

TSTC™

2011-2012
STUDENT HANDBOOK



*Technology focused.
Career driven.* ●●●●

254.799.3611 • www.tstc.edu





Welcome to Texas State Technical College!

You have made an excellent choice. TSTC is dedicated to providing the outstanding education and support services necessary for a fulfilling college experience. As a TSTC student, you will encounter the tradition of more than 45 years of technical excellence, the history of hands-on expertise, the advantage of academic achievement and the power of industry accountability.

TSTC utilizes all of these to offer you an exceptional education in technical areas of study. Take advantage of every opportunity this college, its faculty and staff have to offer. From recreational sports to professional student societies, you will find a wide variety of activities to make your college career rewarding. Start your college life off right by considering the following:

- Learn your basic rights and responsibilities as a student.
- Know the campus policies and procedures that affect you as a student.
- Participate in the processes that govern student life, whether through the Student Leadership Council, through a discussion with your adviser or a letter to the editor of *Tech Times*.

Within the Student Handbook, you will find information to help you in all these areas and many more. So, put it to good use.

This Student Handbook is developed by the Student Development Division and the office of Marketing & Communications, with assistance and input from all campus administrators.

A Message from the President



Dear Students:

On behalf of the faculty, staff and administration, I would like to officially welcome you to Texas State Technical College. Many of you are returning students to TSTC who are nearing the end of your educational journey, while others are just beginning. The 2011-12 school year is expected to be another exciting one, and you will continue to see improvements on our campus.

At TSTC, we are committed to offering you the finest technical education possible. You will be rewarded with quality hands-on training and boundless opportunities through your TSTC education.

Aside from your studies, our accomplished team of faculty, staff and administrators will do all we can to make your experience at TSTC a positive and lasting time in your life. We are dedicated to assisting you with any obstacle you may encounter, and championing your many successes.

Thank you for choosing TSTC.

Warmest Regards,

A handwritten signature in black ink that reads "Elton E. Stuckly Jr." with a stylized flourish at the end.

Dr. Elton E. Stuckly Jr.
President, TSTC Waco

At Texas State Technical College, we're in the business of education.

Vice Presidents and student support staff directors at Texas State Technical College serve as the administrative arm of the college. Though administrators don't have day-to-day contact with students, they provide leadership for developing new programs, outlining policies and systems, enlisting corporate and community support, ensuring accreditation standards and promoting legislative ties that keep the college running smoothly.



Rob Wolaver,
*Executive
Vice President*



Ron Sanders,
*Vice President for
Student Learning*



Paul Woodfin,
*Vice President for
Financial Services*



Becky Musil,
*Executive Director of
Strategic Initiatives*



Marcus Balch,
*Associate Vice President
of Enrollment Services*



Sarah Patterson,
*Associate Vice President
for Student Development*



**Brenda
Montemayor,**
*interim Director of
College Records*



James Fickens,
Dean of Students

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Where to go, who to call about ...

Absences	Individual Instructor	Faculty Offices	
Adding or Dropping a Class	Program Advisor	Individual Department	
Admissions Policies	College Records Staff	SSC	2362
Books (Buying and Selling)	Bookstore Staff	SSC	3800
Campus Employment	Student Employment Officer	Financial Aid Office-SSC	2220
Cashing a Check	Cashier's	SSC	3787
Childcare Assistance	Dept. of Student Life Staff	SSC	3634
Clubs/Organizations	Student Activities Supervisor	SRC	3441
Deaf Student Assistance	ALA Staff	Fentress Center	3600
Degree Plans	Department Chair	Individual Department	
Disabled Student Services	ALA	Fentress Center	3600
Evening Classes	Individual Department Staff	Individual Department	
Game Room	Student Activities Staff	SRC	3400
Graduation	College Records Staff	SSC	2361
ID Cards	Tech OneCard Office	SSC	2287
Illness/Health Insurance	Nurse	SSC	3820
Internet Access	Student Accounting	SSC	4842
Intramural Sports	Student Activities	SRC	3608
Lending Library	Dept. of Student Life Staff	SSC	3634
Loans and Scholarships	Financial Aid Staff	SSC	4814
Newspaper, <i>Tech Times</i>	Marketing & Communications	Patterson Hall	3035
Parking Citations	Cashier's	SSC	3787
Personal Counseling	Dept. of Student Life Staff	SSC	3634
Photocopying	Printing Production Staff	PGCC	4879
Retention	Retention Programs	SSC	3609
Postage Stamps	Cashier's	SSC	3787
Schedule Changes	Program Advisor	Individual Department	
Study Skills	Student Success Center	RDC 123	2303
TSI Test	Center for Assessment	SSC	3609
Theft/Other Legal Infractions	Police Chief	Police Department	3690
Transcripts	College Records Staff	SSC	2362
Tutoring	Student Success Center	RDC 123	2303
Veterans Certification/Info.	Veterans Certification Officer	Records, SSC	4817
WebAdvisor	Campus Help Desk	JBC 133	3072
Withdrawing	Program Advisor	Individual Department	

ALA—Access & Learning Accommodations

JBC—John B. Connally Technology Center

PGCC—Provence Graphic Communications Center

RDC— Dr. Roy Dugger Center

(formally ASP/Aerospace)

SRC—Student Recreation Center

SSC—Student Services Center

Statement of Purpose

TSTC's purpose or mission is described in Vernon's Texas Education Code Section 135.01:

"Texas State Technical College System is a coeducational two-year institution of higher education offering courses of study in technical-vocational education for which there is a demand within the State of Texas.

"Texas State Technical College System shall contribute to the educational and economic development of the State of Texas by offering occupationally oriented programs with supporting academic course work, emphasizing highly specialized advanced and emerging technical and vocational areas for certificates or associate degrees. The Texas State Technical College System is authorized to serve the State of Texas through excellence in instruction, public service, faculty and manpower research, and economic development.

The system's economic development efforts to improve the competitiveness of Texas business and industry include exemplary centers of excellence in technical program clusters on the system's campuses and support of educational research commercialization initiatives. Through close collaboration with business, industry, governmental agencies and communities, including public and private secondary and postsecondary educational institutions, the system shall facilitate and deliver an articulated and responsive technical education system.

"In developing and offering highly specialized technical programs with related supportive coursework, primary consideration shall be placed on industrial and technological manpower needs of the state. The emphasis of each Texas State Technical College System campus shall be on advanced or emerging technical programs not commonly offered by public junior colleges."

Expanded Statement of Institutional Purpose

"Texas State Technical College System is a special purpose system of colleges legislatively mandated to assume statewide responsibility for the offering of emerging and advanced technical education and training at the collegiate level as well as other technical and vocational programs not commonly offered by community/junior colleges. TSTC will be a leader in building the economic vibrancy of Texas by striving to develop the technical competence of all Texans through the uniform delivery of high value learning experiences on location and at a distance. TSTC will facilitate the transfer of technology to Texas business and industry directly through the graduation of technicians in advance and emerging disciplines and through technical assistance provided to business and industry."

Strategic Goals

Texas State Technical College Waco strives to be nationally known as one of the premier providers of technical education. TSTC Waco is a learning community created and supported to educate students in established and emerging technologies. The core business of TSTC is learning, application and research of technical knowledge.

We believe that every student can reach new levels of academic and technical expertise that will facilitate entry into the technical workforce. We are committed to the success of our students.

The following strategic initiatives will guide our decision-making and help us focus our resources and energies.

Initiative 1 - Opportunity/Growth

- I Expand the college's programs and services to meet the demands of a diverse community.
- II Manage enrollment effectively to ensure our programs and services add value to our students and communities throughout the state, and operate in accordance with the public trust for which we are responsible.
- III Enhance the College's external/internal image.

Initiative 2 - Excellence

- IV Maintain performance excellence of students.
- V Maintain performance excellence of faculty.
- VI Maintain performance excellence of support staff.
- VII Maintain performance excellence of professional staff/administrators.
- VIII Manage resources to support the mission of the college.

Initiative 3 - Community Enrichment

1. Develop leaders that value the learning community
2. Provide a comprehensive orientation to all new employees on the mission and uniqueness of TSTC
3. Promote diversity

CODE OF STUDENT CONDUCT

Purpose

It is the policy of Texas State Technical College (TSTC) to encourage fair and efficient solutions for problems arising out of the student/college relationship. As responsible members of the college community, students and organizations/clubs are expected to maintain the highest level of academic and social conduct and are responsible for knowing TSTC's policies and standards.

Definitions

Administrator – individual assigned to collect, schedule, and be a liaison for the review process.

Board of Regents – governing body of TSTC System, appointed by the Governor of Texas.

Code of Student Conduct (the Code) – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged misconduct.

College – Texas State Technical College (TSTC) Waco

College Premises – all buildings, facilities, land, and other property that is owned, used, leased, or controlled by the college.

Complaint – a statement of the essential facts constituting a violation of the Code or policy of the college.

Dean of Students (Dean) – college official authorized to investigate alleged violations of the Code and to administer the procedures and sanctions of the Code.

Disciplinary Conference (Conference) – an informal conversation with the student to review the alleged violation(s) and give them an opportunity to respond directly and present relevant information including witnesses, documents, etc.

Drug Paraphernalia – any equipment, product, or material that is used for making, using, or concealing drugs, regardless of that item's intended use at the time of its production.

Established Student Relationship – from the time of application for admissions to the college through an award of degree which will include breaks of enrollment if the student continues to have an association with the college.

Notice of Complaint – the initial document that identifies alleged misconduct in violation of the Code.

Review – a request made by a student who disagrees with the Dean's decision or sanction and requests that the Student Conduct Review Board evaluate the decision.

Residential Facilities – any facility operated by the college or under agreement by an outside agency, with sole purpose of providing housing for students.

Student – an individual who has established a relationship with the college for the purpose of taking a course or courses.

Student Conduct Review Board – a group convened at the request of a student or student group to evaluate the Dean's decision or sanction placed on an individual.

Substantial Evidence - such evidence that a reasonable mind might accept as adequate to support a conclusion.

Working Day – Monday through Friday, except for official college holidays or college closings.

Application

- The Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct; it is not designed to be a legal or judicial process
- The Code is designed to be reliable, fair, and effective.
- Individuals who have established a student relationship with the college are subject to the Code.
- The Code applies to all aspects of campus life, in the classroom, on college property, in residential facilities, at an off campus sponsored activity, or conduct that may occur off campus.
- The code operates by substantial evidence.
- Disciplinary records are maintained by the Dean in accordance with college records and retention policy.
- Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to conduct themselves in accordance with local, state and federal law and the Code as authorized by the TSTC Board of Regents.
- The college disciplinary process will proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related charges are dismissed or otherwise resolved.
- Student Clubs/Organizations are expected to conduct themselves in a manner consistent with the college's

function as an educational institution. Student Clubs/Organizations must observe all international, federal, state, or local laws and college policies, including the Code, both on campus and off campus.

Prohibited Conduct

The Dean of Students (Dean) may initiate disciplinary proceedings against a student for violations of the Code. Specific examples of prohibited conduct subject to disciplinary action include, but are not limited to, the following:

A. Acts Violating System Operating Standards (SOS), College Operating Procedures (COP) and College Policies

1. Copyright Policy (Page 23)
2. Disruptive Classroom Activities Policy – COP 7.50
3. Alcohol and Drug Possession and Use Policy (Page 29)
4. Sexual Harassment Policy (Page 28)
5. Racial Harassment Policy (Page 25)
6. Hazing Policy (Page 25)
7. Smoking Tobacco Policy - COP 9.12
8. Student Clubs and Organizations - COP 4.24, SOS ES.3.21 (currently under review), SOS ES.3.22
9. Student Drug and Alcohol Testing Policy - COP 4.36
10. Student Clubs/Organization Risk Management Policy (Page 29)
11. Financial Transaction with the College Policy (Page 25)

B. Acts of Dishonesty

1. Intentionally furnishing false or misleading information to the college or a college official.
2. Forging, altering, falsifying, or misusing any college document or instrument of identification.
3. Intentionally interfering with any election process.

C. Acts Affecting the College Community

1. Engaging in disruptive behavior or activity, including but not limited to such acts defined in the Texas Education Code.
2. Failure to comply with the reasonable directive(s) of a college employee which includes Resident Assistants.
3. Failure to heed an official summons within the designated time or failure to identify oneself to an institutional representative in response to a request.
4. Violation of a rule or regulation relating to residence life policies, a breach of a housing contract/lease, or motor vehicle regulations.
5. Failure to maintain a current official mailing address in the Admissions and Records Office, or giving a false or fictitious address or name to an institutional representative.
6. Inappropriate dress, grooming or personal hygiene.
7. Engaging in or use of obscene, lewd, or vulgar language, behavior, and display regardless of the medium.
8. Gambling in any form.
9. Failure to fulfill financial or contractual obligation(s) to the college.

D. Acts Affecting Property or Service

1. Theft or attempted theft of property or services.
2. Possession of stolen property.
3. Destruction or damage to college property or the property of others.
4. Unauthorized possession, duplication, or use of access devices to college property or the property of others.
5. Unauthorized entry onto or use of college or individual's premises, equipment, or resources.

E. Acts Affecting Computing Resources or Technology

1. Unauthorized access, use, or misuse of college computing resources, systems or data.
2. Disrupting college computer operations or the availability of computing resources.
3. Using another individual's identification, password, or other credential.
4. Unauthorized use or sharing of copyrighted materials through electronic means.
5. Initiating or contributing to attacks against external networks or college systems.
6. Use of college computers to access lewd, offensive, or pornographic material.
7. Transporting copies of college programs, records, or data to another person or computer without written

authorization.

8. Using the college's computer resources for personal gain.

F. Acts Affecting Health, Safety, or Welfare

1. Engaging in physical or verbal abuse, domestic violence, threats, intimidation, harassment, coercion, physical/electronic stalking, or any other conduct that threatens or endangers the health, safety, or welfare of another person including oneself.
2. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance, illegal drug paraphernalia or equipment.
3. Public intoxication, use, possession or distribution of an alcoholic beverage(s).
4. Being under the influence of alcohol, an illicit drug, narcotic, or controlled substance.
5. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law.
6. Hazing, as defined by the Texas Education Code, including engaging in, soliciting, encouraging, directing, aiding, or voluntarily submitting in behavior that could cause physical, mental, or emotional harm to another or is considered humiliating or degrading.
7. Engaging in acts of sexual misconduct, abuse, or harassment.
8. Engaging in speech, either orally or in writing that is directed to incite, produce lawless action, annoy or intimidate another.
9. Possession or use of a dangerous weapon, defined as any instrument, device, or object capable of inflicting physical harm. Examples of a dangerous weapon include firearms, explosive devices, dangerous chemicals, knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, paint ball guns, etc.
10. Misuse or tampering of fire or other life safety equipment or interfering with any college or public safety function.
11. Reporting a false emergency or threat.

G. Acts Violating Law

1. Engaging in conduct that constitutes a criminal offense under international, federal, state, or local law whether convicted or not, and regardless of whether the incident happened on campus or off campus.
2. Breaching the peace; or abetting or inciting another to breach the peace.
3. Disorderly conduct as defined by state law or any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, nonconsensual acts of sexual contact/assault or disrespect for the rights and privileges of others.

H. Facilitating Acts of Misconduct

1. Planning or facilitating an act of misconduct.
2. Being present during the commission of an act of misconduct and supporting or encouraging the act.

I. Acts interfering with the Disciplinary Process

1. Failure to comply with a request to schedule and attend a conference with the Dean of Students within a designated time.
2. Failure to comply with sanction(s) imposed under the Code or by the College.
3. Falsifying or misrepresenting information at any stage of the disciplinary process.
4. Knowingly initiating a false complaint to a college official.
5. Attempting to discourage a person's participation in or use of the disciplinary process.
6. Harassment, intimidation, or retaliation against a college official or person involved in the disciplinary process.

J. Acts of Scholastic Dishonesty

Includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, any act designed to give unfair advantage to the student or any attempt to commit such an act.

1. "Cheating" on academic work includes, but is not limited to:
 - Copying from another student's test paper or other academic work.
 - Possession, during a test, of material, such as class notes, that is not authorized by the person giving the test. The presence of textbooks constitutes a violation if they have been prohibited by the person administering the test.

- Collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work.
 - Using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test, test key, homework solution or computer program.
 - Substituting for another student or permitting another student to substitute for oneself, to take a test or prepare other academic work.
 - Paying, offering money or other valuables to, or coercing another person to obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.
 - Falsifying laboratory reports and/or other academic work offered for credit;
 - Taking, keeping, misplacing or damaging property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 - Failing to comply with instructions given by a person administering a test;
 - Discussing the contents of an examination with another student who will take the examination.
 - Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the student.
 - Misrepresenting facts, including providing false grades or resumes for the purpose of obtaining academic or financial benefit or injuring another student academically or financially.
2. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
 3. "Collusion" means the unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or collaboration with another person to commit a violation of any scholastic-dishonesty rule.
 4. "Falsifying academic records" includes, but is not limited to, the alteration of grades or other falsification of an academic record such as grade report, test paper, registration material or reporting form used by any office of the college.

Disciplinary Procedures

The Dean will assess all suspected and reported violations of the Code. Complaints regarding alleged misconduct should be submitted to Student Rights and Responsibilities as soon as possible after the alleged violation.

After completing an initial inquiry the Dean may:

- Dismiss the allegations as unfounded.
- Summon the student for a conference.
- Upon completion of the conference, dismiss the allegations or impose disciplinary sanctions.
- Impose immediate interim action if the continued presence of the student poses a danger to persons, property, or disruption of the academic process of the college.

Notice of Complaint

- Deliver a notice summarizing the alleged misconduct either by mail, hand delivery, or electronic means. All students are responsible for maintaining a current mailing address with the college.
- Give notification of a date that the student has to complete the conference by and if not completed the student automatically waives his/her right to a conference and the Dean will make a decision based solely on the information at hand.

Notice of Disciplinary Findings

- If it is determined that the greater weight of evidence indicates that a student engaged in a violation of the code, then the Dean will deliver a Notice of Disciplinary Findings.

- This notice will inform the student of any sanctions and/or restrictions.

Sanctions for Misconduct

- Admonition – oral or written reprimand.
- Discretionary Sanctions – work assignments, service to the college, etc.
- Disciplinary Probation – indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe action. Additional conditions may be imposed such as counseling, educational seminars/ courses, etc.
- Withholding of grades, official transcript, certificate of completion, or degree.
- Suspension of Rights and Privileges – including, but not limited to, participation in intramurals/recreation center, extracurricular activities, election to office, housing or visitation privileges, etc.
- Removal or bar from college housing facilities.
- Administratively withdrawn from a course(s).
- Bar Against Readmission - for a specific period of time, and/or drop from current enrollment or drop from enrollment in one or more courses.
- Restitution – reimbursement for damages to or misappropriation of property either monetarily or by specific duties.
- Failing grade or other academic penalty.
- Denial of Degree – this will become part of the student’s permanent record.
- Revocation of a degree, grade, or certification - this will become part of the student’s permanent record.
- Suspension – removal from the college for a specified period of time. A suspended student will be administratively withdrawn from TSTC, prohibited from entering college premises, and blocked from future registration until reviewed by the Dean. This sanction will become a part of the student’s permanent record and may be removed at the completion of the sanction, at the student’s request.
- Expulsion – permanent removal from the college. An expelled student will be administratively withdrawn from TSTC and prohibited from entering college premises. This will become part of the student’s permanent record.
- Other penalties as seen fit by the appropriate college administrator.

Review Process

- Only sanctions that include restrictions, loss of privileges, withholding/revocation of grades or degrees, suspension, or expulsion may be reviewed by the Student Conduct Review Board (Board).
- A student has three (3) working days to request a review to the Administrator.
- The student will be notified within five (5) working days of the time, date, and location of the review by the Administrator.
- At least two (2) working days prior to the hearing, a list of witnesses and documentation must be turned into the Administrator.
- The Dean will present the College’s case followed by the student’s presentation. Each party will have the opportunity to present testimony and evidence in support of their position. The Board will be allowed to question both parties and request additional information or clarification.
- Review procedures will be confidential and closed to the public.

Student Conduct Review Board

- Consists of five (5) members of the campus community: three (3) faculty/staff (one being the Chairperson) and two (2) students all members are appointed by the President.
- The Chairperson will direct proceedings of the review and participate fully in all reviews, but will only vote in the event of a tie.
- The objective of the Board is to review the findings and sanctions originally imposed by the Dean. They may not impose more severe penalties.
- The decision will be made by majority vote. All votes will be recorded by secret ballot, tabulated by the chair.
- The findings and conclusions of the Board are final, subject to review by the Executive Vice President of Student Development.

General Rules

- Reviews are informal proceedings and traditional rules of the courtroom evidence do not apply, but the Dean must show substantial evidence and that the sanction imposed was reasonable based on the circumstances.

- An advisor or support person may be present for the review, but may not make statements or question witnesses.
- If a student intends to be accompanied by an attorney for the review, the attorney will not be permitted to present evidence or argument before the Board. The college reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a hearing may be extended if the college has to retain counsel.

STUDENT RIGHTS and RESPONSIBILITIES

As members of the college community, TSTC Waco students are entitled to certain rights associated with attending an institution of higher education. These rights include those expressed below and others written into College Operating Procedures.

General Rights

- The right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability or sexual orientation.
- The right to develop one's individual potential.
- The right to expect a quality education.
- The right to pursue an education without undue interference.
- The right to be free from hazing, threats, stalking, violence and other harassing actions.
- The right to petition the appropriate college unit or body for redress of grievances in accordance with college procedures.
- The rights to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment).
- The right to communicate with administrators, faculty and staff through appropriate processes.
- The right to publish and distribute information through the appropriate forums subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution, the Federal Communications Commission and the college.
- The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.
- The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the president of the college, the Student Government and other recognized groups within the college.
- The right of access to college designated facilities through college disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment).

Communication Commission and the College

- The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.
- The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the president of the college, the Student Government and other recognized groups within the college.
- The right of access to college designated facilities through college disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment).

Academic Rights & Responsibilities

Academic Freedom - Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas and take reasoned exception to the data or the views offered. Responsibility - Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints and observing rules of courtesy in the classroom.

Academic Standards - Students have the right to know the standards of academic performance established for each

course in which they are enrolled. **Responsibility** - Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

Academic Evaluation - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written work after the instructor has evaluated them and are accorded protection through the Academic Appeal Procedure against prejudiced academic evaluation. **Responsibility** - Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled, it may be appealed in writing as outlined in the Academic Appeal Procedure.

Improper Disclosure - Except when disclosure may be required by state or federal law, student have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisers or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student. **Responsibility** - Students have the responsibility to state clearly what is and what is not confidential disclosure.

Disruptions - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process. **Responsibility** - Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

Non-Discrimination - Students have the right to learn in a classroom environment where diversity is respected. **Responsibility** - Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, sex, sexual orientation or disability status.

Intellectual Property - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission. **Responsibility** - Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purposes or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission absent written notification from a faculty member. Students shall also respect and treat in similar manner the intellectual property of other students.

COLLEGE POLICIES, PROCEDURES and NOTIFICATIONS

Academic Appeal

It is the intent of Texas State Technical College Waco to maintain the academic integrity of all instructional programs while affording students a fair process for appealing grades and/or other elements of instruction.

These procedures are for academic appeal only; see other appropriate College Operating Procedures regarding issues of sexual and racial harassment (COP 1.41 and 1.42), disruptive behaviors (COP 7.50), etc. The procedures described below apply both to on-campus students and off-campus distance learning students. For distance learning students, available and appropriate technology (e-mail correspondence with attached documentation, a chat room, etc.) will be utilized to facilitate the procedures.

Procedures

1. At the start of each term, faculty members will provide their students with a written statement about the course objectives, required assignments and grading policy. If the faculty member deems it necessary to modify the assignments or grading policy within the term, students will be provided with information about those modifications; ideally, written information regarding the changes will be provided to the affected students. Faculty members will apprise students of their classroom performance in a timely fashion.
2. If, during a term, a student has an academic concern (a dispute about a test or assignment grade or the nature of an

assignment/ activity), he or she should first discuss the matter with the faculty member. This discussion should take place within one week of the occurrence of the disputed matter. If the matter cannot be resolved between the student and the instructor, they should consult with the department chair. The department chair is the final arbiter of academic concerns during the term. (In the event that the instructor is the department chair, the student would bring an academic concern to the division director for final arbitration during the term.)

3. If a student has an academic grievance, the student has until the 12th class day of the subsequent term to begin the formal appeal process by consulting with the instructor of record. An academic grievance can consist of any of the following:

- A contention of an arbitrary or impulsive action taken by an instructor against a student;
- A dispute over an accusation of cheating or dishonesty;
- Any other dispute over a matter which has impacted the final course grade.

(If the instructor of record is no longer available, the student should lodge the academic appeal with the department chair by the 12th class day of the subsequent term.)

4. If no satisfactory resolution regarding the academic appeal is reached after discussion with the instructor, the student should, within one week, take the matter to the department chair who supervises that faculty member. The department chair should gather as much information as is needed to make a fair ruling regarding the appeal and should apprise the faculty member and the student as to the ruling. The department chair will make his or her ruling within one week of hearing the student's grievance.

5. If, after the department chair has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the appropriate division director. The student's written statement should be filed within one week of receiving the department chair's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The division director should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the department chair, the faculty member and the student as to the ruling. The division director will respond in writing to these parties within two weeks of receiving the student's written appeal.

6. If, after the division director has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the Vice President for Student Learning. The student's written statement should be filed within one week of receiving the division director's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The Vice President for Student Learning should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the division director, the department chair, the faculty member, and the student as to the ruling. The Vice President will respond in writing to these parties within two weeks of receiving the student's written appeal. (At the TSTC Waco extension centers, the student will consider the director of the center as the Vice President's designee. The extension center's director will respond in writing in behalf of the Vice President for Student Learning.)

7. If, after the Vice President for Student Learning (or the Vice President's designee, as noted above in Step 6) has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may file with the Vice President's office a written appeal to an Academic Appeal Committee (AAC). This written appeal must be submitted within one week of receiving the ruling from the Vice President for Student Learning (or the Vice President's designee). Within three working days of the receipt of the written appeal, the Vice President will appoint a three-person academic appeal committee comprised of:

- A faculty member (not the faculty member involved in the dispute) from within the program, if possible. (If that is not possible, then a faculty member from the same division will be appointed.)
- A faculty member from a program outside the program of the faculty member involved in the dispute.
- A student (not the student involved in the dispute). The Vice President for Student Learning (or the Vice President's designee) will preside over the AAC. A note-taker will be present when necessary to record substantive discussions. The AAC should gather as much information as is needed to make a fair ruling regarding the situation. The AAC may invite the student and the faculty member to appear before the committee together or separately as appropriate, and may invite as many of the individuals who may add factual information necessary to come to a fair decision. The

student may invite one support person to attend the appeal hearing. This support person may be an attorney.

However, the support person may only advise the student making the appeal; the support person may not directly participate in the appeal process. The AAC will have up to two weeks from its appointment to make a ruling. Once a ruling regarding the academic appeal has been made, the committee should apprise the Vice President for Student Learning (or the Vice President's designee), the department chair, the faculty member, and the student as to the ruling. After the AAC has rendered its ruling, the student may appeal the decision in writing to the President. The President may or may not choose to act on the student's appeal. Any decisions made by the President are final.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires that public institutions such as TSTC provide reasonable accommodations to people with qualifying disabilities. It is the intention of TSTC to cooperate fully with the spirit and letter of this law. However, it is the responsibility of the student with a need for accommodation to indicate this need to Disability Support Services at least 30 days prior to enrollment to adequately schedule services.

Bacterial Meningitis Immunization Policy

Meningococcal meningitis is a bacterial infection that can cause severe swelling of the brain and spinal cord. Although it is rare, permanent disabilities can occur such as amputation, brain damage, hearing loss, seizures and even death. TSTC Student Health Services highly recommends the Meningitis vaccine to any student having one or more roommates, or anyone in an at-risk group such as those with asthma, bronchitis, HIV or cancer. Symptoms are severe: headache, high fever, vomiting, stiff neck and sensitivity to light. SHS will direct students to agencies who stock the vaccine for Meningitis.

All first-time students or transfer students enrolling in public, private or independent institutions of higher education on or after Jan.1, 2010, who plan to live in single-student housing (Lavaca Hall, Red River or Village Oaks Apartments) are required to be vaccinated for Bacterial Meningitis at least 10 days prior to move in and provide appropriate documentation.

Students residing in housing must show documentation of vaccination including:

- Month, day and year vaccination was administered with the signature or stamp of the physician or his/her designee, or public health personnel, or
- An official immunization record generated from a state or local health authority, or
- An official record received from school officials, including a record from another state.

Beginning Jan. 1, 2012, all students enrolling in public, private or independent institutions of higher education, will be required to be vaccinated for Bacterial Meningitis at least 10 days prior to the first day of class and provide appropriate documentation. Students over 30 years of age or taking classes completely online are exempt from this requirement. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccinations against bacterial meningitis under the following circumstances if they submit the following to the institution:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reason of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used.

Other Immunizations

It is also recommended students receive immunizations for Rubella (measles), Mumps, and Rubella and Tetanus/Diphtheria.

Additionally, the Texas Department of State Health Services requires that all students enrolled in health-related courses (pursuing a certificate in Dental Assistant) which involve direct patient contact submit to the College Records Office and the Dental Assistant Program at time of registration a signed physicians' record documenting all immunizations listed: Diphtheria-tetanus, Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tuberculin Purified Protein Derivative (PPD) skin test that is current within the 12 month period prior to enrollment. All immunizations, with the exception of Hepatitis B

must be complete prior to registration. Students may be enrolled provisionally for up to two semesters until the Hepatitis B series is completed. The first Hep. B dose must be given prior to registration.

It is strongly recommended that all students also receive the following immunizations: Hepatitis B series, Poliomyelitis (Polio), Hepatitis, and a current Tuberculosis test (PPD), prior to enrollment in college, especially for those students who will be residing in campus housing.

It is possible immunizations may be required of all students in times of an emergency or epidemic in a county where the commissioner of public health has declared such an emergency or epidemic.

For more information on immunizations and related health risks, or local providers of immunizations, contact TSTC Waco Student Health Services at (254) 867-3820 or your physician.

Bookstore Policies

The TSTC Bookstore, located in the Student Services Center, is a full-service bookstore, selling required textbooks, tools, supplies, clothing, novelties and sundries.

Bookstore Refunds

All refunds will be tendered in the manner purchased.

Checks will require a 10 business day waiting period before refund will be issued.

Textbook Returns

- A 20 percent restocking fee will be charged on text book returns the first nine class days unless proof of drop or schedule change is provided.
- Original receipt is required.
- Books must be in original condition. Books NOT in their original condition (Unwrapped or marked in textbook), will receive a 50 percent refund off original purchase price.
- Returns after the first nine class days will require proof of drop or schedule change, textbooks will be purchased at 50 percent of the purchase price.
- No exceptions.

Other Merchandise Returns

- Receipt is required for all merchandise returns or exchanges.
- No returns on tools, supplies, or electronics.
- Defective merchandise should be returned upon discovery not to exceed 15 days from purchase date.
- Refunds or exchanges allowed for apparel within 30 days of purchase, receipt is required and items must be in original condition.

Book Buy Back

- Only books required for the approaching semester will be purchased by the bookstore at 50% of original purchase price until quantities requested by instruction are met.
- Receipts are required to receive 50 percent of the purchase price.
- Without a receipt books will be purchased at wholesale value.
- Books not needed by the bookstore, will be bought at wholesale prices.
- If neither bookstore nor wholesale needs the textbook, it will not be purchased from the student.

Campus Housing Policies

The TSTC Campus Housing policies apply to single student residence facilities at TSTC Waco including Red River Apartments, Village Oaks Apartments, and Lavaca Hall. Any student having signed a contract/lease agreement in any of those facilities is expected to abide by these policies.

Antennas

No freestanding antennas or poles are permitted to be installed at any facility. Splicing of an antenna or cable television is prohibited.

Appliances

Residents of Red River and Village Oaks apartments are responsible for the condition and cleaning of the appliances.

Ceiling fans are prohibited

Students are not allowed to install appliances such as washing machines, dryers or dishwashers. Oscillating and box fans may be used. Stereos and televisions are permitted. We ask that students observe quiet hour regulations when using these items. (See Quiet Hours).

Application

Anyone who wishes to live on campus will need to complete a housing application and return it. Housing assignments will not be made or reserved until the receipt of the deposit or special arrangements have been made. (See Deposit.)

Assignments

Every attempt is made to accommodate student preferences for housing assignments through the application information provided by all students when they apply for housing. It is our practice to attempt to assign students with similar interests and lifestyles to the same residence. Priorities for housing assignments are based on the date the deposit and application are received. The housing contract/lease agreement is for a space and does not guarantee assignment to a particular type of facility or room.

It is sometimes necessary to consolidate housing assignments to reduce the costs of operation. Dependent on the demand for space, we will consolidate and close apartments, sections, floors or buildings when the need arises. Each student who is affected will be notified to make arrangements to move without charge. We will make every effort to reassign the student to an acceptable space. Any costs that may be incurred by such moves such as telephone, cable television, etc. should be discussed with management upon receipt of consolidation notice.

Room changes may be made requested after the first full week of each semester. All moves must be approved by the appropriate housing office, with each resident involved making sure all necessary paperwork and keys are turned in properly. Room changes WILL NOT be made on the basis of religious, ethnic or similar differences with roommates.

TSTC reserves the right to deny access to housing or reassign students when it is considered to be in the best interest of the institution. There will be no charge for moves initiated by the institution for disciplinary matters; however, the student does risk forfeiture of the security deposit. (See Discipline, Deposit.)

Automobiles & Motorcycles

Students are to follow all federal, state and campus statutes pertaining to the operation of any and all vehicles. Any damage caused by any unlawful activities will be charged to the offender's account. No repair work of any kind is to be done in the parking areas. Should a vehicle become inoperable, students should notify the necessary staff to make the necessary arrangements. No vehicle may be left on jacks, logs, blocks, etc. Inoperable vehicles may be towed at the owner's expense in accordance with the Waco Ordinances for Junk Vehicles.

Between Semesters/Holiday Occupancy

Single student housing rental rates are based on days of occupancy when TSTC is in session. Students may occupy their space during breaks and holidays as long as the space does not require maintenance. Lavaca Hall is closed during the break between the Fall and Spring semester. Students should leave no later than 24 hours after their last final in the fall and not return until the weekend prior to the first class day for the spring semester. Those needing housing during this time must contact Campus Living for possible arrangements, which will be billed to the student's account.

Cable Television

Cable television is provided to all Lavaca Hall and Red River Apartments. Activation of cable service for Village Oaks Apartments is the student's responsibility and all charges will be assumed by the student. The two lounges at Lavaca Hall have cable and are available for residence use.

Cancellation of Lease Agreement

The housing lease agreement is a binding document and students are expected to fulfill the obligations. The terms by which a lease may be terminated by the resident are identified in the agreement and students will need to be familiar with them. Any request for cancellation of a lease agreement will need to be in writing.

Village Oaks residents will need to direct their requests to the Director of Village Oaks. Residents of Red River apartment and Lavaca Hall will need to direct requests to the Director of Campus Living.

The students who deliberately cause damage or those who cause damage as a result of an unauthorized activity may be subject to disciplinary action.

Dartboards

Soft tip darts and dartboards are allowed in housing facilities. Steel tip darts are prohibited.

Deposit

The security deposit is to accompany the student's application for housing in order to receive a housing assignment reservation. The deposit is only returned when the student has followed the proper check-out procedure, paid all debts, all charges have been cleared and lease agreement has been fulfilled.

Discipline

TSTC expects that all students abide by policies and regulations involving student conduct defined herein. When violations of such policies occur, students will be referred through the institutions disciplinary process. There are several types of disciplinary actions that may be imposed. These actions, as well as the appeal procedure and due process proceedings, are defined in the Code of Student Conduct section herein.

Drugs

Use or possession of illegal drugs and/or paraphernalia is prohibited in campus housing facilities and surrounding areas. Any student in violation of these regulations or whose behavior is affected by the use of drugs will be subject to disciplinary action. If illegal substances or contraband are found in the common area of a living environment, each resident will be held responsible. It is the student's responsibility to report any such violation to the proper authorities. (See Prohibited Items.)

Drug Dogs

For the protection of all students, TSTC employs the use of "drug sniffing" dogs as a means of enforcing the institution's policy on drugs and/or weapons. Drug dogs will be used periodically in the housing areas and parking lots as allowed by law. (See Entry, Search & Seizure.)

Eligibility

Only those persons enrolled at TSTC Waco will be allowed to reside in single-student campus housing. If at any point, a resident discontinues enrollment as a student at TSTC, they will be required to vacate the premises.

Emergencies. See Fire, Safety & Security; Maintenance; Weather

Entry, Search & Seizure. Students, along with all other citizens, are protected by the constitution against unreasonable search and seizure. If, however, there is "reasonable cause" to believe that an institutional policy or law is being violated, a search may be considered reasonable. The alert by a drug-sniffing dog is considered reasonable cause.

TSTC reserves the right to enter a student's living space when the occupant of the space may be harmed or endangered; for the purpose of inspection of property; to seek missing furnishings; to make improvements or repairs; to control the space in the event of an epidemic or an emergency; to ensure evacuation during fire drills; to conduct routine safety inspections, repairs or pest control; to check for suspected violations of the institution's policies on drugs or weapons; to exercise contractual lien; to remove unauthorized pets; to show probable cause that a violation of TSTC policy is being or has been committed upon invitation of a resident; to allow entry by a law enforcement officer with a warrant; to show space to inspectors, fire marshal, or an appraiser. A notice will be left for the resident describing the purpose of entry any time that a space has been entered.

Evictions

Students may be evicted from housing when they fail to meet enrollment requirements, fail to make financial payments or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of the eviction; i.e. re-enrollment in the institution, payment of fees or clearance by the institution's disciplinary officer.

Fees

The costs of damages and/or cleaning charges are not covered by the terms of the student's lease agreement. Any additional charges will be assessed to the student. If students have questions regarding charges, contact the appropriate office.

Fire, Safety & Security

It is the responsibility of each resident to be familiar with the policies and procedures designed to ensure safety and security. Fire alarms signal that all occupants of the building are to evacuate immediately. In the apartments, evacuation may include neighboring apartments, building, etc. Residents should follow the instructions of the RA during fire alarm/drill procedures. The RAs will evacuate areas as they deem necessary in order to ensure the safety of all residents. Any person who fails to comply with the evacuation proceedings will have disciplinary action imposed against them.

Furniture

The furniture in the room is there for the residents of that apartment. The items in the living areas should remain in the living area and not be taken to individual rooms or outside. No furniture should be taken outside the living area. Personal furnishing must be removed at move out to avoid forfeit of deposit and/or additional fines.

Gambling. Gambling is not permitted in any housing facilities. Residents found in violation are subject to disciplinary action.

Garbage

Housing facilities have trash dumpsters located in their areas. Residents are responsible for disposing of their own garbage. Items such as engine parts, carpets, furniture, etc. will not be picked up. Students may not place garbage outside the door, on the patio or balcony as it will result in disciplinary sanctions and a charge for removal.

Grills. Due to the potential fire hazard, grills are not permitted on the porch/balcony areas, stairwells or parking lots of housing facilities. However, there are several grills located adjacent to the buildings for use by the residents.

Guests. Residents have paid for the educational support campus housing provides. Any guests of residents are subject to the same rules and regulations. Guests should not impose on the rights of other residents. Residents will be held responsible for the actions of their guests. In order to maintain the spirit of a community living environment, we ask that students abide by the following visitation hours in all residences: 10 a.m. until 11 p.m. Sunday through Thursday and 10 a.m. until 1 a.m. Friday and Saturday.

Guest Rules

The host should accompany all guests while in any of the housing facilities. Residents are not to give guests the key to their space.

- No person will be allowed to use visitation privileges unless the specific guest of the resident and the host is present.
- Residents are not allowed to invite unauthorized guests to reside, even temporarily, in their residence.
- Overnight guests of the opposite gender are not permitted.
- Unauthorized visitors may be asked to leave immediately by a staff member.
- Registered sex offenders are not permitted on the premises for any reason or any amount of time, no matter what relation or affiliation they have with a resident.

Identification Card

All students, when asked to do so, should identify themselves to any college official (including RAs) upon request. In compliance with Texas state law, students should carry their TSTC ID card on their person at all times.

Incident Reports. Any staff member, including a Resident Assistant (RA), has the authority to file an incident report for offenses which violate institutional policies. Anyone issued an incident report will need to contact the appropriate authorities the following working day. Information on the contact procedure is located on the incident report. Important: Failure to report will result in disciplinary action being taken based on the information in the report.

Insect Problems. Residents who discover insect problems should report them to a housing official immediately. Residents should keep in mind that food and an unclean environment attract insects and may cause a health hazard.

Inspections. Staff members will regularly conduct safety inspections to ensure that safety standards are being met, to

check smoke detectors and fire extinguisher and to check for safety and health hazards that may have been created. Notice will be given to residents when safety inspections are to be done. If safety hazards exist, they will be corrected immediately. If they are a result of the resident's actions, the resident(s) will be charged for the corrections. (See Entry, Search & Seizure.)

Keys

Every resident is provided with a key to his or her space at check-in. It is the resident's responsibility to keep possession of those keys. Lost or stolen keys should be reported immediately in order to protect the safety of the residents and their belongings. Residents will be responsible for any re-key charges that are a result of stolen or lost keys. Residents may not have duplicate keys made. If duplicates are found, the locks will be re-keyed and the resident will be charged. If a student desires to have additional security devices on their spaces, it will need to be approved through the appropriate housing office. Keys are to be returned as part of the check-out procedure. Residents will be considered to be occupants of the space and charges will be accrued until keys are turned in unless written notice has been provided to the appropriate office. Failure to turn in keys, however, will result in the automatic forfeiture of the deposit.

Laundry Facilities

Laundry facilities are located on or near housing facilities. Laundry rooms are for the residents only. We ask that students cooperate by helping us to keep them clean. Laundry facilities have hours of operation that will be posted in the facility.

Lock-Outs

Residents who become locked out of their space can contact the appropriate housing office during the normal working hours or the RA on duty after hours. For residents' protection, identification will be required prior to students regaining access to the space.

Mail

Residents of Red River Apartments and Lavaca Hall may obtain a key from the United State Post Master for the mailbox for their unit. Residents of Village Oaks may receive a key and a box assignment at the Village Oaks office.

Maintenance

Maintenance problems are to be reported to the appropriate office as soon as possible. In emergency situations after hours, you will need to contact an RA to address maintenance needs. They will be able to contact after-hours maintenance staff. After hours maintenance will be done only for emergencies. If residents are unable to report an emergency, report after hour needs to the RA, or contact Police Department at 254.867.3690.

Messages

Due to limited personnel, we are unable to provide a message service for students. However, students may advise relatives that in case of an emergency, we will make every effort to contact them.

Move Out

All students who are not enrolled for the following semester should properly check out of their space at least 24 hours after their last final, but no later than 5 p.m. on the last day of the semester. Properly checking out consists of removing all trash and personal items from the assigned space, returning all keys to the appropriate office and completing all necessary paperwork. Items left in an apartment once the students have checked out will be considered abandoned and will be disposed of at the resident's expense. Failure to move-out by the designated time will result in additional fees. Moving out prior to the end of one's lease does not constitute a cancellation of the lease. (See Cancellation of Lease Agreement).

Noise

The volume of noise is to be kept low to ensure that other residents are not infringed upon. Quiet hours are to be observed from 11 p.m. until 10 a.m. unless otherwise posted.

Nurse, Health Services

The TSTC Waco campus Health Center is located on the corner the Student Services Center. The health center is open from 8 a.m. until 5 p.m. Monday through Friday. Should an emergency arise after hours you can contact emergency services by using the 911 procedures or contact a RA. Emergency transportation is not provided. (See Fire, Safety & Security.)

Parking

All vehicles parked in the housing area are required to be in legal, operable condition. Parking in the grass, on the sidewalk, in front of trash dumpsters or any area marked restricted is prohibited. Those in violation will be towed at the owner's expense. Vehicles without proper license and inspection may be ticketed or towed.

Payments

Residents are responsible for payment of fees on time. It is the resident's responsibility to make payment on time without notice. Failure to do so will result in action that may include eviction. Students with a housing balance, will not be able to enroll for the following semester until all debts are paid.

Pets

Pets are not permitted in single student housing facilities. Fish tanks are acceptable but must be moved during breaks or holidays. An animal control officer will remove unauthorized pets. (See Entry, Search & Seizure.)

Phones

Students are responsible for the arrangements of telephone service and any charges associated with it. Local telephone service is provided in individual rooms in the residence hall. Residents must provide their own phone.

Posters/Wall Hangings/Decorations

We ask that you use tape with gummed adhesive in hanging items from concrete or brick walls. Small nails or straight pins should be used on Sheetrock walls. Any damages caused will be charged to the residents. No flags, banners, signs, posters, or any other medium for a message may be displayed outside or in view of the public. Lewd, indecent, obscene expression or conduct is not condoned by the institution.

Prohibited Items. TSTC officials will confiscate all unauthorized items. The following items are strictly prohibited:

- Alcoholic beverages and/or empty containers
- Barbeque grills or pits
- Illegal drugs or paraphernalia (pipes, hookahs)
- Weapons of any kind, guns, knives, clubs, ammunition, etc.
- Fireworks
- Darts and dartboards (steel tipped)
- Electrical or gas space heaters
- Inoperable vehicles
- Candles, incense or devices with open flames
- Personal beds/waterbeds
- Pets (other than a fish in a ten gallon tank or less)
- Flammable liquids, fuel
- Overloaded electrical outlets or extension cords
- Weights
- Bean bag chairs
- Halogen lights

Quiet Hours

Reasonable noise levels are to be maintained at all times. Any infractions should be reported to the RA. Quiet hours to be observed are from 11 p.m. until 10 a.m. Residents should limit their volume so as not to disturb the neighbors or roommates. Residents are asked to cooperate with RAs when asked to reduce the noise level. Failure to do so will result in disciplinary action.

Reserve/Release

It is assumed that until the terms of the lease agreement have been satisfied, the student reserves the space for the following semester. Once the terms of the lease agreement have been met, the student will be notified and required to complete a reserve/release notification. Failure to do so will result in the space NOT being reserved and assigned to another student. Students who Co-op will need to notify the office to make the necessary arrangements. Students who notify the office that they are releasing their space but fail to return their keys and reasonably appear to have moved out will forfeit their deposit and be subjected to additional charges. (i.e. cleaning, removal of excess items, etc.)

Room Alterations

Housing facilities are not to be altered, including painting, wall papering or additional fixtures. If you have changes you would like made, please contact the appropriate housing office

Room Changes

Residents wishing to make any type of change must contact the appropriate office.. TSTC reserves the right to deny any move not considered in the best interest of TSTC, as well as the automatic reassignment of students when deemed necessary. (See Assignment, Discipline.)

Room Conditions

Individual living spaces, including any common areas should be kept in a neat and orderly fashion in order to prevent any unsanitary or unhealthy living conditions. The following are standards to be used to determine the appropriate condition of the living unit(s):

- Floors and walking paths are uncluttered.
- Cooking areas are clean and free of unclean utensils.
- Food items are properly stored.
- Personal belongings are limited to private quarters.
- Items and/or furniture are not arranged in a manner to present a significant risk of injury.
- Furniture and property are properly maintained and not damaged.
- Conditions do not exist that may attract vermin or insects.

Solicitation & Posting

Solicitation and posting of materials in any housing facility is prohibited. Anyone wishing to distribute materials or solicit in campus housing should first make a request to the Director of Campus Living . Residents should report anyone posting items or soliciting in the housing area to the Campus Living office.

Tornadoes/Natural Disasters

Tornado warnings are sounded on the City of Waco siren alarm system and are identified as such by one steady blast for three minutes. Six 10-second blasts will indicate an all-clear and return to normal activity. In case of potential of tornado or natural disaster, residents should monitor the weather conditions and be prepared. Those living in apartments should proceed to the internal-most portion of the unit in case of emergency. Residents of Lavaca Hall should proceed to the ground floor and assemble in the hallway with all doors closed. You should only return to normal activity after the all-clear signal has been sounded. In case of fire, residents should exit the building according to the evacuation procedures provided in all units. You should only re-enter the facility after clearance has been given by a Police Department officer or school official. All residents receive a copy of the evacuation plans and there are procedures posted in each unit.

Tobacco

The use of tobacco products in the public/common areas of the housing facilities and in non-smoking apartments is prohibited.

Copyright Policy

The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is against federal copyright laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. Violators of civil copyright infringement may be ordered to pay either actual damages or "statutory" damages not less than \$750 or more than \$30,000 per work infringed. "Willful" copyright infringement carries a civil penalty up to \$150,000 per work infringed and a criminal penalty of imprisonment up to five years and fines up to \$250,000 per offense. See Title 17, United States Code, Sections 504, 505. For more information, see the U.S. Copyright Office website at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Copyright infringement, including illegal downloading or unauthorized distribution of copyrighted materials using the college's information technology system, is a violation of the TSTC Code of Student Conduct. Violators will be subject to appropriate disciplinary action depending on the severity of the violation, including loss of information resource access privileges and suspension from the college. For additional college copyright information, go to www.system.tstc.edu/copyright.

Failure to Meet Financial Aid Standards of Academic Progress

Probation

The first time that a student fails to meet the quantitative or qualitative requirements, the student will be placed on financial aid Probation for the next term of enrollment. The only exception is for exceeding maximum hours, which results in immediate suspension. During the probationary period, the student will be able to receive financial aid. Failing to meet any one of the SAP measurements during the probationary period will place a student on suspension.

Suspension

A student who fails to meet all of the terms of the standards of academic progress during a probationary period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measurements have been met. The student is responsible for paying all expenses during any enrollment period(s) while on suspension. The financial aid office retains the option

of placing a student on continued probation based on a review of individual progress.

If the Financial Aid Office mathematically determines that a student cannot complete your program of study within the 150 percent limit, the student will immediately be placed on financial aid suspension. Once the 150 percent limit has been met, the student cannot regain satisfactory progress or financial aid eligibility.

Probation After Suspension

A student who was placed on financial aid suspension and who regains eligibility for financial aid by achieving a cumulative GPA of 2.0 or higher, a term GPA of 2.0 or higher for their last term of enrollment, a 75 percent cumulative completion rate and a 75% term completion rate for their last term of enrollment will be placed on Probation After Suspension. While on probation after suspension status, a student must meet all satisfactory academic progress requirements in order to retain aid eligibility.

Continued Probation

A student who was placed on financial aid suspension, but who has their eligibility reinstated through filing an appeal that is granted based on mitigating circumstances will be placed on continued probation. While on continued probation, a student must be making progress according to an academic plan which dictates that a student must achieve a term GPA of 2.0 or higher and a term completion rate of at least 75% in order to continue to retain aid eligibility.

Notification of Financial Aid Probation or Suspension Status Standards of Progress statuses will be updated at the end of each semester. All students, whether on financial aid or not, will be notified via email regarding probation or suspension statuses. However, failure to receive notification will not change the student's financial aid status.

Reinstatement

If a student is on financial aid suspension, the student may have their aid reinstated in one of the following manners:

1. Continue to attend Texas State Technical College without financial aid until the student is able to achieve both:
 - A cumulative GPA of 2.0 or higher along with 2.0 GPA for the student's last term of enrollment.
 - A 75 percent cumulative completion rate along with a 75 percent completion rate for the student's last term of enrollment.

Once the student has met both of these standards, the student will be placed on continued financial aid probation and may receive aid as long as the student continues to maintain academic progress. It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

2. File an appeal demonstrating mitigating circumstances and be approved and be placed on probation.
If the student has reached the maximum time frame, the student may not regain eligibility to receive additional financial aid unless an appeal is granted.

Appeal Process

Note: Appeals submitted without documentation will be denied

Students who are placed on financial aid suspension or who reach the maximum time frame may file an appeal. Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other special circumstances. The appeal **MUST** include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. Special circumstance considerations will be limited to extreme hardships. Only one appeal for mitigating circumstances will be considered during a student's enrollment at TSTC. However, on a case by case basis, the Financial Aid Office will review additional appeals, based on the student's circumstances. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. The Financial Aid Office will review the appeal and approve or deny the student's appeal. The decision of the financial aid office appeal process is final and cannot be appealed. Not enrolling for one or more terms does not remove the probation or suspension status.

An appeal must include the following:

- The student's name, TSTC ID number and email address
- A written description of the mitigating circumstances
- Documentation to support any claims

- If appealing because the student has exceeded the maximum hours limit or because of a change in major, a degree plan must be submitted showing the number of hours remaining until graduation.
- A description of the steps the student has taken to remedy the situation
- The student's signature

Once the student is notified of not being eligible for financial aid (financial aid suspension), the student has (5) working days to submit an appeal or until the term census date. The student is responsible for any payments and meeting payment deadlines, during the appeal process. The student should not miss payment deadlines, while waiting for a response. Failure to pay for tuition and fees may result in deregistration.

WARNING: REPAYMENT OF FEDERAL FUNDS Return of Title IV

If a student receives federal financial aid and stops attending or withdraws from all courses at or before 60 percent of the term is completed, the student will be required to repay all or a portion of the federal aid the student received, including that used to pay for the student's college expenses. If the student received a grade of F in all courses for any term, the student will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor certifies and documents that the student was participating in at least one class after the 60 percent point of the term or until the end of the term. A term may consist of one or more blocks or modules.

Financial Transactions with the College Policy

A student with a past due unpaid balance is considered to have a delinquent status. The delinquent student may not register for subsequent terms, receive credit for work done that term, receive grades and transcripts, or add courses. The delinquent student may be removed from the next term's classes if early registered. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts. A student who writes a non payable check to the college for tuition and/or fees will have his/her registration canceled. A non-payable check written to the college for other purposes will subject the student to legal and/ or disciplinary action. Upon receipt of the unpaid draft, the student will be notified by mail, e-mail and/or phone call and given 10 days to make full restitution and pay any service charge that may be imposed. If still unpaid, a second letter is sent notifying the account will be sent to the District Attorney's Office if unpaid in 10 days. Failure to make payment in full or as stipulated will result in the student being immediately withdrawn from the college. The student has the right to discuss with the blocking department the reason for the blocking of enrollment and/or withholding of official transcript. The student may request that the case be considered under the College's Procedure for Student Grievance.

Hazing Policy

Any form or participation in hazing is prohibited at TSTC and should be reported to the Dean of Students as a violation of the Student Code of Conduct. Hazing, (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintaining membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to college authorities.

Racial Harassment Policy

TSTC prohibits any act, deed or speech interpreted as racial harassment, by or against, students, employees, and guests of the college. Students or employees engaging in such conduct are subject to disciplinary action ranging from probation or suspension to termination of employment.

Philosophy Statement

TSTC is committed to the principles of free inquiry and free expression. Members of the college community have the right to hold, vigorously defend and promote their ideas and opinions to flourish or wither according to their merits.

Respect for this right requires that students and employees tolerate expression of views that they find offensive. All members of the educational community should however, voluntarily adopt standards of civility and good taste that reflect mutual respect, understanding and sensitivity among its diverse racial, ethnic and cultural groups.

TSTC is also committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of gender, race, color, handicap, age, religion,

sexual orientation or national and ethnic origin.

Harassment of students or employees on the basis of race contributes to a hostile work or school environment that makes access to work or education for those subjected to it less than equal. Racist behavior also brings dishonor to the perpetrator, demoralizes and disrupts the academic community as a whole and diminishes the stature of TSTC.

Racist communication and acts demean, ridicule and humiliate the victim and also can cause serious emotional distress, impede the learning process and in the form of “fighting words” may provoke a violent response.

For all these reasons, TSTC unequivocally condemns racist behavior in all of its forms. The Vice President for Student Development or designee (TSTC Disciplinary Office or Staff Counselor) has the primary responsibility for responding to an accusation or complaint of racial harassment and will inform the student of complaint, investigation and resolution procedures during the initial meeting.

Upon receipt of an allegation of racial harassment, the Vice President’s designee shall ascertain the facts and provide mediation services to assist the student. These mediation services may include consultation with the student and alleged wrongdoer, either separately or together, and with student services staff, vice president’s or other approved administrative officials of the college. If such mediation efforts result in a solution satisfactory to the student, the student shall be asked to complete a written and signed statement to the effect.

Where such mediation efforts fail or the student does not wish to pursue mediation, the student complainant may seek formal resolution concerning potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

Racial Profiling Policy

The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person’s activities simply because of that individual’s race, ethnicity or national origin is racial profiling.

Examples of racial profiling include but are not limited to the following:

- Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver’s race, ethnicity or national origin.
- Detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
- Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or place.

The TSTC Police Department holds two basic principles based on the adoption of this definition of racial profiling:

- Police may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
- Law enforcement officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search.

Racial profiling is not relevant as it pertains to witnesses, etc. Students who have questions about TSTC Police Department policies or procedures, call the office at 254.867.3690.

Release of Student Records

In compliance with the “Family Education Rights and Privacy Act of 1974 (FERPA),” TSTC Waco gives notice that the following directory information will be released upon request and with the approval of the appropriate administrator, unless the student desires to withhold it: student’s name, address, e-mail address, telephone number, major field of study, classification of coursework level, enrollment status, extracurricular participation in officially recognized activities, achievement and academic awards or honors, weight and height of members of athletic teams, dates of attendance, photographic image and most recent previous institution attended.

Release of additional student record information not defined as “directory information” must be specifically authorized by the student (form available in the College Records Office). Students may prohibit the release of directory information by completing the appropriate form available in the College Records Office during registration or within the

first 11 class days of each semester. This request remains in effect until revoked in writing by the student. Minors (under 18 years of age) attending TSTC have the same right to privacy of their records as adult students.

Student academic records information, other than directory information, may be released WITHOUT CONSENT of the student to the following parties:

1. an individual employed by TSTC in an administrative, supervisory, academic, research or support staff position (including law enforcement and health staff personnel);
2. an individual appointed to the TSTC Board of Regents;
3. an individual or company employed by or under contract to TSTC to perform a special task such as an attorney, auditor or collection agency;
4. 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;
5. parents of an eligible student who claim the student as a dependent for income tax purposes (form available in College Records Office);
6. in order to comply with a judicial order or a lawfully issued subpoena;
7. appropriate parties in a health or safety emergency;
8. an alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless of whether the institution concluded a violation was committed;
9. the general public if the institution determines as a result of disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of the institution's rules or policy or state or federal law, as authorized by state law;
10. parents of a student under the age of 21 regarding a university determination that the student violated federal, state or local law or institutional policy governing the use or possession of alcohol or a controlled substance.

Students have the right to inspect and review their academic record. Students may petition TSTC to amend or correct any part of their academic record which is believed to be inaccurate, misleading or in violation of the privacy or other rights of the students. When the college decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading or in violation of the privacy or other rights of the student.

Contact the College Records Office at (254) 867-2362 for more information regarding FERPA and student records. The campus registrar is the FERPA official at TSTC Waco.

Contact the U.S. Department of Education concerning alleged failures by Texas State Technical College Waco 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 Avenue, SW

Washington, D.C. 20202-4605

Phone: 202.260.3887

Fax: 202.260.9001

Required Meal Plan

TSTC students have three meal plan choices. These plans allow students to access meal services at their convenience without the worry of paying each time. Café menus are designed and written specially for TSTC Waco students. The daily features include ethnic and cultural favorites, heart healthy items and grab and go items for those in a hurry. The staff of the TSTC Café will also make every effort to accommodate special dietary needs.

All new students residing on campus in Lavaca Hall, Red River Apartments or Village Oaks Apartments who are 21 years or younger on the first day of their first semester are required to participate in the IM525 Meal Plan* option for his/her first two consecutive semesters on campus in addition to housing fees. These students are not limited to these meal plans and may purchase a meal plan upgrade during the sign-up period. All three meal plans are available to every student for purchase.

IM1500 Meal Plan \$1,425/sem. actual cost \$1,500/sem. actual value
IM1025 Meal Plan \$ 975/sem. actual cost \$1,025/sem. actual value
IM525 Meal Plan* \$ 495/sem. actual cost \$ 525/sem. actual value

Students may upgrade to a higher points plan only during the first two weeks of a semester. After the first two weeks of the semester, changes will only be allowed in the event of a documented emergency, and will be decided on a case-by-case basis by the Vice President of Financial Services or his designee. All meal plans expire at the end of the semester in which they were purchased. For more detailed information regarding Meal Plans and/or Tech Bucks, a separate brochure is available at Student Accounting, Campus Living and the TSTC Cafe.

SB 1231 Limitation on the Number of Drops for Students

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Texas State Technical College Waco College Records Office at (254) 867-2362 for more information before you drop a course. Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

A TSTC Waco student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

Sexual Harassment Policy

TSTC does not tolerate and expressly prohibits sexual harassment at TSTC. Offenders are subject to disciplinary action including possible suspension/expulsion from the college or termination of employment.

This policy applies to all members of the TSTC Waco organization including all employees and students. This policy and procedure includes conduct during school and work hours as well as conduct outside of school or work hours. The procedures also include complaints filed by visitors on TSTC Waco property.

Students who believe they have been subjected to sexual harassment shall report to and consult with the Dean of Students. Any employee, administrator or teacher who has received a report or complaint from a student relating to sexual harassment should immediately notify and refer that student to the Dean of Students.

Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either expressly or by implication, a term or condition of an individual's employment or educational opportunity or advancement.
- B. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive educational or working environment.
- D. Any conditions or terms of employment, advancement, or successful completion of a course or degree (including consent forms or sexual terms given to students as part of a classroom or grading policy) that are of a sexual nature shall constitute sexual harassment.

PROCEDURES FOR COMPLAINTS MADE BY STUDENTS

- A. The Dean of Students has the primary responsibility for responding to an accusation or complaint of a sexual nature and will inform the student of complaint, investigation, and resolution procedures during the initial meeting.
- B. Upon receipt of an allegation of sexual harassment, the Dean of Students shall ascertain the facts and provide

mediation services to assist the student. These mediation services may include consultation with the student and alleged wrongdoer, either separately or together, and with appropriate administrative officials of the college. If such mediation efforts result in a solution satisfactory to the student, the student shall be asked to complete a written and signed statement to the effect.

- C. Where such mediation efforts fail or the student does not wish to pursue mediation, the student complainant may seek formal resolution upon submission of a written and signed statement to the Dean of Students.
- D. The Dean of Students will conduct the investigation and seek resolution of the formal complaint, which shall be handled according to, established college policies and procedures applicable to employee or student discipline.
- E. Confidentiality in mediation, investigation, and resolution activities shall be maintained to the extent permitted by law, and the rights of individuals will be protected.

CONFIDENTIALITY

Privacy of individuals and confidentiality of information given will be maintained to the extent permitted by law throughout all phases of these procedures.

Student Clubs/Organization Risk Management Policy

In accordance with Texas Education Code §51.9361, the advisor and president, or other designated officer, of each registered student organization shall attend a risk management program each academic year. Notice of the risk management program will be provided by campus mail to the advisor and president, or other designated officer, of each student organization on file with TSTC. The advisor and president, or other designated officer, of each student organization will have 90 days from the date of notice to attend the risk management program and report the contents of the risk management program at a meeting of the full membership of the student organization. Failure to comply may result in the student organization's recognition being withdrawn, withheld or denied by the administration or Board of Regents of the College.

Student Drug & Alcohol Policy Statement

TSTC is a drug- and alcohol-free college and workplace. This handbook provides an abbreviated version of the policies on the prohibition of drugs and alcohol and the sanctions for violations thereof. The full-text version outlining these policies is available upon request from the Vice President for Student Development.

The unlawful manufacture, distribution, purchase, dispensation, possession or use of an illegal drug or alcohol by students and employees on college property, or as a part of any college-sponsored activity, is prohibited. Students violating any provision of the drug and alcohol policies are subject to disciplinary sanctions ranging from suspension to referral for prosecution. Information regarding drug and alcohol problems, as well as referral services, is available in the TSTC Health Services Office and the Department of Student Life.

Alcohol and Drug Use

Drug and alcohol use, misuse, and abuse are complex behaviors with many outcomes at both the cultural and the individual levels. Awareness of the dangerous effects of drug/alcohol use is imperative for an individual's well-being or survival. Negative consequences of drug/alcohol may be exhibited through: physical dependence (the body's learned requirement of a drug for functioning) or psychological dependence (the experiencing of persistent craving for the drug and/or a feeling the drug/alcohol is a requirement for functioning).

Abuse of any drug/alcohol whether licit or illicit may result in marginal to marked, temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts. Regardless of the types of drug/alcohol utilized, a perceived need for the continued use is likely to ensue resulting in dependence. Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance and jeopardized family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug/alcohol counseling referrals are available in the Department of Student Life in the Student Services Center.

Career Development Services

Career Development Services are offered through the Retention Programs & Career Services Office, Institutional Programs, and the Office of Institutional Effectiveness, Research & Planning (IERP). Prospective and matriculated students, alumni and employers are eligible to utilize these services. The Retention Programs & Career Services Office offers undecided students assessment tests/inventories (aptitude and career interest) and counselor assistance in selecting a career field. The instructional programs provide students with information on job opportunities in the major field, potential salary ranges and placement assistance upon graduation. Documented student placement rate information by major is available through the IERP office. Prospective employers are invited to attend the college's annual "Industry Career Day" for recruiting purposes and are encouraged to post vacant job announcements on the TSTC Waco Web site for viewing by matriculated students and alumni. Specific questions regarding these services should be addressed to the departments named above.

Student Participation at TSTC

The participation of students in TSTC Waco's decision-making process is an important institutional value. The administration recognizes the Student Leadership Council (SLC) as the official voice of the student body, and as such, affords the president a permanent seat as a voting member at monthly meetings of the President's Council, the decision-making body of the institution.

The administration also solicits student appointments through the SLC to serve on a number of standing committees, task forces, and/or focus groups frequently convened to make recommendations or decisions on programs, services, facilities, budget, activities, etc.

Additionally, students have the opportunity to participate in annual surveys relative to institutional climate, services, and instruction. For additional information on student appointments to campus committees, contact the office of the Vice President for Student Development or the Student Leadership Council.

Using the Student Recreation Center (SRC)

All students should keep the following guidelines in mind regarding the use of the Murray Watson Jr. Student Recreation Center (SRC) and other facilities related to Student Activities, including the Weight Room, Racquetball Court, Game Room, Gym, Tennis Courts, Softball and Football Fields and Walking Track. If you have a question about any of the following rules, visit the Student Activities Office, located in the SRC or call 867.3606.

General Rules for the SRC

- You must have a valid TSTC ID to use the facilities.
- You must wear shirt and shoes at all times.
- No firearms allowed.
- No smoking, chewing tobacco, or spitting allowed.
- Children must be supervised by a student, parent, or guardian at all times and are only allowed in designated areas.
- No fighting or profanity.
- Refer all accidents or injuries to staff immediately.
- The use of drugs or alcohol is prohibited; no one under the influence of drugs or alcohol allowed on the premises.
- No pets except assistance animals for those with disabilities.
- No horseplay is permitted.
- Do not bring basketballs into the SRC.
- Do not damage or destroy TSTC property — you, as a student, help pay for the facilities and equipment

Weight Room Rules

- You must have a spotter present when bench-pressing or doing squats.
- You must use a belt when bench-pressing or doing squats.
- You must use collars when you are using bars.
- You must place weights back on racks after each use.
- No dropping or slamming weights!
- Workout clothes preferred.
- No tote bags allowed in the weight room.
- Individual stereos are permitted with headphones only.
- No one under the age of 17 allowed in the weight room.
- Only clear bottles containing water are allowed in the weight room. (No Gatorade, Powerade, etc.)

Racquetball Court Rules

- The racquetball court must be used for racquetball only!
- You must wear tennis shoes or gym shoes to play.

- Users must check in at the Information Desk before playing racquetball.
- No more than four (4) players may enter the racquetball court at one time.
- Participants can only reserve the racquetball court for one (1) hour. (If you're 30 minutes late, you forfeit reservation).
- Protective glasses are not required but are available at the Information Desk.
- No food or drink allowed.
- No one under the age of 17 allowed in the racquetball court.

Gymnasium Rules

- Please check in at the Information Desk before entering.
- No one under the age of 17 is allowed to use the gym.
- No running up and down the bleachers.
- Regulation tennis shoes required.
- No drink containers of any kind are allowed in the gym.
- Vandalizing or destroying gym property will result in automatic suspension of all gym privileges and activities.
- All equipment check-outs require a valid TSTC ID.
- No one is allowed in the gym unless it is during posted hours.

Gym Free-Play Rules

- All games last for 10 minutes or until one team have earned 10 points.
 - All shots made will count as one (1) point.
 - All students must sign a list in order to play.
 - The next five (5) names on the list will play the next game.
 - All players must be present when called to play. If a player is not present, the next person moves up on list.
 - The Gym monitor will settle all disputes.
 - If a game ends in a tie, both teams must leave the court and the next 10 players on the list will play.
- In the event of crowding, the SRC Supervisor will determine whether 10-for10 method will apply.

Game Room Rules

- No sitting on pool tables.
- Game Room attendant will program the television.
- Computer use is limited to two (2) hours. One hour if people are waiting.
- No food or drink around computers.
- Students can not bring personal video games, consoles or controllers without the permission of the SRC supervisor.

Alumni, Staff & Faculty

- Alumni, staff and faculty are welcome to use the SRC facilities, but must follow SRC rules and regulations.
- Alumni, staff and faculty may use the SRC. However, alumni, staff and faculty family members are not allowed to use the SRC.
- Students have first priority for use of TSTC facilities.
- All disputes must be referred to the SRC Supervisor.

Texas Higher Education Board Complaint Procedure:

All students should keep the following guidelines in mind Students have the right to complain to the Texas Higher Education Coordinating Board regarding the institution's management of Title IV, HEAF (Higher Education Assistance Fund) programs, or its advertising or promotion of its educational programs. Complaints regarding the institution must be made in writing to: Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711.

Accreditation

Texas State Technical College Waco is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State Technical College Waco.

The Texas State Technical College System is a state-funded, co-educational two-year institution of higher education offering Associate of Applied Science degrees and Certificates of Completion in technology fields. With four main campuses and three extension centers located in regions across Texas, TSTC has an outstanding record in graduating Texans from diverse cultural and socioeconomic backgrounds in technical programs critical to the economic development of Texas.



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