

LAMAR STATE COLLEGE ORANGE

STUDENT HANDBOOK

CONTENTS

WELCOME

Greetings from the Dean of Student Services	4
---	---

INTRODUCTION

History of Lamar State College Orange	5
Mission Statement.....	6
Core Values.....	6

ACADEMIC POLICIES AND PROCEDURES

Academic Advisement.....	7
Academic Integrity.....	7
Policy for Appealing a Final Grade.....	8
Academic Appeals Procedure.....	8
Academic Probation	9
Student Schedule Changes (add and drop a course).....	9
Withdrawal from the College	10
Class Attendance	10
Classification by Credit Hours	10
Course Load Restrictions	11
Dean's List	11
Degree.....	11
Degree Plan	12
Elective	12
Final Grade Report.....	12
Grade Changes	12
Grade Replacement	12
Grading System	12
Major	13
Part-Time Student	13
President's List.....	13
Semester Hours	13
The Texas Success Initiative (TSI)	13
Transcripts	14

COLLEGE SERVICES

Dean of Student Services Office	15
Admissions and Records Office	15
Advising, Counseling and Testing.....	16
Bookstore	18
Campus Security.....	18
Career Development and Job Placement	19
Compact With Texans	19
Complaints	20
Computer Services.....	20
Continuing Education (Non-Credit).....	21
Dining Services	21
Financial Aid.....	21
Health Services/First Aid.....	25
Human Resources	25

International Students	26
The Learning Center	26
Library	26
Lost and Found	27
Official Publications	27
Physical Plant.....	27
Public Information	28
Recreations/Intramural Sports	28
Student Center	28
Student Insurance	29
 TO ANSWER YOUR QUESTIONS	
Office Contacts.....	29
 FINANCIAL INFORMATION	
Billing/Payments/Installments	30
Refund Policy	31
 CAMPUS LIFE	
Student Activities.....	34
Student Government Association.....	34
Student Advisory Board	34
Student Organizations.....	34
 STUDENT SERVICES AND ACTIVITIES/POLICIES AND PROCEDURES	
General Provisions	35
Admission Standards and Requirements.....	35
Tuition and Fees.....	35
Student Grants and Loans	36
Student Conduct and Discipline	38
Student Organizations.....	45
Participation in Student Government	46
Use of the Student Center.....	48
Debts of Students.....	48
Correct Address	49
Identification Cards	49
Student Parking and Traffic.....	49
Policy Regulating Student Travel.....	49
LSCO Alumni	53
Student Computer Use Policy.....	53
Ownership of Materials	54
Solicitation	54
Use of System Facilities.....	55
Speech and Assembly	56
Parades, Demonstrations and Free Speech Area	59
Posting and Distribution of Printed Material.....	60
Publications of Student Groups	61
 HEALTH AND SAFETY POLICIES	
Bacterial Meningitis Vaccination Requirement.....	62
Tobacco-Free Institution	63
AIDS Policy	63
Alcohol Policy.....	64
Students with Disabilities	66

Drug-Free Workplace Policy	67
Face Covering Policy.....	68
RELATED COLLEGE POLICIES	
Family Educational Rights and Privacy Act of 1974 (FERPA).....	70
Racial Harassment Policy.....	71
Sexual Misconduct Policy and Procedures	72
Student Absences on Religious Holidays.....	89
Student Right to Know and Campus Security Act of 1990	90
Health Risks of Alcohol and Drugs	95
College Penalties	97
Available Drug Counseling	97

WELCOME

Dear Students:

It is a pleasure to welcome you to Lamar State College Orange, an institution that takes great pride in its excellent academic and student services programs. Lamar Orange offers many benefits to its students, and it is our hope that you will take full advantage of them. To do so, you must study and play hard, always following the “rules of the game.” The *Student Handbook* is designed to assist you in following those rules.

The role of the Student Services Division is to complement the total educational mission of Lamar Orange by offering quality programs and services. Departments within the division embrace a student development philosophy that stresses the holistic approach in co-curriculum involvement. We are committed to helping our students become educated, enlightened; and empowered in ways that will enable them to achieve and contribute as productive citizens in their community and country.

We provide many opportunities for our students to develop life skills that will prepare them for the challenges of tomorrow. We encourage you as a new or returning student to become active in one or more of your student organizations.

We are excited that you have chosen Lamar State College Orange as the place to pursue your educational goals. If you have questions or problems, whether academic or personal, we are eager to assist you, the student.

Sincerely,

Brian Hull
Dean of Student Services

INTRODUCTION

HISTORY OF LAMAR STATE COLLEGE ORANGE

In fall 1969 Lamar University opened its first extension center in Orange, Texas with classes held in the old Tilley Elementary School. In 1971 the Texas Legislature passed legislation enabling Lamar University to operate a two-year educational center, thus removing the extension status and allowing students to take two full years of course work on the Orange campus. In that same year the Tilley building was destroyed by fire, and a spirited community-wide fund-raising effort netted more than \$250,000 for the purchase of the former Sabine Supply Company building, located at 410 Front Street in Orange. Classes began at this location in the fall of 1971. Since that time facilities, enrollment and course offerings have grown steadily. Academic and technical programs are offered in four divisions: Arts & Sciences, Business and Technology, Allied Health, and Education.

The Texas Legislature created the Lamar University System in 1983, making it possible for the Orange campus to attain separate agency status and earn independent accreditation in 1989. In 1991 the Texas Legislature clarified the degree-granting authority of Lamar University-Orange. LU-O, along with sister institutions in Port Arthur and Beaumont, was merged with the Texas State University System (TSUS), effective September 1, 1995. With system offices located in Austin, TSUS also includes, Texas State University at San Marcos, Sam Houston State University, and Sul Ross State University. In 1999 the legislature acted to define further the campus' mission by changing the name to Lamar State College-Orange.

Lamar State College Orange currently has a student body of approximately 2,700 students. A variety of two-year academic programs is offered, leading to associate of science and associate of arts degrees. These programs will transfer to four-year institutions for students seeking baccalaureate degrees. Several technical/occupational programs are available, which lead to associate of applied science degrees or certificates of completion.

MISSION STATEMENT

Lamar State College Orange is a two-year, open admissions, lower-division component of the Texas State University System.

Our mission is:

Transforming Lives

Lamar State College Orange transforms lives and communities through the continual pursuit of academic, professional, and personal excellence. We provide new and unique opportunities for growth and success. We are the bridge connecting those we serve to a bright, Orange future.

Our Vision is:

Where Hope Meets Opportunity

Lamar State College Orange will be the college of choice serving Southeast Texas and Southwest Louisiana. As an exemplary place of learning, Lamar State College Orange will prepare the workforce of tomorrow. Our students will arrive with the hope of a productive future and leave with the knowledge and opportunities for success that a Lamar State College Orange education provides.

CORE VALUES

To foster a collaborative environment of integrity and accountability, Lamar State College Orange values:

- **Quality:** Providing excellence through education
- **Growth:** Building a shared vision of opportunity and advancement
- **Service:** Meeting the needs of the communities we serve
- **Innovation:** Creating an array of unique educational opportunities
- **Success:** Achieving personal and professional goals

ACADEMIC POLICIES AND PROCEDURES

The catalog is the primary source for statements of the academic policies and regulations, which govern students' academic life at the college. **All students are held responsible for knowing and abiding by the policies and regulations applicable to their individual circumstances.**

The following explanation of selected academic matters is intended to supplement the student's use of the catalog, not replace it. The College catalog is available online at <http://www.lSCO.edu/catalog/catalog.asp>.

ACADEMIC ADVISEMENT

All students subject to the provisions of the Texas Success Initiative (TSI) must be advised prior to registering for their courses. Students subject to TSI are those students who

(1) are not TSI EXEMPT and (2) have not taken the TSI Test or (3) have taken the TSI Test but have not passed all three sections.

ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly activity in an open, honest, and scholarly manner. Academic integrity is a basic guiding principle for all academic activities at Lamar State College Orange, and all members of the College are expected to act in accordance with this principle. All students shall act with personal integrity, respect other students' dignity, rights and property, and help establish and maintain an environment in which all can succeed.

The college does not tolerate cheating or plagiarism. Cheating involves either giving assistance to another student or receiving assistance from another student during a quiz, test, examination or other individual assignment unless the instructor has explicitly permitted such assistance.

Academic dishonesty and cheating includes, but is not limited to:

1. Submitting material that is not the student's as part of the student's course performance;
2. Using information or devices that are not allowed by the faculty;
3. Obtaining and/or using unauthorized materials;
4. Fabricating information, research and/or results;
5. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
6. Collaborating with others on assignments without the faculty's consent;
7. Cooperating with and/or helping another student to cheat; and/or
8. Demonstrating any other forms of dishonest behavior.

Plagiarism includes, but is not limited to:

1. Directly quoting the words of others without using quotation marks or indented format to identify them;
2. Using sources of information (published or unpublished) without identifying them;
3. Paraphrasing materials or ideas without identifying the source; and/or
4. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

Each instructor will explain any special means required to avoid plagiarism in his or her own field.

The assignment of grades is the responsibility of the instructor. Thus, the course syllabus outlines the punishment for students who engage in academic dishonesty.

The faculty member's charge must include an academic penalty, the most severe being removal from the course with a grade of "F." Additionally, LSCO may propose an institutional sanction in repeated or blatant cases of academic dishonesty.

A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made. In cases of a possible institutional sanction, a judgment will be rendered by the Dean of Student Services.

A student who is found guilty of intellectual dishonesty loses his or her right to withdraw voluntarily from the course in which cheating occurred.

GRADE REPLACEMENT

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College Orange course. Eligibility for all College honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division director of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Course Repetition/Grade Replacement Policy* for any courses used to award a degree or calculate the cumulated grade point average.

ACADEMIC APPEALS PROCEDURE

To provide for the resolution of alleged grievances in a prompt and equitable process throughout the university system and in compliance with the Title IX programs and regulations, appropriate departments and divisions of the college are to follow the appeals procedures as published below.

An Academic Appeals Committee shall be established. It shall be comprised of four faculty members and three students. Division directors may not serve as members of the committee. The members of the committee shall be chosen by the vice President for academic affairs. The chairman of the committee shall be selected from one of the faculty members.

POLICY FOR APPEALING A FINAL GRADE

Grade determination and awarding of a final grade in a course are clearly the responsibility of the instructor. Final grades are available within 24 hours of the instructor posting the grade. Students will view grades through the student information system by logging into https://lscosbprod.lsc.edu:9200/rgdb/twbkwbis.P_WWWLogin.

When a student becomes aware of a grade that he/she believes is incorrect, he/she may appeal a final grade received in the course. The appeal process shall be initiated by the student as soon as possible after the receipt of the grade but shall be started no later than 30 days after the end of that semester and must be resolved no later than the end of the next long semester after receipt of the grade.

Caution:

The appeals steps listed below are greatly abbreviated and are intended only to give you an overview of the process and where to start. Detailed information and instructions are clearly stated in the Faculty Handbook and are available from the appropriate Division Chair or Dean or the Academic Affairs Office.

1. First, consult with the instructor and express your concerns. If this meeting does not produce an acceptable resolution, you may appeal to the next level.
2. Within five (5) days after receiving the instructor's decision, consult with the instructor's Program Director/Associate Dean. Be prepared to provide written proof of the basis of your appeal. If this meeting does not produce an acceptable resolution, you may appeal to the next level.
3. Within five (5) days after receiving the Program Director/Associate Dean's decision, consult with the program Dean. Be prepared to provide written proof of the basis of your appeal. If this meeting does not produce an acceptable resolution, you may appeal to the next level.

4. Within five (5) days after receiving the Dean's decision, submit to the Provost/Executive Vice President a written request for a hearing before the Academic Appeals Committee. Be prepared to provide written proof of the basis of your appeal.

ACADEMIC APPEALS PROCEDURE

To provide for the resolution of alleged grievances in a prompt and equitable process throughout the university system and in compliance with the Title IX programs and regulations, appropriate departments and divisions of the college are to follow the appeals procedures as published below. An Academic Appeals Committee shall be established. It shall be comprised of four faculty members and three students. Program directors may not serve as members of the committee. The members of the committee shall be chosen by the Provost/Executive Vice President. The chair of the committee shall be selected from one of the faculty members.

The Academic Appeals Committee should be involved in an alleged grievance/appeal only after normal procedures for resolving issues have been exhausted.

ACADEMIC PROBATION, SUSPENSION AND REINSTATEMENT

ACADEMIC PROBATION

Students are expected to make satisfactory academic progress toward their degree objectives. A "C" is the minimum satisfactory grade, and a "C" average (2.0 GPA) constitutes satisfactory performance. The cumulative grade point average is based only on course work at Lamar Orange for which the student earns the grade of A, B, C, D or F. The marks of Q,W, NG, XC or U are not counted as hours attempted in figuring the cumulative grade point average.

A student is placed on probation after the first long semester in which a student's institutional cumulative GPA falls below 2.0. Students on academic probation whose institutional term GPA is a 2.0 or higher will be allowed to continue on probation until the institutional cumulative GPA reaches 2.0 or higher. Students on academic probation must see an academic advisor to be advised and registered for classes each semester until they are off probation. If, after one semester on probation, a student fails to raise their cumulative GPA above 2.0, the student will be limited to enrolling in 7 credit hours during subsequent semesters until the cumulative GPA reaches 2.0 or higher.

Academic probation is assessed at the end of the Fall and Spring semesters.

SUSPENSION AND REINSTATEMENT

A student who has been on academic probation for two consecutive semesters will be placed on academic suspension if the student fails to maintain a 2.0 institutional term GPA. A student who has been suspended may return to LSCO after sitting out one long semester

STUDENT SCHEDULE CHANGES

Students may change their schedules by dropping and/or adding course sections during the period designated for changes in the class schedule (see the academic calendar for the specific date).

Changing from one section to another of the same course constitutes a class change just as changing from one course to a different course does.

Students wishing to make schedule changes may meet with an Academic Advisor on the 3rd Floor of the Library, Rm. 355. Students wishing to drop a class prior to the census date (4th class day – for summer terms, 6th class day - for 8wk sessions, and 12th class day – full terms) can do so by meeting with an Academic Advisor (on the 3rd, floor the Library, Rm 355) without financial or academic penalty.

After census (4th class day – for summer terms, 6th class day - for 8wk sessions, and 12th class day – full terms) please contact your **Instructor to drop a class** or your **Program Director to withdraw from the college**. You may contact them via email, in person or by telephone. The process for dropping a course or withdrawing from class is detailed below.

HOW TO DROP A COURSE

Students that wish to continue to be enrolled for the term but would like to drop one or more courses but NOT all their courses will need to meet with, email or call their instructor to discuss their progress in the class. After visiting and discussing student progress, if the student wishes to drop the course the instructor will complete the online drop form.

Dual Credit (DUHS) and Early College High School (ECHS) students wishing to drop a class will need to visit with their high school counselors for advising. The high school counselor will contact the LSCO Dual Credit Advisor regarding the drop. The LSCO Dual Credit Advisor will complete the online drop form and include the instructor email so they will receive notification.

When the instructor submits the drop request, the student will receive a confirmation email to their mylsc.edu email account.

HOW TO WITHDRAW FROM CLASSES

Students that wish to withdraw from the college and want to be dropped from ALL their courses will need to meet with, email or call their program director to discuss their desire and reason for withdrawing. After discussing if the student wishes to withdraw from the college meaning they wish to drop all their courses, the program director will complete the online withdrawal form.

Dual Credit (DUHS) and Early College High School (ECHS) students wishing to withdrawal from the college will need to visit their high school counselors for advising. The high school counselor will contact the LSCO Dual Credit Advisor regarding the withdrawal. The LSCO Dual Credit Advisor will complete the online withdrawal form and include the program director email so they will receive notification.

If you are unsure who to contact please email admissions@lsc.edu for assistance. Once you have contacted your Instructor/Program Director they will submit a drop/withdrawal request on your behalf. A confirmation email will be sent to your **mylsc.edu email**. Any additional communications regarding your drop or withdrawal will also go to your mylsc.edu email. Information on how to access LSC-O systems is provided on our website <http://www.lsc.edu/infotechnology/credentials.asp>.

NOTE: All questions regarding drop refunds should be directed to the Cashier's Office.

CLASS ATTENDANCE

In the application of this policy to individual cases, the instructor is encouraged to consult with the division director or program director and seek advice from the office of the Dean for student services. However, determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of approved absences for college-sponsored activities. When absences, other than approved absences, interfere seriously with the student's performance, the instructor may recommend to the instructor's division director that the student be dropped from the course.

A list of approved absences for college-sponsored academic activities is maintained in the office of the vice President of academic affairs. A list of absences approved by the Dean of Student Services because of college-sponsored co-curricular activities is maintained in the Office of Student Services. As previously referenced, absences also may be approved by the instructor. Approved absences call for the privilege to make up examinations and written assignments without penalty. This privilege does not extend to unapproved absences.

Attendance is critical in development classes. TSI-required students must attend all developmental lecture and lab periods. If the student has excessive absences in a developmental lecture or lab, the instructor must drop him/her from the class as outlined in the course syllabi. Students should again note that dropping a required developmental course may lead to their forced withdrawal from school.

Students may request the Office of Student Services to notify faculty members prior to or during an extended absence because of personal or family illness, accident, hospitalization, etc. This notification does not constitute an excused absence from class; however, it does advise the instructor as to the reason a student is absent and of the expected date of return to class.

Students with absences approved for college-sponsored activities should present properly completed excused absence forms to their instructors. Such forms, signed by the approving administration/director, should be presented to the instructor prior to the absence if possible. (If this is not possible, the form should be presented immediately upon returning to class.)

An instructor has the authority to drop administratively a student when, in the opinion of the instructor, a student has accumulated absences (including excused absences) to such an extent that the course cannot be passed. An instructor may also award the temporary grade of "I" (incomplete) under certain circumstances only. See the catalog section on the grading system for special information.

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance policies. Also, students receiving financial aid or veterans' educational benefits are subject to loss of benefits for lack of class attendance.

CLASSIFICATION BY CREDIT HOURS

A freshman is one who has accumulated fewer than 30 semester hours of college credit.

A sophomore is one who has accumulated 30 or more semester hours of college credit. Some courses require sophomore standing as a prerequisite.

COURSE LOAD RESTRICTIONS

A regular load during a fall or spring semester is 15 to 18 semester hours; a six-week summer semester load is six to eight semester hours. Students may, with approval of the appropriate Division Chair or Dean, enroll for a heavier course load. No student will be allowed to enroll for more than 21 semester credit hours, regardless of the number of grade points earned the preceding semester.

Working students are cautioned to consider the number of semester hours in relation to the number of hours per week of employment. It is not realistic for students employed on a full-time basis to enroll in college on a full-time basis. Full-time student status is achieved when a student enrolls for 12 or more semester hours in a long semester or six or more semester hours in the summer session. A guideline to keep in mind is that it is usually necessary to spend at least two hours of preparation and study for every hour spent in class.

DEAN'S LIST

At the end of each fall and spring semester, the Admissions and Records Office prepares a list of all full-time students (those who complete 12 or more credit semester hours at Lamar State College Orange) who have earned a grade point average of 3.4 or above for the semester.

DEGREE

A degree is an academic title awarded a student who has successfully completed a specified program of study. Lamar State College Orange is authorized to award associate of science degrees, associate of arts degrees, associate of applied science degrees, certificates of completion and marketable skills certificates.

DEGREE PLAN

A complete plan of studies will be established by the student with the Advising and Counseling Center when the student enrolls at Lamar State College Orange. Students can follow their degree progress using Degree Works in Self Service Banner. The Degree Works degree plan can also be accessed by the student's Major Division Director, Faculty Advisors, Advising and Counseling Center, and the appropriate Division Chair or Dean.

Degree Works can also be used to help students explore other degree options. Students wishing to change their major should submit a change of major form to the Admissions and Records Office.

ELECTIVE

An elective is any course not specifically required for the completion of the degree. Electives allow the student flexibility, within the total semester credit hours required for the degree, to pursue special interests outside the specific requirements for the major area of study.

FINAL GRADE REPORT

Final grades are available at all times by accessing the Online Student Information System. Instructions on how to access grades via the web are available in the Lamar State College Orange Schedule of Classes.

GRADE CHANGES

A grade may not be corrected or changed without the written authorization of the instructor giving the grade; or, in the event that an instructor is no longer employed by Lamar State College Orange, the appropriate Division Chair or Dean and vice President for academic affairs may authorize a grade change after reviewing grade records. The written instruction for a grade change should be accompanied by a statement explaining the reason for the change and must be signed by the instructor, division director and appropriate Division Chair or Dean.

GRADE REPLACEMENT

Students may replace a course grade by repeating the same course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The grade for repeating a course at another institution cannot be transferred to replace a grade for a Lamar State College Orange course. Eligibility for all College honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar State College Orange, including those that were replaced. Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The division director of the department offering the course will determine what constitutes a more advanced course. This policy does not apply to classes repeated before the fall of 2011. Once a degree has been conferred, a student may not use the *Course Repetition/Grade Replacement Policy* for any courses used to award a degree or calculate the cumulated grade point average.

GRADING SYSTEM

A	Excellent	Q	Dropped course
B	Good	U	Unsatisfactory
C	Satisfactory	S	Satisfactory
D	Poor	I	Incomplete
F	Failing	NG	No Grade
W	Withdrawn from all classes		

“W” or “Q”. The grade of “W” or “Q” is given if the withdrawal or drop is made before the penalty date and/or if the student is passing at the time of withdrawal or drop.

Incomplete – “I”. The grade “I” may be given when any requirement of the course, including the

final examination, is not completed. Arrangements to complete deficiencies in a course should be made with the instructor. Incomplete work must be finished during the next long semester. If not, the Admissions and Records Office must change the "I" grade to the grade of "F." The course must be repeated, if credit is desired.

An "I" grade also automatically becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

MAJOR

A major is a grouping of related subject matter courses that characterize and distinguish a principal field of study. It may include a course grouping from only one academic discipline or from two or more related disciplines.

PART-TIME STUDENT

Any undergraduate student who carries fewer than twelve (12) semester hours during an academic semester is classified as a part-time student. A student carrying nine to 11 hours is considered to be three-quarter-time, and a student carrying six to 10 semester hours is considered to be half-time.

PRESIDENT'S LIST

In order to be on the President's List, compiled after each fall and spring semester, students must complete 12 or more credit semester hours at Lamar State College Orange with a semester grade point average of 4.0.

SEMESTER HOURS

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. Most courses meet three hours per week and have a credit value of three semester hours. For each hour of class, at least two hours of preparation are expected on the part of the student. **Note:** Lab classes carry a different semester hour credit than lecture classes.

THE TEXAS SUCCESS INITIATIVE (TSI)

The purpose of the Texas Success Initiative is to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework.

All students subject to the requirements of the Texas Success Initiative must take the Texas Success Initiative (TSI) Assessment. Students must present scores to register for classes unless otherwise exempt, or are majoring in programs of less than 43 credit hours.

The LSCO Testing Center is dedicated to providing students ample opportunities to obtain TSI scores necessary for late enrollment through the twelfth class day.

The following students shall be exempt from the requirements of TSI, exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - b. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading

- and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Teas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
 3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
 - b. STARR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
 4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
 5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed equivalent college-level coursework as determined by the receiving institution.
 6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
 7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
 8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
 9. A student who on or after August 1, 1990 was honorably discharged, retired or released from active duty as a member of the Armed Forces of the United States or the Texas National Guard or service as a member of a reserve component of the Armed Forces of the United States.
 - a. An institution may exempt a non-degree-seeking or non-certificate-seeking student.
 - b. ESOL Waiver—An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment.
 - c. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

TRANSCRIPTS

Transcripts are issued only with the written authorization of the student. All admissions requirements and financial obligations to the college must be satisfied in full before transcripts will be issued. Transcripts may be obtained at no cost with a limit of five requests at one time. All Lamar Orange transcripts are official with the seal, registrar's signature and date. A minimum of twenty-four (24) hours should be allowed for processing transcript requests.

TRANSCRIPT EVALUATION POLICY

Lamar State College Orange will consider credit earned at other accredited institutions for credit according to the following policies; however, credit evaluation is not automatic.

1. Official transcripts reflecting all completed coursework must be received by Lamar State College Orange Admissions and Records Office in a sealed envelope from the issuing institution.
2. A completed Transfer Credit Evaluation Request form must be completed and turned into the Admissions and Records Office. Transfer credit evaluation will not be processed until all official transcripts have been received.
3. Courses will be transferred as credit only, and the grades will not be used in the calculating of students' GPAs except in the case of honor graduates, where all courses attempted will be used in calculating the cumulative grade point average for the determination of honors.
4. "D" grades earned at other institutions are transferable, but departments may refuse to count them toward a degree.
5. Transfer students completing Transfer Credit Evaluation Requests will be informed of the amount of credit that will transfer no later than the end of the first academic term in which they are enrolled.

COLLEGE SERVICES

DEAN of STUDENT SERVICES OFFICE

The office provides administrative leadership, supervision, and coordination for the Division of Student Services. The division includes the following departments: Admissions and Records, Advising and Counseling, Career Services, Services for Students with Disabilities, Financial Aid, Intramural Sports, Orientation, Recruitment, Registration, Student Activities, Student Center, Student Organizations and Veterans' Affairs. Through leadership, program, and policy development, the Division of Student Services contributes to the overall intellectual, social and personal development of the students.

The purpose of the Division of Student Services is to complement the total educational mission of the college by providing opportunities for students to develop and grow in an academic environment. This is accomplished by offering quality programs and services. The goal of the division is to contribute to the learning experiences of our students, helping them become educated, enlightened and empowered in ways that they can achieve and contribute as productive citizens in their communities.

ADMISSIONS AND RECORDS OFFICE

The Admissions and Records Office is a service department to the students, the faculty and the administration. The primary function of the office is to admit students, to maintain a record of their academic studies, to certify them for graduation and to provide transcripts of their academic work.

Other services provided by the office are 1) to ensure a student's compliance with provisions of the TSI (Texas Success Initiative) and 2) to provide students enrollment verification data to lending institutions, insurance companies and the Veterans Administration. Students may also come by the office to process schedule changes, Social Security number changes, name changes and address changes. Requests to drop a course and withdraw officially from the college are submitted to the Admissions and Records Office.

Orientation

This program is intended for students of all ages who are enrolling at Lamar State College Orange for the first time. One-day sessions are conducted from one to three times prior to the

beginning of the fall and spring semesters. Attendance is optional but is strongly encouraged for all students who have not previously attended college. Transfer students are also welcome. A typical orientation session provides academic advising, registration instructions, tips on college survival secrets, information on financial aid opportunities and procedures, career exploration options, transfer planning and an introduction to student life and recreational opportunities.

The Admissions and Records Office is open 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. Friday. The Admissions and Records Office is closed during observed holidays as noted on the academic calendar.

ADVISING, COUNSELING AND TESTING

The college provides a wide range of advising and counseling services to all students. The goal of the center is to assist in the resolution of student problems and questions and ultimately support personal growth and development.

The Advising and Counseling Center can provide specific assistance with class schedule planning, change of major, general information about various career choices, and transferring college credits. Questions concerning placement testing and the Texas Success Initiative (TSI) may also be directed to the center's staff. The staff can provide current information concerning degree plans for all degree, certificate and institutional awards, as well as programs at other colleges and universities. The advisors are available to facilitate a successful transfer in order to meet your educational and career goals.

Trained personnel offer both academic and career counseling as well as limited social and personal counseling on an individual and confidential basis. Students also may participate in counseling groups and workshops dealing with areas such as personal growth, getting along with others, coping with stress, drug and alcohol dependence, and developing effective study skills.

Career counseling is available to each student to assist in the clarification of career objectives. An Academic Advisor can recommend career and interest assessments such as the Myers-Briggs Personality Type Indicator (MPTI), and MyNextMove.com.

Students are always welcome to drop in to the Advising and Counseling Center to discuss any kind of concern. The philosophy of the center is that no concern is too small to bring to the counselors' attention. When a problem exists that requires special professional expertise, the Advising and Counseling Center is the best place to receive a referral to an off-campus resource.

The center is open from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. The center is closed during observed holidays as noted on the academic calendar in this catalog.

The Advising and Counseling Center is located in room 355 of the Ron E. Lewis Library Building. Students may schedule appointments by calling (409) 882-3340.

Academic Advising

Academic advising is necessary to ensure that all students are in compliance with the Texas Success Initiative testing requirements and Lamar State College-Orange policies. Participation in continuous academic advising is vital to students' academic successes. Thus, students are expected to participate in the advising process throughout their careers on the Lamar State College-Orange campus. All first-time students, students with fewer than 15 credit hours, students with undecided majors, and students who have not completed the Texas Success Initiative (TSI) provisions are required to register through the Advising and Counseling Center.

After successful completion of the Texas Success Initiative (TSI) and 15 credit hours, students are assigned faculty advisors by the Director of Advising, Counseling and Testing with the collaboration of the appropriate Division Chair or Dean. Continuing students should meet with their faculty advisors at least once every semester to review their academic progress and to ensure that all prerequisites and program requirements are being met.

Testing

Located in room 107 of the Ron E. Lewis Library Building, the Testing Center provides a quiet, comfortable setting for group and individual testing. Placement testing to meet TSI requirements, program specific entrance testing, CLEP exams, and proctoring for distance education courses are available by appointment. Accommodated testing is available for those with a documented disability. Lamar State College Orange has also partnered with Pearson VUE to administer IT certification exams for Cisco Systems, and CompTIA, among others. Career development exams are offered to assist students in exploring career alternatives, and GED testing is available.

The Testing Center is open from 8 a.m. to 8 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday, and 9 a.m. to 1 p.m. Saturday during the Fall and Spring semesters. The center operates under reduced hours during the Summer semesters, 8 a.m. to 6 p.m., Monday through Thursday; and 8 a.m. to 5 p.m. on Friday. The Testing Center is closed during observed holidays as noted on the academic calendar.

Placement Services

Advising and counseling staff members, as well as Lamar State College-Orange faculty, assist students in finding part-time jobs off campus. The job placement specialist can assist students with job searches for both on-campus and off-campus employment. A student job board is maintained in the Academic Center where students may regularly check for job listings both on and off campus. In addition, information regarding full-time career opportunities for graduating students is provided by maintaining close working relationships with local job placement agencies and regular contact with local businesses and Lamar State College-Orange advisory board members. Students may also participate in résumé writing workshops and job interviewing training sessions as part of their preparation for LSCO's annual job fair, which is held each spring semester.

Carl Perkins Programs

The Carl Perkins Vocational Education Act makes available a variety of special services for qualified students who are majoring in technical/ occupational areas. Special populations include: Single Parent—an unmarried individual who must prepare to enter the workforce, yet has full or joint custody of a minor child or children; and Services for Students with Disabilities—see Disability Support Services section below.

Some of the special services offered by the Carl Perkins Program include child care assistance, tutoring, career and personal counseling, The Learning Center assistance in basic skills development, job placement services, and seminars in test taking, study skills, résumé writing, interviewing, and job-hunting skills.

Disability Support Services

Lamar State College-Orange offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Students requesting academic adjustments and/or accommodations must document their requests for services in the Disability Support Services Office in the Advising and Counseling Center.

Services are arranged to fit students' individual needs and may include individualized test administration, registration assistance, resource referral, sign language interpreters, note takers, tutors, readers, scribes, and the loan of specialized equipment, such as audio tape recorders, assistive listening devices, large print materials and access to a TDD.

When necessary, the counselor for students with disabilities acts as a liaison among students and faculty, administrators, and outside agencies.

The Disability Support Services Office works closely with the Department of Assistive and Rehabilitative Services (DARS). The department provides disabled persons opportunities to enter into or return to gainful employment. Assistance with tuition and fees--in addition to diagnostic evaluation, vocational counseling, and physical restoration--may be provided. For

more information call or write the Department of Assistive and Rehabilitative Services, Beaumont Field Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300 at (409) 924-7320 or (800) 242-8334.

Visually and hearing impaired students and other qualified students with disabilities may be eligible for assistance, including mobility training, professional counseling, placement services, tuition assistance, reader services, personal assistants, and other services through DARS. The department also maintains special equipment for its clients. To reach the Division of the Blind, call (409) 899-8490 or (800) 687-7013.

BOOKSTORE

The bookstore is located at 403 Green Avenue. The lease-operated bookstore sells new and used textbooks and provides student options for textbook rentals. All required textbooks and class supplies are sold through the bookstore. Other supplies for classwork can be purchased at the bookstore as well.

Refunds and Exchanges

A sales receipt is always required. No refund is given on outside reading books and supplies. All refund time periods start the first day of regular registration. Contact the bookstore for additional information. Books must be in excellent condition for refunds (no names, dents, scratches, dirt, etc., marring the appearance of the new books).

Fall and spring semester students will have the first two (2) weeks of classes to receive full refunds. **Summer semester** students will have one (1) week to receive refunds.

The bookstore will immediately exchange any defective merchandise returned with receipt.

Bookstore Buy-Back Policy

The bookstore will buy back books at certain times in the year. The books must be in resalable condition. The bookstore has a list of books that will not be bought back. The best time to sell your used books is during the week of finals. You must have your student ID with you when selling your books.

CAMPUS SECURITY

The Lamar State College Orange security department can be reached at 409.670.0789. The 24/7 emergency number answered by Orange Police Department dispatch is 409.883.1026. Campus security officers have enforcement authority on property owned and controlled by the college. The streets contiguous to and running through the campus are under the authority of the Orange Police Department. Campus security officers are authorized by state statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of LSCO.

Security guards patrol all LSCO campus facilities. They patrol on foot or in golf carts marked with SECURITY. LSCO officers are available to provide escort service to anyone whom may be concerned with their safety. LSCO officers enjoy a good working relationship with federal, state, local, city, and county law enforcement authorities. The Security Department's working relationship with other area law enforcement agencies ensures that crimes and violations at nearby campus sites may be reported to LSCO officers and, if further assistance is needed, at on-campus locations. Lamar State College Orange and the City of Orange Police Department have a memoranda of understanding for the investigation of alleged criminal offenses on and near campus. Both entities recognize the importance of having effective communication and coordination regarding alleged criminal offenses, including but not limited to, allegations of sexual harassment, sexual assault, dating violence and stalking that involve the College's students or take place on and around the LSCO's campus.

BLACKBOARD CONNECT EMERGENCY ALERT MESSAGING SYSTEM

Lamar State College Orange utilizes the communications system, BlackboardConnect, which allows the delivery of time-sensitive emergency notification via voice messages, e-mails and text messages in the event of a campus emergency. The BlackboardConnect service provides a safer environment, enhances emergency preparedness and will keep students, faculty and staff better informed. LSCO will use this service solely for the purpose of notifying the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, or students.

CAREER DEVELOPMENT AND JOB PLACEMENT

Career exploration workshops and individual counseling sessions offer students in-depth analyses of interests, abilities, values and occupational information. The Advising and Counseling Center provides career information via computer, magazines, books, briefs and interviews with professionals in the field.

EMPLOYMENT PLACEMENT SERVICES

Employment placement services are available through the Advising and Counseling Center to students and graduates for both part-time and full-time employment. Services include:

- (1) listing of current on- and off-campus job openings,
- (2) referral service to employers for interviews,
- (3) assistance in resume preparation and
- (4) career information regarding specific careers, employment trends, pay scales and job search skills, such as interviewing techniques.

Career fairs are held each year. These fairs provide students the opportunity to obtain information about employment and career possibilities from specific companies in a number of industries all at the same time. Company and career representatives are usually available to answer questions, and many use this opportunity to arrange appointments for employment interviews.

COMPACT WITH TEXANS

SERVICES RENDERED

LSCO is a state-supported, two-year institution of higher education, offering students both academic transfer curricula and a variety of high-quality vocational, technical programs. Additionally, non-credit classes and training opportunities are provided for the continuing education of community members and the customized training needs of local business and industry. LSCO has strong instructional, student service and community service missions.

SERVICE PRINCIPLES

LSCO is committed to providing quality service to students who can expect:

- *reliability* – consistent quality performance, access to services and timely and accurate completion of tasks.
- *credibility* – highly qualified faculty and staff, trustworthy administrators, prompt problem solving and accurate printed materials.
- *environment conducive to learning* – safe premises, appropriately dressed faculty and staff and friendly and accurate information.
- *responsiveness* – helpful and accessible staff, quick service, prompt communication and satisfactory student information.
- *concern* – expeditious and caring attention to student needs, an empathetic faculty and staff and reliable and credible problem solving.

SERVICE GOALS AND OBJECTIVES

LSCO is committed to maintaining an appropriate and current curriculum; maintaining

excellence in instruction; providing personal and academic counseling for students; providing extracurricular opportunities conducive to lifelong personal development; providing a functional and aesthetically pleasing campus; and cooperating with individual and community groups to promote education, economic development and cultural opportunities.

STANDARDS FOR MAXIMUM WAIT TIME

LSCO is committed to processing transcript requests within a 24-48 hour period; determining financial aid awards within three weeks of receiving completed files; registering (enrolling) students for classes within 15-30 minutes of initial contact; receiving service at the Cashier's Office within 15 minutes; determining admission into competitive-entry programs within 30 days; reporting results of credit-by-exam within one week; responding to requests for ADA accommodations in one day; answering the phone in four rings; completing transcript evaluations by the end of the first semester after receiving official completed files; and processing admission applications within 24 hours.

COMPLAINTS

Students desiring to file initial complaints regarding **non-academic** issues should bring the complaints to the attention of the appropriate department head for resolution. If an acceptable resolution is not reached with five working days, the student can then file a formal written complaint on the **Complaint Intake Form**. The complaint is logged in at this time and routed to the department against which the complaint has been made. If the resolution is not achieved, the complainant may appeal to the Dean of Student Services. Students may expect a maximum of five (5) days per step in the complaint resolution procedure. The decision of the Dean of Student Services is final.

Academic complaints/grievances should first be filed, in writing with the instructor. If resolution is not achieved, the complainant may appeal through the chain-of-command possibly culminating with a hearing before the Academic Appeals Committee. Students are then notified, in writing, of the decision. Procedures for pursuing specific types of grievances are detailed in the Texas State University System *Rules and Regulations*, the *LSCO Faculty Handbook*, the *LSCO Student Handbook*, and the *LSCO Catalog*. Students may expect a maximum of five (5) working days per step in the grievance procedure.

Student Relations Representative

Dean of Student Services
Lewis Library Building, Room 355
(409) 882-3342

COMPUTER SERVICES

The college has developed a state-of-the-art fiber optic network connecting all major campus buildings. Attached to this network are servers for administrative functions and academic computing. This network is also connected to the Internet, providing all students access to Internet mail and the World Wide Web.

Computer accounts are available to all students. These accounts are kept active as long as students are enrolled.

CONTINUING EDUCATION (NON-CREDIT) COURSES

The Office of Continuing Education offers courses, seminars, workshops and conferences that are less than a semester in length. For these educational experiences the continuing education unit (CEU) may be awarded.

This program offers day and evening organized educational, non-credit experiences designed for adults and adolescents who desire to improve their occupational, professional, cultural or social

learning beyond their present level of education.

At the request of a sufficient number of interested students, classes may be offered either on campus or at convenient off-campus locations.

Schedules of course offerings are available in the Office of Continuing Education.

DINING SERVICES

The campus offers a cafe, which serves breakfast and lunches in the Student Center. The cafe also caters special events held on campus. Additional information regarding on-campus catering may be obtained by contacting the cafe manager. Snack and drink vending machines are also located on campus.

FINANCIAL AID AND AWARDS

Financial assistance in the form of scholarships, grants, loans, and employment is available to a number of qualified students. Information regarding programs and eligibility criteria can be obtained from the Office of Financial Aid located in the Ron Lewis Library, 3rd Floor, Office 346, or at (409) 882-3317.

WHEN TO APPLY FOR FINANCIAL AID AND AWARDS

Applications should be completed by April 1 for the following academic year. The college will continue to award student aid as long as funds are available. The most desirable types of aid, however, are normally expended early. Therefore, students should make every effort to meet the April 1 priority date.

HOW TO APPLY FOR FINANCIAL AID AND AWARDS

Students wishing to apply for grants and/or work-study employment must complete the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at www.fafsa.gov. After the application is submitted, the student will receive a *Student Aid Report* (SAR) from the Department of Education. The Student Aid Report contains the Estimated Family Contribution (EFC) that is used in determining the student's eligibility to receive financial aid. The type and amount of assistance will be determined by the Office of Financial Aid based on several factors.

Students wishing to be considered for scholarships can apply online at <http://www.lsc.edu/scholarships/scholarships.asp>. Students should be aware that scholarship funds are limited and that recipients normally must have grade point averages above 2.5 to be considered.

SATISFACTORY ACADEMIC PROGRESS

In order to be eligible to receive Federal or State financial aid, students must meet the standards for Satisfactory Academic Progress.

The financial aid office will review SAP, each semester, after the student applies for financial aid. New students, transfers and returning students in good standing will be awarded for the semester they are enrolled. Students must maintain a 2.00 GPA to remain eligible to receive financial aid, and a completion percentage (earned hours/attempted hours) of at least 70% to remain eligible to receive aid. Courses attempted include all courses for which a student is registered. In order for a course to be considered complete, the student must receive a grade of A, B, C, D or S. Grades of W, Q, F, U, NG or I will not be considered as complete for SAP purposes. Grade changes due to the grade replacement policy, completing coursework towards an incomplete, or an instructor-initiated change will not be considered until the official change is made in the records office.

A student may receive financial aid for no more than 150% of the published length of their declared degree program. For example, if the stated number of hours for a degree program is 64 hours, the student may receive aid for no more than 96 hours (64x1.5=96). Included in this total will be all college coursework attempted at all schools attended.

A student enrolled in a regular program may receive financial aid for no more than 30 semester hours of remedial coursework. Remedial courses will be considered when calculating a student's completion rate and will count towards their total number of hours for SAP.

Summer and mini-session coursework will be included in all completion rate and GPA calculations. Students denied aid may appeal in writing to the financial aid office. This appeal should explain any mitigating circumstances, which have caused the student's failure to make academic progress. The Coordinator of Financial Aid will review appeals. Relevant documentation necessary to verify or support the appeal (e.g. death in immediate family, extended personal illness, recent divorce, etc.) should be submitted with the appeal letter.

Students shall be notified of their appeal decisions on their MyLSCO within two (2) weeks of the appeal letter being received in the financial aid office.

Students denied their appeal may then make an additional appeal to the Director of Financial Aid. **(NOTE:** If a student's appeal is denied, new information and documentation is required at each level of appeal to enhance the chances for granting subsequent appeals.)

If appeal is denied by the Director, students may then appeal to the Dean of Student Services. The decision of the Dean is final. Ten (10) working days should be allowed at each level of appeal. Students will be notified of all appeal decisions through MyLSCO.

A students' not meeting SAP, but who has their appeal accepted, will be placed on probation or be placed on a Satisfactory Academic Plan. They will receive notification by status updates on their MyLSCO. Under the terms of probation, the student must complete 75% of all attempted coursework for that semester, and attain a GPA of 2.0 for the semester. Students who are placed on an Academic Plan must complete all coursework attempted with a minimum 2.0 in each course taken. In some instances, students may be restricted to the amount of coursework taken for the term. Probation and Plan student's statuses will be reevaluated at the end of the semester, which is when they are placed on probation. They will be notified of their new status on their MyLSCO at the end of that semester.

A student not meeting SAP, and who will not be able to attain that status after one semester will be denied financial aid. This status will remain in effect until the student is granted an appeal or completes coursework, which brings them in compliance with all standards for academic progress.

TYPES OF AID

GRANTS

The Federal Pell Grant is the foundation for all other need-based programs. Students are considered for other financial aid awards after their eligibility for the Federal Pell Grant has been determined. Students must adhere to the satisfactory academic progress policy along with meeting the need-based eligibility requirement to receive financial aid. The requirements of the satisfactory academic progress policy are available in the Office of Financial Aid.

The final amount of the Federal Pell Grant is determined at the time of Leverage Educational Assistance Partnership Program enrollment.

In addition to the Federal Pell Grant Program, Lamar State College Orange participates in the following need-based grant programs:

Federal SEOG	Federal Supplemental Education Opportunity Grant
TPEG	Texas Public Education Grant
STS	State Tuition Scholarship
SDS	Student Deposit Scholarship
CWS	College Work Study
TEOG	Texas Educational Opportunity Grant
TEXAS	Toward Excellence, Access, and Success

LOANS

Federal Direct Loans are available through the U.S. Department of Education. In order to apply for Direct Loans, the student must complete the FAFSA form. They must also complete an online entrance counseling session.

Direct Loans must be repaid. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on loan (subsidizes the loan) until the student graduates, withdraws, or drops below half-time status. An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full.

SCHOLARSHIPS

Scholarships are funds that cover portions of students' expenses. A limited number of Lamar State College Orange and endowed scholarships are available to students who qualify based on merit and/or need. The amounts and numbers of these awards will vary each year depending on available funding and student need.

Scholarships at Lamar State College Orange are of two types: those administered solely by the college, including the selection of recipients; and those administered by the college at the request of donors who select the recipients themselves. Scholarship application forms and information concerning other requirements and deadlines are available in the Office of Financial Aid.

Lamar State College Orange Foundation Scholarships

The Lamar State College Orange Foundation provides numerous scholarship assistance to students who meet the minimum eligibility requirements. In addition to the general scholarship fund, the foundation has endowed programs designed for specific purposes. For more information, please contact the Office of Financial Aid at (409)882-3317 or email Financial Aid at finaid@lsco.edu. Scholarship applications are available online at <http://www.lsco.edu/scholarships/scholarships.asp>.

SHORT-TERM LOANS

Lamar State College Orange provides short-term loans. Short-term loans for 60 days are designed to pay tuition and fees during registration and must be repaid within the semester in which the loan is made. Students interested in acquiring short-term loans should contact the Cashiers Office for more information.

EMPLOYMENT

Employment opportunities under Federal Work-Study, State Work-Study and other employment programs of the college are available to Lamar State College Orange students as part of the financial assistance program. The college and local businesses and industries provide a number of part-time jobs that enable students to earn part or all of their expenses while attending the college. Students are able to apply for student assistant and work-study job programs on line at: <https://jobs.lsco.edu>

EXEMPTIONS

The state of Texas allows certain students to be exempt from paying all or a portion of tuition and fees. Students should contact the Office of Financial Aid if they meet any of the conditions listed:

- Residents of the state of Louisiana
- Highest ranking high school graduate
- Veterans who do not receive Post 9/11 or VA Voc Rehab veteran education benefits
- Students who graduate from high school in three years or fewer
- Children of fire/peace officers who were killed in the line of duty
- Fire fighters enrolling in classes related to fire fighting
- Peace officers enrolled in Law Enforcement or Criminal Justice courses

- Students who are blind and/or deaf
For more information on these exemptions, visit www.collegefortexans.com.

FINANCIAL ASSISTANCE AND SPECIAL SERVICES FOR DISABLED STUDENTS

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist handicapped students to become employable. Application for such services should be made at the Department of Assistive and Rehabilitative Services, Beaumont District Office, 5550 Eastex Freeway, Suite D, Beaumont, Texas 77708-5300, at (409) 924-7320 or (800) 242-8334.

The Advising and Counseling Center works closely with the Department of Assistive and Rehabilitative Services. Visually and hearing-impaired students may be eligible for assistance, aid for the purchase of books, and assistance in acquiring specialized equipment.

For more information call the Department of Assistive and Rehabilitative Services Division of the Blind, 5550 Eastex Freeway, Suite D, Beaumont, Texas, 77708, or at (409) 899-8490 and (800) 687-7013.

VETERANS' AFFAIRS

Virtually all of the academic, vocational, and technical courses at Lamar State College Orange are approved for veterans' training, and a veterans' counselor is available to assist those who wish to have their enrollment certified to receive educational benefits. Although not employed by the Veterans' Administration, the veterans' counselor maintains liaison with the Veterans' Administration and is a knowledgeable specialist in the rules, regulations and procedures pertaining to veterans' receipt of benefits.

Veterans should be aware that the V.A. has many regulations that must be complied with in order for educational benefits to begin or continue. Some of these are explained in detail in the college catalog and include special rules pertaining to:

- class attendance
- repeating courses
- withdrawal from courses
- minimum standards for academic progress
- major/degree program changes
- excessive absences
- advance certification
- tutoring allowances and others

Students expecting to receive V.A. educational benefits are strongly encouraged to contact the veterans' counselor on campus for further information and assistance.

Veterans' Affairs Office

A Veterans' Affairs Office is maintained in the Office of Financial Aid and assists veterans in obtaining their educational benefits. Possible VA benefits available for eligible veterans and their dependents include:

Post 9/11 GI Bill, Chapter 33

Montgomery GI Bill, Chapter 30

Montgomery GI Bill- Selected Reserve Chapter, 1606

Montgomery GI Bill- Reserve Educational Assistance Program, Chapter 1607

Vocational Rehabilitation and Employment Vet Success Program, Chapter 31

Survivors and Dependents Assistance, Chapter 35

For more information on any of these programs contact the financial aid office or visit www.gibill.va.gov

Hazelwood Exemption for Texas Veterans

The purpose of the Hazelwood Exemption is to provide an education benefit to honorable discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. For eligibility requirements and other information visit <http://www.tvc.texas.gov>.

Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with application for *Title IV*, HEA program assistance, the information will be referred to the appropriate college, state and/or federal authorities. These authorities may include, but are not limited to, college discipline officer, college police, Orange Police, and the Office of the Inspector General of the U.S. Department of Education.

HEALTH SERVICES/FIRST AID

Lamar State College Orange is a commuter institution and does not have a health center. Any campus illness or accident must be reported to the Dean of Student Services.

First aid kits are located in all campus buildings. The location of these kits is identified by appropriate signs.

Rendering first aid does not mean the treatment of a major injury or illness. It does mean "the immediate and temporary care given the victim of an accident or sudden illness."

If a student becomes ill or has an accident while attending class, he/she should notify his/her instructor immediately. If a student becomes ill or has an accident while not in class, he/she should request assistance from any college employee. The illness or accident might be such a nature that the student could not be moved, in which case the first aid station nearest the victim should be notified, and assistance should be requested. If a student is unable to communicate a need for assistance, an observer should notify the nearest employee. Students should carry proper identification and instructions on their persons readily available to facilitate care in case of emergencies. The student should have the name, address, and telephone number (residence and business) of parents and/or guardian, husband or wife, doctor and hospital to be contacted and notified should circumstances necessitate emergency action. It is strongly recommended that information concerning blood type, diabetes, etc., should also be available. Insurance information should also be included. These information factors are vital to the well-being of an individual if an emergency arises.

In the case of emergency situations on campus or if CPR (cardiopulmonary resuscitation) is required, the Director of Security should be contacted immediately by utilizing one of the emergency phones or dialing ext. 3910. In case of severe injury or illness, please call 911 for emergency medical response.

First aid report forms are available at each first aid station. These forms should be filled out when the injury or illness is of a serious enough nature that medical assistance may be required. In such cases a person rendering first aid must compile this report on the student receiving assistance. To protect both parties, the signature of the patient should be obtained at the time of assistance unless the patient is physically and/or mentally incapable. If the patient is incapable, the signature should be obtained at the earliest date. These confidential reports should be filed in the Students Services Office immediately.

HUMAN RESOURCES

The Human Resources Department provides service in the areas of employee benefits, employee relations, staffing, records, staff wage and salary administration, equal opportunity/affirmative action compliance, civil right compliance, risk management and employee development/training. It is college policy that all human resources functions be conducted in a fair and equitable manner without discrimination toward any protected class under state and federal civil rights laws and regulations.

Student Employment

Information about student job opportunities and applications for student employment may be obtained from Career Services in the Advising and Counseling Center, Room 354, Ron E. Lewis Library. The office is open 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 5 p.m., Friday; telephone (409) 882-3340.

INTERNATIONAL STUDENTS

International students are entitled to all student services and programs for which they are eligible according to law and college definition. The college reserves the right to establish policies for selected groups of students if the policies are in the students' and the instructor's best interests. Applicants will be carefully screened for academic excellence, English proficiency, adequate health and financial self-sufficiency.

To experience more fully the culture and lifestyles of Southeast Texas, internationals are encouraged and expected to participate in student activities and organizational programs. It is the student's responsibility to integrate him/her into the campus environment; however, the college provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

THE LEARNING CENTER (TLC)

A multi-discipline microcomputer laboratory is available for use by students, staff, faculty, and administration. It is equipped with IBM-compatible PCs, which feature current technology. Letter-quality printers are available in the laboratory along with an array of software packages.

The software packages can provide the user with assistance in producing research papers, themes, letters and other classroom assignments. Tutorial software is also available for those who wish to improve skills in all disciplines. The center is staffed with two full-time employees, along with student laboratory assistants, knowledgeable in the computer field, which provide assistance to the users, making the times they spend more productive. Laboratory hours may vary from semester to semester. Contact The Learning Center for further information.

LIBRARY

The Lamar State College Orange Library is a vital learning resource. The library maintains a collection of books, periodicals and electronic and audiovisual materials selected to support the college's curriculum and the needs of students and faculty. The library also maintains audiovisual equipment for classroom use.

The collection contains more than 100,000 volume equivalents. The library receives more than 350 periodicals; back files of most are available in microform. The library is heavily automated. An on-line public access catalog is available to help students in their searches for resources and is INTERNET accessible. Numerous full-text CD-ROM indexing and abstracting services are available. To facilitate cooperation and resource sharing, the library is a member of AMIGOS, the East Texas Consortia of Libraries and CALLR.

All materials except reference and reserve books circulate and are available on open shelves. The student ID card serves as the library card.

While the students are encouraged to learn how to find their own materials in the library, a librarian will always be willing to assist students in the location and use of library materials. Instruction in the use of the library is given to both classes and individuals. Photocopiers, computers, study tables and individual carrels are available.

Library facilities and privileges are extended to adult citizens of the community. The library has a reciprocal borrowing agreement with the Orange Public Library and maintains a cooperative working agreement with the Lamar University-Beaumont Library.

LOST AND FOUND

All articles found by any and all students, faculty and staff should be taken to the Division Directory Administrative Assistant located in Room 149 of the Academic Center. Those who have lost articles may check with this office. Lost and found articles that are not claimed by the end of the school year will be discarded during the summer months.

Division Director Administrative Assistant
Academic Center, Room 149
(409) 882-3027

OFFICIAL PUBLICATIONS

A thorough knowledge and understanding of the rules and regulations which govern your academic and personal conduct at the college are essential. Each student is expected to become familiar with these rules and regulations and is held responsible for abiding by them at all times. Each of the following official publications is available without charge:

The College Catalog

Known officially as the *Lamar State College Orange CATALOG*, the catalog contains a wealth of pertinent information, including the rules, regulations, policies, definitions, deadlines and descriptions which form the “academic laws” of the college. Remember, ignorance of the “law” is no excuse. You are personally responsible for knowing and abiding by the rules which govern your academic life. The catalog is published every two (2) years. The Catalog can be obtained from the Admissions and Records Office or viewed online at <http://www.lSCO.edu/catalog/catalog.asp>.

The Class Schedule

Known officially as the *Lamar State College Orange SCHEDULE OF CLASSES*, the class schedule is published as a supplement to the catalog two (2) times each year. It is usually available just prior to the beginning of registration for the fall and spring semesters.

The schedule contains a detailed listing of all courses being offered and information regarding registration procedures. The Schedule of Classes can be obtained from the Admissions and Records Office, Advising and Counseling Center and online at <http://www.lSCO.edu/catalog/catalog.asp>. A schedule for non-credit courses offered through the Office of Continuing Education is published separately.

Student Handbook

Published as policy changes dictate, the *STUDENT HANDBOOK* serves as a guide to student services, academic support services, student life and recreation opportunities and general information about the campus. The handbook also contains the rules, regulations, policies, definitions, deadlines and descriptions that form the “personal conduct laws” governing students’ and visitors’ behavior while on college property. As with the college catalog, ignorance of the regulations contained in the *Student Handbook* is not an acceptable excuse.

PHYSICAL PLANT

The Physical Plant Department is a support organization dedicated to assisting in the educational mission of the college. The department maintains the grounds, buildings and utility systems as well as design/construction services for major and minor renovation projects and new construction.

Students are encouraged to report problems, such as missing lights, plumbing problems, broken items and elevator malfunctions to the nearest departmental office. The departmental staff will forward the reports to the appropriate unit of the physical plant. If departmental offices are closed, please report any safety conditions to campus security.

PUBLIC INFORMATION

The college provides news about students, employees and programs through the Public Information Office. Releases are distributed on each student named to the President's List and Dean's List and on all persons receiving degrees. Publicity is also provided regarding other awards, scholarships, achievements and activities.

RECREATIONAL/INTRAMURAL SPORTS

The aim of the Lamar State College Orange recreational/intramural sports program is to provide students an opportunity to enjoy a variety of sports, some of which may be new to them. All eligible students are welcome to participate in individual, dual or team sports offered in the program of activities. The registration times for the various activities will be publicized on the intramural bulletin board in the student center.

Most activities are offered free of charge to eligible students. For more information contact the coordinator of student activities.

Student Use of Physical Education Facilities

Students are encouraged to take part in physical education, not only for the college credit earned to satisfy degree requirements but also for the purpose of improving and maintaining personal fitness. Fitness facilities are available to Lamar State College Orange students for recreational use when those facilities are not being used in classes or other special activities.

Racquetball Court: Racquetball courts are available for recreational play at any time when the courts are not being used for college classes or tournaments or rented to other groups.

Basketball Court: The gym is available during posted hours Monday through Friday when no classes or intramurals are in progress.

Volleyball Court: The volleyball court is available during posted hours Monday through Friday when no classes or intramurals are in progress.

Weight Room: The weight room and equipment are available during posted hours Monday through Friday when classes are not in progress.

Aerobics Room: The aerobics room is available during posted hours Monday through Friday when classes are not in progress.

STUDENT CENTER

The Student Center is the meeting place of the campus community and provides services that support student life. The Student Center is also the home of Student Activities and is a focal point of student life and a place to connect, engage, and experience. Dining facilities, meeting rooms and a recreation area, which includes billiards, electronic games, TVs, racquetball courts and locker rooms are available. The Student Center provides a convenient setting for informal association outside the classroom environment.

STUDENT INSURANCE

All registered students taking six (6) or more credit hours are eligible to purchase health and accident insurance. Health and accident insurance is required of all foreign students and all participants in intramural/recreation sports programs. The college is not responsible for medical expenses incurred by students while on campus or at college-sponsored activities. The insurance is provided through a private corporation. Information explaining the coverage, cost and benefits are available at www.lamar.myahpcare.com or (855) AHP-CARE.

TO ANSWER YOUR QUESTIONS:

<u>ABOUT</u>	<u>CONTACT</u>	<u>LOCATION</u>	<u>PHONE #</u>
Adding a Class	Advising & Counseling	Room 354 RLB	882-3340
Admissions	Admissions & Records	Room 341 RLB	882-3364
TSIA Test	Testing Center	Room 104 RLB	882-3330
Career Counseling	Advising & Counseling	Room 354 RLB	882-3340
Catalog	Admissions & Records	Room 341 RLB	882-3364
Class Changes	Advising & Counseling	Room 341 RLB	882-3340
Clubs/Organizations	Student Activities	Room 105 SC	882-3097
Copying/Machines	Library	Library, 2 nd Floor	
Course Selection	Advising & Counseling	Room 354 RLB	882-3340
Disability Services	Advising & Counseling	Room 354 RLB	882-3340
Dropping a Class	Admissions & Records	Room 341 RLB	882-3364
Fees/Tuition	Cashier	Room 338 RLB	882-3371
Financial Assistance	Financial Aid Office	Room 346 RLB	882-3317
Graduation Requirements	Advising & Counseling	Room 354 RLB	882-3340
Graduation Application	Admissions & Records	Room 341 RLB	882-3364
Graduation Degree Audit	Admissions & Records	Room 341 RLB	882-3364
Graduation Cap and Gown	Bookstore	403 Green Ave.	882-3331
Harassment	Student Services	Room 355 RLB	882-3341
Intramural Sports	Student Activities	Room 105 SC	882-3392
I.D. Cards	Admissions & Records	Room 341 RLB	882-3364
Loans	Financial Aid Office	Room 346 RLB	882-3924
Lost & Found	Division Chair Secretary	Room 149 AC	882-3027
Non-Credit Courses	Continuing Education	Room 101 WB	882-3321
Orientation	Admissions & Records	Room 341 RLB	882-3955
Parking Tags	Student Activities	Room 105 SC	882-3392
Parking Regulations	Campus Security	Room 218 SC	882-3910
Personal Problems	Advising & Counseling	Room 354 RLB	882-3340
Posting Approvals	Student Services	Room 355 RLB	882-3341
Racial Harassment	Student Services	Room 355 RLB	882-3341
Registration	Admissions & Records	Room 341 RLB	882-3364
Room/Facility Reservations	Student Center Building	Room 105 SC	882-3097
	Allied Health Building	Room 100 AHB	882-3044
	Nursing & Classroom Bldg.	Room NCB	882-3344
	Academic Center Bldg.	Room 147 AC	882-3027
	Wilson Building	Room 125 WB	882-3321
	Ron Lewis Library	Room 223 RLB	882-3083
Scholarships	Financial Aid Office	Room 346 RLB	882-3924
Sexual Harassment	Student Services	Room 355 RLB	882-3341
Student Activities	Student Activities	Room 105 SC	882-3097
Student Employment	Advising & Counseling	Room 354 RLB	882-3340
Testing	Testing Center	Room 104 RLB	882-3330
Tests (Makeup)	Instructor	Instructor's Office	
Transcripts	Admissions & Records	Room 341 RLB	882-3365
Transfer to LSCO	Admissions & Records	Room 341 RLB	882-3364
Transfer to University	Advising & Counseling	Room 354 RLB	882-3340
Tutoring Services	The Learning Center	Room 113 RLB	882-3373
Veterans Information	Financial Aid Office	Room 346 RLB	882-3936
Withdrawals	Admissions & Records	Room 341 RLB	882-3364

KEY: AHB = Allied Health Building
GAB = Green Avenue Building
AC = Academic Center Building
NCB=Nursing & Classroom Building

RLB = Ron Lewis Library
SC = Student Center Building
WB = Wilson Building

FINANCIAL INFORMATION

BILLING/PAYMENTS/INSTALLMENTS

Payment Option of Fees

At the point of registering for classes, students select their payment option of either one or three installments. Tuition and fees will be computed according to that selection.

FULL PAYMENT – Any or all initial charges for tuition and fees may be paid in full for the current semester.

THREE INSTALLMENTS – Any or all initial charges for tuition and fees may be paid in installments. When installment payment is selected, one half of the total semester charge must be paid by the registration payment deadline. This date to pay will vary depending upon the date the students register for their classes. The other half of tuition and fees will be divided equally between two payment dates during the semester. You should be aware that a \$20 installment charge is added when this payment option is selected to pay tuition and fees.

Where and How to Pay

Instructions on where and how to pay initial registration payments are given in the Schedule of Classes published each semester. Schedules are available through the Admissions and Records Office and the Advising and Counseling Center. Payments may be made by personal check, cash, cashier's check, traveler's check, money order, MasterCard and VISA. Failure to make this initial payment by the deadline will result in loss of classes. If the registration period has not expired, the student may re-register and pay for his/her classes by the new payment deadlines.

Please Note: Failure to pay by the first deadline releases your place(s) in class(es). No guarantee that the place will still be available when you re-register can be made.

Installment payments may be made at the cashier's office in the Ron E. Lewis Library, third floor. Hours of operation are 8 a.m. to 6:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday. Mail-in payments are encouraged. The mailing address is Cashier's Office, Lamar State College-Orange, 410 Front Street, Orange, TX 77630. Be sure that all checks have student's name, driver's license number, campus-wide ID number and current telephone number. Credit card payments should list name of person on credit card, card number, expiration date of card, and daytime telephone number where person making payment can be reached, as well as student's name and campus-wide ID number for whom he/she is paying fees.

Late Payments

A \$15 penalty for late payment of any installment is assessed. The late fees go into effect after 6:00 p.m. on the installment payment date deadline. Mail received in the office after such time is subject to this penalty also. The college accounting office sends e-bills, but **FAILURE TO RECEIVE SUCH NOTICE DOES NOT EXCUSE PENALTIES IF PAID LATE.** The college assumes the student's billing address is the same as the mailing address. If you wish billings to be sent to an address different from the mailing address, please send changes to Registrar's Office, Lamar State College Orange, 410 Front Street, Orange, TX 77630. Please include student's name, Social Security number

or campus-wide ID number, former billing address and current billing address. **THIS CHANGE WILL NOT AFFECT YOUR PERMANENT OR MAILING ADDRESS ON FILE WITH THE REGISTRAR'S OFFICE.**

Failure to pay installment fees by the end of the semester will result in withholding of transcripts. All fees must be paid in full before registering for the subsequent semester.

REFUND POLICY

A student enrolled at Lamar State College Orange may receive financial refund of tuition and fees as outlined in the schedules listed below.

Refund policies are established by the Texas Legislature and the Texas State University System Board of Regents.

The college may refund tuition and fees paid by a third party on behalf of a student to the third party in those instances where the college has acted as custodian of the funds.

The student who officially withdraws from Lamar State College Orange may be eligible for a refund of tuition and specified fees, based upon the courses in which he/she is enrolled on the official date of withdrawal. Refunds are made in accordance with the following schedules:

STATE REFUND SCHEDULE OF TUITION AND FEES

Withdrawal Refunds

Withdrawal from the college **prior to the first class day** results in a 100 percent refund of tuition and fees except for the \$15 matriculation fee. The student ID must be surrendered to receive a refund of the student services fee. The amount of refund decreases, beginning on the first day. **For refund purposes the effective drop date is the date the withdrawal petition is received in the Admissions and Records Office with all appropriate signatures.** Refunds are calculated according to the following schedules:

Fall, Spring Semesters, 10 and 12 Week Sessions and Summer Extended Session

- prior to the first class day, 100 percent, less \$15 matriculation fee
- during the first five class days of the semester, 80 percent
- during the second five class days of the semester, 70 percent
- during the third five class days of the semester, 50 percent
- during the fourth five class days of the semester, 25 percent
- during the fourth week of the semester, no refund

Mini-Sessions

- prior to the first day, 100 percent, less \$15 matriculation fee
- during the first class day, 80 percent
- after the first class day, no refund

Summer Sessions I and II and Fall, Spring 8-Week Session

- prior to the first class day, 100 percent, less \$15 matriculation fee
- during the first, second or third class day, 80 percent
- during the fourth, fifth or sixth class day, 50 percent
- after the sixth class day, no refund

Withdrawal refunds are generally processed at the end of the second week after the 12th class day for fall or spring (two weeks after the fourth class day for summer sessions).

Dropped Course Refunds

Students who drop courses during the drop period and remain enrolled at Lamar State College Orange will receive refunds of tuition and fees. For refund purposes the effective drop date is **the date the “Drop Form” is received in the Admissions and Records Office with all appropriate signatures.** Refunds are based on the following:

Fall and Spring Semesters

through the 12th class day, 100 percent
after the 12th class day, no refund

Eight Week Sessions

through the 6th class day, 100 percent
after the 6th class day, no refund

Ten Week Sessions

through the 7th class day, 100 percent
after the 7th class day, no refund

Twelve Week Sessions

through the 9th class day, 100 percent
after the 9th class day, no refund

Summer Sessions

through the 4th class day, 100 percent
after the 4th class day, no refund

Financial Obligations

Dropping courses or withdrawing from the college does not relieve the student of any financial obligations under the installment payment agreement or for student short-term loans. Students withdrawing from the college are required to surrender their student I.D. cards and parking permits. Students Service's fees **will not** be refunded unless the student I.D. card is returned to the college. Withdrawal from the college precludes the student from receiving a refund for dropped courses.

Return of Title IV Funds

The Lamar State College Orange financial aid office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed, prior to completing 60% of a payment period or term. Students who do not officially withdraw, but receive no passing grades for the semester, will be considered to have unofficially withdrawn. The federal Title IV financial aid programs must be recalculated in these situations.

In order to officially withdraw from the college, a student must first obtain a withdrawal slip from the admissions office. The student then must obtain signatures from their department head, financial aid office, cashier's office and the Dean of student services. The student should then return the completed form to the admissions office. At this time they will be considered officially withdrawn.

A student who does not officially withdraw, but fails to complete the semester with at least one passing grade are considered to have unofficially withdrawn from the college. Their withdrawal date for purposes of performing a return of Title IV funds calculation will be the midpoint of the

semester. Determination of unofficial withdrawals will be made within 30 days of the end of each semester.

If a student leaves the institution either officially or unofficially prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, this may create a balance due to the school from the student.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Return of funds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Federal Supplemental Opportunity Grants
5. Other Title IV Programs

Any unearned funds created by a Return of Title IV funds calculation will be returned to the Department of Education within 45 days of determination of a student's withdrawal.

Refunds-Students on Installment Plan

Refunds are calculated as a percentage of **total fees assessed**, not as a percentage of partial payments on installments. Questions regarding refunds should be directed to the cashier in the Business Office

The above schedules assume the student has paid his/her fees in full. A different schedule applies to the installment payment plan participants (the primary difference in the schedule being the assumption that the full amount of tuition and fees has been collected). Therefore, it is possible, and probable, that a student on the installment plan could owe more in tuition and fees than already collected by the college. These extra amounts, if any, would be due and payable before the student would be allowed to withdraw from the college.

Class days are to be counted from the first class meeting of on-campus daytime courses (omitting holidays) as indicated in the academic calendar.

Refunds are mailed to the student's permanent address as specified to the Admissions and Records Office.

CAMPUS LIFE

STUDENT ACTIVITIES

The Department of Student Activities provides leadership and advisement to the Program Council, student organizations and the general student programming population. The office offers quality programs and services that comprise a student development in co-curricular activities.

The Department of Student Activities plans and implements campus leadership training programs for student groups, plans college-wide student programs and coordinates the campus master calendar of activities. It helps students understand Lamar State College Orange policies and procedures, provides technical assistance in planning events and provides other information and assistance to students and organizations. For more information contact the Office of Student Activities located in Room 105 of the Student Center or call 882-3392.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association exists for the sole purpose of serving the student community. It is the political voice and liaison for the student body. The college recognizes the need for and importance of student input on matters directly impacting students. The Student Government Association has long been active in this regard and has worked for the betterment of student life and academic quality. The student body participates in the development and management of a well-rounded program of student activities by electing the Student Government Association officers and student senators. The policy for being eligible for participation may be found in Section 7, *Student Life Policies* of the *Student Handbook*. Open meetings are conducted each Thursday afternoon during the Fall and Spring semester. Students are encouraged to participate in their student government. Copies of the constitution and other information may be obtained from the Student Government Association Office, located in the Student Center, Room 103.

STUDENT ADVISORY BOARD

The Student Advisory Board is to serve in an advisory capacity to the Texas State University System Board of Regents. The Student Advisory Board works to bring the students' perspective to the Board of Regents to facilitate the Board of Regents in making system-wide and college-specific decisions. It is the goal of the Student Advisory Board to work in conjunction with the Board of Regents and the colleges and universities to insure the success of all students in the Texas State University System by means of effectively and consistently communicating the concerns and opinions of the students to the Board of Regents. Additionally, and equally as important, a goal of the Student Advisory Board is to function as a cooperative association among college schools to exchange information and to share programs that will benefit all Texas State University System members.

STUDENT ORGANIZATIONS

A variety of student organizations provide Lamar State College Orange students an opportunity to become involved with groups that emphasize shared interests and aspirations. Information regarding

campus-registered organizations can be obtained from the Office of Student Activities. The student organizations policy may be found in this publication or obtained from the Office of Student Activities.

STUDENT SERVICES AND ACTIVITIES/POLICIES AND PROCEDURES

The following is an adaptation of Chapter VI, Sections 1-12, of the Board of Regents' *Rules and Regulations* adopted September 1, 1980 and amended May 10, 2002. In the event of conflict between the Regents' Rules and this code, the Rules will govern.

1. **GENERAL PROVISIONS**

1.1 Applications of Policies, *Rules and Regulations*. These *Rules and Regulations* apply to all college institutions of the System and shall be implemented appropriately in the student handbook of each college.

The "Chief Student Affairs Officer" means the administrator directly responsible for student affairs at the college under authority delegated by the President.

A student is one who is currently enrolled at the college. These Rules and Regulations will also apply to any prospective or former student who has been accepted for admission or readmission to the college while such individual is on the campus of any college.

The "campus" is defined as all real property owned and/or controlled by the college.

2. **ADMISSION STANDARDS AND REQUIREMENTS**

Student admissions standards, entrance requirements and degree qualification shall be determined and prescribed by the college subject to the approval of the Board. Enrollment preference shall be given to residents of the State of Texas. The college shall implement a testing program as appropriate to its mission for entering first-time students after the approval of the program by the Board. No otherwise qualified applicant for enrollment shall be denied admission on the basis of sex, religion, race, color, national origin, age, disability or other criteria prohibited by law.

3. **TUITION AND FEES**

Tuition, student fees and room board rates shall be established by the college subject to legislative direction and approval by the Board.

3.1 Student Service Fees. The college is authorized to charge and collect from students registered at the college fees to cover the cost of student services which the Board deems necessary or desirable in carrying out the educational functions of the college based on *Education Code, Section 54.503*.

3.2 Additional Mandatory Fees. The college is authorized to charge and collect from students registered at the college other such mandatory fees as statutorily authorized.

3.3 Additional Voluntary Fees. Additional voluntary student services fees may be established with approval of the President of the college.

3.4 Installment Payments. The college shall provide optional installment payment plans for tuition and required fees in accordance with Education Code, Section 54.007.

3.41 Installment Payment Fee. A student, paying tuition and required fees by installment, may be charged a fee of up to \$15 for each installment, excluding any payment made at registration.

3.42 Late Fee. A late fee of \$15 shall be assessed and added to the outstanding balance of a student's account for each installment payment that is not paid by the due date.

3.5 Reinstatement Fee. A student, seeking reinstatement to the college within the same semester after having withdrawn or been withdrawn, shall pay \$50 reinstatement fee in addition to late payment fees. Students on an installment plan must also pay all past due balances at the time of reinstatement.

3.51 Application of college and all federal or state grants and loans provided to a student must be applied toward the full amounts due to the college for the payment tuition, fees and other charges before installment payments are scheduled.

4. STUDENT GRANTS AND LOANS

Pursuant to *Education Code, Chapter 56*, the college shall follow the guidelines approved by the Coordinating Board shall be utilized for awarding Texas Publication Educational Grants, Emergency Tuition and Fees Loans, and Toward Excellence, Access, & Success (TEXAS) Grants by the Colleges in The State University System.

4.1 Assessments for Grant and Loan Programs. Each Texas State University System College shall set aside, each academic year, not less than 15 percent nor more than 20 percent out of each resident and 3 percent of each nonresident student's tuition charge under *Education Code, Section 54.051* as provided by the *General Appropriations Act* for the applicable academic year. Of the funds set aside pursuant to this *Section*, not more than 10 percent shall be used for emergency loans to students.

4.2 Approval of Guidelines. The guidelines for the award of grants shall be submitted to the Coordinating Board for review and approval before any grants are made through this program.

4.3 Criteria for Awarding Grants

4.31 Enrollment. Grants are to be made only to students who actually enroll in the term or terms for which the grant is awarded.

4.32 Need. Grants shall be based upon final need of the applicant and may be used to aid students who may have demonstrable financial need but are ineligible for other aid programs.

4.33 Needs Analysis Procedures. Financial needs of students are to be determined by use of accepted needs analysis procedures, generally in use in other "needs based" financial assistance programs. In such case, the College must state in writings the reasons for its decision.

4.34 Separation of Funds. Funds set aside from resident student tuition charges may be used only for grants to resident students. Funds set aside from nonresident student tuition charges may be used only for grants to nonresident students. After the end of the sixth class week of each semester, a College may transfer any excess funds set aside from tuition paid by resident or nonresident students to the fund set aside for grants awarded to the other class of students. Priority for awarding grants from any excess funds set aside from tuition paid by resident students shall be given to resident students.

4.35 Transfer of Funds. Any or all of the funds set aside for making Texas Public Educational Grants may be transferred to the Coordinating Board, to be used for matching federal or other grant funds for awarding to students at each College, provided such amounts can be equally matched by funds held by the Coordinating Board and further provided unencumbered funds transferred are returned upon request of the College President.

4.36 Full Use of Funds. At the end of a Fiscal Year, if the total amount of unencumbered funds that have been set aside under this program by a College, together with the total amount of unencumbered funds transferred by the College to the Texas

Higher Education Coordinating Board exceeds 150 percent of the amount of funds set aside by the College in the fiscal year, and the College shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.

4.37 Scholastic or Disciplinary Probation. Returning students who are not maintaining satisfactory academic progress and all students on disciplinary probation may be ineligible for grants.

4.4 Criteria for Awarding Loans.

4.41 Eligibility. Loans are to be made only to students accepted for enrollment as regularly admitted students and/or enrolled in good standing and maintaining satisfactory progress in a program leading toward a degree. Students paying tuition on a basis other than semester credit hours have the same eligibility criteria and loan terms as students paying tuition on the basis of semester credit hour loans. Students in default on other student loans and other financial obligations are ineligible, and students on disciplinary probation may be ineligible.

4.42 Need. Borrowers must evidence a need for the loan by submitting a loan application stating the purpose and amount of the loan requested and the method of repayment.

4.43 Emergency Loans. Eligible student borrowers shall be assisted in obtaining emergency loans based on the order in which their applications are received.

4.44 Maximum Loan Amount. The maximum loan amount per student for each semester shall not exceed the tuition, fees, and room and board charges assessed for the semester in which the student is enrolling. The College may deduct the student's unpaid indebtedness, penalties, and late charges from the loan proceeds and apply them to this indebtedness. Loans may be made in amounts needed to make payments on an installment plan for tuition and fees, as authorized under *Section 54.007* of the *Education Code*.

4.45 Promissory Note. Each loan must be evidenced by a promissory note which must be executed prior to the disbursement of funds. A College may require a borrower to secure a cosigner, who evidences' ability and willingness to repay in the event the borrower defaults.

4.46 Interest. A College may charge interest on these loans at an annual rate not to exceed 5 percent during the initial term of the loan. Additional charges may be assessed under *Section 54.504* of the *Education Code* for late penalties and collection costs associated with collecting delinquent loans. All interest-bearing promissory notes must be executed by all students receiving loans through or from the College. Appropriate truth-in-lending statements shall be included in the promissory note.

4.47 Repayment. Except as provided in *Sections 4.48* and *4.49* below, borrowers will have a maximum repayment period of 90 days from the date of execution of the promissory note. The repayment schedule should allow for three equal installments within the 90-day period or a term note payable 90 days from the date the promissory note was executed. Repayment of loans for summer sessions will be determined proportionately by the length of the borrower's enrollment.

4.48 Deferred Repayment. A resident of Texas for tuition purposes, upon a finding that such individual would be deprived of an

education due to a lack of financial ability, may defer repayment of the loan as allowed by law and in accordance with guidelines adopted by the Texas Higher Education Coordinating Board. Request for deferred repayment must be made in writing.

- 4.49** Forgiveness of Loans. A College will forgive loans in accordance with guidelines adopted by the Texas Higher Education Coordinating Board for the determination of extreme financial hardship and other instances in which the public interest is served if a loan is forgiven.

5. STUDENT CONDUCT AND DISCIPLINE

5.1 Acquaintance with Policies, Rules and Regulations. Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the College and of the Texas State University System, copies of which shall be available to each student for review online and/or at various locations on each campus. Students are also expected to comply with all federal and state laws.

Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

- (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law;
- (2) Violation of any Regents' rule, regulation, or order or College policy, rule, or regulation, including policies or contracts relating to residential living in College-owned or operated facilities;
- (3) Failure to comply with the direction of a College official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a College official within the designated time;
- (4) Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding;
- (5) Failure to meet financial obligations including but not limited to the issuance of a check to the College or its contractors without sufficient funds;
- (6) Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on College property;
- (7) Conduct that endangers the health or safety of others on the campus, including, by way of example, unauthorized throwing of any objects in or from College facilities;
- (8) Stealing, destroying, defacing, damaging, vandalizing or misusing College property or property belonging to another;
- (9) Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student;
- (10) Possessing and/or using, without authorization according to the College policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural

- athletic facility, or any other public campus area, or being intoxicated in any public area of the campus;
- (11) Illegal gambling in any form on College property;
 - (12) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance;
 - (13) Advocating or recommending the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action;
 - (14) Forgery, alteration, theft, or misuse of College documents, forms, records, or identification cards;
 - (15) Unauthorized possession, ignition, or detonation, on College property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage to persons or property by fire or explosion;
 - (16) Unauthorized entry into or use of College buildings, facilities, equipment, or resources, or possession or use of College keys for unauthorized purposes;
 - (17) Failure to maintain a current official mailing address in the Registrar's office and/or giving a false or fictitious address to a College office or official;
 - (18) Knowingly initiating, communicating, or circulating a false or baseless report or alarm of a present, past, or future bombing, fire, offense, or other emergency that would ordinarily cause action by others charged with dealing with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, aircraft, automobile, or other mode of conveyance;
 - (19) Harassment where the individual threatens or bullies, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient;
 - (20) Academic dishonesty (see *subparagraph 5.3*);
 - (21) Campus disruptive activities (see *subparagraph 5.4*) or disorderly conduct on College-owned or controlled property or at a College-sponsored or supervised function that inhibit or interfere with the educational responsibility of the College community or the College's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities;
 - (22) Using authority granted by state law, System rule, or College policy to deprive any person of his or her civil rights;
 - (23) Violation of College policy relating to electronic network facilities such as local area networks and the Internet;
 - (24) Any Attempt to commit these prohibited acts.

5.2 [Sexual Misconduct and Title IX](#). Each student is expected to be fully acquainted and comply with the LSCO Sexual Misconduct Policy. The procedures for investigation and adjudication of violations of said policy are described in the [Sexual Misconduct Policy and Procedures](#) and these policies and procedures supersede all other discipline policies and procedures.

5.3 Academic Honesty. The college expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 “Cheating,” includes, but is not limited to:

- (1) Copying from another student’s test paper, a laboratory report other report, or computer files, data listings and/or programs;
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered test.
- (5) Substituting for another student, permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit, placement, or qualification;
- (6) Bribing another person to obtain an un-administered test or information about an un-administered test.
- (7) Purchasing, or otherwise acquiring and submitting as one’s own work, any research paper or other writing assignment prepared by an individual or firm. This *Section* excludes purchase of word processing services.

5.32 “Plagiarism” means the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for credit.

5.33 “Collusion” means the unauthorized collaboration with another person in preparing work offered for credit.

5.34 “Abuse of resource materials” means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

5.35 “Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment or other project that the student submits as a course requirement or for a grade.

5.36 Disciplinary procedures for academic dishonesty.

- (1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign penalty but must notify the student of his/her right to appeal to the appropriate Division Chair or Dean and eventually to the vice President for

academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.

- (2) **Disciplinary Process.** In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action as he/she deems appropriate. No disciplinary action shall become effective against the student until the student has received procedural due process under *Subsection 5.6* and following except as provided under *Subsection 5.14*.
- (3) **Honor Code.** If a college has adopted an honor code, which includes an honor council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings that consider disciplinary action must afford the students procedural due process under *Subsection 5.6*. Appeals of academic decisions rendered by an honor council shall be heard by the vice President for academic affairs and appeals of disciplinary decisions rendered by an honor council shall be heard by the chief student affairs officer.

5.37 “**Falsification of Data**” means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

5.4 **Campus Disruptive Activities.** Pursuant to *Education Code, Subsection 51.935 (Disruptive Activities)* the college shall adhere to the following rules and regulations:

5.41 No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the college campus. Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance or hallway of any building without the authorization of the administration of the college;
- (2) Seizing control of an area of the college campus or any building or portion of the building for the purpose of interfering with any administrative, educational, research or other authorized activity; or
- (3) Disrupting and/or preventing or attempting to prevent by force or violence or threat of force or violence any lawful assembly authorized by the college administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly because of the use of force or violence or a reasonable fear of force or violence.

5.42 Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college or university receiving funds from the State of Texas for a period of two years from such third conviction.

- 5.43** Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.
- 5.5 Suspended, Expelled and Dismissed Student Restriction.** No student who has been suspended, expelled, or dismissed for disciplinary reasons from the college of the System shall, during the applicable period of discipline, be eligible to enroll at any other System college. The Registrar of the college is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared.
- 5.6 Procedure for Administration of Discipline.** The Chief Student Affairs officer shall have primary authority and responsibility for the administration of student discipline at the college and for investigating allegations that a student has violated System and/or college rules and regulations or specific orders and instructions issued by an administrative official of the college.
- 5.61** The Chief Student Affairs officer or his/her appointee, hereto referred to as officer, will investigate the alleged violations. During the investigation if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or college policy, the officer will determine (but not assess) an appropriate disciplinary penalty except as provided under subsection 5.14.
- (1)** The officer will discuss his/her findings and his/her determination of an appropriate penalty with the student. If the student is available and will give the student an opportunity either to accept or reject the officer's decision.
- (2)** If the student accepts the officer's decision, the student will so indicate in writing and waive his/her right to a hearing. The officer may then assess the disciplinary penalty.
- (3)** If the student does not accept the officer's decision or does not waive his /her right to a hearing, a disciplinary hearing will be scheduled in accordance with *Subsection 5.7 and 5(10)*.
- 5.62** If the student does not execute a written waiver of the hearing process, then the officer shall prepare a written statement of the charges and of the evidence supporting such charges, including a list of witnesses and a brief summary of the testimony to be given by each, and shall send a notification of such charges and statement to the accused student by certified mail, return receipt requested, addressed to the address appearing in the registrar's records or shall hand deliver said document with the student signing a receipt.
- 5.7 Student Disciplinary Hearings.** In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing office or hearing committee, selected in accordance with procedures adopted by the college. Except in those cases where immediate interim disciplinary action has been taken under authority of *Subsection 5.(14)*, the accused student shall be given at least five (5) class days' written notice by the chief student affairs officer or a designated appointee of the date, time and place for such hearings and the name or names of the hearing officer or hearing committee. Hearings held under *Subsection 5.(14)* will be held under the same procedures set forth below but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

Upon a hearing of the charges, the college representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in accordance with procedures adopted by the college that assure both parties (college representative and accused student) the following minimal rights:

- 5.71 Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced and notice of intent to use legal counsel at a reasonable time prior to the hearing.
 - 5.72 Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the accused student's failure to appear.
 - 5.73 Both the college representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.
 - 5.74 The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished copies for appeals purposes only.
- 5.8 **Student's Right To Challenge Impartiality.** The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or a member of the committee shall be the sole judge of whether he/she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the college.
- 5.9 **Determination of Hearing.** The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:
- (1) Verbal or written warning
 - (2) Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture or attending counseling sessions. The special project may be imposed only for a definite term.
 - (3) Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
 - (4) Ineligibility for election to student office for a specified period of time.
 - (5) Removal from student or organization office for a specified period of time.
 - (6) Prohibition from representing the college in any special honorary role.
 - (7) Withholding of official transcript or degree.
 - (8) Bar against readmission.
 - (9) Restitution, whether monetary or by specific duties or reimbursement, for damage to or misappropriation of college, student or employee property.
 - (10) Denial or non-recognition of a degree.

- (11) Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in extracurricular or other student activities.
- (12) Withdrawing from a course with a grade of "W," "F," or "WF."
- (13) Failing or reduction of a grade in test or course and/or retaking of test or course and/or performing additional academic work not required of other students in the course.
- (14) Suspension from the college for a specified period of time. During suspension a student shall not attend classes or participate in any college campus activities.
- (15) Loss of or ineligibility for student grant or loan.
- (16) Expulsion from the college. A student who is expelled from the college is not eligible for readmission to the college.
- (17) Dismissal from the college. A student who is dismissed is separated from the college for an indefinite period of time.
- (18) Recording sanctions in Subsection 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The college may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The college shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.
- (19) A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system College shall be ineligible to enroll at any other system College during the applicable period of discipline. The registrar of each College is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the College and from all other institutions in The Texas State University System. A student who, by a preponderance of the evidence, under the Rules and Regulations, is to have illegally possessed, used, sold or distributed any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus, shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred plus the following long semester. In the event the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of not fewer than the following two long semesters. With the approval of the President or the President's designee, suspension may be probated and sanctions may then include required counseling and/or rehabilitation along with other appropriate penalties. The President of each System college shall submit a written report quarterly to the chairman of the local

committee, which details all cases in which a suspension has been probated. A second infraction for a drug-related offense shall result in permanent expulsion from all other institutions in The Texas State University System.

5.10 Appeal. Neither party may appeal if the hearing officer or hearing committee determines that the allegations against the accused student are true but only punishment assessed is verbal or written warning. In those cases the determination of the hearing officer or hearing committee is final. However, in all other cases either party may appeal to the chief student affairs officer. If the hearing officer has been an appointee designated by the Chief Student Affairs Officer or if the determination has been made by a hearing committee, the appeal will be made to the chief student affairs officer or designated appointee. Written notice of appeal must be received by the chief student affairs officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4)

whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the chief student affairs officer, may submit oral or written arguments to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments when appropriate, to the chief student affairs officer within five (5) business days after giving notice of appeal. The chief student affairs officer shall respond to the appeal within ten (10) business days after all the documentation is received and all testimony is heard, or he/she may postpone a decision for good cause.

5.11 Review of the Dean of Student Services. The Dean of Student Services may review any disciplinary case and may approve, reject, modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.

5.12 President's Right to Review. The President may review any disciplinary cases and may approve, reject, modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.

5.13 Board of Regents' Right to Review. The Board of Regents retains the right to review any disciplinary action and approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration.

5.14 Interim Disciplinary Action. The Chief Student Affairs Officer or the President of the college may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the college at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the college official involved shall, as soon as possible, notify the President, the Vice Chancellor and the general counsel of such action.

5.15 Civil Proceedings. Every student is expected to obey all Federal, State, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

6. STUDENT ORGANIZATIONS

Lamar State College Orange is committed to equal treatment and opportunity for all people, regardless of race, color, sex, religion, age, handicap or ethnic origin. This commitment applies to all extracurricular life and student activity programs. To this end all student organizations will refrain from conducting any pledging, initiation or extracurricular activities that will in any way defame, ridicule or embarrass any person because of his/her race, color, sex, religion, age, handicap or ethnic origin. All organizations should be aware of and abide by the Texas State Statute of Hazing.

- 6.1 Definition of Composition and Authority.** An organization in which active membership is limited to students (recognizing that faculty and staff may also be members) of the college may become a registered student organization at the college by complying with the registration procedures established by the college. Neither the organization nor its representatives may suggest that either is acting with authority or as agent of the college.
- 6.2 Faculty and Staff Advisors.** Each registered organization shall have a faculty or staff advisor whose name shall be provided to the college administration as a part of the student organization registration procedures. The organization shall immediately report in writing any change in its advisor. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.
- 6.3 Disciplinary Action.** Any student organization is subject to disciplinary action or revocation of registration as a student for violation of a System and/or of the college rule or regulation or for failing to comply with the direction of a college official acting in the performance of his or her duties.
- 6.4 Requirements for Organizations.** The President of the college may issue regulations governing the eligibility of students to participate in organized activities. He/she shall require and enforce the following:
- 6.41** As a condition to being a registered student organization or group during an academic year, every registered student organization or group shall furnish, to the director of student activities at the beginning of, or prior to each such academic year, a complete list of officers or other members of the organization or group who are authorized to speak for or represent the organization or group in its relations with the college and who are authorized to receive for the organization or group official notices, directives or information from the college. Each such list shall be current and accurately updated throughout the semester by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization or group are authorized to speak for and represent the organization or group official notices, directives, or information from the college.
 - 6.42** Except for national honor societies that require outside members, no registered student organization or group may have a person as an active member who is not either a student or a member of the faculty or staff of the college. Except pursuant to the provisions of Chapter VII, Subsection 3.4, no organization or group, whether registered or not, may use any facility of the college if it has as an active member any person who is not either a student or a member of the faculty or staff of the college.
 - 6.43** Any college funds that are expended on behalf of student organizations will be maintained by the college. Both the advisor of the organization and the designated officer of the organization must authorize any expenditures from the organization's account. All college funds (such as those generated by student services fees) expended for the benefit of student organizations must be expended from budgeted college accounts.
 - 6.44** All college-provided funds of registered student organizations are subject to audit by the college. Failure to maintain adequate records may be considered in determining whether a student organization may maintain its registered status.
 - 6.45** Student organizations, their officers and sponsors are responsible for assuring that they comply with all applicable TSUS, state and federal rules and regulations, including tax code compliance.
 - 6.46** The college may develop applicable policies and procedures to promote fiscal integrity and accountability for student organizations.

7. PARTICIPATION IN STUDENT GOVERNMENT

7.1 Student Government. The student government currently authorized at the college

of the Texas State University System is approved. Student government has no existence separate and apart from the college, and student government shall have only such jurisdiction and exercise only such powers as the Board may now, or hereafter delegate to it through the college President.

- 7.11** Constitution and Bylaws Approved. The constitution and bylaws of the student government in force at the date of these *Rules and Regulations* are hereby approved to the extent that they are not in conflict with such *Rules and Regulations*.
- 7.12** Mode of Amending Constitution and Bylaws. An amendment to the constitution or bylaws of the student government may be adopted by an association in accordance with its constitution and bylaws, but the changes shall not become effective until transmitted to and acted upon by the chief student affairs officer and approved by the college President.
- 7.13** Amendment or Repeal by the Board of Regents. The Board shall amend or repeal any portion of the constitution and bylaws of the student government when, in the judgment of the Board, the interests of the college shall require it.
- 7.14** Amendment or Repeal by the President. The President shall have the power to amend or repeal any provision in the constitution or bylaws of the student government when, in the President's judgment, the interests of the college require it. The action by the President shall be subject to review *Subsection 7.13*, above.
- 7.15** Persons Compensated by Student Government. All persons employed on salary or compensated for personal services in any manner by or under the direct supervision of the student government shall have the approval of the Chief Student Affairs Officer and shall be subject to prior approval by the President or a designated appointee both as to salary and as to qualifications. This authority shall not be exercised in a manner that would infringe upon the constitutionally protected rights of students.
- 7.16** Annual Financial Reports. The Chief Student Affairs Officer shall require the officially recognized student government to make available, on an annual basis, a complete financial report to the college business officer, as well as such special reports as may be called for by such business officer. A duplicated copy of each report shall be filed with the chief student affairs officer.
- 7.2** **Rights and Obligations of Student Government.** The student government at the college shall be a recognized forum of student opinion.
- 7.21** When student government takes a position on issues directly related to the college and its operations, it shall forward its recommendations to the Chief Student Affairs Officers and the President. This subsection shall not prohibit the student government from free expression of its position.
- 7.22** When the student government takes a position on non-college issues, it shall make clear the fact that it does not speak for the college.
- 7.23** The student government may conduct polls, initiate petitions and/or establish forums for debate or discussions; and said action shall be regulated only as to time, place and manner but shall be subject to the provisions of *Chapter VII, Subsection 4.1*.
- 7.24** Officers of the Student Government may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the college or for the student body; and they shall make it clear they are not speaking for the student government unless the legislative body of the government has authorized the statement in advance.
- 7.2.1 Stipends.** The college may authorize the student government to grant fair and reasonable stipends to elected student body officers, provided such stipends are paid from student fees and are first authorized by a one-

time referendum vote of the student body. Thereafter, stipends are subject to approval by authorized student governments. The granting by student governments of such stipends shall not establish an employer/employee relationship with the college, and the subject student officers shall not receive employee benefits from the college. The provisions of *Section 7.15* of these *Rules and Regulations* shall apply to the setting of the compensation of the student body officers.

- 7.3 President's Authority.** The College President has authority over all its activities, policies, contractual agreements, and financial matters of student government, provided said authority does not infringe on the free exercise of the constitutional rights of the students or the student government.

8. USE OF THE STUDENT CENTER

The use of the student center facilities on the campus shall be subject to reasonable and nondiscriminatory regulations as may be promulgated by the center's director and approved by the Chief Student Affairs Officer and the President.

8.1 Lamar State College Orange Use Policy

8.11 Priority Scheduling

- (1) Official College Activities
 - a. President's official functions (development, regents, etc.)
 - b. Academic dates (registration, graduation, etc.)
 - c. Orientation

- (2) Major Campus Activities
 - a. Student Government
 - b. Student Center Program Board events
 - c. All college events-open events

- (3) Other Campus Activities
 - a. Recognized campus organizations' events
 - b. Departmental and faculty events and meetings
 - c. Continuing education
 - d. College affiliated organizations (alumni, foundation, etc.)

- (4) Non-Campus Organizations by invitation only.

- 8.12 Schedule of Charges.** No rental is charged to students, faculty and staff for the use of the facilities; however, it is necessary to provide for the upkeep and maintenance of the facilities of the Student Center. Consequently, custodial charges will be assessed. A list of these charges and the remainder of the policy can be found in the Student Center Policy Manual. Copies of these charges may be obtained from the Student Activities Office, located in room 105 in the Student Center.

9. DEBTS OF STUDENTS

9.1 Debts of Students or Organizations. Neither the System nor the college is responsible for debts contracted by individual student organizations. All students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the System nor the college will assume the role of the collection agency except for monies owed to the System or the college; nor will the System or the college adjudicate disputes between student and creditors over the existence or the amounts of debts, except with the prior approval of the President of the college or a designated appointee in those cases where the interests of the college may be a factor.

9.2 Students' Financial Obligations. Students are expected to meet their financial obligations to the college within the designated time allowed. Registration fees **or the first payment of the installment fee plan** are payable at the time of registration, and

students are not entitled to enter any class or laboratory until fees and deposits have been paid. Other charges and financial obligations are due at registration or within ten (10) days after a bill is rendered by the college or according to the special payment instructions that may be printed on the bill.

9.3 Penalties for Failure to Pay. Failure to pay in the allotted time the amount owed to the college for tuition, fees, charges or any other financial obligation may result in any or all of the following:

- (1) Dismissal from the college or other disciplinary actions;
- (2) Withholding of future registration privileges;
- (3) Withholding of an official certified transcript;
- (4) Withholding the conferring of a degree;
- (5) Bar against readmission for the student;
- (6) Assessment of late fees and/or reinstatement fees.

9.4 The college is authorized to require that non-resident international students secure mandatory accident, sickness, catastrophic illness, evacuation and repatriation insurance as a condition of enrollment.

10. CORRECT ADDRESS

Each student shall notify and assure that the Registrar's Office always has the student's correct and current mailing address on file. The student may provide the notice by any means, hard copy or electronic, that is directed by the Registrar. The Component or System's obligation or desire to provide any notice will be fulfilled by mailing to the student's current address on file with the Registrar's Office.

11. IDENTIFICATION CARDS

11.1 Upon the student's first registration at Lamar State College Orange, the student must secure a photo identification card, which certifies registration at Lamar-Orange. The signed ID card must be validated by the Admissions and Records Office at the beginning of each semester the student is enrolled.

11.2 Student ID cards are non-transferable. Lost ID cards should be reported immediately to the Admissions and Records Office. A fee will be assessed for replacements.

11.3 Requirements for obtaining ID cards:

- (1) Student's current semester fee receipt, indicating paid tuition.
- (2) Student's valid driver's license or other positive identification.

11.4 Student ID cards are required for library usage and to secure college payroll checks and/or financial aid checks

11.5 The ID card is for official college identification purposes and should be carried at all times.

11.6 The use of the ID card is the responsibility of the named student. Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary sanctions.

11.7 Students must have ID cards when requested by any official of the college, including campus security.

11.8 The ID card must be returned to the Admissions and Records Office at the time the student withdraws from the college.

12. STUDENT PARKING AND TRAFFIC

All students utilizing the college's parking facilities are required to obtain a parking tag. There is no cost to the student for parking. All students should drive with extreme caution and at a reduced speed in the parking lots and the streets adjacent to the college.

POLICY REGULATIONS COLLEGE-SANCTIONED STUDENT/STUDENT ORGANIZATION TRAVEL

1.1.1 Policy Statements.

- 1.11** Lamar State College-Orange is committed to the efficient procurement, maintenance and transportation of equipment, apparatus, supplies and personnel and to the security and protection of all employees, students

and visitors. The following procedure contributes to the fulfillment and implementation of this policy.

- 1.12** The purpose of this policy is to provide the college community and specifically students and student organizations with procedures and safety guidelines for student/student organizations and sponsored program participant travel that is sanctioned by the college.

1.2 Definition

- 1.21** College-sanctioned student/student organization travel is defined as any approved travel to a destination twenty-five (25) miles or more away from campus, which occurs under one or more of the following circumstances:
- (1) A Lamar State College-Orange student/student organization or sponsored program travels to an event that is recognized by the college as having a professional/educational purpose or is an event at which the student group represents the college;
 - (2) The travel is required by a student organization registered at LSCO;
 - (3) A faculty or staff member serving in his/her official capacity supervises the travel; or
 - (4) Institutional, departmental and/or organizational resources are used (includes college vehicles as well as financial resources) to support the travel.

1.3 Procedures

- 1.31** Students/student organizations and individuals participating in LSCO-sponsored travel programs must meet the following requirements:
- (1) All items listed below must be submitted to the Student Activities Office at least ten (10) working days prior to departure.
 - a. Student Travel Form (Attachment A)
 - b. Student Group Travel List (Attachment B, B1, B2)
 - c. Trip Release and Indemnity Form (Attachment C)
 - d. Photocopies of drivers' licenses and proof of liability insurance for all intended drivers
 - e. Travel Checklist (Attachment D)
 - f. Authorization for Medical Treatment Form for any travelers less than eighteen (18) years of age (Attachment E)
 - (2) The Student Activities Office will return copies of all documents listed above, along with a safety kit. These documents need to be placed in the glove compartment of the vehicle.

1.4 Driver Requirements and Vehicle Use Guidelines

1.41 Drivers

Drivers must be at least eighteen (18) years of age, with valid drivers' licenses and valid liability insurance or lease policy insurance.

- (1) All LSCO employees and students who may be called upon to drive a college-owned or leased vehicle for college-related activities shall have a Motor Vehicle Record (MVR) as required by law (Article 6687b, Section 37, VACS) on file in the Human Resources Office. The Human Resources Office will notify the Student Activities Office of all approved drivers. Individuals will not be allowed to drive college-owned or leased vehicles if they are deemed to be unacceptable to the college's insurance carrier or have three (3) years prior to the date of their individual driver's license checks:
 - a. Been convicted of driving while intoxicated (DWI) or driving under the influence (DUI).
 - b. Received two or more moving violations or have been involved in two or more accidents where they have been determined to be at fault.
 - c. Had their drivers' licenses suspended.
- (2) No driver shall have consumed any alcoholic beverages

or ingested any chemical substance (prescriptive or over-the-counter) that would impair his/her ability to operate a motor vehicle within twelve (12) hours of operating a vehicle.

- (3) Drivers must carry copies of all pertinent LSCO travel documents listed in section 3.0 of this policy.

1.42 Vehicle Use

- (4) Smoking is not permitted in any college vehicles.
- (5) The transporting or consumption of alcoholic beverages is prohibited during college-sanctioned travel.
- (6) No student shall be required to use his/her personal vehicle to perform college-related activities.

1.43 Other Modes of Travel

Any LSCO students or student organizations approved for college-sanctioned travel by modes of transportation other than cars, vans or personally operated vehicles (i.e. bus, train, airplane, etc.) must comply with all rules, regulations and requirements of the organizations, industries or groups providing such means of travel.

1.5 Standard of Conduct During College-Sanctioned Travel

1.51 Any LSCO student traveling off-campus to college-related functions or activities is expected to be fully acquainted with the guidelines of the college's Student Travel Policy and Procedures, which is available to each student for review in the Dean for student services office or the Office of Student Activities and Student Organizations. The college will hold each student and each student organization responsible for complying with these published policies and guidelines. Students are expected to comply with all federal, state and local laws as well as LSCO policies, in addition to the policies of any agency or organization to which the students travel.

1.52 Any students involved in college-sanctioned travel who violate the LSCO travel policy is subject to disciplinary action taken by appropriate authorities because of the violations. This includes conduct that is likely to have an adverse effect on the college.

1.6 Accident Guidelines

1.61 This section contains guidelines that must be followed in the event of accidents involving college-sanctioned student travelers. Compliance with the requirements in this section is mandatory; the provisions contained herein constitute college policy and procedure.

- (1) If an accident occurs which involves injuries to a college student, employee or any other individual in any other vehicle, the highest priority is to summon emergency medical personnel to the accident scene immediately.
- (2) Do not move anyone who is injured unless his/her safety is in jeopardy.
- (3) If an accident occurs, the appropriate law enforcement agency should be summoned to the scene for an accident report and an investigation. If possible, vehicles should not be moved unless significant traffic hold-up or safety hazard exists. The Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number is 1 (800)525-5555.
- (4) If an accident occurs, the organization's advisor should be contacted immediately. If the advisor cannot be reached, the director of student activities and student organizations should be contacted at 409-827-1516.

- (5) Attention should be given in any vehicle accident situation to the safety of the persons in the traveling group. These people should be gathered well enough away from the vehicle and/or scene to ensure their safety from the vehicles around the area.

1.7 Incident/Breakdown Guidelines

1.71 This section contains incident/breakdown guidelines for student travelers. The information in this section is mandatory and constitutes college policy and procedure.

- (1) If an accident/breakdown occurs, contact the Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number at 1 (800) 525-5555.
- (2) If a significant traffic hold-up or safety hazard exists, the vehicle must be moved out of the flow of traffic.
- (3) In the event a vehicle breaks down, the student organization's advisor must be contacted immediately and notified. In the event the advisor cannot be reached, the director of student activities and student organizations must be contacted at 409-827-1516.

1.8 Safety Guidelines

1.81 This section contains specific safety guidelines for student travelers. This information is intended to assist students during travel in an effort to encourage the safest possible travel.

- (1) Only those employees and students with acceptable driving records are authorized to drive college-owned or leased vehicles. (In case of an emergency circumstance that renders an employee unable to drive while on college-sanctioned travel, this rule may be waived).
- (2) Mode of transportation will be determined by the sponsoring department or student organization, taking into consideration a combination of three (3) primary factors: 1) number of participants traveling, 2) distance to be traveled, 3) time frame of the event, 4) cost and 5) travel conditions.
- (3) Drivers will comply with all applicable traffic laws and regulations.
- (4) Travel between the hours of midnight and 6 a.m. is discouraged. The majority of travel hours should be during daylight.
- (5) Drivers must take a "safety break" after three (3) hours behind the wheel.
- (6) If travel time is to exceed twelve (12) hours, two (2) or more persons must share the driving responsibility and rotate time behind the wheel in accordance with item "f".
- (7) A vehicle should not be loaded beyond its capacity to supply one seat belt for every person in the vehicle. On extended travel trips vehicle should be under loaded.
- (8) Road flares, cellular phones, reflectors and a first aid kit should be in every vehicle transporting students for college-sanctioned activities.
- (9) All occupants must use seat belts and appropriate safety devices while the vehicle is in motion.
- (10) All occupants must remain seated when vehicle is in motion.
- (11) The following activities are **PROHIBITED** for drivers while driving:
 - a. Operating a vehicle, which exceeds the maximum number of occupancy regulations.
 - b. Driving while under the influence of impairing drugs or alcohol.
 - c. Use of radar/laser detection devices

- d. Use of headphones or earphones
- e. Use of cell phones
- f. Eating, smoking or drinking

13. REGENTS SCHOLARSHIP AWARD

- 13.1 Purpose.** The honorary title, Regents' Scholar, recognizes students who achieve excellence in academic and co-curricular endeavors at College institutions.
- 13.2 Process.** Not later than August 31 of each year, the President of each College may nominate to the Chancellor one outstanding student. Upon the recommendation of the Chancellor, the Board of Regents may bestow each year the title of —Regents' Scholarship upon a select student or students who have demonstrated the following:
- (1) Outstanding academic achievement and scholarship in his/her studies
 - (2) Strong commitment to and leadership in co-curricular activities; and,
 - (3) Notable contributions to the College institution and community.
- At the time of graduation, a Regents' Scholar shall be recognized at his/her College institution's commencement ceremonies.
- 13.3 Eligibility.** To be considered for selection, at a minimum, a student must have a 3.75 cumulative GPA, be enrolled full-time at a Component institution, and have earned 25 semester credit hours (for 2-year institutions) or 60 semester credit hours (for 4-year institutions). Additionally, the student must demonstrate active involvement in co-curricular campus and leadership activities, and not have been on academic or disciplinary probation at any time while attending the Component institution.
- 13.4 Benefits of Award.** Award of such a title shall be accompanied by passage of a resolution by the Board of Regents, memorialized in the minutes of the meeting at which it was awarded, and the issuance of a commemorative medallion. A cash scholarship from the Texas State University System Foundation payable to the College institution for use by the student toward fees, textbooks, and other educational expenses, including but not limited to, lodging, dining, and parking may be awarded. The Chancellor and the Executive Director of the Foundation would determine in advance the amount of the scholarship.

LSCO ALUMNI

Lamar State College Orange offers on-campus services and activities to ex-students. Anyone wanting to participate in or take advantage of these services may purchase an alumni ID card. The card has an annual cost of \$35 (September 1 through August 31) and may be paid for at the Cashier's Office. The paid receipt should then be presented in the Office of Admissions, and a photo ID will be made at that time. The ID card must be renewed annually beginning September 1.

STUDENT COMPUTER USE POLICY

1.1 Policy Statements.

- 1.11** The computing facilities at Lamar State College Orange are provided for the use of all students, full or part time, in programs of the college. Students are responsible for seeing that these facilities are used in an effective, efficient, ethical, and lawful manner. Lamar State College Orange reserves the right to access and disclose any documents (either hard copy or electronic format) it deems necessary.
- 1.12** The following rules govern the use of all Lamar Orange computer facilities. Any use of these facilities in any way other than those stated below will be considered a violation of the Lamar State College Orange policy.
- (1) Users shall be accountable for using computing facilities in an effective, ethical, and lawful manner.
 - (2) Computer facilities and accounts are owned by Lamar Orange and are to be used for college-related activities only.

- (3) All access to Lamar Orange's central computer systems must be approved by the Computer Center. All access to department computer systems must be approved by the department.
- (4) An account assigned to an individual for use of the central computers or departmental systems is not to be given to another individual. The individual assigned an account is responsible for all activities for which that account is used. Use of another person's account is not only a violation of Lamar Orange policy, it is a violation of state law.
- (5) Programs and files are confidential and may be accessed only by those persons authorized to do so
- (6) Electronic communications facilities (such as MAIL) are for Lamar Orange-related activities only.
- (7) Computer software protected by copyright is not to be copied or moved to another computer without removal of the software from the original computer. No software is to be copied or removed from a Lamar Orange computer and placed on a home computer, nor is any home computer software to be loaded onto a Lamar-Orange computer.
- (8) The Computer Center reserves the right to audit any personal computer on Lamar Orange property at any time for unauthorized software.
- (9) Internet access shall be given by justification of business need. Use of these services must be consistent with the goals of Lamar Orange.

1.13 An individual's computer use privileges will be suspended, if after an administrative review, individual is found to be in violation of these policies. Removal of the suspension will be by appeal to the Computer Center director or vice President for academic affairs. Continued violation of major violations may result in dismissal and/or criminal charges.

OWNERSHIP OF MATERIALS

Ownership of intellectual properties, with regard to students, shall be governed the same as for faculty and staff as stated in *Chapter III, Page 44, of the Rules and Regulations of The Texas State University System.*

General Provisions for Campus Activities

The following is an adaptation of Chapter VII, Sections 1-4, of the Board of Regents' *Rules and Regulations*, adopted September 1, 1980 and amended May 10, 2002. In the event conflict between the Regents' Rules and this code, the *Rules* will govern.

1. Solicitation

"Solicitation" means: (1) the sale or offer for sale of any property, goods, products or services or (2) the receipt of or request for any gift or contribution. Solicitation on the campus is prohibited, except for the following activities:

- 1.1** The sale or offer to sell through vending machines operated by the colleges or its subcontractor of: (1) any newspaper, magazine or other publications in an area designated by the President of his/her designee; (2) food, drink and other items.
- 1.2** The sale or offer for sale of any college publication, book or other material used in the academic work of the college by the college or its subcontractor in an area designated by the President or a designee.
- 1.3** The operation by the college or its subcontractor of: (1) a bookstore, specialty store, laundry, college dining service or other service maintained for the convenience of the college's students, faculty or staff; or (2) food and drinks, souvenirs and programs at athletic contests or other events sponsored or authorized by the college.
- 1.4** The advertisement of any activity, item or product sponsored or authorized by the college and approved by the President or his/her designee; advertisements appearing in any publication or sent through the United States or private postal service.

- 1.5 The collection of tuition, charges and fees under *Section 1.4 and Chapter III, Rules and Regulations*.
- 1.6 The collection by registered student, faculty or staff organizations: (1) of membership fees or dues or (2) of fee or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the college or by such organizations.
- 1.7 Presidentially-approved participation in: (1) nondiscriminatory activities on behalf of charitable organizations or (2) events sponsored by a registered student, faculty or staff organization of the college that are authorized and scheduled in accordance with the facilities-use regulations of the college. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The college may require that members of the sponsoring organization solicit directly and may prevent organizations from using nonmembers to fund-raise or solicit for the organization.
- 1.8 Activities of agents of companies authorized by the college to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities or other services to the college or its employees.
- 1.9 Persons engaged in activities listed in *Section 1.1-1.8* of the *Rules and Regulations* are responsible for assuring that they maintain the portions of the campus and buildings they use in a clean, orderly and appealing in appearance and for assuring that their use:
 - (1) preserves an academic atmosphere and does not disrupt classes
 - (2) maintains security and safety for persons and property, does not unreasonably expose persons on campus to crime and avoids unlawful activities;
 - (3) protects the privacy of students, faculty and staff and protects them from deception, fraud and similar commercial exploitation;
 - (4) permits the free flow of pedestrian and vehicular traffic;
 - (5) preserves the beauty of the college's campus, buildings and facilities and avoids unnecessary wear and tear on buildings, grounds or facilities;
 - (6) protects students, faculty and staff from deception, fraud and commercial exploitation; and
- 1.10 The President may prohibit persons or organizations from soliciting on campus if they fail to follow these rules. He/she may require that the student governments and each registered student organization file a sworn statement disclosing: (1) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (2) the payees, their personal identification numbers (P.I.N.) or Social Security numbers and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the President shall be prohibited from solicitation on the campus until such person or organization comes into compliance.

2. Use of System Facilities

- 2.1 **By College Organizations.** Registered student, faculty and/or staff organizations may use the college's buildings and grounds in compliance with reasonable and nondiscriminatory college rules and regulations approved by the college President or designee, that shall specify the policies and procedures under which such organizations may reserve the college's buildings/and or grounds for their use. Extracurricular use by students, faculty, or staff owned buildings and grounds shall be conducted in accordance with local, state, and college regulations. Such activities shall not disrupt or disturb the property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with non-students without prior written approval of the college President or his designee through normal administrative channels.

- 2.2 By Outside Groups.** Use of grounds and physical facilities of a system college, especially auditoriums, gymnasiums and large rooms by outside individuals, groups, or associations (outside groups) shall be subject to the following rules as well as policies approved by the President or a designee:
- 2.21** Unrestricted use by outside groups of any facilities and grounds is not permitted. Whenever outside groups share in the use of college buildings, it must be upon the invitation of the college and under its joint sponsorship and with the further understanding that all conditions governing such sponsorship are to be set by the college.
- 2.22** The college will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating individuals, groups or associations unless the President or a designee has reviewed the project or program and has determined that such joint sponsorship serves a public purpose and adequate contractual or other controls ensure its realization as required by *Article 3, Section 51 of the Texas Constitution*.
- 2.23** The college will not enter into joint sponsorship of any program or activity in which the educational implications or benefits are not self-evident and that does not directly supplement the educational purposes of the System. The college, when entering into joint sponsorship of any program or activity, reserves the right to approve advertising as well as news releases.
- 2.24** Established as a public college body without regard to political affiliation or religious faith, the college cannot be a joint sponsor with any non-campus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the board in *Section 4 of this Chapter*.
- 2.25** The authorization for use of the college's facilities and grounds for functions other than the college's own activities shall be at the sole discretion of the President or a designee and subject to the needs and the convenience of the college, which are always to have priority in the scheduling of facilities.
- 2.26** In the case of programs for which the college is a joint sponsor with some other individual, group or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case, subject to final approval by the college President or a designee and will be specified in the agreement providing for the joint sponsorship.
- 2.3 Use of Motor-Driven Vehicles or Equipment.** The President of the college shall promulgate a policy specifying conditions for operation or use by students of college-owned, controlled or leased motor-driven vehicles or motor-driven equipment and require signed liability waivers in favor of the college, the Board of Regents, the System and their respective officers, employees or agents.

3. **Speech and Assembly**

- 3.1 Definition.** Freedom of inquiry and discussion is basic and essential to intellectual development, provided such freedoms are exercised in a manner that does not illegally derogate the rights of others or interfere with the academic programs and administrative processes of a College. The grounds of all Colleges are traditional public forums, subject to such reasonable time, place, and manner restrictions as the College President may impose (*see Subparagraphs 3.3 and 3.5 of this Chapter*).
- 3.2 Off-Campus Speakers in College Facilities.** The freedoms of speech and assembly guaranteed by the *First and Fourteenth Amendments* to the *United States Constitution* shall be enjoyed by the students, faculty and staff of the College with respect to the opportunity to hear off-campus or outside speakers.
- 3.21** If a registered campus organization is sponsoring a campus speaker, it has the responsibility of making clear the fact that the organization, not the College, is extending the invitation to speak and that any views the speaker may express are the speaker's own and not necessarily those of

the Texas State University System or of the College.

- 3.22** Students, faculty, staff and registered organizations campaigning for public office on behalf of candidates for public office must abide by the provisions of this section.
 - 3.23** Speakers to be paid from state funds to speak on the College campus shall speak in a facility that is open to the public. This subsection does not apply to classes, seminars, symposia and conferences intended for the use and benefit of students, faculty, staff and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to see and hear the speaker. The number of students, faculty, staff and guests may be limited to prevent a hazard to the safety of the audience.
 - 3.24** Off-campus speakers who have not been sponsored or invited by a registered student, faculty or staff organization or by the College administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus.
 - 3.25** With the prior written approval of the College President, the College may, at its sole discretion, lease or rent space in the Student Center or other appropriate buildings or grounds for political rallies and meetings provided that space is made available to legitimate political rallies and meetings and provided that space is made available to legitimate political candidates in a nondiscriminatory fashion and the rent for such space is based on a fair market value.
- 3.3 Time, Place and Manner Restrictions.** While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:
- 3.31** A request to invite an outside speaker will be considered by the College only when made by a registered student, faculty, or staff organization. No invitation shall be issued to an outside speaker without prior written concurrence of the College President or a designee for scheduling of speaker dates and assignment of campus facilities.
 - 3.32** Any speaker request shall be made in writing to the President or a designee by an officer of a registered student, faculty, staff, organization, or by an administrative officer of the College desiring to sponsor the proposed speaker not later than six (6) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the College President or a designee within five (5) business days after submission shall be deemed granted.
 - 3.33** A request made by a registered organization may be denied only if the College President or the authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the College's orderly operation as defined in *Subsection 3.5*.
 - 3.34** Where the request for an outside speaker is denied, the sponsoring organization may appeal to the President or an authorized designee in writing within three (3) business days of the denial. A hearing will be held within four (4) business days following the filing of its appeal before an impartial board or administrator appointed by the President for a *de novo* consideration of the request. Such board or administrator shall make a recommendation to the College President, whose decision shall be final. If the President fails to decide the matter within seven (7)

business days following the filing of the appeal, it shall be deemed granted, and the speaker's invitation may be issued by the organization.

3.35 Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the President or a designee immediately in writing of such acceptance. The President or a designee may, at his/her discretion, require that the meeting be chaired by a member of the administration or faculty and that a statement be made at the meeting that the views presented are not necessarily those of the College or of the sponsoring organization. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by the speaker while on campus.

3.4 Assembly on College Grounds. Any group or person, whether or not a student or employee and whether or not invited by a registered student, faculty or staff organization, may assemble and engage in free speech activities on the grounds of the campus. However, the College President or a designee shall adopt reasonable viewpoint neutral, nondiscriminatory rules and regulations as to time, place and manner of such activities and may prohibit such activities if it is determined, after proper inquiry, that the proposed speech constitutes a clear and present danger as defined in *Subsection 3.5* below.

3.5 Clear and Present Danger. Proposed speech, which constitutes a clear and present danger to the College's orderly operation by the speaker's advocacy (i.e., preparing the group addressed and steering it to such action as opposed to the abstract espousal of the propriety of resort to force), may be prohibited. In determining the existence of a clear and present danger, the College President may consider all relevant factors, including whether within the past five (5) years such speaker has incited violence resulting in the destruction of property at any public institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution. There must be not only advocacy to action but also reasonable apprehension of imminent danger to the essential functions and purposes of the College.

3.6 Demonstrations, Publications, Posters. Reasonable and nondiscriminatory rules and regulations as to time, place and manner may be promulgated by the President or a designee of the College to authorize student, faculty, staff, and their registered College organizations to petition, distribute publications, post signs, set up booths and/or peacefully demonstrate on the College campus. Such regulation shall prohibit any activity that would interfere with academic or college programs.

3.61 No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the Component campus any petition, handbill, or piece of literature, work, or material that is obscene, or libelous, or that advocates the deliberate violation of any federal, state, or local law (see *Subsection 3.62*). Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual. No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the Component campus any petition, handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous, or that advocates the deliberate violation of any federal, state, or local law (see *Subsection 3.62*). Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual.

3.62 For the purposes of *Subsection 3.5*, advocacy means addressing the group for imminent action and steering, bolstering, or bracing it to such

action as opposed to the abstract espousal of the moral propriety of a course of action.

3.63 Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions *Education Code, Section 51.935*, as cited in *Chapter VI, Subsection 5.4*, of the *Rules and Regulations*.

3.7 Disruptive Activities. Disruptive activities are prohibited on the campus. See *Education Code, Section 51.935* and *Chapter VI, Subsection 5.4*. The President shall promptly utilize all lawful measures to halt and eliminate any and all such disruptive activities and shall immediately notify the Chancellor and the Chairman of the Board of Regents.

4. Policy Regulating Parades, Demonstrations, Rallies and Use of Free Expression Area

4.1 Purpose

The purpose of this policy is to govern the conduct of all parades, demonstrations, rallies and use of the free expression area on college property or at college-sponsored events.

4.2 Review

This policy shall be reviewed annually by the Chief Student Affairs Officer.

4.3 Policy

4.31 These procedures shall apply to:

- (1) Students, faculty, staff and their recognized organization and
- (2) All other persons, organizations and groups.

4.32 These rules do not apply to the college, its agents, servants or employees acting in the course and scope of their agency or employment and regularly scheduled classes offered for academic credit.

4.33 Parades, demonstrations and rallies must comply with these rules, and college policy and must not:

- (1) Result in a breach of peace or violation of any law.
- (2) Interfere with the free and unrestricted flow of pedestrian and vehicular traffic on campus or the entry or the exit to any campus building, structure or facility.
- (3) Materially disrupt or interfere with normal activities of the college.

4.34 No person or group conducting or participating in a parade, demonstration or rally on college property or at college-sponsored events may advocate the deliberate violation of the law.

4.35 No parade, demonstration or rally shall take place inside any building or structure on the college campus.

4.36 Students, faculty, staff and their approved organizations may demonstrate in the free expression area of the college between the hours of 8 a.m. and 5 p.m., Monday through Friday. A facility reservation request must be made in writing to the Director of Student Activities at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

4.37 Students, faculty, staff and their approved organizations must secure a valid campus permit to conduct a parade, demonstration or rally outside the free expression area. Application for the permit must be made through the Director of Student Activities at least forty-eight (48) hours in advance of the activity. The advance notice allows the college the opportunity to

avoid the problems of simultaneous and competing parades or demonstrations and to arrange for adequate security. The application for a campus permit shall require the applicant to provide his/her name, address and phone number. Further, the application must be signed and dated by the applicant.

4.38 All other persons and groups may assemble and demonstrate only in the free expression area between the hours of 8 a.m. and 5 a.m., Monday through Friday. A facility reservation request must be made in writing to the Office of Student Activities at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

4.39 The free expression area is the patio area located immediately outside the east exit of the Student Center and any area of campus located at least 100 feet from classroom buildings and library. This excluding all roads, driveways and parking lots for safety reasons.

5. Policy for the Posting and Distribution of Printed Materials

5.1 Purpose

The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the college campus.

5.2 Objective

The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the college campus so as to provide an atmosphere conducive to the educational purpose of the college.

5.3 Review

The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Division of Student Services. The policy shall be reviewed annually.

5.4 Eligibility

5.41 Students and officially recognized campus organizations may post and/or distribute printed materials on the college campus in compliance with college policy.

5.42 Private enterprise and/or off-campus organizations will be permitted to post and/or distribute printed materials on the college campus only with the approval of the Dean of student services.

5.5 Posting

5.51 No signs, posters or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any college fixture. ALSO NO HANDBILLS MAY BE PLACED ON CARS PARKED ON COLLEGE PROPERTY.

5.52 Students, faculty, staff and officially registered campus organizations may post printed material on designated campus bulletin boards only with stamped approval from the Office of Student Services. No posted materials shall be affixed to walls, glass or doors. The office of the Dean of Student Services is responsible for monitoring all bulletin boards.

5.53 All printed materials must conform to the general rules as follows:

- (1) Printed materials may not exceed the overall size of 14"x22".
- (2) All posted materials must be affixed on all four corners.

- (3) Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
- (4) Defaced material is subject to removal.
- (5) Posted materials must identify campus affiliate, sponsoring organization, individual student or off-campus organization.
- (6) Materials may be posted for a period not to exceed three (3) weeks or until the conclusion of the event, whichever applies first. Prompt removal of expired postings is the responsibility of the sponsoring student, organization or off-campus organization.
- (7) Materials posted in violation of printed policies are subject to removal at any time.

5.6 Distribution

5.61 Students and officially registered campus organizations may distribute printed materials on college campus in compliance with college policy. Approval for distribution of printed materials requires completion and approval of a facilities reservation form available from the Office of Student Activities, located in room 105 in the Lamar Orange Student Center.

5.7 Special Printed Materials

5.71 Special printed materials, such as banners, posters, etc., may be posted in assigned designated places with written approval from the Dean of Student Services.

5.72 Advertisement of co-sponsored activities should give equal billing to the sponsoring campus organization. The organization's name and/or logo should be prominent and visible on all printed materials.

5.8 Appeals

5.81 Appeals of this policy by students or college-recognized student organizations will be reviewed by the Dean of Student Services.

6. Publications of Student Groups

6.1 Policy Statements

6.11 The college affirms its position that freedom of expression, as well as inquiry, is essential to a student's educational development. Vigorous intellectual exploration by students may sometimes result in questioning of popular conceptions, and this in turn may elicit the concern of society at large. One of the axioms upon which our nation was built, however, is that truth needs no protection but is vitalized by vigorous debate in a market place where all ideas presented and then tested by the reason of free men.

6.12 Publications of student groups are encouraged on the campus of Lamar State College Orange. However, freedom of inquiry and expression does not confer an absolute right that would give immunity to every possible use of language. Lamar Orange expects its students to observe the standards of propriety and good judgment in the exercise of such freedom. Students may publish and distribute free material that is

not libelous or obscene or that does not promote or encourage the violation of laws of the state of Texas or the United States or the disruption of the college's academic process.

6.2 Distribution

6.21 Rules for distribution of literature are as follows:

- (1) shall not constitute disorderly conduct
- (2) disrupt classroom discussion
- (3) impede the maintenance of public order or
- (4) constitute a danger to the person disseminating the material or to any other group or individual.

6.22 In order to promote and protect the right of privacy, no individual or group shall distribute literature or circulate petitions to captive audiences, such as classroom settings or study areas.

HEALTH AND SAFETY POLICIES

Effective January 1, 2012, Senate Bill 1107 and subsequent Senate Bill 62 requires all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of classes. Therefore, if you are under the age of 22 and are 1) a returning student, who did NOT attend classes at LSCO the preceding long semester, 2) an entering freshman, OR 3) a transfer student, you must submit evidence of vaccination against bacterial meningitis. Students that are taking online only courses DO NOT need to submit evidence of vaccination against bacterial meningitis. *However, must complete a signed notarized waiver that may be obtained from the Admission & Records Office and may only enroll in on-line classes.* To learn important facts about Bacterial Meningitis <http://www.cdc.gov/meningococcal/about/index.html>

Evidence of Vaccination must verify that the vaccination was received at least 10 days prior to attending classes.

- A document bearing the signature or stamp of a physician, his or her designee, or public health official that states the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official immunization record generated by a state or local health authority. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.
- An official school record that indicates a current bacterial meningitis vaccination. This record must state the name of the vaccination, the name and address of the medical facility, and the day, month and year that the vaccination was administered.

Evidence to Decline Vaccination must be submitted in the following format:

- To claim an exclusion for medical reasons, the student must present a statement signed by a physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used and can be requested here:

<http://www.dshs.state.tx.us/default>. Affidavit Request for Exemption from Immunization for Reasons of Conscience. Please allow several weeks for delivery.

How to Submit Evidence of Vaccination or an Affidavit to Decline: LSCO has chosen the services of Magnus Health to collect, review, and securely store all student documents pertaining to the meningitis vaccine. Magnus Health's SMR (Student Medical Record) is a web-based solution that will allow us to manage the vast number of vaccination records that we have to collect to comply with the state law. All students that fall under this requirement must register through Magnus Health's SMR, ensuring that the course registration process is not delayed. *Students will not be able to register for class until this requirement has been completed.*

- **After applying for admission to LSCO, students will receive an email within 2 days from Magnus Health to the personal email address provided. The email will contain their username and a temporary password. There is a \$10 account fee.**
- **Students will be able to upload their vaccination documentation or they will download forms to be completed and uploaded, mailed or fax to Magnus Health.**

Lamar State College Orange encourages students to obtain the vaccine at their primary care physician's office. If you have insurance, most vaccines will require only a co-pay. Local pharmacies also administer the vaccine. Texas Department of State Health Services will NOT administer the shot to anyone over the age of 18.

If you have any additional questions please contact customer support from Magnus Health SMR, which is available to you by phone (877-461-6831) and email service@magnushealthportal.com.

Tobacco-Free Institution

The Texas State University System Board of Regents passed a rule requiring all component institutions to prohibit the use of ALL TOBACCO PRODUCTS on properties owned by the System; there will be no exceptions. The **Tobacco-Free Policy** is in effect as of June 1, 2012. The rule applies to all students, faculty, staff, and visitors. Violators are subject to established administrative/disciplinary policies and procedures. The **Tobacco-Free Policy** may be viewed on the Lamar State College Orange web page at www.lSCO.edu.

Policy Statement on AIDS

The following is an excerpt of the Lamar State College Orange Policy on AIDS. Any employee, student or contractor of the college may request a copy of the *AIDS Policy* in its entirety from the Human Resources Department.

Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease that has become a nationwide public health problem.

Lamar State College-Orange acknowledges the seriousness of this problem. In health-related matters such as this, the college follows the guidelines of recognized authorities including the National Center for Disease Control, the United States Public Health Service, the Department of State Health Services and the American College Health Association. Further, the college shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other laws.

No current evidence exists that individuals infected with human immunodeficiency (HIV), the "AIDS Virus," can infect other individuals by casual contact. Accordingly, there is no reason to exclude individuals with AIDS, AIDS-Related Complex (ARC) or a positive test for antibody to HIV from campus academic, from social or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.

ALCOHOL POLICY

1. POLICY STATEMENT

- 1.1 The possession and consumption of alcoholic beverages on any property owned and/or controlled by Lamar State College Orange are prohibited except where permitted explicitly by published policies. The legal age for the purchase, consumption and/or possession of alcoholic beverages in Texas is 21. Violators of this state law and college policy will be subject to institutional penalties and criminal charges.
- 1.2 The sale or service of alcoholic beverages on the campus is not permitted except in "special use" buildings or facilities designated and approved by the college President.
- 1.3 Sponsoring organizations of events where alcoholic beverages are to be served in special use buildings or other designated facilities are required to complete a Request to Serve Alcoholic Beverages form. The completed form will authorize the service of alcoholic beverages in conjunction with a scheduled special event. The form requires the approval signature of college administrators including the Dean for student services therefore; the request should be initiated no later than five (5) business days in advance of the event.

2. DISTRIBUTION OF ALCOHOLIC BEVERAGES

- 2.1 All social events where alcoholic beverages are to be served are subject to the following regulations:
 - 2.11 **Facility Reservations**
 - (1) Use of college facilities where alcoholic beverages are to be served or consumed will be granted only to groups or organizations which have the approval of the appropriate building manager and the Dean for student services.
 - (2) A Request for Facilities form must be signed by the organization President and the college advisor for the organization.
 - (3) Reservations for use of the Student Center building are made in the Office of Student Activities at 882-3097. Requests for use of other facilities are made in the offices of the building manager of a particular building.
 - (4) Reservation forms must be submitted to the appropriate office at least five business days prior to the event.
 - 2.12 **Stipulations Regarding Time and Place**
 - (1) Alcoholic beverages may be served Monday-Thursday, 5 p.m. until midnight; Friday, 5 p.m. until 2 a.m.; Saturday, 10 a.m. until 2 a.m.; Sunday, noon until midnight.
 - (2) Ordinarily facilities are unavailable during holiday periods.
 - (3) Beverage and bartender service will be discontinued thirty (30) minutes prior to the scheduled ending time of an event.
 - (4) No alcohol may be served, possessed or consumed in or near an area used for classroom instruction while classes are being held.
 - (5) Alcoholic beverages are restricted to the specific area designated on the reservation form.
 - 2.13 **Food Service**
 - (1) Food must be served at all events that include alcoholic beverages. When alcoholic beverages are served, each group/organization is responsible for providing the alcoholic beverages in advance of the event. Time and place of delivery and pick-up will be designated by the building manager at the time the reservation is made. Alcoholic beverages must be delivered in bulk form by a representative of the sponsoring

organization. Individual members or guests may not individually bring alcoholic beverages to a social function.

- (2) An admission fee cannot be charged to an event where alcohol is served unless an alcohol sales license has been provided for and permission has been given by the Dean of Student Services. The President of the college must have prior notification.

2.14 Responsibilities

- (1) The President of the organization is responsible for the delivery/pick-up of the bulk quantities of alcohol to the building manager or the President's designate.
- (2) Signatures from the group/organization indicating full acceptance of responsibility for the organization's use of the facilities and compliance with state regulation regarding the consumption and distribution of alcohol are required.
- (3) A minimum of two (2) security officers are required at all events where alcohol is served or where the building manager, advisor or Dean of Student Services deems necessary.
- (4) All adjustments to these regulations shall be communicated in writing to the advisor and/or officers of the sponsoring group or organization has prior approval of the Dean of Student Services.
- (5) The group or organization reserving a facility is responsible for any charges for damages and clean-up that result from an organization's functions.
- (6) Any violation of these policies will be referred to the Dean of Student Services for disciplinary action. Violations may result in denial of the use of facilities and/or disciplinary action.

2.15 Legal Considerations

- (1) No state funds may be used to purchase alcoholic beverages or services connected with use of alcoholic beverages.
- (2) When alcoholic beverages are served, a fee may be charged for the event except when provided by license.
- (3) If alcoholic beverages are served or made available to minors, the one serving or the group providing the beverages is liable to a fine of \$100 - \$1,000 and/or one (1) year in jail.
- (4) Drinking or possessing alcoholic beverages in unauthorized areas is forbidden at any function held on campus. All state regulations and statutes regarding possession and/or consumption of alcoholic beverages and the Lamar State College Orange policy governing social events will be strictly enforced. Violators of these regulations, statutes and policies are subject to disciplinary action by the college and civil authorities.

3. CHANGES IN POLICY

- 3.1 The Dean of Student Services or designate has the prerogative of making adjustments in these policies in the best interest of the college.

STUDENTS WITH DISABILITIES

1. **Policy Statement**
 - 1.1 It is the policy of Lamar State College Orange that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any academic or student life program or activity.
2. **Services**
 - 2.1 Students with disabilities may request academic, parking and registration assistance, when needed, from the Advising and Counseling Center located in the Ron E. Lewis Library, Room 344 or call (409) 882-3340.
 - 2.2 If problems are not resolved on the departmental level, contact the Dean of Student Services at (409) 882-3341.
 - 2.3 Students with disabilities may benefit by using CCTVs and voice-activated reading machines available in the Advising and Counseling Center.
 - 2.4 Hours of operation are Monday – Thursday, 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m.
3. **Requests for Accommodations**
 - 3.1 To be eligible for services, a student must:
 - (1) Apply and be accepted for admission to the college through the regular admission process.
 - (2) Provide comprehensive documentation of a temporary or permanent disability that requires accommodation.
 - (3) Register with the Office of Disability Support Services at the beginning of each semester.
4. **Appeals Procedures Relating to the Provision of Academic Accommodations**
 - 4.1 **Eligibility Criteria.** Disability students who have been denied an academic accommodation by an instructor, instructional program or department are eligible to appeal if the student:
 - (1) provided all appropriate documentation to the ADA counselor in a timely manner;
 - (2) provided current documentation (which includes the past three (3) years for learning disabilities) that the impairment significantly interferes with academic achievement; and
 - (3) followed all policies and procedures when requesting the accommodation.
 - 4.2 **Eligibility Determination.** Eligibility to file an appeal is determined by the ADA counselor who is responsible for verification of documents and criteria and maintaining the confidentiality of records.
 - 4.3 **Appeal Process. Step 1)** Within 48 hours of receiving a denial of an academic accommodation from the instructor, the student must meet with the instructor's division director and/or program director to seek a mutually agreeable modification or alternative accommodation. The student may request the presence or assistance of the ADA counselor at this meeting. If such an agreement cannot be reached, the student may continue to, **Step 2)** Within 48 hours of failing to reach a satisfactory resolution agreeable at the division level, the student may appeal to the vice President for academic affairs. The student may request the presence or assistance of the ADA counselor at this meeting. If such agreement cannot be reached, the student may continue to, **Step 3)** Within 48 hours of the conclusion of the meeting with the VPAA, the student must provide a written notice to appeal with the director of human resources.
 - 4.4 **Disability Accommodations Appeals Committee.** The director of Human Resources will schedule the appeals hearing within five (5) class days of receipt of the request, serve as the non-voting chair of the Disability Accommodations

Appeals Committee and formulate the ad hoc committee. The Disability Accommodations Appeals Committee will consist of the following:

- (1) two representatives from the Student Services Division (may not include the ADA counselor);
- (2) one faculty member from the instructional discipline subject to the appeal (may not include the instructor involved in the dispute); and
- (3) one faculty member from one of the remaining three instructional divisions.

4.5 Role of the Committee. The Disability Accommodations Appeals Committee determines whether or not the accommodation requested and denied is a “reasonable accommodation” as defined by law. The committee does **NOT** determine if the student has a bonafide disability.

4.6 Committee Review. The Disability Accommodations Appeals Committee will review documents (provided student has signed release of confidential documents) and speak with the student, ADA counselor, instructor and any others deemed appropriate by either the student or the instructor who initially denied the accommodation.

4.7 Committee Determination. The committee will make a determination as to the initial academic accommodation requested as follows:

- (1) uphold the denial;
- (2) overturn the denial; or
- (3) provide an alternative accommodation and render a decision in writing within 24 hours of the hearing. Copies of the written decision will be distributed to the student, instructor, division director, ADA counselor, VPAA and VPSS.

4.8 Hearing Policies. The committee will conduct its hearing according to the following policies:

- (1) Committee hearings and deliberations are not open to the public.
- (2) Neither party may be represented by an attorney.
- (3) Maximum confidentiality will be maintained, although the student may be asked permission to share certain information on a “need to know” basis if it appears necessary in order to decide the appeal.
- (4) The committee decision must be rendered by at least three (3) members.
- (5) The director of human resources will vote in case of a tie.

DRUG-FREE WORKPLACE POLICY

1. General Statement

1.1 The Board of Regents and the administration of Lamar State College Orange support the national policy of the United States to stop the illicit use of drugs and abuse of alcohol in our society. In keeping with The Drug-Free Schools and Communities Act, Lamar Orange has adopted a drug-free workplace policy and implemented a drug awareness program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

2. Policy

2.1 The Lamar Orange Drug-Free Workplace Policy prohibits the unlawful possession, use or distribution of drugs and alcohol by employees or students on college property or as any part of the college activity.

2.2 The unlawful use, possession or distribution of drugs or alcohol will result in a disciplinary action depending upon the circumstances.

3. Awareness Program

3.1 The Lamar Orange drug awareness program is a three-part program to inform employees about:

- (1) Health risk involved in the use of illicit drugs and the abuse of alcohol which often results in poor health and premature death.
- (2) Help available for drug and alcohol counseling, treatment, and rehabilitation that is offered to all Lamar Orange employees.
- (3) Local sanctions that include fines and/or imprisonment for violation of local, state or federal drug laws.

4. Legal Obligations

4.1 Lamar Orange is obligated to uphold laws that prohibit the possession, use or distribution of controlled substances. Any employee or student who is found to be in violation of these laws will be dismissed and referred to the appropriate legal authority for prosecution.

5. Contact for Help

5.1 The Lamar Orange Advising and Counseling Center is the source of information and confidential assistance for anyone who is seeking help for a drug or alcohol related problem.

5.2 Please contact the Advising and Counseling Center, located in Room 355, Ron E. Lewis Library or telephone (409) 882-3340 if you need additional information about this program.

FACE COVERING POLICY

All faculty, staff, students, and visitors will be required to wear face coverings (cloth face covering, surgical mask, etc.) while on campus in accordance with this policy.

The Face Covering Requirement becomes effective July 6, 2020 and may be modified or ended as COVID-19 conditions require.

The health and safety of the Gator community (students, faculty, and staff), especially of vulnerable individuals, is of utmost importance. In light of CDC guidance, and to protect fellow Gators against COVID-19, face coverings must be worn by all individuals (faculty, staff, students, and visitors) on campus in the following areas:

- Indoor public areas on campus (includes all non-private office, lobbies, restrooms, classrooms, teaching laboratories, conference rooms, common study areas, and break rooms); and
- Outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

This policy will be amended as needed in response to conditions on campus.

LSCO recommends that all individuals on campus have at least three face coverings available to use throughout a week in order to begin each day with a new or cleaned face covering. Those face coverings should follow the current CDC recommendations. At a minimum, a cloth face covering must be made of multiple layers of tightly woven cotton fabric. Some common household materials may block particles more effectively than cotton. Adding a layer of filter material within a cloth face covering is recommended.

The primary purpose of wearing a face covering is to reduce the amount of virus spreading from the wearer (who may not know they are spreading the virus) into the environment and to others. The secondary purpose of the face covering is to reduce the likelihood that large droplets containing virus that are generated by others may enter the nose and mouth of the wearer.

The use of a face covering does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing and helps us further reduce the likelihood of virus transmission.

Exceptions/waivers for both areas and individuals will be evaluated on a case by case basis. Students who are asking for a modification to a policy (including wearing a face covering) due to a disability should work with the Student Services Office. Employee and visitor requests for exemptions based on a disability will follow the Reasonable Accommodation Requests Under the Americans with Disabilities Act. For areas or occupations where wearing a face covering is not feasible and is not based on a disability, a request for an exception to this policy may be made by sending a written request to the [Executive Director of College Affairs](#) that includes: the request,

the reason that face coverings are not feasible, and the additional safety measures taken to further mitigate the risk in the absence of face coverings.

Face coverings made by an individual must meet the CDC guidelines:

- Fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- launder masks daily

Disposal face coverings:

- disposal face coverings should be only be reused if they are not visible dirty, soiled or torn. Disposal face coverings should be placed in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.

Face Coverings NOT recommended:

- Neck gaiters and simple bandanas, as they are single layer material and do not fit snug to the mouth and nose
- Face coverings with exhaust valves
- Scarves, which tend to be made of porous material
- Face shields in most cases. (Face shields do not protect the wearer from aerosols containing the virus, and others from an infected wearer. Face shields are appropriate in situations where close contact with a potentially infected person may expose the wearer to respiratory droplets caused by speech, cough, or sneezing.)

TIPS for wearing a face covering during the COVID-19 pandemic:

- Face coverings must be used in conjunction with physical distancing (6 feet social distancing), engineering controls (barriers between people) and/or administrative controls (reduced number of people at events).
- Face coverings may reduce the spread of viruses and droplets from the wearer to others.
- Face coverings may reduce the likelihood that droplets from others enter the wearer's nose or mouth.
- Face coverings may reduce the spread of aerosols from asymptomatic and pre-symptomatic COVID-19 carriers.
- Face coverings become contaminated as you wear them, both from yourself and from the environment around you. You should treat them as contaminated and avoid self-contamination or contamination of others by unsafe handling.
- Remember to wash your hands frequently and to avoid touching your face as much as possible.

Face coverings must be put on properly:

- Face coverings should fully cover your nose and mouth.
- Face coverings should be held in place firmly with straps.
- When you are putting on a face covering, do so by the straps and adjust the covering to cover your nose and mouth, being careful not to touch your face in the process.
- Once your covering is in place, wash your hands, and wash your hands after each time you adjust your covering.

Face coverings must be taken off properly to avoid self-contamination:

- Remove face coverings by the straps and move it gently away from your face. Be careful not to touch your eyes, nose, and mouth when removing.
- If your face covering is disposable, then promptly throw it away; do not place it into your pocket, backpack or where it may contaminate your belongings.
- If you have a disposable face covering that you have to reuse, it should be only be reused if they are not visible dirty, soiled or torn. Disposal face coverings should be placed in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.

- If you have a reusable cloth face covering, make sure you wash it after each use (a washing machine is fine). Learn more about how to wash your face covering (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>).
- Wash your hands after handling a used face covering.

Compliance:

- Noncompliance with face covering requirements will be handled through existing student judicial processes.
- We understand some people may disapprove of wearing a mask. While the college respects those individual opinions, research has shown that wearing a face mask is the most important, and a potentially life-saving tool to slow the spread of COVID-19. We did not take the decision to require face coverings lightly. In the interest of public health, however, we are committed to this practice for the greater good of the community.
- Some people who disagree with the concept of requiring face coverings have called it “unconstitutional.” However, to be unconstitutional, a restriction must infringe a fundamental right such as freedom of speech or invasion of privacy or otherwise treat people unequally. Requiring faculty, staff, students, and visitors to wear face coverings in a campus building, is a narrowly tailored and minimally intrusive mechanism, which is justified by the significance of the college’s interest in helping to stop the spread of a highly contagious and deadly virus for the safety of the campus community.

RELATED COLLEGE POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

1. Access to Records

- 1.1** Compliance with the Family Educational Rights and Privacy Act requires that a college policy be provided to eligible students upon request. (Subpart A Section 99.5). The following information complies with this act:
- 1.2** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
- (1) The right to inspect and review the students educational records within 45 days of the day the college received a request for access. Students should submit to the Registrar, appropriate Division Chair or Dean or other appropriate official written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - (2) The right to request amendment of the student’s educational records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
 - (3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed

by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *State University* to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

2. Directory Information

2.1 Under the terms of the Family Education Rights and Privacy Act, Lamar State College Orange has established the following as directory information:

- (1) Student name
- (2) Email Address
- (3) Degree conferred

2.2 The above directory information will be available for release to the general public. However, the act states that each student has the right to inform Lamar State College Orange that any or all the above information is not to be released. Lamar State College Orange will honor the student's request to restrict the release of directory information as listed above but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions to restrict the release of directory information. A student may restrict the release of directory information by submitting written notification to the Registrar's Office in room 343 of the Ron E. Lewis Library Building. Notification must be given prior to the twelfth (12th) class day of the fall and spring semesters and the fourth (4th) class day of each summer term.

RACIAL HARASSMENT POLICY

1. Policy Statement on Prohibition of Racial Harassment

System colleges shall provide equal educational opportunities for all students and equal employment opportunities for all applicants and employees and otherwise foster an environment free of racial intimidation, humiliation and harassment. Racial harassment, as defined herein, is expressly prohibited.

1.1 Definition of Racial Harassment

1.11 "Racial harassment" is defined as extreme or outrageous acts or communications that are intended to harass, intimidate or humiliate students, faculty, staff or visitors because of race, color or national origin and that reasonably cause them to suffer severe emotional distress. It is a violation of the regents' *Rules and Regulations* for any person to engage in racial harassment of any person on the campuses of a college or in connection with a college-sponsored activity.

1.12 It is a violation of the *Rules and Regulations* for any students, faculty, or staff person to use authority granted by state law, by system rule or by college policy to deprive any person of his/her civil rights on a college campus or in connection with a university (or college)-sponsored activity.

1.13 If a violation of a Regents' rule and/or of a college regulation of policy is committed on campus and/or in connection with a college-sponsored

activity because of the race, color or national origin of any person directly harmed by such violation, the violator's discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.

1.2 Disciplinary Rules

1.21 Students, faculty and staff employee offenders are subject to disciplinary action as appropriate under the circumstances for violation of this policy.

2. Procedures for Complaint

2.1 Procedures for REDRESSING RACIAL HARASSMENT COMPLAINTS OF STUDENTS, FACULTY, STAFF OR VISITORS shall be in accordance with published procedures established by the colleges.

2.2 All complaints shall be considered informal until they are filed in writing.

3. Due Process

3.1 Once a disciplinary penalty is imposed, the accused, whether a student or faculty, or staff employee, shall have his/her full rights to invoke applicable appeal procedures according to existing college policies.

SEXUAL MISCONDUCT POLICY AND PROCEDURES

1. Introduction

1.1 Institutional Values. The Texas State University System, its colleges, and universities (collectively referred to as "System" and/or "Components" and used interchangeably herein) are committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. The System diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels. The System's focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any report of behavior that threatens our institutional values, and breaches this Policy shall be promptly investigated and remediated in accordance with principles of law, fairness and equity to all Parties involved.

1.2 Purpose of Policy. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination and will not be tolerated. The System and Components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Components will take prompt and appropriate action to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects. This Policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate Sanctions, and identifies available resources.

1.3 Notice of Nondiscrimination. The System complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

1.4 Applicability of this Policy. This Policy applies to all students, faculty, staff, and Third Parties within the System's or its Components' control. This Policy prohibits sexual misconduct committed by or against a student, faculty, staff, or Third Parties. This Policy applies to sexual misconduct:

1.41 on Component premises;

1.42 at Component-affiliated educational, athletic, or extracurricular programs or

- activities;
 - 1.43 that has an adverse impact on the education or employment of a member of the Component community;
 - 1.44 that otherwise threatens the health and/or safety of a member of the Component community; and
 - 1.45 occurring after the effective date of this Policy.
 - 1.46 All incidents occurring prior to the effective date of this Policy are controlled by the Policy in effect at that time.
- 1.5 Extent of Authority. While the Texas State University System is committed to investigating all complaints of sexual misconduct and there is no geographical limitation to invoking this Policy, sexual misconduct that is alleged to have occurred at a significant distance from the Component and/or outside the Component property may be difficult for the Component to investigate. While this Policy extends to those who are not students or employees of the Component, it may be very difficult for the component to follow up and/or take disciplinary action against Third Parties.
- 1.6 Effect of Criminal Prosecution, Continuation of Proceedings. Proceedings under this Policy will not be dismissed or delayed because criminal investigation or prosecution is pending or charges have been reduced or dismissed. Proceedings may also continue if a Party is no longer employed with or enrolled as a student of the Component.
- 1.7 Supersedes Existing Policies. In the case of allegations of sexual misconduct, this Policy supersedes any conflicting procedures and policies set forth in other Component policies.
- 1.8 Sexual Misconduct Policy also known as Sexual Assault Policy. This Policy has been adopted for each Component by the System as its sexual assault policy. It shall be made available to students, faculty and staff by including it in the Component's student, faculty and personnel handbooks and by creating and maintaining a web page on the Component's website dedicated solely to the Policy.
- 1.81 Each Component shall email students the protocol for reporting incidents of sexual assault, including the Component's Title IX Coordinator's name, office location and contact information at the beginning of each semester or academic term.
 - 1.82 Each Component shall permit employees and enrolled students to electronically report allegations of sexual misconduct.
 - 1.83 Electronic reporting of incidents of sexual misconduct shall be permitted to be made anonymously.
 - 1.84 Electronic reporting of incidents of sexual misconduct shall be accessible through a clearly identifiable link on the Component's website home page.
- 1.9 Conflicts of Interest. In any situation where the investigator, administrator, Sanctioning Authority or Appellate Authority has a conflict of interest, a designated employee approved by the Title IX Coordinator shall assume duties imposed under this Policy.

2. Definitions

A Glossary with definitions of sexual misconduct offenses and other terms used in this Policy is attached.

3. Reporting

- 3.1 Employees That Must Report – Responsible Employees. A responsible employee who receives a report of sexual misconduct must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the Victim. A

responsible employee should not share information with law enforcement without the Victim's consent, unless the Victim has also reported the incident to law enforcement.

- 3.11 Before a Victim reveals any information to a Responsible Employee, the employee should ensure that the Victim understands the employee's reporting obligations. If the Victim requests anonymity and confidentiality, direct the Victim to Title IX Confidential Sources.
- 3.12 If the Victim reports an incident to the Responsible Employee but also requests anonymity and confidentiality or requests that the matter not be investigated, the employee should tell the Victim that the Component will consider the request but cannot guarantee that the Component will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the Victim's request for confidentiality.
- 3.13 When weighing a Victim's request for anonymity and confidentiality or that no investigation or discipline be pursued, the Component will consider a range of factors, including the following:
 - 3.131 the increased risk that the Alleged Perpetrator will commit additional acts of sexual or other violence;
 - 3.132 whether there have been other sexual misconduct complaints about the same Alleged Perpetrator;
 - 3.133 whether the Alleged Perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - 3.134 whether the Alleged Perpetrator threatened further sexual misconduct or other violence against the Victim or others;
 - 3.135 whether the alleged sexual misconduct was committed by multiple Perpetrators;
 - 3.136 whether the alleged sexual misconduct was perpetrated with a weapon;
 - 3.137 whether the Victim was a minor at the time of the alleged conduct;
 - 3.138 whether the Component possesses other means to obtain relevant evidence of the alleged sexual misconduct (e.g., security cameras or personnel, physical evidence); or
 - 3.139 whether the Victim's report reveals a pattern of conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

3.2 Title IX Confidential Sources (as defined in the Glossary). Each Component will identify and provide contact information of Confidential Sources in various locations, including but not limited to the Component's website; the student's handbook; the Dean of Students Office; and Campus Police or Security. These Confidential Sources are required to maintain anonymity and shall not report any information about an incident to the Title IX Coordinator without a Victim's permission. They will assist in a crisis and provide information about possible resources, some of which may include law enforcement, medical assistance, psychological counseling, victim advocacy assistance, legal assistance, Component disciplinary action, immigration services and criminal prosecution. Training for Confidential Sources to be through their professional organizations, if any, and through the Title IX Coordinator.

3.3 Anonymity Requests. When considering reporting options, Victims should be aware that Title IX Confidential Sources as described in the Glossary, are permitted to honor a request for anonymity and can maintain confidentiality. Most Component personnel have mandatory reporting and response obligations, regardless of the Victim's request for anonymity or confidentiality. Once a complaint is made to a Responsible Employee, the Component must balance a Victim's request for anonymity and confidentiality with the responsibility to provide a safe and non-discriminatory environment for the Component community. The Component will

protect a Complainant's request for anonymity and confidentiality by refusing to disclose his or her information to anyone outside the Component to the maximum extent permitted by law.

- 3.4 Interim Measures when Anonymity is Requested. The Component's inability to take disciplinary action against an alleged Respondent because of a Complainant's insistence on anonymity, will not restrict the Component's ability to provide appropriate measures for the reasonable safety of the Component community. The Complaint may also be used as an anonymous report for data collection purposes under the Clery Act.
- 3.5 Victim Identity Protected from Open Records. The Texas Public Information Act permits the identity of Victims of sexual assault to be withheld from those seeking records under the Act (*Texas Attorney General Open Records Decision 339* (1982)).
- 3.6 Breaches of Confidentiality. Breaches of confidentiality or privacy committed by anyone receiving a report of alleged sexual misconduct or investigating the report of alleged sexual misconduct, may be considered a separate violation of this Policy and may result in disciplinary Sanctions.
- 3.7 Reporting Options. Although a Victim of sexual misconduct may decline to report the incident, the Component supports, encourages and will assist those who have been the Victim of sexual misconduct to report the incident to any individual or entity listed herein. A Victim of sexual misconduct is encouraged to report to any of the sources below.
 - 3.71 Local Law Enforcement. An individual may report an incident of sexual misconduct directly with local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a complaint through the Title IX Coordinator.
 - 3.72 Component Police or Security. An individual may also report an incident of sexual misconduct to the Component police or security. Reporting to such officials helps protect others from future victimization; apprehend the alleged assailant; and maintain future options regarding criminal prosecution, Component disciplinary action, and/or civil action against the alleged wrongdoer. For Components that employ sworn peace officers, a Victim may request that his or her identity be kept confidential when reporting sexual misconduct to a sworn peace officer. Filing a police report does not obligate the Victim to continue with criminal proceedings or Component disciplinary action. Components shall provide the Victim contact information for their campus police or security personnel.
 - 3.73 Title IX Coordinator. Any incident of sexual misconduct may be brought to the attention of the Title IX Coordinator. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report.
 - 3.74 Dean of Students Services Office. Any incident of sexual misconduct may be brought to the attention of the Dean of Students Services Office. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report. The Dean of Student Services Office will promptly inform the Title IX Coordinator of the complaint.
 - 3.75 Campus Security Authority. A complaint of sexual misconduct may be brought to a Campus Security Authority (CSA) as defined in each Component's Annual Security Report. The CSA will promptly inform the Title IX Coordinator of the complaint. Each Component will identify and provide complete contact information for their CSA in various locations,

including but not limited to the Component's web page; the student's handbook; the annual security report; and the Dean of Student Services Office.

3.76 Human Resources. A complaint of sexual misconduct may be brought to the Human Resources Department, which will promptly inform the Title IX Coordinator of the complaint.

3.77 Responsible Employee. An individual may report alleged sexual misconduct to a Responsible Employee, as that term is defined in the Glossary. A faculty or staff member with any knowledge (including firsthand observation) about a known or suspected incident of sexual misconduct (other than Title IX Confidential Sources) must promptly report the incident to the Component Title IX Coordinator or his or her designee.

3.78 Anonymous Reports. Each Component shall provide the phone number and web address available for anonymous reports. Individuals who choose to file anonymous reports are advised that it may be very difficult for the Component to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

3.8 Preservation of Evidence. Preservation of evidence is critical in instances of sexual misconduct. Prompt reporting may preserve options that delayed reporting does not, including the preservation of evidence (which may be helpful to prove sexual misconduct or to obtain a judicial order of protection), the support of crisis counseling, and immediate police response.

4. **Interim Measures**

When an incident of sexual misconduct is reported, the Component will consider interim measures while the incident is investigated and adjudicated.

4.1 Measures Imposed by the Title IX Coordinator and/or Investigator. The Investigator will determine and implement interim measures as appropriate and necessary and to limit potential retaliation. Interim measures may include, but not be limited to:

- 4.11 campus no-contact orders;
- 4.12 reassignment of housing or work assignments;
- 4.13 temporary withdrawal or suspension from the Component, in accordance with *System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14)*;
- 4.14 escort or transportation assistance;
- 4.15 modification of class or work schedules; or
- 4.16 restrictions from specific activities or facilities.

4.2 Any interim disciplinary action must comply with *System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14)*.

4.3 Failure to adhere to the parameters of any interim measures may be considered a separate violation of this Policy and may result in disciplinary Sanctions.

4.4 The Component will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil, or tribal court.

4.5 The Component shall maintain as confidential any measures provided to the Victim, to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures.

5. **Retaliation**

The Component takes reports of sexual misconduct very seriously and will not tolerate

retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sexual misconduct, or otherwise participating in any way in the process of investigating or adjudicating an incident of sexual misconduct. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting, investigating, or adjudicating of sexual misconduct may be considered a separate violation of this Policy and may result in disciplinary Sanctions. Any person who believes that she or he has been subjected to retaliation should immediately report this concern to the Title IX Coordinator.

6. Immunity

Reporting, investigating, and adjudicating incidents of sexual misconduct is of paramount importance. The Component does not condone underage drinking, illegal use of drugs or other criminal behavior. However, the Component will not take any disciplinary action against an enrolled student who in good faith reports to the Component being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking for a violation by the reporting student of the Component's code of conduct occurring at or near the time of the incident.

6.1 A Component may investigate to determine whether a report was made in good faith.

6.2 A determination that a student is entitled to immunity is final and may not be revoked.

6.3 Immunity may not be given to a student who reports his or her own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.

6.4 This section may not be construed to limit a Component's ability to provide immunity from application of the Component's policies in circumstances not described herein.

7. Prohibition on Providing False Information

Any individual who knowingly files a false Complaint under this Policy, or knowingly provides false information to Component officials, or who intentionally misleads Component officials who are involved in the investigation or resolution of a Complaint shall be subject to disciplinary action.

8. Risk Reduction Strategies

The Component will engage in the risk reduction strategies outlined below to limit the risk of sexual misconduct for the campus community.

8.1 Training.

8.11 Primary Prevention Training. Every incoming student, including undergraduate transfer students, and new employees shall attend prevention and education training or orientation regarding sexual misconduct and the campus sexual assault policy during the first semester or term of enrollment or employment. The Component shall establish the format and content of the training or orientation. Primary prevention training programs shall be designed to promote awareness of sexual offenses and to incorporate risk reduction strategies to enable community members to take a role in preventing and interrupting incidents of sexual misconduct. The Component training will be based upon research and will be assessed periodically for effectiveness. Specifically, training will include:

- 8.111 awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking;
- 8.112 definitions of sexual misconduct offenses which are prohibited by the Component as defined by Texas law;
- 8.113 definition of consent as defined by Texas law;
- 8.114 risk reduction, such as recognition of warning signs of possible sexual misconduct, situational awareness and safety planning;
- 8.115 bystander intervention to encourage identification of situations that might lead to sexual misconduct and promote safe

intervention as a means to prevent the misconduct - bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- 8.116 procedures for reporting, investigating, and accessing possible Sanctions for sexual misconduct as described in this Policy;
- 8.117 options for reporting sexual misconduct and the confidentiality that may attach to such reporting;
- 8.118 campus and community resources available to Complainants or Respondents;
- 8.119 interim safety measures available for Complainants; and,
- 8.120 descriptions of additional and ongoing sexual misconduct training.

8.2 Ongoing Sexual Misconduct Training. The Component's commitment to raising awareness of the dangers of sexual misconduct may include, but is not limited to, offering ongoing education in the form of annual training, lectures by faculty, staff, mental health professionals, and/or trained non-Component personnel. Ongoing training may include, but is not limited to, dissemination of informational materials regarding the awareness and prevention of sexual misconduct.

8.3 Training of Title IX Coordinators, Investigators, Hearing and Appellate Authorities. All Coordinators, Deputy Coordinators, Investigators, and those with authority over sexual misconduct hearings and appeals shall receive training each calendar year including, knowledge of offenses, investigatory procedures, due process, and Component policy and procedures related to sexual misconduct.

9. **Informal Resolution (Mediation)**

9.1 Eligibility for Mediation. Informal resolution is available and appropriate for claims of Sexual Harassment, only if:

- 9.11 both Parties are willing to engage in mediation and consent to do so in writing;
- 9.12 the Complainant and the Respondent are both students or are both employees of the Component;
- 9.13 the Title IX Coordinator agrees that informal resolution is an appropriate mechanism for resolving the Complaint;
- 9.14 the Complaint involves only Sexual Harassment as described in this Policy and does not involve any other sexual offense, and
- 9.15 Mediation shall be concluded within ten (10) class days

9.2 Mediation and Agreements. When the Title IX Coordinator determines informal resolution is appropriate and the Parties consent in writing, the Title IX Coordinator will arrange or facilitate mediation in attempt to resolve the complaint. Agreements reached in mediation will be reduced to writing and signed by both Parties. Agreements will be maintained by the Coordinator and shared only as necessary to implement the agreed resolution or as required by law.

9.3 Referral for Investigation. When mediation is not successful, or, if in the course of facilitating informal resolution the Title IX Coordinator learns of sexual offenses beyond sexual harassment, the informal resolution process will immediately terminate. The matter will then be referred for investigation in accordance with the procedures outlined herein.

10. **Investigation Procedures and Protocols**

- 10.1 Authority to Investigate. Complaints shall only be investigated and/or resolved at the direction of the Title IX Coordinator.
- 10.2 Actions Upon Receiving Report. Upon Component's receipt of a report of sexual misconduct:
 - 10.21 Assignment. The Title IX Coordinator will review the complaint and investigate or assign the investigation to a Deputy Coordinator or Investigator. The Complainant shall be notified of the name and contact information of the individual assigned. Subsequent references to Investigator in this section refers to the individual investigating the complaint, whether a Title IX Coordinator, Deputy Coordinator, or Investigator.
 - 10.22 Initial Meeting with Complainant. As soon as is practicable, the Investigator shall contact the Complainant and schedule an initial meeting. At the initial meeting the Investigator will:
 - 10.221 provide an electronic and/or hard copy of this Policy which explains the process and rights of all Parties;
 - 10.222 request additional information regarding the reported incident;
 - 10.223 explain the investigatory process;
 - 10.224 explain the options for reporting to law enforcement authorities, whether on campus or local police;
 - 10.225 discuss Complainant's request for anonymity and confidentiality, if such has been requested, and explain that confidentiality may impact the Component's ability to investigate fully;
 - 10.226 determine whether the Complainant wishes to pursue a resolution;
 - 10.227 refer the Complainant, as appropriate, to the counseling center or other resources which may include, but are not limited to, law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, Component disciplinary action, immigration services, and criminal prosecution;
 - 10.228 discuss with the Complainant, possible interim measures as described in this Policy;
 - 10.229 inform Complainant and Respondent that, to the greatest extent practicable based on the number of counselors employed by the Component, the Component will ensure that each Complainant or Respondent of an incident of sexual assault, or any other person who reports such incident, are offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident; and,
 - 10.230 inform Complainant and Respondent of an incident of sexual assault of the option of dropping a course in which both parties are enrolled without any academic penalty.
 - 10.23 Interim Measures. The Title IX Coordinator and/or Investigator will determine and implement interim measures.
- 10.3 Prompt, Fair, and Equitable Investigation.
 - 10.31 Timing of Investigation and Resolution. The Component shall make every reasonable effort to ensure that the investigation and resolution of a

Complaint occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within sixty (60) calendar days of the Complaint, absent extenuating circumstances. The Title IX Coordinator may modify this and any other deadlines contained in this Policy as necessary to accomplish the purposes stated and for good cause, including, but not limited to, the complexity of the investigation and semester breaks.

- 10.32 Notice of Investigation and Allegations to Respondent. At the outset of an investigation, the Investigator will provide the Respondent prompt notice of the investigation to include the allegation(s) in writing together with a copy of this Policy. Written notice of the investigation will be provided to the Complainant concurrently with Respondent.
- 10.33 Equitable Treatment.
- 10.331 Investigator shall not have a conflict of interest or bias, and will remain neutral throughout the investigation. Complainant and Respondent shall have opportunities to respond in person and/or in writing, submit relevant documents, and identify relevant witnesses.
- 10.332 Complainant and Respondent will receive a minimum of forty-eight hours' notice of any Sanction or appellate meeting, and a minimum of five (5) class days' notice of a due process hearing, if any.
- 10.333 Complainant and Respondent may have one representative and/or one advisor present at all meetings a Party has with the Investigator, Title IX Coordinator, Deputy Coordinator or other Component administrator related to a complaint. The representative or advisor may provide support, guidance or advice to Complainant or Respondent, but may not otherwise directly participate in the meetings or hearing.
- 10.334 Complainant, Respondent, and appropriate Component officials will have timely access to any documentation that will be used during a due process hearing or a meeting to dispute Findings and/or Sanctions. Access to such materials will be consistent with FERPA and will not be allowed until after the investigation is concluded.
- 10.34 Investigation Activities. Investigator will gather and review information from Complainant, Respondent, and Witnesses. Investigator shall conduct site inspection, if necessary, and obtain other information from sources as appropriate.
- 10.35 Investigative Report. Investigator will complete a written Investigative Report that includes summaries of interviews conducted; photographs, if any; documents and materials received; descriptions of relevant evidence; summaries of relevant electronic records; and a detailed report of the events related to the incident. When Investigator is not the Title IX Coordinator, the Investigative Report will be submitted to the Title IX Coordinator for review and Finding.

11. **Standard of Review and Finding**

- 11.1 Review. The Title IX Coordinator will review the Investigative Report under the "preponderance of the evidence" standard as defined in the Glossary.
- 11.2 Title IX Coordinator Finding and Recommended Sanction.
- 11.21 The Title IX Coordinator will make a written Finding as to whether:
- 11.211 no reasonable grounds exist that the Sexual Misconduct Policy was violated and the matter is closed, or 11.212 it is more likely than not that Respondent violated the Sexual Misconduct Policy, and the nature of the

violation(s).

- 11.22 The Finding shall include the Title IX Coordinator's basis for the decision and recommended Sanctions when there is a Finding of a violation.
- 11.23 Communication of the Finding and Recommended Sanctions.
 - 11.231 When there is a Finding of no violation of the Sexual Misconduct Policy, the Title IX Coordinator will communicate the Finding in writing simultaneously to the Complainant AND Respondent.
 - 11.232 When there is a Finding that it is more likely than not that Respondent violated the Sexual Misconduct Policy, the Title IX Coordinator will communicate the Finding in writing to the Component Administrator with authority to determine and issue appropriate Sanctions.
 - 11.233 When there is a Finding of a violation by a Respondent employed by the Component, the Title IX Coordinator, in consultation with appropriate administrative officials, will provide the Finding to additional individuals, with supervisory authority over the employee, who are not in the line of appellate review.

12. Sanctions

- 12.1 Possible Sanctions. Sanctions for a Finding of a Policy violation will depend upon the nature and gravity of the misconduct and/or any record of prior discipline for sexual misconduct. Sanctions are limited to the following:
 - 12.11 withholding a promotion or pay increase;
 - 12.12 reassigning employment, including, but not limited to demotion in rank;
 - 12.13 terminating employment;
 - 12.14 barring future employment;
 - 12.15 temporary suspension without pay;
 - 12.16 compensation adjustments;
 - 12.17 expulsion, suspension or dismissal from the Component and/or System;
 - 12.18 no-contact orders,
 - 12.19 probation (including disciplinary and academic probation);
 - 12.20 expulsion from campus housing;
 - 12.21 restricted access to activities or facilities;
 - 12.22 mandated counseling (this may include, but not be limited to educational programs and batterer intervention);
 - 12.23 disqualification from student employment positions;
 - 12.24 revocation of admission and/or degree;
 - 12.25 withholding of official transcript or degree;
 - 12.26 bar against readmission;
 - 12.27 monetary restitution;
 - 12.28 withdrawing from a course with a grade of *W*, *F*, or *WF*;
 - or
 - 12.29 relevant training.
- 12.2 Sanction Decision. Within seven (7) class days of receipt of the Finding, the responsible Component Administrator will issue written Sanctions and send such Sanctions with a copy of the Findings to the Complainant, Respondent, Title IX Coordinator, and when appropriate, additional individuals with supervisory authority over either Party that are not in line of appellate review. Component administrator shall inform Complainant of any Sanction(s) imposed on Respondent that directly relates to Complainant.
- 12.3 Administrators responsible for imposing Sanctions are:
 - 12.31 Student Respondent Sanctions. Dean of Students will issue Sanctions for

students. When Respondent is both a student and an employee, the Title IX Coordinator will determine whether the Respondent's status is that of student, staff, or faculty for disciplinary purposes. When Respondent's status is determined to be that of a student employed by the Component, the Dean of Students will consult with the EVP of Human Resources or equivalent prior to issuing Sanctions.

12.32 Staff Respondents. The Respondent's supervisor, or other authority within the Respondent's chain of command, will issue Sanctions in consultation with Human Resources.

12.33 Faculty Respondents. The Dean shall consult with the Department Chair as appropriate and issue Sanctions.

13. Dispute of Findings and/or Sanctions

Complainant or Respondent may elect to dispute the Finding and/or the Sanction. Review of disputed Findings and/or Sanction(s) are based on the preponderance of evidence standard.

13.1 Students. Complainants or Respondents may elect to dispute the Finding and/or Sanction through a due process hearing. Student Complainants or Respondents must submit a written request for a hearing to the Component Chief Student Affairs Officer or his or her designee within five (5) class days. Procedures for the hearing are outlined in the *System Rules and Regulations, Chapter VI §§ 5.7-5.9*, with exceptions as follows:

13.11 The Component Representative for student due process hearings related to Sexual Misconduct shall be the Component's Title IX Coordinator or designee;

13.12 When the matter is heard by more than one individual, the Component will establish a Hearing Adjudicator Chair.

13.13 The Hearing Adjudicator Chair is responsible for arranging the due process hearing by notifying the Parties of the hearing dates, the availability of documents to be used at the hearing, the witnesses expected to provide information at the hearing, as well as deadlines for submission of questions.

13.14 Each Party shall receive a copy of the written request for hearing, notice of the hearing and has a right to be present; however, neither Party shall be compelled to attend any hearing and any Complainant, Respondent, or Witness that does not want to be in the same room as one of the Parties shall, upon advance request, be accommodated;

13.15 Complainant and Respondent may submit written questions for the other Party and any witnesses to the Hearing Adjudicator Chair. Such questions shall be submitted by the Parties in accordance with the deadline established. The Hearing Adjudicator Chair will determine, and shall ask the questions relevant to the inquiry. Any individual participating as a Hearing Adjudicator may ask relevant questions of the parties and/or witnesses.

13.16 Hearing Decision. When a Finding of sexual misconduct is upheld, Sanctions listed herein shall be imposed. When the Hearing Adjudicator(s) find substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or determines there is insufficient evidence to support the recommended Finding, it may remand the matter to the Title IX Coordinator for further investigation and/or other action, or reject the recommended Finding(s) or Sanction(s).

13.17 The Hearing Adjudicator Chair shall issue a written, final Decision and shall provide a copy of the Decision to Complainant, Respondent, Title IX Coordinator, and Dean of Students.

13.2 Staff. Complainants or Respondents may elect to dispute the Finding and/or Sanction as follows.

13.21 Any request for review of the Finding or Sanction against a staff member must be made in writing and submitted with all information in support of the

- request to the Chief Human Resources Officer, or his or her designee, within five (5) class days of receipt of the Finding or Sanction.
- 13.22 The Chief Human Resources Officer shall provide a copy of the materials submitted to the other Party, the Title IX Coordinator, and the appropriate divisional Dean within three (3) class days of receipt.
- 13.23 A Party who has not requested review, including the Component, may, but is not required to, submit a written response to the appropriate divisional Dean within five (5) class days of receiving the materials.
- 13.24 The reviewing Dean may approve, reject, modify, or remand the Decision. The Dean's Decision is final.
- 13.25 The reviewing Dean will inform Complainant, Respondent, Title IX Coordinator, appropriate supervisor and Chief Human Affairs Officer of the Decision in writing.
- 13.3 Non-Tenured Faculty Dispute of Non-Reappointment or Termination After Expiration of Contract Period. Should the Sanction against a non-tenured faculty member result in the non-reappointment or termination of the faculty member after expiration of his/her contract period, faculty member may dispute the Findings and/or Sanctions as described herein. However, the faculty member is not entitled to a due process hearing.
- 13.31 No later than thirty (30) business days after the faculty member receives notice of the Finding and/or Sanction, he or she shall request review from the President by submission of the grievance form prescribed by the Component together with any supporting materials.
- 13.32 The Component President shall designate a Hearing Officer to review.
- 13.33 The Hearing Officer shall provide a copy of the materials submitted to the other Party, the Title IX Coordinator, within five (5) class days of appointment.
- 13.34 The Hearing Officer will meet with the faculty member at a mutually convenient time to review the dispute.
- 13.35 The Hearing Officer may secure any information the officer determines necessary to review the dispute.
- 13.36 The Hearing Officer shall make a written recommendation to the President to approve, reject, modify, or remand the Finding and/or Sanction and shall provide a copy of the recommendation to the faculty member, the other Party, the Title IX Coordinator and Provost.
- 13.37 The Component President shall issue a written, final Decision and shall provide a copy of the Decision to the faculty member, the other Party, the Title IX Coordinator and the Provost.
- 13.4 Faculty Due Process Hearing. Tenured faculty receiving a Sanction that impacts the faculty member's continued employment, full-time salary (not including administrative positions or summer teaching) or demotion in rank or other faculty member whose employment is terminated prior to the end of his or her contract period may elect to dispute the Finding and/or the Sanction through a due process hearing. Hearing procedures are outlined in the *System Rules and Regulations, Chapter V, § 4.54* with the following exceptions:
- 13.41 The role of the Hearing Tribune is to review the investigation and the appropriateness of the Sanction for significant procedural errors or omissions;
- 13.42 All notices and correspondence shall be sent to Complainant, Respondent, Title IX Coordinator, and Provost who shall be referred to as Required Parties for purposes of this section.
- 13.43 Within five (5) class days of receipt of the Finding and/or Sanction, the faculty member must file a written request for a due process hearing by submitting the request together with any materials for review to the Provost.
- 13.44 The other Party shall receive notice of the hearing and has a right to be

- present, but shall not be compelled to attend any hearing. Complainant, Respondent, or Witness who does not want be in the same room as one of the Parties shall, upon advance request, be accommodated.
- 13.45 Cross examination shall proceed as follows: Complainant and Respondent may submit written questions for the other Party and any witnesses to the Hearing Tribunal Chair. Such questions shall be submitted by the Parties in accordance with the deadline established by the Hearing Tribunal Chair. The Chair will determine, and shall ask, the questions relevant to the inquiry. Any individual participating as a Hearing Tribunal member may ask relevant questions of the parties and/or witnesses.
- 13.46 Complainant, Respondent, or Component may be assisted or represented by counsel.
- 13.47 The Hearing Tribunal Chair shall issue the recommendation to approve, reject, modify, or remand the Finding and/or Sanction. The recommendation shall be forwarded to the President and Required Parties within five (5) class days of the hearing.
- 13.48 When a Finding of sexual misconduct is upheld, Sanctions listed herein shall be imposed. When the President finds substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or determines there is insufficient evidence to support the recommended Finding, he or she may remand the matter to the Title IX Coordinator for further investigation and/or other action, or may reject the recommended Finding(s) or Sanction(s).
- 13.49 The President shall issue a written, final Decision and shall provide a copy of the Decision to the Required Parties.
- 13.5 Other Faculty Disputes. All other faculty disputes of the Finding and/or Sanction against faculty shall follow the procedures for Staff stated herein.
- 13.6 Third Parties. Third Party Complainants or Respondents have no right to dispute or appeal Findings or Sanctions.
- 13.7 Sanctions During Dispute. Any Sanction(s) imposed will remain in place while any dispute is pending, unless, in the discretion of the Component Administrator imposing the Sanction, good cause exists to stay the Sanction.

14. Appeal of Finding or Sanctions

- 14.1 Right to Appeal. If a student or faculty member Complainant or Respondent is dissatisfied with the determination of a due process hearing, either Party may appeal. Third Party Complainants or Respondents have no right of appeal of Findings or Sanctions.
- 14.2 Grounds for Appeal. Grounds for appeal are limited to the following:
- 14.21 previously unavailable relevant evidence;
 - 14.22 substantive procedural error in the investigation or hearing; or
 - 14.23 Sanction is substantially disproportionate to the Finding;
- 14.3 Procedure for Student Appeals.
- 14.31 An appeal is only available after a Decision in a due process hearing.
 - 14.32 Appeals shall be made in writing and include the ground(s) for appeal. All information in support of the appeal must be included and submitted to the Chief Student Affairs Officer, or his or her designee (Appeal Officer), within five (5) class days of the due process hearing Decision.
 - 14.33 The Appeal Officer shall provide a copy of the appeal submission(s) to the other Party and the Title IX Coordinator within three (3) class days of receipt.
 - 14.34 The Party who has not filed an appeal, including the Component, may, but is not required to, submit a written response to the appeal within five (5) class

days of receipt. The Appeal Officer shall provide a copy of the response, if any, to the other Party and the Title IX Coordinator within three (3) class days of receipt.

- 14.35 The Appeal Officer may approve, reject, modify, or remand the decision. The Appeal Officer shall issue a written Decision and shall provide a copy to Complainant, Respondent, Title IX Coordinator, and Dean of Students. The Appeal Officer's Decision is final.

14.4 Appeal of the Decision of a Faculty Due Process Hearing. Appeals of faculty due process hearings are governed by *System Rules and Regulations, Chapter V. § 4.56* with exceptions as follows:

14.41 A faculty member must submit a written appeal stating grounds with any supporting documentation to the System Administrative Office within thirty (30) calendar days of receipt of the President's decision.

14.42 The System Office shall provide a copy of the appeal concurrently with receipt to the non-appealing Party, the President, Title IX Coordinator, and additional individuals with supervisory authority over either Party.

14.43 The President may submit a written response to the appeal within thirty (30) calendar days of receipt of the appeal from the System Office.

14.44 The Board shall provide notice in writing of the reasons for its Decision simultaneously to the faculty member, the non-appealing Party, the President and Title IX Coordinator. The Decision of the Board is final.

- 14.5 Sanctions Pending Appeal. Any Sanction(s) imposed will remain in place while any appeal is pending, unless, in the discretion of the Component Administrator imposing the Sanction, good cause exists to stay the Sanction.

15. Final Decision

15.1 No Appeal. Decisions and Sanctions imposed under this Policy are final when the period for appeal under the rules and policies referenced herein have expired without initiation of an appeal by either Party.

15.2 Conclusion of Appeal. An appealed Decision is final as outlined in the rules and policies referenced herein.

15.3 Notification of Outcomes.

A notice of outcome provided to a Complainant, to include a Finding, Sanction, Decision of a due process hearing, or appeal Decision must include:

15.31 Whether the alleged conduct was more likely than not to have occurred;

15.32 Any Sanction imposed on the Respondent that directly relate to the Complainant, and

15.33 Other steps the school has taken to eliminate the hostile environment, if the Component finds one exist(ed), and to prevent recurrence.

16. Biennial Policy Review

Each biennium, this Policy shall be reviewed. Any revisions determined necessary shall be brought before the System's Board of Regents for approval.

GLOSSARY DEFINITIONS

Complainant refers to the person making a complaint of sexual misconduct, and shall be referred to herein as either Complainant, or Alleged Victim, and these terms may be used interchangeably throughout this Policy.

Component refers to all member institutions of the Texas State University System, including but not limited to, Lamar University, Lamar Institute of Technology, Lamar State College - Orange, Lamar State College - Port Arthur, Sam Houston State University, Sul Ross State University, Sul Ross State University Rio Grande College and Texas State University.

Component Affiliated Program or Activity refers to any program or activity, on or off campus, that is initiated, aided, authorized or supervised by the Component or by an officially-recognized organization of, or within, the Component.

Component Premises. Buildings or grounds owned, leased, operated, controlled or supervised by the Component including property that is within or reasonably contiguous to the premises owned by the Component but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Confidential Source refers to physical and mental health professionals, including licensed counselors who provide mental health counseling to members of the school community, and those who act under the supervision of a health care employee; and individuals whose scope of employment include confidentiality requirements under Texas law.

Consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has the consent of the other to engage in each instance of sexual activity. (The definition of consent for the crime of sexual assault in Texas can be found at Texas *Penal Code Section 22.011*.)

The Component will consider the following factors in determining whether consent was provided:

- 1)) consent is a voluntary agreement or assent to engage in sexual activity;
- 2) someone who is incapacitated cannot consent;
- 3) consent can be withdrawn at any time;
- 4) past consent does not imply future consent;
- 5) silence or an absence of resistance does not imply consent;
- 6) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- 7) coercion, force, or threat invalidates consent; and,
- 8) being intoxicated or under the influence of alcohol, drugs, or any other substance is never an excuse for engaging in sexual misconduct.

Dating Violence is violence committed by a person:

- 1) who is or has been in a social relationship of a romantic or intimate nature with the Victim; and
- 2) where the existence of such a relationship shall be determined by the Victim with consideration of the following factors:
 - (a) the length of the relationship;
 - (b) the type of relationship; and
 - (c) the frequency of interaction between the persons involved in the relationship(Texas *Family Code Section 71.0021*).

Dean of Students Office includes the Student Affairs Office, the Student Services Office and the Dean of Student Life Office.

Family (Domestic) Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Victim, by a person with whom the Victim shares a child in common, by a person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner or roommate, by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth Victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas (*Texas Family Code Section 71.004*).

Incoming Student refers to a student in their first semester of enrollment.

New Employee refers to a faculty or staff member who has not been previously employed by the Component or whose previous employment with the Component was more than one year from his or her latest date of hire with the Component.

Notice may be provided via electronic or hard copy methods. Every effort will be made to notify each Party using the same method. _

Parties refers to the Complainant and Respondent.

Preponderance of the Evidence means the greater weight and degree of credible evidence. Preponderance of the evidence is the standard for determining allegations of sexual misconduct under this Policy. Preponderance of the evidence is satisfied if the action is more likely to have occurred than not.

Respondent refers to the person accused of sexual misconduct and shall be referred to herein as either Respondent, Alleged Perpetrator, Accused, or Perpetrator, and these terms may be used interchangeably throughout this Policy.

Responsible Employee refers to a campus employee who has the authority to redress sexual misconduct; who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or whom a student could reasonably believe has this authority or duty. Responsible employees shall include all administrators, faculty, staff, student workers, except:

- 1) any employee with confidentiality obligations as described as a Confidential Source herein;
- 2) cafeteria staff who are not assigned administrative duties;
- 3) custodial staff who are not assigned administrative duties;
- 4) groundskeeper staff who are not assigned administrative duties;
- 5) maintenance staff who are not assigned administrative duties;
- 6) ranch/agricultural staff who are not assigned administrative duties; or
- 7) staff of campus physical plant who are not assigned administrative duties.

Retaliation means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

Sexual Assault means any form of non-consensual sexual activity representing a continuum of conduct from forcible rape to non-physical forms of pressure designed to compel individuals to engage in sexual activity against their will (*Texas Penal Code Section 22.011*).

Examples of sexual assault include, but are not limited to, the following non-consensual sexual activity:

- 1) sexual intercourse (vaginal or anal);
- 2) oral sex;
- 3) rape or attempted rape;
- 4) penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object;
- 5) unwanted touching of a sexual nature;
- 6) use of coercion, manipulation or force to make someone else engage in sexual touching, including touching of breasts, chest, buttocks and genitalia;
- 7) engaging in sexual activity with a person who is unable to provide consent; or
- 8) knowingly transmitting a sexually-transmitted disease to another.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of sexual exploitation can include, but are not limited to, the following behaviors:

- 1) prostituting another;
- 2) non-consensual electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all Parties involved;
- 3) voyeurism (spying on others who are in intimate or sexual situations);
- 4) going beyond the boundaries of consent (such as letting friends hide in a closet to watch another friend having consensual sex); or
- 5) distributing intimate or sexual information about another person without that person's consent.

Sexual Harassment is any unwelcome verbal, nonverbal, written, electronic or physical behavior of a sexual nature directed at someone, or against a particular group, because of that person's or group's sex, or based on gender stereotypes, severe or pervasive, and where it meets either of the following criteria:

- 1) Submission, consent, or rejection of the behavior is believed to carry consequences for the individual's education, employment, on-campus living environment or participation in a Component affiliated activity. Examples of this type of sexual harassment include, but are not limited to:
 - (a) pressuring another to engage in sexual behavior for some educational or employment benefit; or
 - (b) making a real or perceived threat that rejecting sexual behavior will result in a negative tangible employment or academic consequence.
- 2) The behavior has the purpose or effect of substantially interfering with another's work or educational performance by creating an intimidating or hostile environment for employment, education, on-campus living or participation in a Component affiliated activity. Examples of this type of sexual harassment can include, but are not limited to:
 - (a) persistent unwelcome efforts to develop a romantic or sexual relationship;
 - (b) unwelcome commentary about an individual's body or sexual activities;
 - (c) unwanted sexual attention;
 - (d) repeatedly engaging in sexually-oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present; or
 - (e) gratuitous use of sexually-oriented materials not directly related to the subject matter of a class, course or meeting even if not objected to by those present.

Sexual Intimidation includes but is not limited to:

- 1) threatening another with a non-consensual sex act;
- 2) stalking or cyber-stalking; or

- 3) engaging in indecent exposure as defined in Texas *Penal Code 21.08*.

Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.

Sexual Violence Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. All such acts are forms of Sexual Misconduct.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) fear for his or her safety or the safety of others; or
- 2) suffer substantial emotional distress (Texas *Penal Code Section 42.072*).

Student refers to any person who has been accepted for admission, or who is currently or was previously enrolled in the Component on either a full-time or part-time basis.

Third Party refers to any person who is not a current student or employee of the Component, including but not limited to vendors and invited and uninvited visitors.

Third-Party Reporting refers to the submission of a complaint of sexual misconduct by a person on behalf of another person.

Title IX Coordinator is the person who has been designated by each Component to coordinate efforts to comply with and implement this Policy. The Title IX Coordinator is responsible for conducting the administrative investigation of reports of sexual misconduct and is available to discuss options, provide support, explain Component policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators. Each Component will identify and provide complete contact information for their Title IX Coordinator and all Deputy Coordinators in various locations, including but not limited to the Component's website; the student's handbook; the Dean of Students Office; Human Resources; and Campus Police or Security; or their equivalents.

Title IX Investigator refers to the person who conducts the Title IX investigation.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

1. Policy

- 1.1 In accordance with Section 51.911 of the Texas Education Code, students who are absent from classes for the observance of religious holy days shall be allowed to take examinations or complete assignments scheduled for the day within a reasonable time after the absence.
- 1.2 The student, not later than the fifteenth (15) calendar day after the first day of the semester or the seventh (7th) calendar day of a summer session, must:
 - (1) Notify the instructor, in writing, of each scheduled class day that he/she would be absent for a religious holy day.
 - (2) Notifications must be delivered by the student personally to the instructor of each class.
 - (3) Instructor must personally issue receipt of notification, acknowledged and dated, or by certified mail.
 - (4) Forms for notification may be obtained in the Student Services Office, Room 359, Ron E. Lewis Library.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

1. General Statement

1.1 Lamar State College Orange provides this report to comply with the Students Right-To-Know and Campus Security Act of 1990. Lamar State College-Orange is a state-assisted institution of higher education located in Orange, Texas. The campus, including the Brown Estate, consists of approximately 100 acres in the city of Orange, Texas, which has a population of approximately 19,000. The college enrolls approximately 2,000 students supported by 180 faculty and staff.

2. Student Right To Know

2.1 The Students Right-To-Know and Campus Security Act, Section 103, Title I, requires institutions to provide information about the completion of graduation rate of degree seeking, full time undergraduate students entering the institution. In place of completion or graduation rates, institutions may elect to publish the percentage of students in each entering class who re-enroll each successive year until completion or graduation. These are called persistence rates.

2.2 The persistence rates for first-time freshmen who entered Lamar State College Orange in summer or fall semester and also who were enrolled for 12 or more hours of credit during their first fall semester may be acquired through the Office of Institutional Research, Room 140, Academic Center Building. (409) 882-3312.

3. DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

3.1 Title II, & sect; 204 (A-1), Crime Awareness and Campus Security Act, provides for disclosure of the following.

- (1) Reporting Crime and Emergencies. [& sect; 204(A)] All criminal offenses that occur on campus should be reported to campus security immediately. Lamar State College Orange Campus Security is operational from 7 a.m. to 10 p.m., Monday through Friday and 7 a.m. to 1 p.m., Saturday during fall and spring semesters and from 7 a.m. to 9 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday during the summer sessions. Campus security is housed on campus in the Student Center. Campus Security officers are certified security officers and are trained to respond to criminal actions or other emergencies that may occur on campus. All campus security reports are kept on file in the office, and a copy is forwarded to the Office of Student Services.
- (2) Emergency Call Telephones. The college currently has emergency telephones located in the halls of each building. These telephones allow direct communication with the officer on duty and provide a rapid means for reporting emergencies and crimes in addition to requesting security assistance. Campus telephones, after punching "9" for an outside line, may be used to dial 911 (i.e., 9,911).
- (3) Access to Campus Facilities. [§ 204(B)] Section 51.209 of the Texas Educational Code states: "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control and may reject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property." It is advised that members of the college community should have their institutional issued identification card with them at all times. The Lamar Orange Campus Security has been vested with the above authority by the Board of Regents.
- (4) Patrol on Campus. Uniformed security officers patrol the campus area during normal working hours. In the evening uniformed officers will provide escort service to anyone who may be concerned with his/her safety.
- (5) Emergency Physical Plant Services. The physical plant has an emergency after normal hours call out policy for maintenance and repair

- for all buildings on campus.
- (6) Law Enforcement Authority. [§ 204(C)(1)] Campus security officers have enforcement authority on property owned and controlled by the college. The streets contiguous to and running through the campus are under the authority of the City of Orange Police Department. Campus security officers are authorized by state statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of Lamar State College Orange. Under Section 51.203, Texas Education Code; Campus Peace Officers, states in part: “The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented or otherwise under the control of the institution of higher education or technical institute that employs the peace officer or otherwise in the performance of their duties.” The campus security enjoys a good working relationship with federal, state, local, city and county law enforcement authorities.
- (7) Code of Conduct Requirement. [§ 204(C)(ii)] Lamar State College-Orange’s Code of Student Conduct and Discipline 5.1, Acquaintance with Policies, Rules and Regulations, states the following: “Each student is expected to be fully acquainted with all published policies, rules and regulations of the college, copies of which shall be available to each student for review in a specific place on each campus. The college will hold each student responsible for compliance with these policies, rules and regulations. Students are also expected to comply with all federal and state laws. THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS THAT IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE COLLEGE OR ON THE EDUCATIONAL PROCESS.
- (8) Rights and Responsibilities on Campus. Students, faculty, staff and visitors are expected to maintain standards of personal discipline that are in harmony with the educational goals of Lamar State College Orange; to observe federal, state and local laws and college rules and regulations; and to respect the rights, privileges and property of others. Students, staff and faculty are encouraged to give accurate information to the campus security when reporting crimes, as The Texas Penal Code, Chapter 37, Section 37.08, False Report to Peace Officer states:
- a. A person commits an offense if he:
- [1] reports to a peace officer an offense or incident within the officer’s concern, knowing that the offense or incident did not occur; or
- [2] makes a report to a peace officer relating to an offense or incident within the officer’s concern knowing that he has no information relating to the offense or incident.
- b. An offense under this section is a Class B misdemeanor.
- (9) Filing a False Report. Filing a false report to the campus security could place a student in violation of the Code of Student Conduct and Discipline, under section 5.2, (1). The campus security may request a copy of an offense report from any law enforcement agency if such report reflects conduct of a student that is deemed to have an adverse effect on Lamar State College Orange or the educational process. The campus security may forward a report regarding such incident to the Office of Student Services.
- (10) Security Awareness and Presentation. [§ 204(D)] An example of the type of information given to students during each semester is provided below. Advising and counseling personnel also discuss this information at orientation sessions for new students.

- (11) Crime Prevention on Campus. If a crime is to be committed, the offender must have the desire, ability and opportunity to commit the crime. Law enforcement can do little to remove the offender's desire and ability to commit crimes, but together WE can remove the element of opportunity. THIS IS CRIME PREVENTION. Together we can remove the temptation of opportunity by taking the following precautions:
- a. **Protect Your Property:**
 - [1] Lock your motor vehicle every time you park it, even for a short time.
 - [2] Do not leave valuables lying out in the open or in unlocked vehicles.
 - [3] Engrave your driver's license number on all valuable property.
 - [4] Record the serial numbers and brand names of all property of value.
 - b. **Protect Yourself:**
 - [1] Avoid walking alone at night; if possible, and stay on lighted routes.
 - [2] Require identification before admitting someone into your vehicle.
 - [3] Report suspicious persons or circumstances. This could stop a crime before it happens.
 - [4] You may offer confidential assistance to the campus security directly or through the Dean for student services. Crime prevention is important to the campus community, and you can help by reporting any crime or suspected crime to your campus security immediately.
By doing so, you may be preventing someone from becoming a victim of a serious crime.
- (12) Crime Prevention Programs and Other Law Enforcement Interaction. [§ 204(E)] Throughout the academic year there will be group programs and individual counseling on crime prevention presented by the campus security, Orange Police Department and the local sheriff's department. Programs by the Criminal Justice Department are also available.
- (13) Disseminating Information on Campus Crime. The college has taken measures to ensure that the campus community is fully aware of campus crime. These measures include:
- a. **Media Relations:** Public information prepares news releases on crimes for distribution to campus and Orange news media.
 - b. **Crime Stoppers:** Orange Police, working with the campus security, develop crime stopper information for local news media.

CRIME STATISTICS

Violent Crimes Reported, Lamar State College Orange Campus

[Reporting year is from August 1 through July 31]

Nonviolent Crimes Reported, Lamar State College Orange Campus

Nonviolent crime arrests on campus, Lamar State College Orange.

Academic Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
(1) Murder	0	0	0	0	0	0	0

(2) Sexual Offense (Forcible) (Non-Forcible)	0 0						
(3) Robbery	0	0	0	0	0	0	0
(4) Aggravated Assault	0	0	0	0	0	0	0
(5) Burglary	0	0	0	0	0	0	0
(6) Motor Vehicle Theft	0	0	0	0	0	0	0

Reporting year is from August 1 through July 31

Academic Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
(1) Liquor Law Violation	0	0	0	0	0	0	0
(2) Drug Abuse Violation	0	0	0	0	0	0	0
(3) Weapons Possessions	0	0	0	0	0	0	0

Reporting year is from August 1 through July 31

4. Monitoring of Criminal Activity

4.1 The Office of Student Services attempts to monitor any criminal activity of student organizations that might hold activities off campus. Refer to the college’s Code of Student Conduct and Discipline 5.1, which states in part, “Students are also expected to comply with all federal and state laws. THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS, WHICH IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE COLLEGE OR ON THE EDUCATIONAL PROCESS.”

5. Prohibition on Weapons

5.1 Prohibition on Weapons. It is a violation of these *Rules and Regulations* to possess, carry or otherwise cause a firearm, handgun or other prohibited weapon, licensed or otherwise, concealed or otherwise—to be brought onto the premises of a System Campus.

5.2 “Premises of a System College” as used in this *Section* means a structure and the land (including parking lots, garages, or other appurtenances on which the structure is situated) over which this Board has ownership or control. This prohibition extends to leased, borrowed or other facilities where a System or College function, event, or activity takes or is taking place but does not apply to: a) Presidentially–approved academic or other programs (for example, ROTC or administrator residences, or College sponsored or approved events); b) law enforcement personnel, acting in performance of their duties; c) the transporting of such firearms handguns, or other prohibited weapons for registration with and storage by the College public safety office; or the President’s home and grounds; or, d) permitted tracts of the Christmas Mountains area with a special access permit as outlined in the *System Christmas Mountains Ranch Policy*.

5.3 “Prohibited Weapons’ as defined by *Texas Penal Code, section 46.01*, includes the following;

5.31 “Club” meaning and instrument (for example, a blackjack, nightstick, mace, numb chuck or tomahawk) that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person;

5.32 “Explosive weapon”, meaning any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death, or

substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror (whether such a weapon is designed, made, or adapted for delivery or shooting);

- 5.33 "Firearm," meaning any device designed, made, adapted, or readily adaptable to expel a projectile through a barrel by using the energy generated by an explosion or burning substance (excluded are antique or curio firearms manufactured before 1899 or replicas thereof, provided they do not use rim fire or center fire ammunition), including, but not necessarily limited to handguns, machine guns, rifles, "zip guns," stun guns, and "short-barrel firearms";
- 5.34 "Illegal knife," meaning any bladed, hand instrument that: a) has a blade over five and one-half inches; b) is capable of inflicting serious bodily injury or death on a person by cutting, stabbing, or throwing (for example, a dagger, dirk, stiletto knife, poniard, bowie knife, switchblade knife, sword, or spear);
- 5.35 "Knuckles," meaning any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
- 5.36 "Hoax bomb," meaning a device that: a) reasonably appears to be an explosive or incendiary device; or, b) by its design causes alarm or reaction of any type by police, public safety, or other administrators at a system component, who are charged with assuring campus safety;
- 5.37 "Chemical dispensing device," meaning a device (other than a chemical dispenser sold commercially for personal protection) that is designed, made, or adapted for the purpose of dispensing a substance capable of causing adverse psychological or physiological effect on a human being.

6. DRUG FREE SCHOOLS AND COMMUNITIES

6.1 Information for Students and Staff Regarding Illicit Drugs and Alcohol Abuse

- (1) Standards of Conduct Prohibiting Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol
- (2) Health Risks Associated with Use of Drugs and Alcohol Abuse
- (3) College Penalties for Prohibited Conduct Related to Drugs and Alcohol
- (4) Counseling and Rehabilitation Programs
- (5) Criminal Penalties Under State and Federal Law for Unlawful Possession, Use or Distribution of Drugs and Alcohol

7. STANDARDS OF CONDUCT

- 7.1 Section 5.2 of Chapter VI of *Rules and Regulations* of the Board of Regents, The Texas State University System provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal or local law and for illegal use and for unauthorized use of intoxicating beverages and illegal use of any drug, narcotic or controlled substance.
- 7.2 Section 5.9 of Chapter VI of the Regent's *Rules and Regulations* provides that a student who has been found guilty of the illegal possession, use, sale or distribution of any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus, shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred plus the following long semester. If the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of not less than the following two long semesters. This policy is also set out in the student handbook available in the Office of Student Services in the Ron

- E. Lewis Library Building, 3rd Floor.
- 7.3 The Lamar State College Orange Drug-Free Work Place Policy, which became effective in 1989, prohibits the unlawful use, possession or distribution of illicit drugs and alcohol by employees. College employees who violate this prohibition are subject to sanctions set out in the policy, including possible discharge.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs, such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver (often resulting in cirrhosis, impotence or severe inflammation of the pancreas) and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Tobacco (Nicotine). The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risks, such as spontaneous abortion, pre-term birth, low birth weights and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

Designer Drugs. Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms, such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perception.

Cocaine. Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot

function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.

Other stimulants. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over long periods of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids. Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological and physical reactions. The liver, cardiovascular and reproductive systems are most seriously affected by steroid use. In males use can cause withered testicles, sterility and impotence. In females irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics. Lysergic Acid (LSD), mescaline, peyote and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have bad psychological reactions to LSD, mescaline and psilocybin. The user may experience panic, persistent memory problems and speech difficulties. Users who discontinue use experience “flashback,” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent inhalants, e.g., glue, lacquers, plastic cement. The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors or using large amounts over a short time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to those of alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis). All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Tolerance to narcotics develops rapidly, and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

COLLEGE PENALTIES

Students. The college will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion or such other penalty as may be deemed appropriate under the circumstances.

Employees. The unlawful use, possession or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension with pay or termination, depending upon the circumstances.

AVAILABLE DRUG COUNSELING OR REHABILITATION SERVICES

Students. The college Advising and Counseling Center is available to assist students in dealing with alcohol and substance abuse problems. Confidential education and referrals are available to students at no cost. The Advising and Counseling Center may be reached by dialing (409) 882-3340.

Employees. The Texas State University System group health insurance program provides for treatment of drug and alcohol abuse for all benefits-eligible employees. The Human Resources Office will provide assistance to employees seeking treatment for drug or alcohol abuse.

Community Services

Alcoholics Anonymous, 1011 Western Avenue
Orange, Texas: (409) 886-8772

Orange County Council on Alcohol and Drug Abuse
2201 W. 18th St., Orange, Texas; (409) 883-4532