject to the discretion of the College. If you have questions, contact the Associate Vice president of Student Affairs & Dean of Students in WCC 201, (903) 813-2306 or the appropriate designee.

**Campus Activities Board**  
*WCC 259*  
*(903) 813-2308*

The Campus Activities Board (CAB) works in conjunction with the Director of Student Activities to coordinate activities on campus. This lively group initiates, plans, and carries out many entertaining events. All funding is obtained 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 movies featured throughout the year. Campus activities are also initiated and sponsored by many different student groups, either



# Campus Activities & Organizations

independently or through partnerships with CAB. Students will hear about these events through calendars, posters, weekly reminders, and emails. If you would like to become a part of CAB, join our weekly meetings Tuesdays at 4:30 p.m. in WCC 254, contact a member of the board, or e-mail us at [CAB@austincollege.edu](mailto:CAB@austincollege.edu).

## **Chartered Organizations**

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 (unless the organization charges dues of any kind)
- 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
- Ability to reserve space on campus for meetings and programming

## **Academic Honor Societies**

Academic Honor Societies, under the supervision of the faculty, submit constitutions and follow-up materials to the office of the Vice President of Academic Affairs 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 Associate Vice President of Student Affairs & 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 eight 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.



# Campus Activities & Organizations

## *General Recruitment Information*

Recruitment activities formally occur in February. 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 Greek 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 Austin College grade point average, and freshmen must have 2.25 cumulative Austin College GPA at the end of the fall term
- Register for recruitment as described by College policy
- Participate in Greek Recruitment Information Sessions (Round Robins) in the fall.
- Complete and pass the alcohol, drug, opioid drug, diversity, inclusion, equity, 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.



# Campus Activities & Organizations

## 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, Austin College Observer (online newspaper), residence halls, 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](mailto: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 Adams Center 109 (903) 813-2296

The **Austin College Observer**, the student newspaper, is published regularly online at [www.acobserver.com](http://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. For more information, email Leigh-Ellen Romm at [lromm@austincollege.edu](mailto:lromm@austincollege.edu).

## 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.

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.



# Campus Activities & Organizations

## 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 Campus 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 Store, Mailing and Printing Services, Campus Post Office, Service Station, Student Assembly Office, Academic Skills Center, Study Abroad Office, Career Services, CREATE Programs, Posey Leadership Institute, Campus Activities Board Office, ARAMARK Dining Service Office, and the Vice President for Student Affairs & Chief Inclusion and Diversity Officer Suite.

## Business Office Admin. Bldg. (903) 813-2525

The Business Office can assist you with questions regarding billing statements and payment options. Visit the Business Office and Student Billing Information page, via Quick Links on the Austin College website, for detailed information regarding our services.

### Payment Options:

- Online through WebHopper - Available 24/7. Debit/Credit card transactions will have a 2.5% convenience fee. There is no fee for e-checks processing. Note: These payments take up to two business days to appear on your Student Account. If you enter your payment information twice, two payments will process.
- By Mail - to Austin College 900 N Grand Ave, Ste 6F Sherman TX 75090. Please include Student name and Student ID number.
- By Phone - Cashier available at (903) 813-2443 from 9 am - 3 pm Monday - Friday

In Person - Business Office hours are from 8 am - 5 pm Monday - Friday

## Student Emergency Loans

The Business Office has several emergency loan options available for students to assist with school related expenses not billed as direct charges to your Student Account. These loans are interest free and may be repaid by payroll deduction from your work-study pay or repaid directly. Please contact Marla Light at [mlight@austincolleg.edu](mailto:mlight@austincolleg.edu) or 903 813-2525 for assistance with an emergency loan.

When a student initiates an on-line payment (via e-check or credit card) they are 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 your WebHopper account still shows a balance due for the first 12 – 48 hours after making a payment.







# College Services

## Online Payments

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 to confirm the payment was completed.

## Check Cashing

Students may cash a check at the Business Office Cashier Window for up to \$200 by showing a valid AC ID card. Cashier hours are from 9 am- 3 pm Monday Friday.

Checks returned from the bank for Insufficient Funds are billed to your Student Account along with a \$15.00 fee. A transcript hold is placed on your records until both the check and the fee are paid.

## Campus Bookstore WCC (903) 813-2468

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, iPads, Smart Watches, ear pods, chargers, and accessories.

Students and parents have the ability to order any product and/or textbooks and have the order either shipped to the student or 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).



# College Services

## **Mailing & Printing Services WCC (903) 813-2199**

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 mail box. There is a .25 fee for each page of the fax received. The fee for sending a fax is \$1.00 for the first page and \$0.50 per page thereafter. We also offer scanning and emailing pages as an alternative to faxing. The fee for scanning is .50 per page. All fees must be paid in advance by cash or check before the fax or emails are sent.

## **Campus Post Office WCC (903) 813-2274**

The Campus Post Office, a component of Mailing & Printing Services, maintains domestic stamps, weighs and mails packages, including Express Mail, and 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 oz). Packages weighing thirteen ounces (13 oz) 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 shipping 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. The Mail Center can't accept any letter/flats/packages with multiple postage stamps (more than 2) on one piece due to the USPS regulations. These must also be taken directly to the USPS location, or purchase a meter tape from the Mail Center.

## **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. Austin College uses the Austin College E-mail for official communication with students (including course registration materials, etc.). In order to ensure 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. XXXXX  
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 a delay of receiving your package, or the package being returned to sender.



# College Services

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.

Please note that the Mail Center DOES NOT have a refrigerator or freezer available to keep perishable packages cold or frozen.

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, they will receive a text, as well as an email. The student must present their Student ID at the window to pick 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.
- We recommend not putting food items (candy, chips, cookies, etc.) into mailboxes.
- 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 Associate Vice President for Student Affairs & 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 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.



# College Services

## **Physical Plant Services**

*Physical Plant Bldg.  
(903) 813-2006*

The Physical Plant is responsible for the maintenance, operations, and house-keeping 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 issue within your residence, please send an email to [physicalplant@austincollege.edu](mailto:physicalplant@austincollege.edu). You may also notify your Resident Assistant or Community Coordinator. If the maintenance issue is an emergency, please contact ACPD (903)813-2555. 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 their attention for correction. The Lake Campus Manager 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@austincollege.edu](mailto:physicalplant@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 (2weeks prior to the event)



# College Services

- 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 tap 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.



# College Services

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.

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 hardware 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 Specialists. 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 personal devices for use on the network, and addressing questions about college systems. The Help Desk cannot repair 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 your 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.



# College Services

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 in 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. Austin College email accounts are kept active for one full year after you graduate, then they are removed.

**IT Related Security** Third party programs, such as MacMail, do not work well in our Microsoft Exchange environment, so you are encouraged to use Microsoft Outlook, the web based access, and the Outlook app for both iOS and Android.

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.







# Academic Support Services

## *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.

## **Abell Library Center**

*(903) 813-2236*

The Abell Library Center offers Austin College students, faculty, and staff a comfortable, welcoming atmosphere for study, meetings, presentations, and collaboration. Students may reserve group study rooms and lockers through the Circulation Desk. The Extended Study Room is available after the library closes with an Austin College ID card-swipe system.

The library's collections include physical materials (such as books, newspapers, scholarly journals, and media) as well as digital full-text articles and e-books; our catalog and databases can be accessed via the library's homepage at <https://aclibrary.austincollege.edu>. Abell supplements its holdings through cooperative agreements with other institutions, effectively providing access to materials from around the world. Library users can place requests with our Interlibrary Loan service – online forms are available through the library's homepage.

Abell Library typically does not charge overdue fines. However, we do impose replacement fees for lost or damaged (underlining, torn pages, water stains) materials. To avoid replacement fees, and ensure materials are available for others to use, please return your checkouts promptly and in good condition.

In response to students' requests, there is a "Quiet Area" for individual study on the second floor. Please respect others' need for quiet while in this area. It is a violation of the Non-Academic Code of Student Conduct to make excessive noise, use tobacco or vape products in the building, or take books and other materials from the building without properly checking them out.

Information about all library services and policies, including guidance for using collections, is available at the Circulation Desk and on the library's website.

### **Abell Library Center Regular Hours:**

Monday - Thursday	7:45 am – 11:00pm
Friday	7:45 am - 6:00 pm
Saturday	Noon - 5:00 pm
Sunday	Noon – 9:00pm

## **Academic Policies & Procedures Registration**

A student becomes a member of a class only by registering or adding the class through the proper procedures via WebHopper (more information regarding registration procedures can be found online with the Registrar's Office). The student's mentor must approve registration for a student for each term. The faculty access class rolls through WebHopper. When a student's name appears on the WebHopper class roll, the student has officially registered for the class. Any course for which a student registers will be recorded with an appropriate grade on the student's transcript unless the student drops the course through the proper procedure. A student is expected to attend and participate in each course for which he or she registered until officially withdrawn from that course.

Continuing students may register for no more than 4.75 course credit units during the November and April registration periods. Students may not add a fifth full credit course until after classes commence for the term and all entering freshman and transfer students have registered.



# Academic Support Services

Students who register during a long term in excess of five course credit units are required to pay an overload fee. Students may register for no more than 5.75 course credit units in a long term unless approved by their mentor and the Academic Standing Committee. The academic standing petition form for a course overload is available under Forms on the [Registrar's Office website](#).

## *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 Probation & Suspension*

**Probation Review:** Students' academic records are reviewed at the end of each fall and spring term, and academic standing is assessed by determining if a student is meeting satisfactory academic progress. 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 or total credit earned at Austin College 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 and total credit earned at Austin College are 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 (a minimum of 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 the thresholds listed below and the student's probationary term grade point average is less than 2.25 or the student earns less than 3 credits, the student may be suspended from the college.

Total credit earned at Austin College does not include transfer credit, Advanced Placement (AP) credits, International Baccalaureate (IB) credits, or institutional exams for placement credit.



# Academic Support Services

## Thresholds for Satisfactory Academic Progress:

Number of Long Terms (Fall or Spring) at Austin College	Minimum Number of Credits Earned at Austin College	Minimum Cumulative GPA
1	2.00	1.50
2	5.00	1.70
3	8.00	1.80
4	12.00	2.00
5	15.00	2.00
6	19.00	2.00
7	22.00	2.00
8	26.00	2.00
9	29.00	2.00
10	34.00	2.00

## Academic Probation Threshold for First-Year Students:

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 they are strongly urged to consult with their faculty mentor or the Office of Student Success and Transitions 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 1.00 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:

A student placed on academic or disciplinary suspension may apply for readmission after a specified period of one or two regular terms. Readmission is at the discretion of Austin College. To be considered for possible readmission, a student must submit an Application for Readmission 30 days (60 days for international students) prior to the term for which readmission is sought. The application is reviewed by the Academic Standing Committee to determine a readmission decision. If readmitted, the student will be on probation with specific stipulations of the progress required for continuation. Failure to meet these stipulations will lead to suspension for a full academic year.



# Academic Support Services

- Add/Drop* Students may change their initial registration by adding or dropping courses within the time period specified in the academic calendar for each term. After the last day to add a course, a petition will be needed to register for a course. This is considered a late registration, and a fee of \$20 may be assessed.
- 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 2015 on a first-time-in-college and full-time basis was 68.3%. The four-year completion rate for students who entered Austin College in 2017 on a first-time-in-college and full-time basis was 64.7%.
- 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* New students may declare a major at any time after the first day of classes. A minor cannot be assigned to a student until a major has first been declared. Students who enter the College as freshmen must declare a full Program of Study (a major and minor or two majors) by the fourth semester of enrollment. Transfer students must declare a full Program of Study by the close of the sophomore year (i.e., in which 15 course credits are completed and enrolled in). Students who transfer in coursework in excess of 15 course credits have one full academic year to declare a full Program of Study.
- 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.
- Forms for declaration of majors and minors can be found on the Registrar's Office website under the [Forms Repository](#).



# Academic Support Services

## *Transfer Credit for Continuing Students*

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 under the [Forms Repository](#) on the Registrar's Office website. The following transfer credit policies apply to summer or concurrent transfer courses:

- Transfer courses must be consistent with the academic programs of Austin College.
- Only transfer courses with a grade of 'C' or higher (2.0 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 (e.g., a three-hour semester credit hour course is equal to 0.75 course credit units at Austin College). While transfer courses may come in for less than one credit, the course can still meet major/minor requirements and competencies for a degree, with the exception of Discover requirements.
- Transfer courses may not be used to meet Discover requirements **if the transfer course is taken after a student has matriculated** to Austin College (see The Academic Program – Discover Requirement).
- Transfer courses being used to meet requirements for a major, minor, or pre-requisites 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 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.
- Up to three graduate-level course credits (or nine semester credit hours) can be applied to the undergraduate degree plan. Graduate-level courses transfer into Austin College as one course credit unit.
- 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.



# Academic Support Services

- Credit from study abroad is treated as transfer credit and is converted at the rate of four semester hours being equal to one Austin College credit. Students may petition for study abroad transfer credit to be applied to graduation requirements, such as upper-level residency credit, Discover requirements, etc.

It is the responsibility of the student to ensure that an official transcript from the other institution is sent to the Registrar's Office (not Admission once the student has begun taking classes at Austin College).

## *Participation in Commencement*

Austin College holds a single graduation celebration each year in May. Candidates completing the requirements for a degree during the spring term are expected to participate in baccalaureate and commencement ceremonies. Students who complete their degree requirements at other times of the year are invited to participate in the May commencement.

Normally, only those students who have completed all degree requirements or candidates for summer graduation may participate in the graduation exercises. Candidates approved by the faculty for May graduation who subsequently fail to complete all necessary requirements may participate in that year's commencement exercises. The actual diploma is mailed after all requirements are satisfied.

Students who are within three course credit units of completing all degree requirements during the summer may participate in graduation exercises. Candidates for summer graduation should consult the Registrar's Office concerning requirements for participation in graduation exercises.

## *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, 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.



# Academic Support Services

## Grade Grievance Process

When a student is in disagreement with a professor over the course grade (or other course-related issues such as attendance, assignment parameters, etc.), the student should first respectfully discuss the issue with the professor in an attempt to resolve the difference. If this proves to be impossible, the disagreement may be referred in a written appeal to the department chair or program director supporting the course for investigation and a decision. Continuing disagreement on such academic issues may be referred to the division dean or vice president for academic affairs and should begin with a written appeal and explanation of previous attempts to resolve the issue. The last appeal in all cases shall be to the Vice President of Academic Affairs, unless that person is the professor for the course. Attempts to circumvent the systematic appeal process will result in a referral to the appropriate level for consideration. Grade grievances for a course must begin within one full year of the end of the course to be considered appropriately. Grade changes will not be entertained after the baccalaureate degree has been conferred.

## 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 Registrar's Office. 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.

## Withdrawing from Austin College

Responsibility for mentor training of faculty is developed by the faculty member who is the appointed director of the First-Year Seminar course.

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 Executive Director of Student Success and Transitions to complete the necessary paperwork, including a written notice of 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 Community Coordinator.



# Academic Support Services

**Registrar**  
*Admin. Bldg.*  
*(903) 813-2371*

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's Office and refer to the web site 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, as well as 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**  
*WCC 204*  
*(903) 813-2025*

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.



# Academic Support Services

## Academic Departments

There are 101 full-time faculty members at Austin College. 88% 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.

<i>Humanities</i>	Dean.....	Greg Kinzer
	Art.....	Mark Monroe
	Classical and Modern Languages.....	Wolfgang Lueckel
	Communication, Media Studies, and Theatre.....	Brett Boessen
	East Asian Studies.....	Mindy Landeck
	English.....	Alex Garganigo
	History.....	Hunt Tooley
	Music.....	Dan Dominick
	Philosophy.....	Mark Hebert
	Religious Studies.....	Ivette Vargas-O'Bryan

<i>Social Sciences</i>	Dean.....	Lisa M. Brown
	Economics and Business Administration.....	Ashley Tharayil
	Education.....	Sandy Philipose
	Exercise and Sport Studies.....	David Norman
	Political Science.....	Nate Bigelow
	Psychology.....	Matthew Findley
	Sociology and Anthropology.....	Brian Watkins

<i>Science</i>	Dean.....	Mike Higgs
	Biology.....	Lance Barton
	Chemistry.....	John Richardson
	Mathematics and Computer Science.....	J'Lee Bumpus
	Physics.....	Andra Petrean

<i>College-Wide Programs</i>	Dean of Faculty.....	Elizabeth Gill
	Advocacy Program.....	Ed Richardson
	Career Services.....	Margie Norman
	Center for Experiential, Artistic, & Transformative Ed.....	Renee Countryman
	Center for Student Success and Access Services.....	Traci Howard-Moore
	East Asian Studies.....	Jennifer Johnson-Cooper
	Environmental Studies, Center for.....	Peter Schulze & Keith Kisselle
	Film Studies.....	Brett Boessen
	First-Year Seminar.....	Erin Cople Smith
	Gender Studies.....	Jeremy Posadas
	Global Science, Technology and Society.....	Danny Nuckols & Jack Mealy
	Honors.....	Scott Langton
	Information Technology.....	Garrett Hubbard
	International Education.....	Cheryl Marcelo
	Institutional Research.....	Amon Seagull
	January Term.....	Bob Cape
	Latin American and Iberian Studies.....	Terry Hoops
	Library, Abell.....	Andrew Smith
	Model UN.....	Ruchan Kaya
	Neuroscience.....	Renee Countryman
	Non-Profit Organizations and Policy.....	Nate Bigelow
	Posey Leadership Institute.....	Martinella Dryburgh
	Public Health.....	Saritha Bangara George Diggs
	Registrar's Office.....	Eugenia Harris
	Southwestern and Mexican Studies, Center for.....	Julie Hempel
	Student Success & Transitions.....	Traci Howard Moore
	Summer Term.....	Matthew Findley
	Western Intellectual Tradition.....	Thomas Blake







# 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.

## **Community Commitments & Principles**

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.



# Student Conduct

## 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.

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.

## The Principle of Shared Commitments & Standards

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)

Cheating and plagiarism are the primary violations of academic integrity. Cheating is defined as, but not limited to, purposely giving or receiving assistance from another student or source on an assignment where such assistance is not permitted. Examples include, but are not limited to, using or copying another person’s work and submitting it as original, the use of “crib sheets” or prohibited electronic devices during an exam, and providing the material or mechanism for another student to cheat. Plagiarism is defined as, but not limited to, using pre-existing work without proper attribution, effectively calling the work original for the current assignment. The plagiarized work may come from a previous assignment, another person, a book or journal, or an Internet source or other electronic or print media. Note, however, that with instructor permission and proper attribution, previous work may sometimes be used in a current assignment.

Because of the continuing development and availability of computer, mobile app, and network technologies, students must use extreme caution to avoid cheating and plagiarism through the use of such technology. Unless specified otherwise by an instructor, students must avoid such technologies as:

- Generative AI and Large Language Model (LLM) services, websites, or apps exemplified by, but not limited to, sites and services such as ChatGPT, DALL-E, Bard, Magenta, and MuseNet.
- Answer-sharing websites, online communities, or apps exemplified by, but not limited to, Reddit, Answerbag, Photomath, Rosetta Code, Blurt it, answers.com, Funadvice, Quora, or FriendFeed.
- Help or Cheat websites or apps exemplified by, but not limited to, Chegg, Numerade, DoMyCoding, Photomath, CodingHomeworkHelp, BookwormHub, or Course Hero.
- Freelance or Job websites or apps exemplified by, but not limited to, Upwork, SolidGigs, Fiverr, or Toptal.



When permitted by an instructor, such technology may be useful to students as a tool to generate study guides or to use as a research source, which then should be cited as source material by using a method specified by the instructor.

Note that actions which create an unfair advantage by impeding access by course members to important information, or the sharing of improperly received information, also violate academic integrity. Recognizing that specifics of violations may be differently defined in different courses, the college gives instructors the authority to determine expectations and provide instructions for source-specific circumstances. The syllabus for each course must include an academic integrity policy statement and an indication of how it applies to the course.

### *General Guidelines for Student Work*

Unless otherwise informed by the course instructor, students should assume that the following parameters are in effect for all coursework:

- Closed book tests – On all tests, students are expected to provide work that is exclusively original, without the use of notes or other materials prepared before the test. A test is assumed to be “closed-book” and must be completed without electronic or other aids unless designated otherwise.
- Papers – When a paper includes direct or indirect quotations or an idea or information taken from a source, that source must be acknowledged. Because conventions for citing sources vary by discipline and may differ for courses within a discipline, instructors are obliged to guide students in the acceptable forms of citation for each course.
- Collection of Information – The student is expected to collect and report accurate information in a research exercise and must not fabricate or falsify the information or 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 include specific directions from the instructor.

### *Student Responsibility*

Primary responsibility for maintaining academic integrity rests with the student. While the instructor is responsible for specifying expectations for appropriate academic behavior in unusual situations, the student should assume that the general guidelines given above apply to all course work. If students do not understand the academic integrity standards expected in a course or on a particular assignment, such as a group project or take-home test, students must seek clarification from the instructor. Students involved in a case of academic integrity violation are responsible for remaining informed of the progress of the case through the office of the VPAA.

### *Faculty Responsibility*

The general definitions of violations of academic integrity given above should serve as a guideline for all courses. Instructors will communicate to students when and how course expectations differ from or add to the General Guidelines for Student Work. For example, special assignments, such as group projects or take-home tests, necessitate that instructors indicate acceptable performance with academic integrity. Departments may produce a handout for courses in an area to clarify standards and special assignment expectations. As stated in the Operational Guide, GM 15, every course syllabus must contain a statement on academic integrity and how the general guidelines given above apply to the particulars of the course. Instructors may specify penalties for academic integrity violations, ranging from partial credit to failure on a particular assignment to failure in a course. Unless otherwise stated in the course syllabus, the course penalty for a violation of academic integrity will apply only to a particular assignment. In all cases, course grading is the sole responsibility of the course instructor, but the college, through the VPAA and Chair of the Academic Integrity Council, is not restricted from assessing additional, more severe consequences not affecting the course grade, such as probation or suspension, for any violation, including the first.

FYS faculty will discuss the college's academic integrity policy and process with students in the course. All new students, including transfer students, will attend an introductory information session covering academic integrity at the beginning of each fall semester.



### *Procedures and Penalties*

Any instructor who suspects a violation of academic integrity must notify the suspected violator(s) in writing as soon as the allegation is clearly defined. The notice should remind the student(s) of the right to consult with mentors or other college community members as the student feels is necessary. Instructors should maintain student confidentiality throughout the process. If another person brings the possible violation to the instructor's attention, the instructor should also inform the reporting person that the case is being pursued while stressing the need for strict confidentiality of the allegation. The instructor must then meet with the student(s) involved to discuss the allegation. N.B. Both a written notification to the student(s) and a personal interview with the student(s) are necessary before the instructor refers the case to the VPAA. In exceptional cases when a personal interview becomes impossible (e.g., if a graduating senior becomes unavailable at the end of the final spring semester), all materials relating to the allegation, including the written notification by the instructor, will be submitted to the VPAA, who will work with the Chair of the Council to resolve the case with the instructor and student(s) involved.

If the suspicion of a violation be explained to the instructor's satisfaction, no further action is required. If an instructor determines that a violation of academic integrity has occurred, the instructor may assess an in-course penalty, such as partial or complete failure on the assignment or failure in the course, following the academic integrity statement included in the course syllabus. The instructor must then provide the Vice President for Academic Affairs a written notification of the violation and penalty along with all supporting documentation. The VPAA and Chair of the Academic Integrity Council will then meet with the student(s) involved to discuss the details of the violation, emphasizing methods to avoid future violations, and determine if any additional penalty should be assessed. If any student chooses to appeal the charges, the case will be heard by the Academic Integrity Council. During the appeal process, any in-course penalty assessed by the instructor will not go into effect until the Council has convened and reached a finding. If the Council finds that a violation has occurred, the in-course penalty will be upheld; if the Council finds that no violation has occurred, no penalty based on the allegation will be assessed. However, the instructor will still be solely responsible for the grade on the assignment and in the course. In the case of a second and all subsequent violations, the VPAA must refer the case(s) to the Academic Integrity Council. If the Council finds that additional violations have occurred, increasingly severe penalties may be assigned, ranging from probation for one or two long semesters, to suspension for one or two long semesters, to expulsion. N.B. Withdrawing from a course during the process of an academic integrity violation investigation will not automatically dismiss the case.

Following the college's guidelines regarding probation, any student on probation may not represent the college in any official capacity during the probationary period. The student may not hold an elected or appointed office in any club or organization, though membership is not prohibited. Practice, performance, participation and travel with athletic teams, clubs, organizations, and music ensembles are prohibited during the probationary period. Students should also note that an academic integrity violation of any kind may affect eligibility for membership in some honor organizations, participation in honors programs, and nominations for fellowships and awards.

### *General Practices of the Academic Integrity Council*

1. All Academic Integrity Council hearings will normally be conducted within 10 calendar days of notifying involved parties.
2. The office of the VPAA will notify all Council members (who should reply to allow assurance of a quorum), the accused student, the student's mentor, the instructor involved, and any known witnesses needed for the hearing of the arranged date, time, and place of the hearing. However, in cases involving a possible second or additional violation, information regarding prior violation(s) will be shared only when the Council upholds the current violation and then convenes in executive session to discuss the consequences of their findings, which may include consideration of prior violations.



3. Students may seek the 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. The Chair of the Academic Integrity Council will be available to serve in an advisory capacity for any person involved in an academic integrity case, including appeals. Legal counsel is prohibited.
4. The usual constituency of the Academic Integrity Council is four faculty, four students, and the Chair (who will vote only in the case of a tie). The necessary quorum for the Council to convene will consist of two faculty members, two student members, and the Chair. Faculty members are assigned by the VPAA, student members are assigned to serve one-year terms in a process overseen by the Associate Vice President of Student Affairs & Dean of Students.
5. Any Council member with a conflict of interest must be excused from hearing a case. The accused student may raise an objection to the VPAA regarding the Council's membership prior to a hearing. The VPAA will oversee any needed adjustments to the Council's membership.
6. All hearings by the Council will be electronically recorded and subsequently reported in writing by the Chair of the Academic Integrity Council to the student and the VPAA, who in turn will notify the course instructor and the student's mentor. The recording will be maintained in the student's confidential academic file by the VPAA.
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 of the case is kept in the student's confidential files held by the VPAA and Chair of the Academic Integrity Council for as long as the student remains at Austin College.
8. Suspension may be, and expulsion will be, noted on the student's official record.
9. N.B. While any case or appeal is before the Academic Integrity Council, the only contact permitted with the Council is through the Chair. No individual involved in the case or appeal may contact any Council member or the course instructor regarding the case.

### *The Appeals Process*    **First Appeal**

A student who chooses to appeal the findings determined by an instructor must present the appeal in writing to the VPAA and the Academic Integrity Council, which serves as the hearing body for the first appeal. The Council will review all available pertinent information and, through coordination with the VPAA, schedule a hearing date, time, and place, following the procedures outlined above. The hearing will be electronically recorded and subsequently reported in writing by the Chair of the Academic Integrity Council to the student and the VPAA, who in turn will notify the course instructor and the student's mentor.

If the offense occurs during a semester, the student is expected to continue all activities and assignments related to the course during the appeals process. While continuation in the course during the appeal may cause some difficulty for both student and instructor, a means by which the student can continue to be evaluated in the course is necessary. N.B. While any case or appeal is before the Academic Integrity Council, the only contact permitted with the Council is through the Chair. No individual involved in the case or appeal may contact any Council member or the course instructor regarding the case.

### **Second and Final Appeal**

1. Students or instructors choosing to request a second and final appeal of a finding by the Academic Integrity Council must present the request for an appeal in writing to the VPAA within five days of the Council's findings.
2. Appeals may challenge the finding, the penalty, or the process. Upon reading the appeal document, the VPAA has the responsibility either to accept or deny the appeal. If the VPAA denies the appeal, the original finding will stand.



3. If the VPAA considers the appeal, the VPAA will make use of the appeal document as well as all other materials concerning the case, including the electronic recording of the Council's initial hearing.
4. If the VPAA be involved as mentor or instructor in the case, the VPAA will delegate to an academic Dean of Humanities, Science, or Social Science the responsibility to consider the final appeal. In all cases the findings of the second appeal will be delivered by the VPAA to the student, the student's mentor, the course instructor, and the Chair of the Academic Integrity Council.
5. The VPAA is responsible for updating a student's confidential academic file following action on an appeal by the Academic Integrity Council, the VPAA, or the Dean.
6. The Chair of the Academic Integrity Council will be available to serve in an advisory capacity regarding the process for any person involved in an academic integrity case, including any appeals.

*Roles of the Vice President for Academic Affairs*

1. The VPAA receives reports from instructors regarding violations of academic integrity.
2. The VPAA maintains confidential records of reported violations and on-going processes of alleged violations.
3. The VPAA distributes the notice of the instructor's report of a violation to the accused student, the Chair of the Academic Integrity Council, the student's mentor, and the student's confidential file held by the VPAA. The Chair of the Academic Integrity Council will submit to the VPAA and student involved summaries of any interview with the student as well as findings of the Academic Integrity Council.
4. The VPAA also maintains records of past violations of students in confidential files. In the event of a second and all subsequent violations, the VPAA refers the case to the Academic Integrity Council for the assignment of any additional consequences. However, in cases involving a possible second or additional violation, information regarding the prior violation(s) will be shared only when the Council upholds the current violation and then convenes in executive session to discuss the consequences of their findings, which may include consideration of prior violations. The VPAA is responsible for updating a student's confidential file when a decision is reached by the Academic Integrity Council or through an appeals process. The VPAA works closely with the Chair of the Academic Integrity Council to conduct interviews and hearings in a timely fashion, and provides clerical support for the notification process and record keeping involved.
5. The VPAA shall monitor patterns of violations and shall circulate to the faculty and the Student Assembly an annual summary report regarding violations of academic integrity.

*Roles of the Chair of the Academic Integrity Council*

1. The Chair of the Academic Integrity Council will be available to serve in an advisory capacity regarding the process for any person involved in an academic integrity case, including any appeals.
2. The Chair will prepare written summaries of all interviews and Council findings for the VPAA to distribute to the student, the instructor, the student's mentor, and the student's confidential academic file.
3. The Chair will ensure that all Council hearings are electronically recorded and that the recording is delivered to the VPAA for placement with the student's confidential academic file. The recording will be available for review during an appeal process.
4. The Chair will serve as the contact person for academic integrity discussions with the Student Assembly.



*Academic Integrity Council:  
Composition and  
Responsibilities*

1. The Academic Integrity Council is composed of four faculty members, four student members, and the Chair, who will vote only in the case of a tie.
2. The four faculty members are appointed by the VPAA to serve four-year staggered terms, as needed. Student members are appointed to serve one-year terms in a process overseen by the Associate Vice President of Student Affairs & Dean of Students.
3. The quorum required for any Council action will consist of two faculty members, two student members, and the Chair. The VPAA will oversee any needed adjustments to the Council's membership due to conflicts of interest or scheduling.
4. The Council's duties may continue during academic breaks and January/ May terms, with accommodations as needed to ensure students and instructors involved are available.

*Penalty Guidelines*

The primary objective of the academic integrity process is the education of students regarding the importance of honest academic work, as well as assigning consequences for violating the trust of Austin College's educational mission. Within the context of responsibilities discussed above, the following ranges of disciplinary actions apply:

<u>Instructor-Assessed Penalties</u>	<u>Council-Assessed Penalties</u>
Report of violation to VPAA, leading to student interview with VPAA and Chair of the Academic Integrity Council.	Probation  Suspension (JP 5)  Expulsion (JP 5)
In-course penalty, such as failure on the assignment in question or failure in the course, as specified in the course syllabus.	

In all cases, course grading is the sole responsibility of the course instructor, but the college, through the VPAA and Chair of the Academic Integrity Council, is not restricted from assessing additional, more severe, consequences not affecting the course grade, such as probation or suspension, for any violation, including the first. In all instances, a record of academic integrity violations is kept in the student's confidential file by the VPAA.

*Summary of Procedures and  
Penalties*

1. Course instructor suspects a violation of academic integrity
2. Instructor gathers evidence of suspected violation and discusses the suspicion with the student(s) involved. If the suspicion be confirmed, the instructor notifies the student(s) in writing of the violation. If the suspicion be explained to the instructor's satisfaction, no further action is required.
3. The instructor assesses an in-course penalty for the violation, ranging from partial to complete failure on the assignment to failure in the course, following the course syllabus. The instructor also informs the VPAA of the violation and the assessed in-course penalty.
4. The VPAA and Chair of the Academic Integrity Council schedule an interview with the student(s) involved in the violation to discuss the details of the violation and how future violations can be avoided. Depending on the specifics of the violation, additional penalties may be assessed. Students should also note that an academic integrity violation of any kind may affect eligibility for membership in some honor organizations, participation in honors programs, and nominations for fellowships and awards.



5. If a student decides to appeal the instructor's finding that a violation has occurred, the case will be heard by the Academic Integrity Council. If the Council finds that no violation has occurred, the in-course penalty will be voided; if the Council upholds the violation, the in-course penalty will be upheld. The outcome of the hearing will be recorded and reported in writing by the Chair of the Academic Integrity Council to the student and the VPAA, who in turn will notify the course instructor and student's mentor. Either the student or the instructor may make a final written appeal of the Council's findings to the VPAA within five days of the Council's finding.
6. All second and subsequent violations of academic integrity by a student are referred by the VPAA to the Academic Integrity Council, which normally hears cases within 10 days of the violation notification. The outcome of the hearing will be recorded and reported in writing by the Chair of the Academic Integrity Council to the student and the VPAA, who in turn will notify the course instructor and the student's mentor. As noted above, either the student or the instructor may make a second (final) written appeal of the Council's finding to the VPAA within five days of the Council's finding.
7. The Academic Integrity Council will review all information, written and oral, related to the referred case, with a simple majority vote determining the validity of the violation.
8. Council-assessed penalties for violations include probation for one or two long semesters, suspension for one or two long semesters, or expulsion from the college. Records of all academic integrity violations are kept by the VPAA and the Chair of the Academic Integrity Council for as long as the student remains at Austin College. Suspension may be, and expulsion will be, noted in the student's official records.

## Learning Environment Policy

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."

Refusing to comply with guidelines related to COVID-19 would be considered disruptive behavior. Refusing to comply with directives related to health and safety guidelines issued by local, state and/or federal authorities will also be considered disruptive behavior. Non-compliance will result in an initial warning. If non-compliance continues, disciplinary action up to including removal from an academic class/setting, on-campus residence, and/or the campus as a whole may result.

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 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.

## **Non-Academic Code of Student Conduct**

### **Introduction**

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 Associate Vice President of Student Affairs & Dean of Students 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.

- 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 their 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 & Chief Inclusion and Diversity Officer or their designee.

- **Major Violations:** Violations of the NACSC considered to be major include:
  - Three or more violations or misbehavior;
  - Damage or vandalism greater than \$200;
  - Failure to comply with a disciplinary sanction;
  - Failure to respect/comply with College agents;
  - Aggravated intolerance, bullying, harassment, sexual misconduct, and/or threat of another community member and;
  - Risk to the health and safety of other community members (damage to access system, etc.)
  - 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 & Chief Inclusion and Diversity Officer 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. Have access the College judicial system.
6. Receive a statement of expectations and policies promulgated by the College.

Austin College students bear the responsibility:

- Student Responsibilities*
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, they will have three (3) days to of the NACSC to contact the staff member who sent the letter and declare their desire for a hearing by the PJB. If the student does not respond, then the warning for the violation will stand as recognized.

#### *Student Hearing Process and Principles*

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 17 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, one from the North Flats, 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 Associate Vice President of Student Affairs & Dean of Students or their 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 their 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 they preside 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 or 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 Associate Vice President of Student Affairs & Dean of Students. The Associate Vice President of Student Affairs & 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:
  - A. One sophomore (serves three years)
  - B. One junior (serves two years)
  - C. One senior (serves one year)
  - D. 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 & Dean of Students. 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 Associate Vice President of Student Affairs & Dean of Students or their designee for student and staff positions, and the Vice President for Academic Affairs or their designee for faculty positions.
5. The Associate Vice President of Student Affairs & Dean of Students 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.

*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 Associate Vice President of Student Affairs & Dean of Students or their 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, a minimum 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 Associate Vice President of Student Affairs & Dean of Students.
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 themselves. 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.

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 they have been formally notified, the hearing board will hear the case in their absence using any available information.

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 on their 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.

***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 their witness(es) 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 witness' testimony.
- D. The hearing board will question the accused and witness(es) 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 Associate Vice President of Student Affairs & Dean of Students or their 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 their 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 Associate Vice President for Student Affairs & Dean of Students. Within the five working days after receiving the hearing board’s determination, the Associate Vice President for Student Affairs & Dean of Students or their designee shall render the written decision. For PJB/GRB: The entire record shall be forwarded to the Associate Vice President of Student Affairs & Dean of Students or their 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 Associate Vice President of Student Affairs & Dean of Students or their designee for review by PJB/GRB, or the Vice President for Student Affairs and Chief Inclusion & Diversity Officer or their designee for review by the 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, they will need to arrange for their access to campus directly with the Vice President for Student Affairs & Chief Inclusion and Diversity Officer or his/her designee.

### Sanctions

In recommending and determining a sanction, the PJB, SCC and the Associate Vice President of Student Affairs & Dean of Students or their 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 & Chief Inclusion and Diversity Officer.
- **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 & Chief Inclusion and Diversity Officer or their 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 themselves 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 & Chief Inclusion and Diversity Officer or their 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 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 representing 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.



## **Regulations for Student Conduct**

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 one self 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.
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, or faculty, may confiscate a misused College ID card or faculty member in the course of their 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 76).



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 their customary or usual affairs, puts the person in fear for their 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 their 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 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), 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, axes, 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.
21. Failure to comply with guidelines related to COVID-19.



### **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 75.
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 Police Office).
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 the full handbook for further in depth explanation.

#### ***Appeal Process for Parking 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 of age. 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.  
the container. The container must remain consistent throughout the year.



- 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
- 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 PouchClub 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.



- 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.

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.

### *III. Events Other Than the Pouch Club*

- 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, any activity where official symbols of AC are prominently displayed, or 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.

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.



#### ***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.
- D. 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.
- E. 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.
- F. Please note that there may be additional expectations for events that receive approval from the College.
- G. On specific college wide program dates, no approvals will be granted. This includes overnight previews, A.C.E., orientation weekend, etc.
- H. 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 publicize the event on their Student Organization Bulletin Board. (Please refer to the Bulletin Board policy in the Student Organization Handbook).

#### ***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 Student Success "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 Student Success "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:

**VIII. Organization/Group Sanctions****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.

**IX. Enforcement of Alcohol Policy**

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

Typically, the record of a violation will remain active in the organization's discipline file for four academic years.

The record of a violation will remain in the student organization's file as historical data.

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 a NACSC violation.



Those violations that occur in the residence halls, Jordan Family Language House, Johnson Suites, Bryan Apartments, Flats on Brockett Court, North Flats, and the Village will be under the jurisdiction of the residence hall staff and the appropriate hearing board. Students living off campus and Student Organizations that violate the policy and are reported are accountable to the Associate Vice President of Student Affairs & Dean of Students or their 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.

### **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 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 Associate Vice President of Student Affairs & Dean of Students at least 48 hours before the start of the event to ensure its successful execution. The Associate Vice President of Student Affairs & 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 arrangements with the City of Sherman.

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.

### **Space Utilization & Time**

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.

### **Place cards, Banners, & Signs**

Place cards, banners, and signs are allowed so long as they are not 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.

### **Prohibited and/or Unauthorized Behavior**

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 of 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 toward 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 Associate Vice President of Student Affairs & Dean of Students, who will consult with others on campus as needed to finalize a response to the appeal.

### **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 Associate Vice President of Student Affairs & Dean of Students or their 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 Associate Vice President of Student Affairs & Dean of Students 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 & Chief Inclusion & Diversity Officer or their 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 & Chief Inclusion and Diversity Officer.



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 following Texas State Hazing Law synopsis).



## 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 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”** means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a 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 unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - (D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
  - (E) 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**

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. 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 Director of Student Activities or Associate Vice President for Student Affairs & Dean of Students or other appropriate official of the institution.
2. 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.
3. 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 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 Class A misdemeanor punishable by a fine of not less than \$1,000, nor more than \$4,000, 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 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.
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 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 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







## JP 8 Austin College Discrimination, Harassment, and Retaliation Policy

Approved by SLT: 4/6/2021

### **JP8 - Policy on Discrimination, Harassment, and Retaliation**

#### **Purpose**

It is the policy of Austin College to create an educational and working environment that provides all members of the Austin College community equal access to College activities and programs. In accordance with federal and state law, Austin College prohibits unlawful discrimination, harassment, and retaliation on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law.

This policy provides information regarding Austin College's prohibition on non-sexual misconduct: discrimination, harassment, and retaliation. This policy explains how the College will respond once it receives a Report or receives a Formal Complaint of prohibited conduct. The processes described herein are tailored to address unacceptable behavior in a manner consistent with the College's values and status as a private institution of higher education, while meeting the legal obligations of Title VI, Title VII, and other applicable Federal and State laws and regulations. Basic fairness and reasonable expectations are strictly defined by the processes described in this policy. To make a request for a reasonable accommodation, employees must contact the Chief Human Resource Officer. To make a request for a reasonable accommodation, students must contact the Austin College Academic Skills Center

**This policy does not create a contract with students, employees, or any other party.**

#### **Jurisdiction**

This policy applies to applicants for admission or employment and the following members of the Austin College community: currently enrolled students and current employees; trustees; third-party consultants, vendors, and contractors when they are doing business with Austin College; individuals who perform services for Austin College such as volunteers; and visitors, guests, and other third parties under circumstances within Austin College's control.

This policy applies to conduct that takes place:

- on the campus or Austin College premises;
- in the context of any Austin College sponsored program, activity, or event, regardless of location;
- through the use of Austin College owned or provided technology resources; or
- off-campus and/or online when the conduct, as determined by the College, is likely to have an adverse effect on Austin College and/or the pursuit of its objectives, members of the Austin College community, or is likely to create, continue, or contribute to a hostile environment as determined by Austin College.

In determining if the conduct is likely to have an adverse effect, Austin College may consider whether:

- the reported action constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- it appears that the respondent may present a danger or threat to the health or safety of self or others as determined by the College;
- the conduct significantly impinges upon, as determined by the College, the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- the conduct is detrimental to the educational interests of Austin College, as determined by the College;
- any other relevant factor(s) as determined by Austin College.

#### **Prohibited Conduct**

##### **Discrimination**

The unlawful differential and adverse treatment of an individual or group based on an individual's or group's age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veter-



an status, and any other basis protected by law that is objectively offensive and unreasonably interferes with or limits an individual's or group's ability to participate in, or to realize the intended benefits of, an institutional activity, employment, receipt of reasonable accommodations, or other resources. Examples may be when the conduct interferes with:

- A student's or applicant for admission's ability to participate in, access, or benefit from educational programs, services or activities (e.g. admission, academic standing, assignment, campus housing);
- An employee's or applicant for employment's access to employment or conditions and benefits of employment (e.g. hiring, advancement, assignment, training opportunities);
- An authorized volunteer's ability to participate in a volunteer activity; or
- A guest's or visitor's ability to participate in, access, or benefit from Austin College's programs.

### Harassment

Unwelcome conduct based on an individual's or group's age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, that is objectively offensive and when:

- Submitting to or enduring such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any Austin College program, activity, or benefit;
- Submission to or rejection of such conduct is used, implicitly or explicitly, as the basis for decisions affecting an individual's education (e.g. admission, academic standing, grades, assignment); employment (e.g. hiring, advancement, assignment); or participation in an Austin College program, activity or benefit;
- In the employment context, such conduct is sufficiently severe or pervasive that it unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment, or;
- In the education context, such conduct is sufficiently severe, persistent, or pervasive that the conduct interferes with the student's ability to participate in, or benefit from, educational programs or activities at Austin College.

To determine whether an educational or work environment was objectively offensive, the person appointed by the College will consider the totality of the circumstances, including (1) the frequency of the discriminatory/harassing conduct; (2) its severity; (3) whether it is physically threatening or humiliating, or merely an offensive utterance; and (4) whether it interferes with an employee's work performance or a student's ability to participate in, or benefit from, the educational programs or activities at Austin College. No single factor is determinative. The required level of severity or seriousness may vary inversely with the pervasiveness or frequency of the conduct. A single incident of harassment, if sufficiently severe, or a continuous pattern of less severe incidents of harassment could give rise to a viable formal complaint. A regular pattern of frequent verbal ridicule or insults sustained over time can constitute severe or pervasive harassment sufficient to violate this policy.

Austin College encourages individuals to report any incidents of discrimination and harassment to ensure they receive appropriate supportive measures, as determined by Austin College, and maintain access to their employment and/or education.

### Retaliation

Austin College forbids retaliation 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. No hardship, loss, benefit, or penalty may be imposed on an employee, student, or third party in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Any person who is found to have violated this aspect of the policy by the person appointed by the College may be subject to immediate emergency removal or administrative leave and disciplinary action up to and including suspension, expulsion, termination of em-



ployment, or any other action deemed appropriate by the person appointed by the College to resolve retaliation.

## **Reports and Formal Complaints**

**Reports** are communications to Austin College that behavior potentially violating a policy has occurred. A report is not a request for an investigation or adjudication into these behaviors. Investigations and adjudications are triggered by the filing of a Formal Complaint (see Formal Complaints below).

Reports of discrimination, harassment, or retaliation must be made to the Chief Human Resource Officer:

- Melanie Oelfke, 900 N. Grand Ave., Suite 6I Sherman, TX 75090.
- Phone: (903) 813-2433 and Email: moelfke@austincollege.edu
- Reports may also be submitted to the Chief Human Resource Officer through the Campus Conduct Hotline (CCH) (866) 943-5787, or the Online Campus Conduct Reporting tool, both of which are linked at the bottom of every Austin College webpage via "Campus Conduct Hotline."
- If a report is made to anyone else, the reporter risks the possibility that it will not come to the attention of the appropriate College authorities and may, therefore, not be acted upon officially by an Austin College employee with authority to redress the allegations (Chief of HR).

Any person may make a report of discrimination, harassment, or retaliation to the Chief Human Resource Officer. Austin College will likely be limited in its response when reports are made by, or against, individuals that are not under Austin College's control. All persons have the right to contact law enforcement or other resources outside of Austin College's process.

Once reported to the Chief Human Resource Officer, the College may take any appropriate immediate action, as determined by the College, including Administrative Leave, Emergency Removal, and Supportive Measures. Supportive measures are immediate non-disciplinary efforts that should prohibit any further discriminatory or harassing action and may redress the alleged actions without having to go through the Formal Complaint Process. Supportive Measures are available as appropriate with or without the filing of a Formal Complaint.

Supportive Measures may be: Counseling; Extensions of deadlines or other course-related adjustments; Modifications of work or class schedules; Campus escort services; Mutual restrictions on contact between the parties; Changes in work or housing locations; Leaves of absence; Honoring an order of protection or a no-contact order entered by a State civil or criminal court; Increased security and monitoring of certain areas of the campus; taking corrective action; Other measures determined by the College to be appropriate.

Individuals receiving a No Contact Order are not entitled to an explanation of the alleged conduct, unless and until there is a Formal Complaint allowed to proceed by the person appointed by the College to make that determination.

**Formal Complaints** of discrimination or harassment are official requests that Austin College conduct an investigation into the alleged misconduct, make determinations regarding responsibility for an alleged policy violation, and implement appropriate sanctions against the respondent(s) if found responsible using a preponderance of the evidence standard. Formal Complaints must be filed with the Chief Human Resource Officer. (contact information above) The Formal Complaint should contain all known details about the allegations of misconduct including: date and time, location, parties, what happened, witnesses, and any other information relevant to the complaint. The Chief Human Resource Officer or their designee may ask for additional details after receiving the initial Formal Complaint.

Formal Complaints of Faculty behavior will be forwarded to the Vice President for Academic Affairs and will proceed under the process articulated in JP4 Judicial Guidelines and Procedures for the Faculty. Formal Complaints of Student behavior will be forwarded to the Vice President for Student Affairs & Chief Inclusion and Diversity Officer or their designee and will proceed under this policy. All other Formal Complaints will be handled by the Chief Human Resource Officer and will proceed under this policy. A Formal Complaint may be filed by the Chief Human Resource Officer on behalf of another, when determined appropriate by the College. A person who reports allegations of discrimination or harassment but declines to file a Formal Complaint will have limited participation in College initiated resolution process. In this instance, the reporter will not be entitled to knowledge of the outcome or ability to appeal the dismissal of a formal complaint or the determination regarding responsibility.

**Formal Complaint Process** - After the person appointed by the College determines that the Formal Complaint may proceed (explained below) all parties are entitled to: notice of the allegations, an opportunity to present evidence and witnesses to an investigator, and an opportunity to be heard by the decision maker before a final decision is made. After an investigator completes the investigative report, it will be forwarded to the Decision Maker. The Decision Maker may then schedule separate meetings with the parties or witnesses and ask follow-up questions of both parties and witnesses, including those that challenge credibility. The Decision Maker may schedule additional meetings with parties or witnesses as determined appropriate by the Decision Maker. There will be no cross examination conducted by parties or their advisors. Both parties are allowed to have a Party Advisor who may be an attorney. Howev-



er, Party Advisors may not advocate on behalf of the person they are advising during meetings, investigations, or hearings, nor may they interfere with the process, as determined by Austin College. The Decision Maker may be the Chief Human Resource Officer, the Vice President for Student Affairs & Chief Inclusion and Diversity Officer, the Vice President for Academic Affairs, or their assigned designee(s). Individuals are assumed not responsible unless and until they are found responsible using the preponderance of the evidence standard (more likely than not) under this policy. Sanctions may only be implemented after a respondent is found responsible for a policy violation using the procedure listed above.

**Sanctions may be:** 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 supportive 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 person(s) appointed by the College.

**Formal Complaint Requirements** - A Formal Complaint may only be submitted by: 1) the individual who is alleged to be the victim of conduct that could constitute discrimination or harassment, or 2) the Chief Human Resource Officer when they determine it is appropriate to do so. The Formal Complaint should contain all known details about the allegations of misconduct including: date and time, location, parties, what happened, witnesses, and any other information relevant to the complaint. At the time of filing a formal complaint, the complainant must be a current student or current employee. A formal complaint may not be filed by a student or employee on behalf of another person who is alleged to be a victim of discrimination or harassment, nor may a Formal Complaint be filed anonymously. The complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent via the written notice of allegation.

The Chief Human Resource Officer or their designee must dismiss the Formal Complaint if the conduct alleged in the Formal Complaint: 1) would not constitute Prohibited Conduct (as defined in this policy) even if proved, 2) did not occur under the jurisdiction requirements listed in this policy. The Formal Complaint must also be dismissed if the complaint: 3) was not filed by a named student or employee, or 4) the respondent is no longer enrolled at or employed by Austin College, or under the College's jurisdiction.

At any point during the process the Chief Human Resource Officer or their designee may dismiss the complaint if: When a formal complaint contains allegations that are precisely the same as allegations the College is, or has already investigated and adjudicated; When the length of time elapsed between an incident of alleged discrimination or harassment, and the filing of a formal complaint, prevent Austin College from collecting enough evidence to reach a determination as determined by Austin College; and When the complainant has stopped participating in the investigation.

**Determinations Regarding Responsibility** - After all relevant evidence has been collected, reviewed, and responded to by the parties, the Decision Maker will review the evidence and meet with the parties/witnesses individually as needed to ask relevant follow up questions, including those that question credibility as appropriate. The determination regarding responsibility will then be made using the preponderance of the evidence standard (more likely than not). The Decision Maker appointed by the College will issue a written determination regarding responsibility with the following sections:

- (A) Identification of the allegations;
- (B) Findings of fact supporting the determination;
- (C) Conclusions regarding the application of Austin College's policy to the facts;
- (D) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and any disciplinary sanctions Austin College imposes on the respondent.

**Appeals** - Once written notification of the dismissal of a Formal Complaint or any allegations therein has been issued, both parties have the right to submit an appeal to the Chief Human Resource Officer.

Once written notification of the determination regarding responsibility has been issued, both parties have the right to submit an appeal to the Chief Human Resource Officer.

Appeals may only be submitted by a party to the action and solely upon the following four grounds:

- 1) Procedural irregularity that affected the outcome of the matter; 2) New material evidence that was not reasonably available at the time the Investigative Report was published or dismissal of allegations was made, that could affect the outcome of the matter; 3) Conflict of interest/bias - The investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; 4) Sanction is disproportionate to the violation.

Appeals must be submitted in writing to the Chief Human Resource Officer within 72 hours of receiving the notice of dismissal or decision regarding responsibility. If the appeal is accepted, any information that is submitted will be made available to the other party for review. The other participant may submit a rebuttal of the appeal in writing to the Chief Human Resource Officer within 7 days of re-



ceiving the appeal information. Upon receiving an appeal and rebuttal, if one is submitted, the Chief Human Resource Officer will refer it to the appropriate appeal agent for review and final decision making.

- Appeals addressing procedural Irregularities in the investigation and resolution process in a way that substantially altered the outcomes of the case shall be referred to an alternate investigator(s) and or decision maker(s) for review and decision making.
- Appeals providing substantive new evidence, which is information that was not reasonably available before or during the investigation or dismissal was made and that could affect the outcome of the matter shall be referred to the investigator(s) and or decision maker(s) for consideration and determination of a finding based on the new information.
- Appeals alleging a Conflict of Interest/Bias by the Decision Maker for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter shall be referred to an alternate investigator(s) and or Decision Maker(s) for review and decision making.
- Appeals alleging that the sanction is disproportionate to the violation shall be assigned to the following appellate agents for review and decision making:
  - a) The Vice President for Business Affairs or designee if the responding participant is a staff member,
  - b) The Vice President for Student Affairs & Chief Inclusion and Diversity Officer or designee if the responding participant is a student.

Austin College will seek to complete the appeals process in a reasonable amount of time as determined by the College unless Austin College determines in its discretion that more time is required. Austin College will provide periodic updates as it deems appropriate. The appropriate appeals agent will issue a written decision describing the result of the appeal and the rationale for the result. The Chief Human Resource Officer or designee will notify the participants simultaneously, to the extent possible, in writing of the appeal agent's decision. Finding and sanction decisions made by the appeal agent are final.

**Informal Resolution** - When determined appropriate by the Chief Human Resource Officer, the informal resolution process may be used to resolve allegations by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without implementing a formal resolution process. 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. Informal resolutions may reach agreements between the parties, facilitated by the Chief Human Resource Officer or their designee, that include continued supportive measures but that also could include disciplinary measures, while providing finality for both parties in terms of resolving allegations raised in a formal complaint of discrimination, harassment, or retaliation.

The informal resolution process may include the range of supportive 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. For example, both participants may agree that the permanent application of supportive 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.

To enter into the Informal Resolution process, both parties must provide voluntary written consent to the College after receiving and reviewing the notice of allegation and the rules regarding the Informal Resolution process. At any time prior to the final Informal Resolution agreement either party may withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

### **Additional Provisions**

**Academic Freedom** - Austin College is committed to 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.

**Administrative Leave** - The Process by which Austin College places a non-student employee respondent on administrative leave during the pendency of a grievance process. This process may be used when determined appropriate by the Chief Human Resource Officer.

**Emergency Removal** - The Process by which Austin College may remove a respondent from the College's education program or activity on an emergency basis, provided that the Chief Human Resource Officer or their designee undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of discrimination, harassment, or retaliation justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. Austin College retains discretion on a case-by-case basis in determining if and when it is appropriate to contact a student's parents when the emergency removal tool is used.



**Parental Notification** – Austin College retains discretion on a case-by-case basis in determining if, and when, it will be appropriate to contact a student's parent(s) or guardian(s). 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 Chief Human Resource Officer or their designee and this policy for questions.

**Relevant Evidence** - The Formal Resolution Complaint Process will provide an objective evaluation of all relevant evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. Relevant Evidence is defined as evidence:

- Tending logically to prove or disprove a fact of consequence or to make the fact more or less probable and thereby aiding the trier of fact in making a decision. What does this mean?
- Having a significant and demonstrable bearing on the matter at hand.

**Extensions of Time** - Any party who wishes to request a temporary delay in the grievance procedure or the limited extension of time frames must submit a written request to the Chief Human Resource Officer or their designee that details why that party is requesting the delay/extension. The party filing the request must demonstrate good cause for the delay/extension to be granted. The Chief Human Resource Officer or their designee will make a determination regarding the request for delay/extension. If the request is denied, the requesting party will receive notice of the decision and the reasons why the request was denied. If the request is granted, both parties will receive written notice of the delay/extension and the reasons for it. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Delays caused solely by administrative needs would be insufficient to satisfy this standard.

Even where good cause exists, Austin College may only delay the grievance process on a temporary basis for a limited time. A respondent (or other party, advisor, or witness) would not be able to indefinitely delay a proceeding by refusing to cooperate. The grievance process can proceed to conclusion even in the absence of a party or witness.

**Responsibility to Cooperate** - Process Participants under Austin College's control must cooperate in good faith with Austin College investigations. Refusal to cooperate in good faith with an investigation may result in disciplinary action. An employee's or student's refusal to cooperate with processes described in this policy will be reported to the Chief Human Resource Officer or their designee who may implement disciplinary action against those unwilling to cooperate.

**Responsibility of Student Organizations** - Whenever an alleged violation of Title IX is brought to the attention of a student organization, student organization leadership and/or members should refer the affected member(s) to the Title IX Office on campus for reporting and/or resolution. Student Organizations should take no action on said member(s) during the Title IX process. If a no contact order is put in place by the College, the College will work with said member(s) about how to manage membership in the student organization. Student organizations should not interfere in the investigation by placing any member(s) on inactive status or asking said member(s) to refrain from being involved in the organization's activities. "No person or organization may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part." (Section Retaliation 1.23 Austin College Sex and Gender Based Misconduct Policy)

Student organizations are encouraged to speak to the Dean of Students and/or Director of Student Activities if they have questions regarding these expectations.

**Responsible Employees** - A college employee who has the authority to redress misconduct under this policy. The designated Responsible Employees under this policy is the Chief Human Resource Officer. A responsible employee is not a person who has, or appears to have, the obligation to report instances of discrimination, harassment, or retaliation.

\*Austin College employees are not designated mandatory reporters under this policy. While employees may forward learned of allegations of discrimination or harassment to the Chief Human Resource Officer under their own discretion, they are not under any legal or college mandated obligation to do so (Unless required by any federal or state law or regulations). Individuals seeking supportive measures or an official response by the College must report to the Chief Human Resource Officer.\*

**Party Advisors** - Advisors who step outside their role, as determined by the College, may be dismissed from the process by the applicable Decision Maker. Advisors may be required to sign paperwork acknowledging their role and agreement to the policies of Austin College before they participate in a process.

Parties must give Austin College notice of their party advisor before any meeting, interview, hearing or other occasion where the party advisor will be present.

**Nature of Policy** - Austin College reserves the right to modify this policy at any time without notice.



## Sex & Gender Based Misconduct Policy

Updated April 4, 2022

### Policy on Sex & Gender Based Misconduct

Austin College prohibits discrimination, harassment, assault, and retaliation based on sex, sexual orientation, and gender identity.

To make a report or seek support, contact the Title IX Coordinator, Melanie Oelfke at (903) 813-2433, or click on the 'Campus Conduct Hotline' link, located at the bottom of every Austin College website webpage.

To view the College's entire policy outlining definitions, how to make a report to the college, how to receive support from the College, and resolution options, please visit the Title IX Office's webpage and view the Sex & Gender Based Misconduct policy at <https://www.austincollege.edu/campus-life/title-ix-office/>

**This policy does not create a contract with students, employees, or any other party.**







# 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:

<b><i>Campus Police</i></b>	(903) 813-2555
<b><i>College Nurse</i></b>	(903) 813-2247
<b><i>Vice President for Student Affairs and Chief Inclusion &amp; Diversity Officer</i></b>	(903) 813-2228
<b><i>Associate Vice President of Student Affairs &amp; Dean of Students</i></b>	(903) 813-2306
<b><i>Student Life Office</i></b>	(903) 813-2306
<b><i>Grayson County Crisis Center</i></b>	(903) 893-5615 (24 hour domestic violence & sexual assault hotline)
<b><i>General Community Information</i></b>	(903) 868-1551
<b><i>Campus Counseling</i></b>	(903) 813-2247
<b><i>Alcoholics Anonymous</i></b>	(903) 868-2734
<b><i>Grayson County Health Department</i></b>	(903) 893-0131 (Pregnancy, STD info, AIDS testing & counseling)
<b><i>Behavioral Health Center</i></b>	(903) 416-3000 (Mental Health)
<b><i>Grayson Mental Health Center</i></b>	(903) 893-0175
<b><i>Texoma Medical Center</i></b>	(903) 465-5128 (Mental Health)
<b><i>AIDS Hotline</i></b>	1-800-342-2437
<b><i>Poison Control Center</i></b>	1-800-746-7661
<b><i>Wilson N. Jones Hospital</i></b>	(903) 893-4121; 500 N. Highland Avenue, Sherman, TX
<b><i>Texoma Medical Center</i></b>	(903) 416-4181 Denison, TX
<b><i>Title IX Report Hotline</i></b>	(903) 813-2433 (press 1)
<b><i>Deputy Title IX Coordinator &amp; Compliance Officer</i></b>	(903) 813-2432
<b><i>National Sexual Assault Hotline</i></b>	1-800-656-HOPE (4673)
<b><i>Sherman Police Department</i></b>	(903) 892-7290; 317 S. Travis Street, Sherman, TX









## CAMPUS MAP

Abell Library Center	B2
Adams Center	C3
Administration Building (Caruth)	C2
Admission & Financial Aid Offices in Wortham Center	C3
Apple Stadium (Football)	A3
Baker Residence Hall	C2
Baseball Field (Baker Athletic Field)	A2
Bryan Apartments	B4
Campus Police in Jackson Technology Center	B3
Caruth Administration Building	C2
Caruth Residence Hall	C3
Clyce Residence Hall	C3
Clyde L. Hall Graduation Court	C2
Collins Alumni Center	D3
Craig Hall (Music)	B2
Dean Residence Hall	C2
Dickey Fitness Pavilion	B3
The Flats at Brockett Court	A4
Forster Art Studio Complex	C1
Hannah Natatorium in Mason Complex	B3
The Hass Village on Grand	C1
Hopkins Center	C2
Hoxie Thompson Auditorium in Sherman Hall	C2
Hughley Gym in Mason Complex	B3
Human Resources in Caruth Administration Building	C2
Idea Green Communication Center	B3
IDEA Center	B2
Intramural Complex (Williams Intramural Complex)	A2
Jackson Technology Center	B3
Johnson "Roo Suites"	B4
Jordan Family Language House	B1
Library (Abell Library)	B2
Mabee Hall in Wright Campus Center	C3
Mason Athletic-Recreation Complex	B3
Morris Center (formerly Moody Science Center)	C2
Sally and Jim Nation Theatre	B3
North Flats	B1
Physical Plant (thervey Physical Plant)	A4
President's Home at Wood House	D2
"Roo Suites (Johnson "Roo Suites)	B4
Sherman Hall	C2
Sid Richardson Recreation Center in Mason Complex	B3
Soccer Field (Pierce Soccer Complex)	B2
Temple Center (Austin Teacher Program)	C4
Tennis Courts (Russell Tennis Center)	A1
Wortham Center	C3
Wright Campus Center	C3
Wynne Chapel	C3
Zauk Circle Drive	C3

### LEGEND

- EMERGENCY TELEPHONE
- ACCESSIBLE ENTRANCE

