

STUDENT HANDBOOK

2011-2012



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Foreword

The purpose of this student handbook is to provide information that will help you find your way at Texas A&M University-Kingsville. You will find descriptions of a variety of offices providing services that will be helpful in your journey. The enclosed calendar can be used for your academic and social planning. The *Student Code of Conduct* section explains the guidelines regulating student conduct. For an extensive list of policies please refer to the online version of the handbook.

We hope you utilize the information provided in this handbook/planner to benefit from all the services at A&M-Kingsville to enhance your educational experience and create many valuable memories.

Each student is expected to read this handbook carefully and observe the requirements. The cited references, particularly references to the university catalog, should be consulted concurrently with this handbook in all instances where indicated.

This handbook is not intended to be a contract, explicit or implied, to cover all eventualities or provide detailed regulations in all areas. Therefore, careful attention should be paid to published materials associated with the safety of persons and property and to applicable laws of local, state and federal governments.

All users of this handbook are invited to submit comments and recommendations for changes through the Office of the Dean of Students. Additions, deletions and changes to this handbook may occur throughout the year. For complete versions of policies please refer to the following website <http://osa.tamuk.edu/dean/studenthandbook/>.

WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS



Dear Student,

Welcome to Texas A&M University-Kingsville—Home of the Javelinas! We are so proud of the educational and social benefits of the university, and I know you will be, too.

In this student handbook, you will find a selection of information that we believe will help you to better acclimate to our community. As a student at A&M-Kingsville, you have many resources and programs available to you, and this handbook outlines most of them. I encourage you to become familiar with the history and traditions of Texas A&M-Kingsville. We have a rich heritage in South Texas, and being a member of this community is one that carries a sense of prestige and honor. All Javelinas value honesty, trust, fairness, respect and responsibility and we all live by the *Honor Code* printed in handbook. The *Student Code of Conduct*, found in this handbook, outlines the policies and procedures we use to ensure that people are treated fairly.

Students at Texas A&M University-Kingsville who are involved in organizations get better grades and are more likely to graduate from college. With more than 120 student organizations, you can easily become involved in social clubs and activities that help you to make friends and learn more about your major. Whether participating actively or in the audience, you will have fun at our many activities such as concerts, lectures, plays, art exhibits, intramural sports and intercollegiate athletics.

Texas A&M University-Kingsville provides a variety of opportunities that are designed to help you to achieve your goals. We provide tutoring and advising that help you academically, and there are a number of workshops that stress the importance of time management, study skills, test taking, and stress management. We provide seminars which help you to become more prepared for professional life as well as facilitating your search for internships, summer or part-time jobs, full-time employment, and graduate school admission.

The faculty, staff, and administrators at Texas A&M University-Kingsville are committed to your success. We truly believe that by becoming a Javelina you are taking the step toward making your dreams a reality!

Good luck!

A handwritten signature in cursive script that reads "Terisa C. Remelius".

Terisa C. Remelius, Ph.D.

Vice President for Student Affairs

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Javelina,

Welcome to Texas A&M University-Kingsville and to the Javelina family! It is an honor for me to represent Texas A&M University-Kingsville student body as the President of Student Government Association (SGA) for the 2011-2012 academic year. As a current student and President of SGA, I am convinced your experience at Texas A&M Kingsville in the coming year will be rewarding.

At Texas A&M University-Kingsville, the Student Government Association's purpose is to serve as the main governing body for the students. Our constitution states that "[SGA] identifies and represents student interests, promotes student participation in the overall policy and decision-making processes of the University, enhances the quality and scope of education at the University, and promotes the general welfare of the student body." SGA works closely with faculty and administrators in addressing concerns and issues as well as realizing ideas that Javelina students may have.

As the President of SGA, my hope is that everyone makes the most out of their time at A&M-Kingsville by getting involved in campus activities. Join a student organization. Work for a department or become part of our research programs. While attending A&M Kingsville, think big and share your dreams and goals with friends and faculty members. Make use of the vast resources that A&M Kingsville has available for you.

As a member of SGA, you will be surrounded by students seeking to improve Texas A&M-Kingsville. SGA senators work toward enhancing our university by sharing current students' needs as well as planning future goals and projects that may affect the campus life experience of those to follow us.

For more information about the Student Government Association, visit our website, <http://osa.tamuk.edu/sga>. If you have any questions or concerns you would like for SGA to consider, do not hesitate to call me at (361) 593-3610 or write to me at dustin.schwandt@students.tamuk.edu. The SGA office is located in the Memorial Student Union Building in room 201 and all of our meetings are open to all students.

Again, welcome to A&M-Kingsville and I wish you all the best.

Sincerely,

Dustin Schwandt

Dustin Schwandt
President, Student Government Association

WELCOME FROM THE DEAN OF STUDENTS



Dear Student,

Welcome to Texas A&M University-Kingsville. Whether you are a first-time, transfer or returning student, an exciting time awaits you this coming semester. In order to become “campus smart,” you need to become familiar with this handbook. Valuable information has been printed specifically with you, the student, in mind. Peruse and review the various student policies and definitely become familiar with the *Student Code of Conduct*. They can all be found in this publication.

We know that you are very much interested in attaining academic success, and we want to assist you. The Division of Student Affairs is not only interested in your academic success, but in your social and professional development. We encourage you to become involved in activities throughout campus. Investigate the types of student organizations that are available in your college, specifically those relating to your major. The university is a mecca for many activities, like plays, art exhibits, music concerts, lectures, intramural sports and many others.

The Division of Student Affairs also offers workshops on time management, study skills, test taking and other topics. Your college and/or academic department also may offer these types of assistance to ensure success while you are here. Contact your advisor for more information on where and when these programs are offered. The faculty and staff at Texas A&M-Kingsville are very interested in your success. Remember though that much of your success is dependent on you.

Good luck!

Sincerely yours,

A handwritten signature in black ink that reads "Kirsten Company". The signature is written in a cursive, flowing style.

Kirsten Company
Dean of Students

STUDENT RIGHTS

- A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or regulation or administrative policy that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the United States Constitution.
- Students shall be treated on an equal basis in all areas and activities of the university regardless of race, color, religion, sex, age, national origin, sexual orientation or educationally-related disabilities.
- A student has the right to personal privacy except as otherwise provided by law and this will be observed by students and university authorities alike.
- Each student shall be free from disciplinary action by university officials for violations of civil and criminal law off campus, except when such a violation also is determined to be a violation of the provision regarding off-campus conduct in the Student Code of Conduct and university policies.
- Each student subject to disciplinary action arising from violations of the Student Code of Conduct and university policies shall be assured procedural due process. At all judicial hearings, an accused student shall be assumed innocent until proven guilty, and, in initial judicial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.
- Students' academic rights include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing. Admission to the university and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype.

STUDENT RESPONSIBILITIES

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
- A student has the responsibility to be fully acquainted with the published university policies and to comply with them and the laws of the land.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
- A student has the responsibility to recognize the university's obligation to provide an environment for learning.

STUDENT COMPLAINTS

Students who have a question or concern about an issue are encouraged to discuss the matter with the individual or department overseeing that area. A student with an unresolved issue may opt to utilize the university's grievance process (refer to Student Grievance Procedures in this handbook). Contact the Dean of Students Office, Room 306, Memorial Student Union, for assistance.

ADDRESS UPDATES

It is the student's responsibility to maintain an accurate and current local, permanent and billing address (**including e-mail address**) on file with the Office of the Registrar at all times. A change of address form is available at this site: <http://www.tamuk.edu/registrar/>

HISTORY AND TRADITIONS

QUICK FACTS:

University Founded:	1925
President:	Dr. Steven H. Tallant
Mascot:	Javelina
Colors:	Blue and Gold

THE LOGO

The logo projects Texas A&M University-Kingsville's affiliation with the Texas A&M University System. The official three-color version also celebrates the school colors of blue and gold, the landmark College Hall tower and the university's roots in Kingsville. Input from all of the university's constituents was highly important to the logo's development and final adoption in January 1994.

THE UNIVERSITY RING

At the very core of Texas A&M University-Kingsville's shared values is an intangible link between the past, present and future. The official university ring is a major part of the university's tradition. The ring is custom crafted. It carries the university's symbols and other features that capture the school's experience. Over the years, the university has changed and a seamless gold circle holds together the many people who have changed it. After all, tradition isn't just about what each student received from the university; it's about the legacy that its graduates leave behind. Students are eligible to receive their rings when they have completed 75 hours of university credit, at least 30 of which must be completed at Texas A&M University-Kingsville. The president, at a formal ceremony, presents university rings each semester. Students unable to attend the ceremony may receive their ring after completion of the ceremony. At commencement, students will rotate the ring from facing inward, to facing outward, showing the world they are proud Javelinas!

THE TOWER CHIMES

The chimes in the College Hall tower began playing during the inauguration of Mr. Marc Cisneros, our 15th president. The chimes reflect our rich cultural heritage with the inclusion of our alma mater, the *Javelina Fight Song* and *Jalisco*. In addition, the clock strikes "Westminster" chimes on the hour and every quarter hour. The alma mater is played following the striking of the clock at noon. It is hoped that the rich tones of the chimes will forever be a reminder of what it felt to walk on our beautiful campus and feel the "Javelina Pride."

HOLIDAY TREE LIGHTING

The Javelina spirit is very rich and proud. The Javelina family celebrates this spirit during the annual Holiday Lighting Ceremony. Established in 2000, all trees along the beautiful University Boulevard and College Hall circle north of Santa Gertrudis are decorated with white lights during the holiday season. Students assemble the second Friday of November to carefully wrap each tree with the lights. One week before Thanksgiving, the lights are lit during a special ceremony in front of College Hall as holiday songs are sung.

ALMA MATER

Hail AMK! We pledge anew
Aims that are high,
Devotion deep and true.
And though we may part,
And though we're far away,
Still loyal each heart
To AMK.

JALISCO

Ay! Jalisco, Jalisco tu tienes tu novia que es Guadalajara.
Muchacha, bonita, la perla mas rara de todo Jalisco es mi Guadalajara.
A mi me gusta escuchar los mariachis cantar con el alma sus lindas canciones.
Oir como suenan esos guitarrones y echarme un tequila con los valentones.
Ay! Jalisco no te rajes. Me sale del alma gritar con calor,
Abrir todo el pecho pa' echar este grito. Que lindo es Jalisco palabra de honor.

FIGHT SONG

Fight, fight for ole AMK!	Fight for AMK!
Hail that grand ole name	(eight count lyric rest)
Fight, fight, no one can deny	Go you Javelinas,
We're out to win this game.	Fight for AMK! (eight count lyric rest)
So never stop	Bust their old machines
'Till the last gun is fired	Right between the eyes
And the score is told.	Hit 'em high, hit 'em low
Sock their kabinas, you Javelinas	Give 'em everything you've got
Blue and Gold. (eight count lyric rest)	Rah, rah, rah, rah, rah, rah, rah,
Go you Javelinas,	Yea team! Yea team!

STUDENT AFFAIRS MISSION

We create a selfless and collaborative environment to inspire students, foster personal growth, encourage community engagement and promote global citizenship.

In concert with the mission of Texas A&M University-Kingsville, a myriad of important educational experiences that occur outside the formal classroom contribute to the intellectual and social development of students. Texas A&M-Kingsville students are developing new academic skills, clarifying values, exploring life and career directions and gaining a sense of personal identity. In addition to intellectual growth, these tasks are critical components of the university experience.

CORE VALUES

1. We value students as unique individuals.

Our students are diverse and unique, all valued equally and appreciated in their own right. We value the opinions of all and seek to foster open communication.

2. We value the personal growth and development of our students.

Students are encouraged, challenged and expected to grow as human beings by engaging in new experiences and purposeful programs.

3. We value the Javelina Spirit.

The Javelina family has a rich heritage of access to quality education for all students, connection to alumni, service to society and a desire to learn throughout life.

4. We value our service to students.

We provide services that support the university community in its quest to promote an environment to enhance student success.

5. We value professionalism.

We encourage professional growth, development and ethical conduct of our staff.

GOALS OF STUDENT AFFAIRS

- Recruit and retain students who have the potential to complete a college degree and to compete in a global society.
- Enhance student learning by creating and implementing programs, services and activities that foster the intellectual, social, moral, ethical, spiritual and physical development of students.
- Create a campus climate that fosters a sense of community, values differences and is responsive to individuals and their cultures.
- Deliver high quality customer services by providing adequate fiscal resources, appropriate facilities and well-trained, competent staff.

STUDENT LIFE AND SERVICES

DEAN OF STUDENTS

Memorial Student Union Building (MSUB), Room 306, 593-3606

<http://osa.tamuk.edu/dean>

The dean of students is the senior student administrator who advocates for campus life and is responsible for ensuring an environment conducive to personal and academic success. The dean is also responsible for oversight of the offices of Student Activities, Memorial Student Union Building, and Post Office Substation. The dean also serves as the advisor to the Student Government Association. In addition, the position maintains a liaison relationship with Aramark Food Services and Barnes and Noble Bookstore. The Dean of Students also provides oversight of the student disciplinary system, coordinates assessment activities in the area of student life, and works with the vice president for student affairs with assigned projects and/or activities.

ACADEMIC ADVISING

Student Success Center, Jernigan Library, Room 210, 361-593-3290

<http://www.tamuk.edu/studentsuccess/advising>

Each of the six colleges provide academic advising to serve undergraduates, transfer and prospective students at Texas A&M University – Kingsville. Your academic advisor can assist you in the following ways:

- Update you on how many credits you have
- Registration for courses
- Deciding on a major
- Completing your degree plan
- Determining your GPA
- Adding or Dropping a course
- Tutoring, Peer Mentoring, and Supplemental Instructor Resources

Contact the student success center to help direct you to your major advisor and for solutions to all of your advising needs.

The Office of Student Success also provides advisement for students who have not completed TSI requirements. ACT/SAT results, TSI results and course placement exams are used to help with course planning decisions. In addition, liberal arts students who have not declared a major are assigned an advisor in the College of Arts and Sciences. The Office of Student Success also provides intensive advising for at-risk students and provides the foundation for the total university-wide advisement success.

ADMISSIONS – NEW STUDENT INFORMATION

College Hall, Room 230, 593-3907

<http://www.tamuk.edu/future>

We promote the university by participating in recruiting activities such as high school and community college visits and college day/night programs to encourage enrollment at Texas A&M-Kingsville. We coordinate special recruiting events on campus, such as Javelina Preview Day, off-campus events and transfer days. We host tours and visits for individuals and groups. We also provide counseling assistance on Texas A&M-Kingsville, admission, scholarships and financial aid.

OFFICE OF ADMISSION

College Hall, Room 140, 593-2315

<http://www.tamuk.edu/admissions>

The Office of Admission is responsible for admitting all undergraduate and graduate students (domestic and international); evaluating transfer credit from other institutions; recruiting; and providing international student services.

ATHLETICS

Javelina Stadium Office, 593-2411

<http://www.javelinaathletics.com/>

Nationally-ranked intercollegiate men's and women's athletic teams are a long-standing tradition at Texas A&M University-Kingsville. Women's athletic teams include volleyball, tennis, basketball, softball, cross-country, golf and track and field (indoor & outdoor). Men's athletic teams include football, basketball, baseball, cross-country and track and field (indoor & outdoor). All students may attend scheduled home athletic events free of charge with their student identification card. Copies of scheduled athletic events can be obtained from the department of sports information, www.javelinaathletics.com or visiting the athletic department in McCulley Hall.

BARNES & NOBLE BOOKSTORE

Memorial Student Union Building, 593-2601

www.tamu-kingsville.bncollege.com

The university bookstore provides the campus community with new, used, digital, and rental textbooks, other course-required materials, trade and reference books, office supplies, school spirit clothing, imprinted gift items and academic regalia. The bookstore is open from 8 a.m. until 5 p.m., Monday through Friday and with extended hours at the beginning of each semester. Visit us on Facebook at www.facebook.com/tamukbookstore!

CAMPUS ACTIVITIES BOARD (CAB)

Memorial Student Union Building Room 203A (CAB Office) and Room 301 | 593-2760

<http://osa.tamuk.edu/cab> or www.facebook.com/cabtamuk

The Campus Activities Board (CAB) is geared towards creating the college memories you will never forget. The board, composed entirely of students, executes events for the university community by serving as the programming component for the Memorial Student Union and Office of Student Activities. Activities range from concerts, movies, comedians, performing arts and special events. Open to any student, CAB is the place for a person interested in creating a dynamic university environment and wanting to be a part of a real world leadership opportunity. Visit our website, Facebook, or contact us at cab@tamuk.edu for meeting schedules and upcoming events. Bring your ideas and come create a legacy.

CAREER SERVICES CENTER

Eckhardt Hall, Room 104, 593-2217

<http://www.tamuk.edu/csc>

The Career Services Center is a professional development center that fosters student growth with an aim to develop a high level of employability at graduation. We assist students in exploring and defining career goals, developing job search strategies, identifying and networking with prospective employers as well as obtaining career-related work experience. The Center provides individual and group career advisement, job search workshops, a resource library, career fairs and on campus interview opportunities.

One of the most important gauges of how successful a student will be at securing professional employment after graduation is participation in a Cooperative Education program or internship during the summer. Gaining valuable hands-on experience makes a student far more competitive in the job market and dramatically increases your chances of gaining employment before graduation. *Every* student should participate in at least one internship during their time at the university.

Visit the Career Services Center during your first semester as either a freshman or a transfer student. We will help you develop an effective résumé and a plan to meet or develop your career goals. You should plan on visiting Career Services at least once a year to update your résumé, work on cover letters, or develop new strategies for finding internships and full-time work.

Career Fairs are held each semester, allowing students the opportunity to meet with prospective employers. Professional dress is required for admittance to these events and a free Suit Closet is available at the Career Services Center – so please shop with us if you need suitable clothing! In addition, two annual Education Fairs for teachers and a Graduate and Professional School Fair for those considering graduate school are sponsored each fall semester.

Confused? Our professional staff is here to help you navigate your way to a great career! Stop by our offices in Eckhardt Hall today! Find us on Facebook <http://www.facebook.com/tamukcsc>.

MARC CISNEROS CENTER FOR YOUNG CHILDREN

1113 W. Santa Gertrudis, 593-2219

<http://www.tamuk.edu/cyc/>

The Marc Cisneros Center for Young Children (CCYC) provides a safe and nurturing environment that promotes the physical, emotional and cognitive development of young children while responding to the needs of families from the campus community. Child-initiated, child-directed, teacher supported play is an essential part of the program.

The center is operated under the Human Sciences department within the College of Agriculture, Natural Resources, and Human Sciences. The CCYC is licensed by the Texas Department of Protective and Regulatory Services and meets the minimum standards for day care centers. Staff members include a director, cook/housekeeper, master teachers and university work-study students. The CCYC also serves as a laboratory setting for university students enrolled in child-related courses. Several university disciplines require observation and/or participation at the CCYC.

The CCYC is open to children of university student-parents, faculty and staff and the local community, from ages three months through five years. To register, please call or come by to place your child on the waiting list. Upon enrollment, there is a nonrefundable registration fee of \$50 and registration materials must be on file before the child's first day of attendance. Hours of operation are 7:30 a.m. to 6 p.m. Monday through Friday and follows university observed holidays.

CHECK CASHING

College Hall, Room 102, 593-3818

The Business Office in College Hall will cash personal checks up to \$50 during regular office hours for currently enrolled students with a valid Javelina ID card. Information entered on the check should include the Banner ID number, the full name of the student as it appears on their university student account and his/her local address. This service is not available to students 15 business days prior to the end of each long semester. During the summer sessions, check cashing after this point is handled on a case-by-case basis. Money orders and cashier's checks for amounts up to \$300.00 may be cashed through the end of any term with valid ID.

COMMUNICATIONS DISORDERS CLINIC

Manning Hall, Room 108, 593-3493

The Communications Disorders Clinic is available for college students who are experiencing speech-language difficulties. Hearing evaluations are also available. Improvement of dialectal differences for communication skills needed in the corporate world is an additional service offered free of charge. Call the clinic office manager for additional information and/or an appointment.

COMPUTING INFORMATION SERVICES (C.I.S.)

College Hall, Room 240, 593-4357

<http://www.cis.tamuk.edu/>

C.I.S. web offers cool downloads and information on the labs available to students. C.I.S. also provides EDU Mail service, a method to check your university e-mail account via the web. Another service C.I.S. provides is a 24 Self-Service helpdesk called Right Answers, where you can find questions to the most common or recent computer problems, situations, and anything else related to personal or on-campus issues. Just visit:

<http://rightanswers.cis.tamuk.edu/RightAnswers>, log-in using your k number id, and search for your problem to find a solution.

CIS Help Desk Hours: Monday through Friday: 8 a.m. to 5 p.m., 593-HELP (4357)

COMPUTER LAB LOCATIONS

***** TAMUK ID must be presented to front desk workers to use these labs. *****

GENERAL USE COMPUTER LAB LOCATIONS

LRC at Jernigan Library	Room 306	593-2916
CBA at College of Business Administration	Room 107	593-2480
MCN at McNeil Engineering Room	Room 310	593-2840
Language and Literature Lab at Sam Fore Hall	Room 110	593-3903
EDU Lab at Rhode Hall	Room 244	593-3983
New Engineering Complex Lab	Room 103, 109, 218	

OTHER COMPUTER LAB LOCATIONS FOR COLLEGE USE ONLY

Kleberg Ag Lab at the Kleberg Ag Building	Room 141
Eckhardt Lab at Eckhardt Hall for Class Use Only	Room 136
Music Lab at Bellamah Music Building	Room 211

CUE SHACK GAME ROOM

Memorial Student Union, 593-3113

<http://osa.tamuk.edu/cueshack/>

“Where fun and games are found on campus!” The Cue Shack Game Room is located on the first floor of the Memorial Student Union. Pool tables, table tennis, Xbox video game stations, and foosball are all available for a small charge. Also available are computer workstations, TV’s and an arcade for the old school gamers. The Cue Shack sponsors special events and is also available for individual or group usage reservations.

JAVELINA DINING (by ARAMARK)

Memorial Student Union Building, Room 213, 593-3119

<http://www.campusdish.com/en-US/CSSW/TexasAMKingsville>

Javelina Dining is responsible for managing a wide array of campus food service venues. They provide meals in a variety of formats as well as catering services for meetings and special events. They also provide meals for students living in the residence halls and retail dining facilities. Contact ARAMARK for more information about their meal plans, venues and special events.

FINANCIAL AID

Memorial Student Union Building, Room 105, 1-800-687-6000, 593-3911 or 593-2875,
Email: financial.aid@tamuk.edu

There are various forms of Financial Aid available to students who qualify. The objective of the Financial Aid Office is to provide assistance through Grants, Scholarships, Loans, and College Work-Study to students who, without such aid, would be unable to attend college. This assistance seeks to remove the barriers for those families who cannot afford the cost of education beyond high school and to fill the gap for families who can afford only part of the cost.

In order to be eligible for federal funding, the applicant **MUST** be a fully admitted degree-seeking student. **Check your status online Blue & Gold Connection:** <http://www.tamuk.edu/bluegold/> . To apply for admission to TAMUK a potential student can contact the Office of Admissions at the following address: MSC128 – 700 University Blvd., Kingsville, Texas 78363, by telephone (361) 593-2315 or log on to (<http://www.tamuk.edu/admissions>).

Applying for Financial Aid should begin as soon as possible. Advanced lead time needs to be considered when applying for financial aid.

Priority Deadlines: Fall/Spring - April 15 Spring - October 1 Summer – May 1

STEPS TO APPLY FOR FINANCIAL AID

1. Apply for a student and parent **Federal PIN number online** at <http://www.pin.ed.gov/> .The PIN allows access to the Free Application for Federal Student Aid (FAFSA).
2. Complete the **FAFSA online** at <http://www.fafsa.ed.gov/>. The form can be completed via the Internet. The processing center returns a Student Aid Report (SAR) to you via E-mail in about 7-10 working days. Be sure to keep a copy of this form. The office will receive an electronic version of your SAR if you listed the university as a choice. Texas A&M University-Kingsville's **Federal School Code is 003639**. By completing a FAFSA the applicant may be considered for both federal and state financial aid.
3. Notification will be sent via e-mail that the Student Aid Report (SAR) is ready for review and has been forwarded to the school of your choice. **Correct any errors on the SAR online** using your Federal PIN.
4. **Monitor your application status online at Blue & Gold Connection** at <http://www.tamuk.edu/bluegold/>.
5. The U.S. Department of Education may randomly select you for the verification process. If you are selected, we will request specific documents to complete your financial aid application. **Students who have not completed the verification process are ineligible to receive any financial aid.** We will also notify you of any additional documentation that may be required.
6. If you're applying for a scholarship at TAMUK please go to the **Javelina Online Scholarship Program** at https://tamuk.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=239
7. Once the application process is complete we will create an award package for you. We will notify you via e-mail when you have been awarded financial aid. To accept or decline your financial aid awards, you will need to login to **Blue & Gold Connection** at <http://www.tamuk.edu/bluegold/> . Grants and scholarships will be readily available, but the loans require additional paperwork. Work-Study may be awarded also, but it will be the responsibility of the student to find a position within the university to receive the funds. It is the responsibility of the Student to have other resources available should the financial assistance not be sufficient to cover the total educational expenses.

Satisfactory Academic Progress Policy

Academic Progress Standards

Federal and state regulations governing student financial assistance programs require that an institution develop standards to measure students' reasonable progress toward a degree objective. Students, who do not make reasonable progress, even if they are determined to be needy, will not be eligible to continue receiving financial assistance. The following qualitative and quantitative standards must be met to remain eligible for and retain financial aid at the university.

Qualitative Measures of Academic Progress

The qualitative measure of academic progress is a grading scale of 0.00 to 4.00, based on students' enrollment classification.

Incoming freshmen, graduate students, or transfer students will be eligible for financial aid upon admission to the university.

Undergraduate students who have previously attended the university must maintain a cumulative grade point average of 2.00 to be eligible for financial assistance. A 2.5 cumulative grade point average is required of Texas Grant recipients at the conclusion of their second year of enrollment.

Graduate students who have previously attended the university must maintain a cumulative grade point average of 3.00 to be eligible for financial assistance.

Doctoral students who have previously attended the university must maintain a cumulative grade point average of 3.00 to be eligible for financial assistance.

Quantitative Measures of Academic Progress

In addition to maintaining a minimum grade point average, students must demonstrate acceptable progress toward a degree or certificate objective in order to remain eligible for financial assistance. Students cannot receive financial aid beyond a specified total of attempted credit hours, and they must pass a certain percentage of the credit hours for which they enroll. These requirements are summarized as total credit hours and ratio of passed hours to attempted hours on the chart below.

Hours passed do not include grades of **I** (incomplete), **U** (unsatisfactory), **Q** (withdrawal) or **QI** (withdrawal identifier for Senate Bill 1231). Courses that have been repeated will be counted for each enrollment as hours attempted, and will be counted as hours passed if a grade other than **I**, **U**, **Q** or **QI** is received.

Classification	Grade Point Average	Ratio of Passed Hours to Attempted Hours	Total Hours Including Transferred Credit
Undergraduate (Students working on their first baccalaureate degree)	2.0	67%	195 credit hours
Graduate	3.0	67%	54 credit hours
Doctoral	3.0	67%	100 credit hours

Financial Aid Appeal Procedure

Students who are denied financial assistance may appeal the decision. If mitigating/extenuating circumstances exist, a student may initiate an appeal through the Office of Student Financial Aid Services. The Appeal Form can be obtained at the Office of Student Financial Aid Services or online at <http://www.tamuk.edu/finaid/onlineforms/index.html>. Copies of all supporting documentation should be attached to this form. To ensure proper identification of the student's documents, please include the applicant's K Number on all pages.

Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record and cannot be returned.

The student will receive notification from the Financial Aid Office in two to four weeks regarding the status of the appeal. *Appeals submitted at the beginning of a semester may require additional time for review and a response.*

Approval of Appeal: If the appeal is approved, the student will be awarded on a probationary basis for one semester. Failure to demonstrate academic progress for the probationary term will result in the cancellation of all future financial aid. No future appeals will be accepted.

Denial of Appeal: If the appeal is denied, the student may appeal for future aid only after the student has completed a minimum of six hours at their own expense and the student has met the minimum standards of satisfactory academic progress for that semester.

Monitoring of Academic Progress

Academic progress is reviewed at the end of each academic term. Failure to maintain satisfactory academic progress will result in the denial or cancellation of all future aid.

Reinstatement of Eligibility

Students who have been denied financial assistance on the basis of academic progress may appeal for reinstatement of eligibility when they attain satisfactory academic progress. If assistance is granted, the award will not be retroactive, but will be given for the remainder of the academic year. For example, at the conclusion of the fall semester, students may receive an award for the spring semester.

Texas A&M University–Kingsville's Tuition & Fees Refund Policy

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the University. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work-Study program.

In general, the new law assumes that a student "earns" **approved (verified)** federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the University receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. **The student is responsible for paying any outstanding charges to the University.**

University Withdrawal Policy:

When a student withdraws from the University during the first twenty (20) days of classes during a long semester, six (6) days during a summer session, and two (2) days during the Intersessions the

University will refund a portion of the Tuition and Fees charged to a student. The percentages refunded back are as follows:

Prior to 1st Class day for long semesters (Fall, Spring), Intersessions, and summer sessions 100%

Intersessions:

1st Class Day, the percentage is 80%.

2nd Class Day, the percentage is 50%.

After 2nd Class Day, the percentage is 0%.

Long semesters:

1st, 2nd, 3rd, 4th, and 5th Class Days, the percentage is 80%.

6th, 7th, 8th, 9th, and 10th Class Days, the percentage is 70%.

11th, 12th, 13th, 14th, and 15th Class Days, the percentage is 50%.

16th, 17th, 18th, 19th, and 20th Class Days, the percentage is 25%.

After 20th Class Day the percentage is 0%

Summer sessions:

1st, 2nd and 3rd Class Days, the percentage is 80%.

4th, 5th, and 6th Class Days, the percentage is 50%.

After 6th Class Day, the percentage is 0%.

The refund will be returned to the student only if the student **did not** receive financial aid assistance from either Title IV programs or State programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs, in the following order:

- Unsubsidized Loan
- Subsidized Loan
- Perkins Loan
- PLUS Loan
- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- FSEOG Grant
- TPEG Grant
- RPEG Grant
- NPEG Grant
- Texas Grant

The student's official withdrawal date will be determined by the University as one of the following:

1. The date the student began the University's withdrawal process.
2. The midpoint of the semester if the student withdraws without notifying the University.
3. The student's last date of attendance at an academically-related activity as documented by the University.

If it is determined that the University must return to the Title IV programs monies in excess of any Tuition & Fees or Room & Board, the student will be responsible for those monies. Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the University within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay to the University within 45 days, the University will notify the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements, **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

Federal Policy Regarding 'Unofficial Withdrawals'

Federal Regulations provide guidance on the application of Return to Title IV aid requirements. Institutions must closely monitor the attendance of students who receive Title IV aid. At the end of every semester, grade evaluations are completed to determine compliance with this regulation. The Federal government assumes that students who do not receive a passing grade in any class attempted and/or receive incomplete grades have unofficially withdrawn from the institution. This assumption requires Texas A&M University-Kingsville to formally document the attendance of students who received all “F’s” or “I’s” in classes attempted in that period. If a student earns a passing grade in at least one course, the Return to Title IV policy is not applicable.

For any student, receiving federal Title IV funds that unofficially withdraws or does not earn a passing grade, federal regulations require a refund. Such refunds must be calculated based on the 50% point within the semester or term. A student may demonstrate an official enrollment date later than the 50% date and in such cases the later date will be used in the calculation. The calculation **may result in the student owing funds** to the University and/or the U.S. Department of Education. Also, any future financial aid funds will be cancelled.

** Please note that information in the preceding section on Financial Aid is subject to change. For current information, please refer to the Financial Aid web page at <http://www.tamuk.edu/finaid/> .

GALLERY EXHIBITS

Ben P. Bailey Art Building, 593-2619

The art department offers exhibits on a regular basis. During the year a variety of media and artists are presented in the gallery, which is located in the Ben P. Bailey Art Building. Admission is always free, and the gallery is open from 9 a.m. to 4 p.m., Monday through Friday. For specific information on any exhibit, come by or call the Art Department.

HONORS COLLEGE

Honors Residence Hall (Mesquite Village West), 593-4410 <http://www.tamuk.edu/honors>
Javelina Pride – Javelina Honors

What honors students all share is the conviction that college is about more than just getting a degree or just learning the subject matter. It is about being challenged and experiencing an in-depth involvement in their education and field of study.

Our goals for the Honors College are to offer students an enriched educational experience through increased undergraduate research opportunities, leadership development, community engagement, and international program opportunities.

The Honors College is open to all Texas A&M University-Kingsville students who meet the academic requirements. Students in the Honors College belong to their degree-granting college and the Honors College. Participation in the Honors College does not lengthen the time it takes a student to graduate. All Honors courses count toward a student’s degree.

There is a separate application process for the Honors College. Eligibility: For incoming freshmen, the requirements are a minimum ACT of 24 or SAT of 1100 (verbal/math); a High School GPA of 3.5 or above, and class rank (top 10% or better). Current students and transfers will require a minimum GPA of 3.5.

Benefits of a Texas A&M University-Kingsville Honors College education:

- Small classes of 12-15 scholars
- Special courses and seminars taught by outstanding scholars
- Priority registration

- Research experience in academic area leading to a senior thesis/project
- Study abroad scholarship support
- Assistance/mentoring with applications for national scholarships
- Honors housing opportunities
- Sense of community
- Honors courses listed on transcript
- Honors recognition at honors ceremony and at graduation

INTERNATIONAL STUDIES AND PROGRAMS

Cousins Hall, Room 101, 593-3994 <http://www.tamuk.edu/intpro>

The Office of International Studies and Programs (OISP) works toward the internationalization of all aspects of Texas A&M University-Kingsville by involving students and faculty in international studies and research globally.

OISP consists of four interrelated areas: 1) International Studies Programs and Internships, 2) Student and Faculty Exchange Programs, 3) Collaborative International Research, and 4) International Exchange Education Fund (IEEF) Scholarships.

International Studies Programs and Internships

In fulfillment of the University's Mission, Texas A&M-Kingsville encourages undergraduate and graduate students to spend a summer, a semester or, ideally, an academic year outside the United States. Student can earn credit toward their degrees through international studies. Faculty and community members can also participate. Options, with or without credit, are available for students and non-students in any degree or non-degree program.

Exchange Programs

Texas A&M-Kingsville has many exchange agreements with foreign institutions. Students may earn credit toward their degree programs while faculty can obtain experience that impacts their professional careers positively. International students and faculty also can come to A&M-Kingsville through an exchange program and study or teach here. Texas A&M-Kingsville currently has exchange agreements with foreign institutions in Mexico, Latin America, Europe and Asia.

Collaborative International Research

OISP will work with faculty, departments and colleges on identifying, developing and securing international research opportunities world-wide. This includes assisting faculty with Fulbright teaching and research awards and locations.

International Exchange Education Fund (IEEF) Scholarships

All Texas A&M University-Kingsville full-time students are welcome to apply for a scholarship to facilitate international studies. Scholarships can be used for tuition, fees and travel for an approved Texas A&M-Kingsville International Studies programs outside the USA or for a degree-seeking international student here.

INTERNATIONAL STUDENT SERVICES

Cousins Hall, Room 115, 593-3317

<http://www.tamuk.edu/iss/>

The office is dedicated to international student recruitment, admission and retention. Specialized services for international students include new student orientation, assistance with matters dealing with Department of Homeland Security and personal conferences.

Insurance requirements for international students

International students enrolled at any university in the Texas A&M System are required to have an

approved health insurance plan to ensure that medical treatment will be available in the event they are injured or become ill while enrolled. Failure to provide medical coverage will require the International Student Services office to notify the Vice President for Student Affairs of non-compliance with the mandatory health insurance requirements. Disciplinary procedures may include enforced withdrawal.

Privacy Act for International Students

Family Educational Rights to Privacy Act of 1974 will not apply to international students and scholars under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 641). Schools will be required to collect and report the following: a) identity and provide current address of individuals; b) academic information; c) school disciplinary action; and d) the date that the F, J or M visa was issued or extended or date on which the F, J, or M participant was approved for a change to this classification.

JAMES C. JERNIGAN LIBRARY

1050 University Blvd., 593-3416

<http://lib.tamuk.edu/>

At the heart of a great university is a great library. A&M-Kingsville’s James C. Jernigan Library, named for the university’s seventh president, has a collection of 660,000 volumes and more than 650,000 documents in microform. In addition, the library subscribes to 850 journals and magazines and provides access to more than 31,000 electronic journals and 78 databases. The library is a selective Federal depository and a Texas State depository library. The South Texas Archives houses rare books, manuscripts, official archival records of the university, microforms, photographs and oral history tapes. The South Texas Archives is a regional Historical Resource Depository for the Texas State Library and Archives System and holds records from the 11 surrounding counties.

Fall and Spring Semester Library Schedule*

Monday-Thursday 7:00 a.m.-1:00 a.m.	Friday 7:00 a.m.-5 p.m.	Saturday Noon.-6 p.m.	Sunday 1 p.m.-1:00 a.m.
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South Texas Archives & Special Collections

Monday, Wednesday, & Friday 8 a.m. – 4:30 p.m.	Tuesday & Thursday 8 a.m. – 7:30 p.m.	Saturday 12 – 4:30 p.m.
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**Holidays and intersession hours are posted on the Library’s Web site. The computer lab on the 3rd floor of the library closes 15 minutes before the library closes.*

Jernigan Library Contact Information

Administration:	593-3416	Interlibrary Loan:	593-2109
Acquisitions:	593-3410	Reference & Instruction:	593-3319
Circulation (Access Services):	593-3408	South Texas Archives	593-2776

JAVELINA EXPRESS CARD

Memorial Student Union Building, 593-2243 <http://osa.tamuk.edu/javelinaexpress>

Texas A&M University-Kingsville requires an identification card (ID) for students, employees. ID cards are available dependents of students and employees for a nominal fee. The Javelina ID Card must be presented upon request. All ID cards are issued from the Javelina ID Card Office. Students use the card to access their meal plans, residence halls, receive services from the Health Center, the Jernigan Library, Business Office, fitness center, swimming pool and gain access to activities and athletic events on campus. Faculty/staff and guest/dependents can use their Javelina Express Card to gain access to the SPEC. Access to the Student Recreation Center (SRC) is available to students. All others will need to purchase a membership for access to the SRC. Initial employee and student

ID cards are free, with a replacement fee of \$10. Dependent IDs carry charge of \$10 annually with a replacement cost of \$10. Contact the Javelina ID Card Office for additional information.

KTAI-FM & TAMUK TV-2

Manning Hall, Room 170, 593-KTAI (5824) <http://www.tamuk.edu/ktai>

Texas A&M University-Kingsville students can become DJs on Kingsville's only radio station, KTAI FM 91.1. Broadcasting 24 hours a day, KTAI covers Kingsville and the surrounding area. Radio students receive hands-on training in production and broadcasting, and work their own radio shifts. Responsible and experienced students can qualify for staff positions.

TAMUK TV-2 reports campus and local Kingsville events on CMA Cable channel 2. Television students train for studio and remote production via COMM and COMS classes, and they produce the Kingsville Live at Five newscast as well as documentaries, commercials and other programs.

Campus organizations that wish to promote their special activities on radio and television should contact the KTAI/TAMUK TV-2 Office Manager at 593-3489, at least two weeks prior to events.

LEARNING ASSISTANCE CENTER (LAC)

Jernigan library, 2nd floor, room 217, (361) 593-5223

The learning assistance center offers free tutoring specializing in writing, mathematics, introductory science and writing-intensive classes. Call 593-5223 to schedule up to a 45 minute writing appointment, or simply walk in for math and science related subjects. The fall/spring hours of operation are as follows: Monday through Thursday, 9:00 a.m. to 8:00 p.m.; Friday, 9:00 a.m. to 12:00 p.m.; and Sunday, 3:00 p.m. to 8:00 p.m. summer hours vary and will be posted at the beginning of the summer session. Please contact the LAC for any additional information about services available and hours of operation.

STUDENT HEALTH AND WELLNESS (LSW)

1210 Retama Drive, 593-3991 <http://www.tamuk.edu/sass/lifeservices>

Student Health and Wellness serves the physical, emotional and distinct academic needs of Texas A&M University-Kingsville students. Our mission is to raise students' awareness on physical, emotional, social, spiritual, intellectual and occupational dimensions, to produce life changing results and to provide a teaching and learning environment which helps students acquire life-long learning skills and obtain educational success. Programs include *Counseling, Health Care Clinic, Disability Services for Students, and a Wellness Program*. All services and information provided to/from students is confidential and will not be released without written permission from the student. Office hours are Monday through Friday, 8 a.m. to 5 p.m., except on major holidays or during semester breaks.

Counseling

593-3991 <http://www.tamuk.edu/shw/counseling-services/index.html>

Personal Counseling can help with the challenges, frustrations, growth, and changes that are all a part of the college experience. Professionally trained staff are readily available to students to provide counseling for personal, educational, and life-decision concerns. All services, with the exception of selected specialized tests, are free. All testing and counseling sessions are confidential to the limits provided by the law, and no information can be released within or outside the university without the individual's consent. Services provided include individual counseling, career counseling, crisis intervention, consultation, and outreach. Scheduled appointments are preferred; walk-ins are welcomed.

Health Care Clinic

593-2904 <http://www.tamuk.edu/shw/index.html>

Health Care Clinic provides quality medical care to students currently enrolled at Texas A&M University-Kingsville while classes are in session. All registered students pay a health service fee that includes unlimited visits to see medical providers and to obtain medications at a low cost. Additional lab services, minor surgical procedures and immunizations have a minimal fee. Students are responsible for any financial obligations stemming from a referral to a private physician's office, lab tests, x-ray or hospital. The health service fee should not be misconstrued as health insurance. Student health insurance applications or information about purchasing student health insurance is available at Life Services and Wellness.

Students in need of health care services are encouraged to visit the clinic. Health Care Clinic hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Students needing health care services are recommended to schedule an appointment; however, walk-ins are accepted on a first come first served basis. Prior to visit, students are required to present a valid ID before health care services can be provided. It is the student's responsibility to convey information regarding illness to the professor. If the student's illness requires extensive absences, the student may request assistance from the Dean of Students office to convey information to their professors.

All services provided are confidential. No information is released without the written permission of the student. After hours emergency care is available at Christus Spohn-Hospital Kleberg (361-595-1661) 1300 General Cavazos Boulevard. Fees, as well as transportation, to these facilities are the student's responsibility. In the case of an extreme emergency, students should call 911. For a complete listing of health services provided please visit our website.

Disability Resource Center

593-3024 <http://www.tamuk.edu/shw/drc/index.html>

Disability Resource Center assists with academic accommodations and provides auxiliary aids to registered students with disabling conditions, as defined by Section 504 and the Americans Disabilities Act of 1990, who are otherwise qualified to meet the institution's academic requirements.

Section 504 of the Rehabilitation Act of 1973 refers to individuals who:

- Have a physical or mental impairment which substantially limits one or more of a person's major life activities (visit website for more information on major life activities)
- Have a record of such an impairment
- Are regarded as having such an impairment

This also includes those disabilities, which are less obvious, such as psychological problems, learning disabilities and chronic health problems such as cancer, diabetes, cardiac problems, epilepsy and HIV/AIDS. Broken bones, recent surgeries and others can be regarded as temporary disabilities. Students who meet these criteria could benefit from our services at A&M-Kingsville. Students who wish to request accommodations should register with the DRC office early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide appropriate documentation of their disability to the DRC coordinator. In addition, DRC has a volunteer program. Students interested in volunteering as a note taker, reader or accessibility assistant to students with disabilities should contact the DRC office.

Wellness Program

593-2382 <http://www.tamuk.edu/shw/wellness/index.html>

The *Wellness Program* strives to provide increased awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and abuse, HIV/AIDS and other STDs, while promoting positive decision-making and healthy lifestyles. The components in the Wellness Program are *Don't Cancel Class*, *Healthy Options Program (HOP)*, and the *Peer Educator Program (PEP Talk)*. The *Don't Cancel Class* program is available to faculty, staff or

student organizations requesting educational presentations on academic enhancement, alcohol and other drug abuse and prevention, health issues, relationships, wellness and sexual health. *HOP* is one of our new wellness programs that focuses on nutrition, fitness and healthy options to help students look and feel better. Activities include walking/running groups, relaxation seminars, fitness center orientations, nutrition seminars, fitness classes, massages, and more to come---so HOP on it! The *Peer Educator Program (PEP Talk)* reaches out to the university community to increase awareness on health and safety issues. The goal of this program is to share, teach and empower peers to evaluate their lifestyles and make more responsible, healthier decisions. For more information on the Wellness Programs contact us at (361)593-2382.

MEMORIAL STUDENT UNION BUILDING (MSUB)

1050 W. Santa Gertrudis, 593-2760 <http://osa.tamuk.edu/>

Generally, considered the center of social life on campus the Memorial Student Union Building (MSUB) contains many facilities for social, cultural and recreational use by students. The MSUB is open daily except on observed holidays and semester breaks (summer hours may vary). Hours of operation can be obtained by calling the Memorial Student Union & Student Activities office. The building, in addition to meeting rooms and retail food services, houses the offices for Student Activities, Financial Aid, Javelina ID Card, Event Planning, Dean of Students, *South Texan*, The Cue Shack game room, Barnes and Noble bookstore, Post Office and Javelina Dining.

The MSUB Event Planning office schedules the use of all auxiliary facilities and MSUB meeting rooms. Please contact the Event Planning Office at 593-4173 for facility use reservations and for all your event planning needs.

MUSEUM

<http://www.tamuk.edu/museum>

The John E. Conner Museum serves as an educational resource for the university and the region, focusing on natural history and the history of South Texas. Regular hours for the museum are 9 a.m. to 5 p.m., Monday through Friday and Saturdays 10 a. m. to 4 p. m. The museum is closed for all University holidays. The museum is located in Loftin Hall, 905 West Santa Gertrudis and there is no admission fee. For information on current exhibits please call 361-593-2810.

NATIONAL SCHOLARSHIPS, OFFICE OF

Honors Residence Hall (Mesquite Village West), 593-4862 <http://www.tamuk.edu/honors>

The Office of National Scholarships (ONS) offers advisement on national competitive scholarships, fellowships and internships. ONS offers application assistance to all TAMUK students at the undergraduate-, graduate- and doctoral-levels, including:

- notification of upcoming competitions,
- application assistance for competitions and graduate/professional schools,
- essay assistance,
- mock interviews,
- graduate and professional school test study sessions, and
- resume / portfolio building.

Please call the Office of National Scholarships at 361-593-4862 for more information or to set an appointment.

POSTAL SERVICES

Memorial Student Union Building, 593-2400

The United States Postal Services Contract Station provides postal services to faculty, staff, students and the community. Services include selling stamps, money orders (cash only), stamped business

size envelopes and rental of post office boxes annually or semi-annually. The service window is open Monday to Friday from 8:30 a.m. to 4 p.m. except on holidays. Lobby hours are from 7 a.m. to 7 p.m. seven days a week, allowing customers access to their mailboxes.

Campus Postal Services is responsible for delivering and processing all campus mail including mail delivery services to the residence halls. Large packages, however, must be picked up in person at the Campus Post Office. No literature other than official university mail, notices, bulletins and publications are to be distributed through campus mail without prior approval from the Dean of Students. The correct university address is 700 University Boulevard, Kingsville, Texas 78363-8202. On campus students are encouraged to complete *Change of address cards* during long breaks such as December, summer or if withdrawing from the university. The card must be completed and dropped off at Campus Postal Services.

CAMPUS RECREATION AND FITNESS

Student Recreation Center, 593-3059 <http://osa.tamuk.edu/recsports>

Mission

The Department of Campus Recreation and Fitness promotes and provides programs, services, and facilities that focus on holistic healthy lifestyles. We are committed to provide a safe, healthy, clean, and enjoyable environment. We strive to enhance the development and leadership opportunities to TAMUK students through employment, internships and involvement.

Student Recreation Center

The Student Recreation Center is located on the North side of campus near the Nolan Ryan Baseball Field. The \$12 million, 37,748 sq. ft. Student Recreation Center (SRC) was completed in Spring 2010. The SRC provides unlimited opportunities for TAMUK students to participate in open recreation, intramural sports, and fitness programs throughout the year designed to meet their fitness and recreational goals. The SRC includes a 5,493 sq. ft. cardio/weight room with state of the art equipment, 2 full size multi-purpose gymnasiums, elevated indoor track (1/12 mile), an outdoor basketball court and men/women locker rooms. Membership is included in tuition.

Intramural Sports

Intramural Sports offers students, faculty and staff the opportunity to participate in their favorite sport on a competitive or recreational level in a wide variety of team sports and individual/dual sports. Enjoy the camaraderie, competition and fun of intramural sports! In a select number of sports, opportunities are available to compete at a regional and/or national level through extramural sport tournaments. Sign up at the Member Services desk in the Student Recreation Center.

Cheerleading

Javelina cheer team strives to promote spirit and traditions. Cheering at Texas A&M University – Kingsville can be one of the most memorable experiences of your life. There’s no better way to show your pride for your school than supporting Javelina athletics and community. The Cheer Team consists of 20 plus cheerleaders and our Javelina mascot “Porky”. The team’s main focus is to build campus spirit, unity, pride and serve as role models for the university. The cheer team members primarily lead cheers at home football and home men’s and women’s basketball games. Cheerleading/Mascot Tryouts are held every spring semester.

REGISTRAR

College Hall, Room 150, 593-2811 <http://www.tamuk.edu/registrar/>

The Registrar is responsible for maintaining the academic integrity of student records. The staff processes students’ registrations (adds/drops), transcript requests, enrollment verifications, changes of major/minor, name and address updates, and grade changes. Staff can also answer questions concerning state residency, withdrawing from the University, limitations on dropping courses and out of state tuition waivers.

RELIGIOUS ACTIVITIES

A student's college years are a time when spiritual growth can enhance intellectual and emotional development. Religious institutions and ministries represented in Kingsville are available to aid a student in this process. Campus religious organizations are designed to help bring all facets of student life into balance. A complete list of houses of worship in the area is available through the Office of Student Activities. Credit toward university degrees is given for some courses offered by three off-campus Bible Chairs under specific criteria to ensure that their academic integrity is consistent with other courses offered at the university.

Bible Chairs are as follows:

St. Thomas Aquinas Collegiate Parish, University Catholic Center, 592-5781

Church of Jesus Christ of Latter Day Saints, 595-5004

Baptist Student Ministries, 592-9335

SOUTH TEXAN

Manning Hall Room 165 (361-593-4370) <http://www.tamuk.edu/southtexan>

The South Texan is the university's print and online student newspaper and covers campus community news for students, faculty and staff. Volunteers from the student body are invited to join the staff and contribute news features. Letters to the editor from student, faculty, staff and alumni are welcomed. Many official announcements and articles appear in *The South Texan*, which is distributed weekly during the school year and is updated weekly online throughout the year. The website is updated daily.

SPECIAL PROGRAMS

Eckhardt Hall, Room 210, 593-2129 <http://www.tamuk.edu/sass/specialprograms/>

Mary L. Gonzalez, Assistant Vice President for Student Affairs

Leticia Garcia, Administrative Officer

The Department of Special Programs provides academic and cultural/educational support services to first-generation and low income potential and current students from 9th grade all the way to graduate school. The concept of Special Programs is unique as eligible student-participants can matriculate from middle school and beyond, empowering students towards academic excellence and through the pursuit of a college education. Program participants engage in various technological and leadership building workshops, class/test instruction, and exposure to a positive college atmosphere through residential camps. Special Programs supports A&M Kingsville's vision for a student-oriented university, always remembering a university's most important assets are their students.

Collegiate Programs

Educational Opportunity Center (EOC)

Eckhardt Hall, Room 210, 593-2129

<http://www.tamuk.edu/sass/specialprograms/eoc/eoc-home.html>

The Educational Opportunity Center is made possible through a grant from the U.S. Department of Education. EOC will provide training information, financial literacy and admissions application assistance to low income, first generation adults who reside in the following counties: Jim Wells, Duval, Brooks, Kleberg and Nueces. The purpose of EOC is to provide adults 19 years of age and older who have dropped out/stopped out of school with information and services to obtain GED and or return to post-secondary education.

Student Support Services Program (SSS)

Eckhardt Hall, Room 212, 593-4114

Esmeralda Martinez, Associate Director, Special Programs

<http://www.tamuk.edu/sass/specialprograms/sss/sss-home.html>

The Student Support Services (SSS) Program provides assistance to first generation/low income college students, and those with physical/learning disabilities demonstrating need for services. The goals of SSS are to retain and graduate students and increase their grade point averages. The program provides critical support services such as academic advisement, individualized tutoring, academic skills and financial literacy workshops, and cultural/educational trips. SSS has program components such as Supplemental Grant Aid to encourage active program participants and their persistence throughout their college career. SSS is federally funded grant through the U.S. Department of Education.

Ronald E. McNair Scholars Program (McNair)

Eckhardt Hall, Room 212, 593-4114

Esmeralda Martinez, Associate Director, Special Programs

Mary L. Gonzalez, Assistant Vice President for Student Affairs

<http://www.tamuk.edu/sass/specialprograms/rmsp/rmsp-home.html>

The Ronald E. McNair Scholars Program is made possible through a grant from the U.S. Department of Education. This grant focuses on junior and senior undergraduate students interested in pursuing scholarly activities and financial literacy enhancement throughout the academic year and summer. The principle goal is to have students aspire to a doctoral degree. The 10-week summer research experience provides McNair Scholars exposure to graduate work, faculty mentorship and presentation skills. A&M-Kingsville is playing a very important role in preparing future faculty by encouraging students to pursue graduate studies and realize their full potential.

Child Care Access Means Parents in School Program (CCAMPIS)

Eckhardt Hall, Room 211, 593-2129 <http://www.tamuk.edu/sass/specialprograms/sss/ccampis.htm>

Jessica Quintero, Coordinator of Collegiate Programs

This grant has been funded since as of October 1, 2005. This program helps students from underrepresented and low-income backgrounds pursuing postsecondary education. The program objectives are to provide childcare subsidies to 40 student/parents, offer childcare services for these students with late afternoon and evening courses in parenting skills and workshops such as, financial literacy to bridge and coordinate parenting and academic components resulting in retention and graduation of students. In addition, the grant plans to establish an outreach program to attract more student parents to A&M-Kingsville. CCAMPIS is federally funded grant through the U.S. Department of Education.

Educational Talent Search (ETS)

Eckhardt Hall, Room 219, 593-4589 <http://www.tamuk.edu/sass/specialprograms/ets/ets-home.html>

Dynyel Miller, Director of Pre-Collegiate Programs

Norma Adrian, Coordinator

Educational Talent Search serves grades 9-12 and helps motivate them to stay in school, experience academic achievement, graduate from high school and enter college. While in the program, students can take advantage of academic, financial literacy enrichment, and career or personal guidance through secondary education, career exploration and aptitude assessment, tutorial service, exposure to college campuses and assistance on admission and financial applications. ETS is federally funded grant through the U.S. Department of Education.

Classic Upward Bound (CUB)

Eckhardt Hall, Room 219, 593-4589

Dynyel Miller, Director of Pre-Collegiate Programs

<http://www.tamuk.edu/sass/specialprograms/cub/cub-home.html>

Classic Upward Bound college preparatory program is federally funded by a grant through the U.S. Department of Education. The CUB program will maintain 50 project participants each academic school year. The intent of this program is to increase the rate at which participant's complete secondary education beyond high school. Services students receive include academic advising, financial literacy, career advising, mentoring workshops and academic and cultural awareness. Students are offered the opportunity to enhance talents and skills related to their core curriculum and prepare for college opportunities.

Upward Bound Math & Science (UBMS)

Eckhardt Hall, Room 219, 593-4589

Dynyel Miller, Director of Pre-Collegiate Programs

<http://www.tamuk.edu/sass/specialprograms/ubms/ubms-home.html>

The UBMS program commits to increase high school graduation rates and to increase competency in challenging subject matters in order to encourage more students to pursue programs that lead to rewarding careers in the fields of math & science. This is a six-week summer program sponsored by a grant through the U.S. Department of Education. Eligible students must show a high interest and involvement in the math and science fields at the secondary school level to be considered for selection. The six week residential summer component exposes students to a faculty mentor and lab experience, and academic enrichment including financial literacy.

STEINKE PHYSICAL EDUCATION CENTER (SPEC)

910 W. Avenue B, 593-2306

The SPEC is a facility that is under the direction of the College of Education and Human Performance and the Department of Health and Kinesiology. The facility has an Olympic size swimming pool, seven racquetball courts and an eight lane bowling alley. All of these areas are available to the Student population with a current I.D. These areas are also available to the faculty and staff with proper I. D.

Contact Information:

593-2301 Department of Health and Kinesiology- Department Office

593-2009 Cage

593-3495 Bowling Alley

STUDENT ACTIVITIES

Memorial Student Union Building, Room 301, 593-2760 <http://osa.tamuk.edu>

The Office of Student Activities coordinates much of the extracurricular campus life for our students. It serves as the resource hub for all student organizations. The office is responsible for registering and overseeing organizations; advising and helping student groups with operational assistance; and implementing student organization funding guidelines. In addition to serving all student groups, Student Activities also provides specialized leadership programs and full-time support to Greek life, Javelina Camp, Javelina Welcome, the Student Government Association and Campus Activities Board. The office also coordinates campus-wide events. Believing extracurricular involvement is essential to student success; Student Activities completes your education.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Memorial Student Union Building, Room 201, 593-3610 <http://osa.tamuk.edu/sga>

The Student Government Association is the governing body for students at Texas A&M University-Kingsville. It plays an active role in campus affairs and makes recommendations to the

administration for the improvement of student life. Weekly meetings are open to the public. The weekly meetings provide an opportunity to discuss student problems, establish goals and priorities for its various committees and promote the implementation of policies that lead to the improvement of university life. Students seeking to join SGA or voice concerns may call or visit the office.

STUDENT ORGANIZATIONS

Memorial Student Union Building, Room 301, 593-2760 <http://osa.tamuk.edu/studentorganizations/>

With over 100 student organizations at Texas A&M University-Kingsville there are opportunities for everyone to be involved. Representing various areas of interest, the groups are divided into categories including: academic and professional, cultural and international, fraternities and sororities, honor societies, arts and media, faith based, spirit and sports, and special interests. A complete list of all organizations can be found on the website or at the Student Activities Office (MSUB, third floor). If you would like to get involved in an organization, or would like to start one, please contact the office. There is always room for more.

Texas A&M-Kingsville Student Organizations
Academic-Agriculture and Human Sciences

Aggie Club
Collegiate FFA
Family Consumer Science Teacher Association
Fashion and Interior Merchandising Group
Food and Nutrition Association
Horticulture Club
Human Science Leadership Council
Minorities in Agriculture, Natural Resources &
Related Sciences
Range Plant Identification Team
Wildlife Agriculture Graduate Student
Organization
Wildlife Society

Academic – Engineering

Air and Waste Management Association
American Institute of Chemical Engineering
American Society of Civil Engineers
Computer Science Association
Engineering Student Council
Institute of Electrical and Electronic Engineers
Institute of Transportation Engineers
Mexican-American Engineers and Scientists
National Society of Black Engineers
Society of Hispanic Professional Engineers
Society of Manufacturing Engineers
Society of Women Engineers

Academic – Arts & Sciences

American Chemical Society
Choir Council
Criminology Club
Geosciences Club
National Association of Speech, Language and
Hearing
Psychology Sociology Club
Robert J. Kleberg History Club
Social Work Club
Society of Physics Students

Academic – Pre-Professional

Pre-Law Society
Pre-Pharmacy Association
Pre-Professional Agriculture Society

Academic – Professional

American Medical Student Association
Delta Sigma Pi National Business Fraternity
Philosophy and Professional Ethics Society
Sigma Alpha Iota American Sorority

Academic - Business Administration

Accounting Society
American Marketing Association

Cultural/International

African Student Association
Ballet Folklorico
Chinese Students and Scholars Association
French Club
Indian Student Association
International Student Organization
Mexican Student Organization

Academic – Education

Association of Childhood Education International
Association of Information Technology (San
Antonio Campus)
Council for Teachers of Mathematics
Health & Kinesiology Club
ADOBE (Doctoral Organization for Bilingual
Education)
Texas Association of Bilingual Educators

Fraternities/Sororities

Alpha Kappa Alpha Sorority, Inc.
Delta Phi Epsilon Sorority
Kappa Delta Chi Sorority, Inc.
Lambda Chi Alpha Fraternity
Omega Delta Phi Fraternity
Psi Theta Upsilon Sorority (Local)
Sigma Chi Fraternity
Sigma Lambda Beta Fraternity, Inc.
Theta Phi Alpha Fraternity

Honor

Alpha Lambda Delta (First Year Students)
Alpha Phi Sigma (Criminal Justice)
Alpha Tau Alpha (Agriculture)
Epsilon Pi Tau (Technology)
Eta Kappa Nu (Electrical & Computer
Engineering)
Kappa Delta Pi (Education)
Kappa Omicron Nu (Human Sciences)
Omega Chi Epsilon (Chemical Engineering)
Pi Sigma Alpha (Political Science)
Pi Tau Sigma (Mechanical Engineering)
Psi Chi (Psychology)
Sigma Delta Pi (Spanish)
Sigma Tau Delta (English)
Tau Beta Pi (Engineering)

Special Interests

Herpetology Club
Guitar Club
Kappa Kappa Psi (Band)
Otaku Anime Society
PEP Talk Peer Educators
Phi Mu Alpha Sinfonia
ROTC Cadet Corps

Rotaract Club
 S.N.A.P.S
 Tau Beta Sigma (Band)
 Todos Multicultural Fellowship
 Toastmasters
 UNITY
 Urban Beats & Grooves Club
Faith-Based & Religious
 Baptist Student Ministry
 Catholic Student Organization
 Chi Alpha Christian Fellowship
 Ecumenical Community
 Fellowship of Christian Athletes
Sports & Spirit
 Anglers Extreme Fishing Club
 Texas A&M-Kingsville Cheer Team
 Chess Club (San Antonio Campus)
 Javelina High-Lites Dance Club
 Men's Soccer Club
 Rec-Sports Club
 Rodeo Club
 Swimming Club
Performing, Media & Visual Arts

Choir Council
 Clarinet, Oboe and Bassoon Society
 Flute Society
 Footlights
 Graphics Club
 Horn Society
 Javelina Press Club
 Middle Eastern Dance Club
 Sociedad de Mariachi
 South Texas Art Society
 Tuba Euphonium Society
 Writers Bloc
Student Media
 National Broadcasting Society
 South Texan
Campus Service
 Campus Activities Board
 Orientation Leaders
Student Government
 Interfraternity Council (IFC)
 Panhellenic Council (NPC)
 Residence Hall Association
 Student Government Association

STUDENT SHUTTLE SERVICE

Memorial Student Union Building, Room 306, 593-3606

Shuttle service is provided to and from perimeter parking lots, for in town trips, for airport and bus runs, connections to Del Mar College and occasional group excursions. Refer to the Dean of Students website for additional information and specific schedules, routes and fees.

STUDENT SUCCESS

Student Success Center, Jernigan Library, Room 210, 361-593-3290

<http://www.tamuk.edu/studentsuccess>

The Office of Student Success is committed to improving student achievement and retention through quality instruction and services to students. The Javelina Student Success Center represents a continued commitment to attracting, retaining and graduating well-prepared students.

The Office of Student Success is student-centered, student-focused and organized to improve academic achievement and performance of First Year Javelinas. Its mission is to provide high quality programs and academic services to help students become successful at the university. The Office of Student Success provides programs needed for improving academic performance and for success by assisting students in meeting their potential through counseling, course placement, tutoring, mentoring and teaching.

TESTING OFFICE

Cousins Hall, Room 103, 593-3303

The Texas A&M-Kingsville Testing Program, located at 925 W. Santa Gertrudis provides comprehensive testing services for university students and prospective students. The Testing Office serves as a national testing center for tests such as the *American College Test (ACT)*, *College Level Examination program (CLEP)* computer-based exam, *Law School Admissions Test (LSAT)*, *Miller Analogies Test (MAT)*, *Secondary Level English Proficiency (SLEP)*, *Pharmacy College Admissions Test (PCAT)*, *PRAXIS & School Leadership Series Tests*, and *TOEFL IBT, TExES/ExCET*. *General Education Development (GED)* testing is also administered through this office. *The Quick THEA and ACT Residual exam are administered to accommodate only the students who cannot register for the national test dates.* Contact the Testing Office for test registration procedures, dates and fees.

UNIVERSITY HOUSING & RESIDENCE LIFE

University Village, Room #119A-G, (361)593-3419 <http://osa.tamuk.edu/housing>

On campus housing facilities are administered through the Department of University Housing & Residence Life. Students living on campus will choose from a variety of traditional and suite-style residence halls. **All residence halls are smoke-free.** The university has a ***required residence policy***, which requires all students that are single, under 20 years of age or have less than 30 credit hours to live in the residence halls. Exemptions may be considered if the student is living with a parent or legal guardian within a 40-mile radius of the campus. Questions about the university's required residence policy should be referred to the department.

Room Reservations and Damage Deposit

In order to be assigned a residence hall, a student must provide certification or record of meningitis vaccination or, provide an affidavit from a physician stating it would be injurious to their health to be vaccinated, or decline the vaccination and provide the proper Exemption Form, a University Housing & Residence Life Agreement and the "First Time Residence Hall Student Academic Year Housing Reservation/Damage Deposit" Form accompanied with a \$150 deposit. If the student signs up for housing and cancels before the deadline, they will forfeit \$50 of the \$150 room reservation and damage deposit. The housing reservation and damage deposit is automatically forfeited if the student fails to cancel the housing reservation before the deadline for which the deposit is being

placed; does not check in by the last day of regular registration for the semester/session for which the reservation was made; moves from the hall before the end of the semester; or does not officially check out of the residence hall at the end of the semester.

Specialized Housing Options

We are committed to providing you with the opportunities that will allow you to learn about yourself and others, interact with diverse student populations, and develop a sense of community. Living in a specialized community provides you with the necessary tools and resources to help you succeed. Specialized communities give A&M-Kingsville students a chance to live around students with similar interests and make lifelong friends. To apply for a specialized community please indicate your community of interest on the housing application or preference form.

Living Learning Communities

Eight themed Living Learning Communities will be offered in Fall Semester 2011: Engineering, Music, Fitness & Wellness, Wildlife & Animal Science, and Leadership, Honors, Fashionista, and Technology. Students have the option to live in an LLC. It is a great way for new students to become part of campus life much sooner as they will be living with other students with similar interests. LLC activities are centered on those similar interests.

UNIVERSITY POLICE DEPARTMENT (UPD)

Seale Hall, 593-2611 <http://www.tamuk.edu/upd/>

The University Police Department is charged with protecting the peace and maintaining civil order on campus while enforcing all applicable federal, state and local laws; as well as System policies; and University rules and regulations. The UPD provides services to University students, faculty, staff and visitors and is also charged with protecting University property. Parking permits are available online through [Blue and Gold Connection](#) as well as in the UPD Office, temporary and visitor parking passes are only available in the UPD office. Call 593-2611 to report crimes or request assistance; 911 for all emergencies.

JAVELINA HONOR CODE

Texas A&M University-Kingsville is deeply committed to the development of its students and the promotion of personal integrity and self-responsibility in the campus culture. This university recognizes students as adults pursuing an education. Students are subject to the expectation of satisfactory academic performance and social behavior consistent with the lawful and educational purpose of the university. Because honor and integrity are integral to the education process, promoting and protecting academic integrity is the responsibility of every member of the campus community. All students are expected to abide by the **Javelina Honor Code**.

Violations of the **Javelina Honor Code** will be handled as *academic misconduct* under the Student Code of Conduct as delineated in the following section.

PRINCIPLE, PURPOSE AND HONOR PLEDGE

Principle: Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow the principles of behavior that enable academic communities to translate ideal into action.

Honesty—TAMUK students adhere to a code of moral or artistic values; their uprightness of character or action implies a refusal to lie, steal, or deceive in any way.

Trust—TAMUK students are of high moral character; their confidence lies in their strength and ability to always tell the truth.

Fairness—TAMUK students are marked by impartiality and honesty; they are free from self-interest, prejudice, or favoritism and conform to University established rules.

Respect—TAMUK students are considered worthy and in high regard.

Responsibility—TAMUK students are able to answer for one's conduct and obligations.

Purpose: The purpose of the Honor Code at Texas A&M University-Kingsville is to create and maintain an environment in which academic integrity, and the resulting behavior, can flourish. The importance of honesty, trust, fairness, respect, and responsibility are clearly articulated in the Honor Code to affirm these values as a defining part of the Texas A&M University-Kingsville campus culture.

Javelina Honor Pledge: *As a student of Texas A&M University-Kingsville, I pledge to conduct myself honorably and to uphold high standards in all academic work, and to adhere to all of the values set forth in the Javelina Honor Code.*

STUDENT CODE OF CONDUCT

Purpose

Texas A&M University-Kingsville is deeply committed to the development of the student and promotion of personal integrity and self-responsibility. The university recognizes the student as an adult pursuing an education. By enrolling, students become citizens of the community and are entitled to enjoy the privileges and assume the responsibilities and obligations associated with this affiliation. Just as a student does not lose citizenship rights upon enrolling at a university, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of a university student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the university, honesty in academic work and all other activities and observance of local, state and federal laws

ADMINISTRATION OF STUDENT CODE OF CONDUCT

Authority for administering the disciplinary system is delegated by the President of the university to the Vice President for Student Affairs and Dean of Students. To promote fairness and consistency, the Office of the Dean of Students coordinates all disciplinary activities. The Dean of Students will determine which hearing officer, conduct board or appellate board will be authorized to hear each matter. All academic and nonacademic disciplinary sanctions imposed campus-wide will be reported to the Dean of Students for record-keeping purposes.

Students are expected to comply with all federal, state and local laws; Disciplinary procedures may be instituted against a student charged with conduct that potentially violates both the criminal law and this code without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. The principle also extends to conduct off campus, which is likely to have an adverse effect on the university or the educational process. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this student code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

The procedures outlined in the Student Code of Conduct are intended to aid the hearing officer or disciplinary body in its efforts to ascertain the facts of a matter and reach a just decision. They do

not confer any contracted rights on the accused. Circumstances can differ greatly in each case and the presiding hearing officer or chair may need to modify procedures or rule on procedural matters in order to reach a just decision.

Notice of charges/Notification of disciplinary results

Written notice of charges may be presented in person, by placement in a student's residence hall mailbox or by mail to the accused student's local address on file with the university. Notification of disciplinary results will be considered served if mailed to one's local address on file with the Registrar. Failure to have an up-to-date local address or failure to claim one's mail shall not invalidate notice of charges or notification of disciplinary action results.

STUDENT RESPONSIBILITY

When students enter a university, they bring upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the university. Student conduct, therefore, is not considered in isolation within the university community but as an integral part of the educational process. All students are expected to know and abide by the Student Code of Conduct. The university will hold each student responsible for compliance with these published policies. Each student is expected to be fully acquainted with all published university policies, copies of which are available to each student for review in the Dean of Students Office and the Jernigan Library at the Reserve Desk. The official Texas A&M University-Kingsville Student Code of Conduct is located at <http://osa.tamuk.edu/studenthandbook/>. (For the most current updates, see the website.)

RIGHT OF DUE PROCESS

A student or student organization alleged to have engaged in misconduct shall have the right of due process and appeal as delineated in this code. Students may opt to have only an informational hearing with the original hearing officer and waive their rights to a **formal hearing** with the University Disciplinary Committee or other hearing officer/board. Except in the case of the *immediate suspension* of a student for exigent circumstances, these rights include entitlement to:

1. A written copy of the charge(s). Notification must be at least three business days before any hearing may proceed.
2. A fair and impartial hearing.
3. Reasonable access to review the case file, which shall be maintained by the university official adjudicating the matter (i.e., hearing officer/College Dean /Dean of Students).

4. Present evidence and witnesses in his/her behalf.
5. Be accompanied at a hearing by an advisor of his/her choice. The advisor cannot actively participate in the hearing or ask questions of the witnesses or the hearing body. The advisor's role is to advise the student and observe the proceedings. An attorney cannot serve as an advisor.
6. Be present at the hearing during the presentation of any evidence or material on which the decision will be made. If the student fails to attend the scheduled hearing, the hearing will be held in the student's absence.
7. Request a recording of the hearing in advance at his or her expense.
8. Refuse to answer any question or to make a statement without inference of guilt. However, the hearing officer/body will make a decision on the basis of evidence available at the time of the hearing.
9. Ask questions of anyone presenting oral testimony during a hearing relating to the incident with the exception of sexual harassment and sexual assault cases.
10. Right to a written notice on the findings of the investigation and/or hearing, an explanation of the decision, any sanctions assessed, if applicable and the next level of appeal.
11. Right to appeal the decision through the appropriate panel or administrative officer within three business days of notification of the decision.

ACADEMIC MISCONDUCT

In the classroom, in the laboratory, studio, seminar, practicum or other instructional setting, students are expected to adhere to the highest academic standards of behavior and personal conduct. Examples of academic misconduct are listed in the **Prohibited Conduct** section of this handbook.

Student **academic responsibilities** include, but are not limited to, the following:

1. Inquire about course or degree requirements if they do not understand them or are in doubt about them.
2. Maintain the standards of academic performance established for individual courses and for programs of study.
3. Maintain academic ethics and honesty by following the University's Honor Code /TAMUK Code of Conduct.

4. Act in accordance with commonly accepted standards of academic conduct and decorum so as to not interfere with the rights of students and faculty to learn, conduct class and/or carry out their research and creative activities.

Students' **academic rights** include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing. Faculty also have the responsibility of providing for distribution a course syllabus listing all requirements for the class, including field trips, reading and writing assignments, and tests.

Classroom Conduct Expectations

Texas A&M University-Kingsville students are expected to assume individual responsibility for maintaining a productive learning environment and conduct themselves with the highest regard for respect and consideration of others. Ongoing behaviors or single behaviors considered distracting (e.g., coming late to class, performing a repetitive act that is annoying, sleeping or reading a newspaper in class, etc.) can be addressed by the faculty member initially either generally or individually as part of the instructor's classroom management efforts. Cases in which such annoying behavior becomes excessive and the student refuses to respond to the faculty member's efforts can be referred to the Dean of Students.

In the case of serious disruptive behavior in a classroom (making loud and distracting noises, repeatedly answering cell phones/text messaging or allowing pagers to beep or play ring tones, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly leaving and entering the classroom or test site without authorization, throwing things, blocking an entry way, using profane, intimidating or abusive language and/or repeatedly interrupting others' speech, etc.) the instructor should first request compliance from the student and if it is not received, an instructor has the authority to ask the student to leave the classroom. The student is expected to comply with this request to leave the classroom and may subsequently contest this action using procedures established by the department. If the student fails to leave after being directed to do so, assistance may be obtained from other university personnel including the University Police Department. The incident shall be handled as an academic misconduct matter using established departmental procedures for academic misconduct to determine if the student should be allowed to return to the classroom.

A. Initiating Academic Misconduct Charges

The Dean of the college will oversee the process for handling all academic misconduct allegations occurring in his / her college. In the case of graduate students, oversight of the matter will be

handled by the Dean of Graduate Studies. It is recommended that any academic discipline case be initiated at the lowest possible level. In this capacity, the dean of the college acts as a resource person for administration, faculty, staff and students to promote consistency within the college in resolving cases of academic misconduct. The dean of the college also has the responsibility for maintaining all student records related to academic misconduct with a copy going to the Office of the Dean of Students.

1. Simple Cases of Academic Dishonesty

Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor in the course. The faculty member shall inform the student of the alleged violation and give the student the opportunity to be heard. After meeting with the student, the faculty member will determine if a violation has occurred based upon a preponderance of the evidence. The faculty member may issue an appropriate grade penalty at his or her discretion, after consultation with the department chair and checking the student's disciplinary file in the Office of the Dean of Students. When the evidence is indisputable, the usual penalty is a grade of *F* on the particular assignment or in the course, in addition to other sanctions deemed appropriate. The student is provided a written summary of the findings and informed of the next level of appeal, with a copy to the academic Dean and Dean of Students.

2. Serious cases of Academic Dishonesty

For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and/or selling of examination questions, a report should be made by the instructor via the department chair to the dean of the college for investigation and disciplinary action. Suspension or expulsion from the university is a normal penalty for such offenses.

3. Report of a case by a third party

In addition to the above-mentioned cases, any person may report a policy violation against any student for alleged academic misconduct violations. The report must be in writing and include the nature and date of the alleged violation, a detailed statement of the incident, name of the person allegedly responsible for the incident and the complainant's contact information. The referral for academic misconduct should be addressed to the dean of the college where the infraction allegedly occurred. Upon receipt of the report the Dean of the college will determine the seriousness of the

allegations and the appropriate level for initiating disciplinary action.

- a). For serious cases or cases reported by a third party, the Dean of the college may handle the case or may appoint someone else as the hearing officer. In addition to the Dean, the hearing officer may be a faculty member, department chair, or assistant/associate dean. The hearing officer may consult with the Dean of Students for guidance on the process.
- b). For serious cases or cases reported by a third party, the hearing officer will investigate the allegations to make an initial determination whether there is sufficient basis to proceed. He/she may decide to interview the complainant and/or witnesses or to request additional information from the complainant.
- c). As a result of the investigation, for serious cases or cases reported by a third party, the hearing officer will take one of the following actions.
 - 1). The allegation may be dismissed as unfounded.
 - 2). The allegation may be dismissed for lack of preponderance of evidence.
 - 3). The student will be notified in writing of the alleged charges and summoned to an informational hearing with the hearing officer. Written notification of the alleged offenses must be at least three business days prior to the informational hearing and mailed to the student at his/her local address or delivered to the student in person.

B. Academic Misconduct Informational Hearing Process

For serious cases or cases reported by a third party, the accused student, in conference with the hearing officer, will be informed of the following:

- a). An explanation of the charges which have been made against him/her;
- b). A review of all evidence on which the charges are based and names of all witnesses;
- c). A review of due process rights and disciplinary procedures;
- d). A reasonable opportunity to review charges and evidence, to respond to the charges, and select the method of disposition of the case. The student may:
 - 1). Admit or deny responsibility for the charge(s). A student who admits responsibility to the charges retains the option to appeal the sanction levied. A student who denies responsibility retains the right to appeal the decision and/or the sanction(s) levied.
 - 2). Schedule a date for a *Formal Hearing* before an appointed hearing officer or

body (as determined by the Academic Dean) **OR** request to continue the ***Informational hearing*** by signing a written waiver.

- 3) During the informational hearing, the hearing officer/body will review the allegations of academic misconduct and give the student an opportunity to respond and present witnesses on his / her behalf. The hearing officer/body will determine whether the student is responsible for the alleged policy violation, based upon a preponderance of the evidence and if so, issue appropriate sanctions.
- 4) The student will be notified in writing of the results, the sanction(s) if applicable and the next level of appeal.

Note: A reasonable effort will be made to locate the student by telephone, email or regular mail. If the student does not respond to the request to meet for the scheduled informational hearing, the hearing will be held in absentia, and action taken as warranted by the facts of the case.

C. Academic Misconduct Formal Hearing Procedures

1. The hearing officer/body will provide written notification of alleged offenses to the student at least three business days prior to the formal hearing.
2. The formal hearing will be held as scheduled even in the absence of the respondent, unless such absence is for good and sufficient cause. The decision of the hearing officer or body as to good and sufficient cause is final.
3. During the formal hearing, the student will have an opportunity to respond and present witnesses on his/her behalf. The hearing procedure utilized shall provide for a prompt and fair consideration and resolution of the case based upon a preponderance of the evidence. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration as determined by the hearing officer or chair of the disciplinary body.
4. After the testimony phase of the hearing is concluded, members of the hearing board or the hearing officer will deliberate on the allegations. Determination of responsibility will be made on the basis of a preponderance of the evidence. If the accused student is not found responsible for a violation, then the hearing is concluded. If the accused student is found responsible for one or more violations of the Student Code of Conduct, then the student conduct board or hearing officer will discuss

possible sanctions for the student after being informed of the student's conduct status with the University.

5. Possible sanctions are listed in another section of this handbook. The student shall be informed by mail or hand-delivery of the hearing officer's decision and of the student's right to appeal to the next level.
6. Written documentation of the incident and recommended actions shall be forwarded to the chair/college, dean/director, Dean of Students. Proceedings, findings and the names of the parties involved are confidential and shall not be disclosed to anyone not involved in or who is not responsible for the disposition of the hearing or case, unless such disclosure is required by law or campus policy.

D. Appeals Process for Academic Misconduct Cases

While all members of the university community have the right to request an appeal, a request for an appeal may not always be granted. Requests will be reviewed for merit and if filed in a timely manner.

1. The student will be notified in writing regarding the disciplinary outcome and the next level of appeal for academic misconduct cases. Cases which are first initiated and heard at the faculty and/or chairperson's level or other administrator serving as a hearing officer must be appealed to the dean of the college within three business days of the notification of the initial decision by completing an *Appeals Request Form* available in the Office of the Dean of Students and online at <http://osa.tamuk.edu/dean/>
 - a. The appeal must be in writing to the appropriate person or body and submitted within the specified period of time, include the name of the individual or organization making the appeal, the action that is being appealed; the date the action took place and the grounds for the appeal. On appeal, the burden of proof rests with the student to show that an error has occurred during the initial hearing. Appeals must be made on the basis of one or more of the following grounds:
 - 1). A procedural or prejudicial error was committed.
 - 2). The finding of facts obtained in the decision included substantial inaccurate information that affected the outcome of the hearing.
 - 3). Specific evidence presented at the hearing is objectionable. The reason for the objection must be stated, i.e., why the evidence should not be considered.

- 4). Evidence not offered during the hearing is now available. The reason(s) why the evidence was not offered during the hearing must be stated.
 - 5). The sanction imposed is excessive or inappropriate; the reasons for believing this must be stated in the appeal.
- b. The academic dean will have five business days to evaluate the merit of the appeal request and if it was filed in a timely manner. If the appeal is not merited, the academic dean may terminate the appeal and so notify the student. If the appeal is merited, the academic dean will have ten business days to review the case and render a decision. If extenuating circumstances prevent either party from meeting this time frame, all parties involved will agree upon an alternate schedule.
 - c. If an appeal request is granted, the academic dean may at his/her discretion meet with the student and/or other witnesses to determine a decision. The decision will be based upon a preponderance of the evidence. The academic dean may uphold, modify, send back the case to the original hearing body for further consideration or completely reverse the original decision as appropriate. The student will be notified in writing of the academic dean's **appellate decision which is final** and a summary of the findings.
2. Cases which are **initiated and originally adjudicated** at the academic dean's level may be appealed to the Judicial Appeals Board via the Vice President for Student Affairs within three business days of the notification of the initial decision by the academic dean by completing the *Appeals Request Form* available in the Office of the Dean of Students. The Vice President for Student Affairs shall convene the Judicial Appeals Board within 10 business days to conduct the hearing and render a decision.
 - a. If a formal hearing is held during an appeal, it shall be conducted in accordance with the procedural guidelines for hearings. The appellant and a representative from the initial hearing officer or body shall be afforded the opportunity to present reasonable oral argument and file typewritten or reproduced material. The appellate body may call in other witnesses it deems necessary. The decision will be based upon a preponderance of the evidence.
 - b. Upon review of the appeal, the person or body conducting the appeal may uphold, modify, send back the case to the original hearing body for further consideration or completely reverse the original decision as appropriate. A written summary of

the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code.

- c. The student will be notified in writing by the Vice President for Student Affairs or the chair of the Judicial Appeals Board of the body's **appellate decision which is final** (with the exception of cases involving suspension or expulsion) and a summary of the findings.
3. In academic misconduct cases where the sanction assigned to the student is suspension or expulsion, the student may appeal the decision of the Judicial Appeals Board to the Provost by appealing in writing within three business days after notification of the committee's decision. Students must complete the *Appeals Request Form* available in the Office of the Dean of Students. The Provost has 10 business days to review the case and render a decision. The student will be notified in writing of the decision and a summary of the findings. The decision of the Provost is final and may not be appealed. Should the Provost sustain the suspension/expulsion, a copy of the letter will be sent to the Dean of Students, the Registrar, the academic dean and the President.

Status of students during academic misconduct charges and/or appeals

Pending final action on a academic misconduct charge or appeal of disciplinary action, the student's status should not be altered nor should his/her right to be present on the campus or his/her privilege to attend classes be suspended except for the following: 1) when the university has imposed *immediate suspension* action; 2) when a "disciplinary hold" is placed on the student's academic and/or financial records pending the outcome of disciplinary proceedings or to enforce a disciplinary sanction; or 3) to assist with maintaining order on campus in incidents involving serious cases of class /facility disruptions or threat of violence whereby student(s) involved may be restricted from certain areas or other accommodations made to minimize the opportunity for verbal/physical conflict or retaliation.

NONACADEMIC MISCONDUCT

Students are expected to respect the rights and property of others and to observe all federal, state and local laws in addition to those regulations articulated in the TAMUK Code of Conduct. Refer to the **Prohibited Conduct** section of this handbook for examples of nonacademic misconduct.

The Office of the Dean of Students will oversee resolution of all nonacademic misconduct violations. In this capacity, the Dean of Students acts as a resource person for administration, faculty, staff and students to promote consistency throughout the university community in

adjudicating cases of nonacademic misconduct. The Dean of Students will determine the appropriate level for adjudication of a case and if it should be referred to a hearing officer. It is recommended that any nonacademic discipline case be adjudicated at the lowest possible level. The dean also has the responsibility for maintaining all student records related to nonacademic misconduct.

A. Initiation of Nonacademic Misconduct Charges

1. Any person may refer a policy violation against any student for alleged violations of university policy. The referral must be in writing and include the nature and date of the alleged violation, a detailed statement of the incident, name of the person allegedly responsible for the incident and the complainant's contact information. The referral for nonacademic misconduct should be addressed to the Dean of Students.
2. The Dean of Students will determine the appropriate level for adjudication of a case and may appoint a hearing officer if needed. The hearing officer may be an administrator or University Housing and Residence Life professional staff member. The University Disciplinary Committee (UDC) may be convened by the Dean of Students to hear nonacademic violations that are serious in nature. The Dean of Students will determine the seriousness of the violation and assign nonacademic misconduct cases accordingly.
3. The Dean of Students/hearing officer will investigate the allegations to make an initial determination as to whether there is sufficient basis to believe that a nonacademic violation of the Student Code of Conduct has occurred. The Dean of Students/hearing officer may decide to interview the complainant and/or witnesses or to request additional information from the complainant.
4. As a result of the investigation, the Dean of Students/hearing officer will take one of the following actions.
 - a. The allegation may be dismissed as unfounded.
 - b. The allegation may be dismissed for lack of preponderance of evidence.
 - c. The student will be notified in writing of the alleged charges and summoned to an informational hearing with the Dean of Students/hearing officer. Written notification of the alleged offenses must be at least three business days prior to the hearing and mailed to the student at his/her local address or hand-delivered.

B. Informational Hearing Process for Non academic Misconduct

The charged student in conference with the hearing officer will be informed of all rights and responsibilities and provided with the following:

1. An explanation of the charges which have been made against him/her;
2. A review of all evidence on which the charges are based and names of all witnesses;
3. A review of all due process rights and disciplinary procedures;
4. A reasonable opportunity to review charges and evidence, to respond to the charges, and select the method of disposition of the case. The student may:
 - 1). Admit or deny responsibility for the charge(s). A student who admits responsibility to the charges retains the option to appeal the sanction levied. A student who denies responsibility retains the right to appeal the decision and/or the sanction(s) levied.
 - 2) Schedule a date for a **Formal Hearing** before an appointed hearing officer or the University Disciplinary Committee (as determined by the Dean of Students) **OR** request to continue the **Informational hearing** by signing a written waiver.
 - 3) During the informational hearing, the hearing officer/body will review the allegations of nonacademic misconduct and give the student an opportunity to respond and present witnesses on his / her behalf. The hearing officer/body will determine whether the student is responsible for the alleged policy violation, based upon a preponderance of the evidence and if so, issue appropriate sanctions.
 - 4) The student will be notified in writing of the results, the sanction(s) if applicable and the next level of appeal.

Note: A reasonable effort will be made to locate the student by telephone, email or regular mail. If the student does not respond to the request to meet for the scheduled informational hearing, the hearing will be held in absentia, and action taken as warranted by the facts of the case.

C. Nonacademic Misconduct Formal Hearing Procedures

1. The hearing officer/body will provide written notification of alleged offenses to the student at least three business days prior to the formal hearing.
2. The formal hearing will be held as scheduled even in the absence of the respondent, unless such absence is for good and sufficient cause. The decision of the hearing officer or body as to good and sufficient cause is final.

3. During the formal hearing, the student will have an opportunity to respond and present witnesses on his/her behalf. The hearing procedure utilized shall provide for a prompt and fair consideration and resolution of the case based upon a preponderance of the evidence. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration as determined by the hearing officer or chair of the disciplinary body.
4. After the testimony phase of the hearing is concluded, members of the hearing board or the hearing officer will deliberate on the allegations. Determination of responsibility will be made on the basis of a preponderance of the evidence. If the accused student is not found responsible for a violation, then the hearing is concluded. If the accused student is found responsible for one or more violations of the Student Code of Conduct, then the hearing board or hearing officer will discuss possible sanctions for the student after being informed of the student's conduct status with the University.
5. Written documentation of the incident and recommended actions shall be forwarded to the chair/college, dean/director, Dean of Students as appropriate. Proceedings, findings and the names of the parties involved are confidential and shall not be disclosed to anyone not involved in or who is not responsible for the disposition of the hearing or case, unless such disclosure is required by law or campus policy. The Dean of Students will retain copies of case information.

D. Appeal Process for Nonacademic Misconduct Cases

While all members of the university community have the right to request an appeal, a request for an appeal may not always be granted. Requests will be reviewed for merit and if filed in a timely manner.

1. Sanctions issued in nonacademic misconduct disciplinary hearings at the residence hall officer or assistant director level must be made in consultation with the director of the department. Disciplinary hearings initiated at the director's level will be adjudicated at that level, and if necessary, a sanction will be assigned by the director. Cases initiated and adjudicated by hearing officers other than the dean, may be appealed to the Office of the Dean of Students. The Dean of Students or Associate Dean of Students will hear appeals from nonacademic misconduct cases adjudicated at the residence hall officer,

assistant director or director's level. The appeal must be made in writing to the Dean of Students within three business days after notification.

- a. The appeal must be in writing to the appropriate person and submitted within the specified period of time; include the name of the individual or organization making the appeal, the action that is being appealed; the date the action took place and the grounds for the appeal. On appeal, the burden of proof rests with the student to show that an error has occurred during the initial hearing. Appeals of nonacademic disciplinary action must be made on the basis of one or more of the following grounds:
 - 1). A procedural or prejudicial error was committed.
 - 2). The finding of facts obtained in the decision included substantial inaccurate information that affected the outcome of the hearing.
 - 3). Specific evidence presented at the hearing is objectionable. The reason for the objection must be stated, i.e., why the evidence should not be considered.
 - 4). Evidence not offered during the hearing is now available. The reason(s) why the evidence was not offered during the hearing must be stated.
 - 5). The sanction imposed is excessive or inappropriate; the reasons for believing this must be stated in the appeal.
- b. The Dean of Students or associate dean will have five business days to evaluate the merit of the nonacademic appeal request and if it was filed in a timely manner. If the nonacademic appeal is not merited, the Dean of Students or associate dean may terminate the appeal and so notify the student. If the nonacademic appeal is merited, the Dean of Students or associate dean will have ten business days to review the case and render a decision. If extenuating circumstances prevent either party from meeting this time frame, all parties involved will agree upon an alternate schedule.
- c. If an appeal request is granted, the Dean of Students or associate dean may at his/her discretion meet with the student and/or other witnesses to determine a decision on the nonacademic appeal. The decision will be based upon a preponderance of the evidence. The dean /associate dean may uphold, modify, send back the case to the original hearing body for further consideration or

completely reverse the original decision as appropriate. The student will be notified in writing of the Dean of Students or associate dean's **appellate decision which is final** and a summary of the findings. The Dean's decision will be final and may not be appealed, with the exception of sanctions resulting in suspension or expulsion.

2. Nonacademic misconduct cases **initially adjudicated** by the Dean of Students or the UDC may be appealed to the Vice President for Student Affairs (VPSA). The appeal must be made in writing to the VPSA within three business days after notification of the decision. Students may complete the *Appeals Request Form* available in the Office of the Dean of Students and online at <http://osa.tamuk.edu/dean/>. The VPSA will have five business days to evaluate the request and determine if an appeals hearing is merited and if it was filed in a timely manner. If an appeal is merited, the VPSA will have 10 business days to review the case and render a decision.
 - a. The VPSA may at his/her discretion meet with the student and/or other witnesses to determine a decision. The decision will be based upon a preponderance of the evidence.
 - b. Upon review of the appeal, the person or body conducting the appeal may uphold, modify, send back the case to the original hearing body for further consideration or completely reverse the original decision as appropriate. A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. The decision of the Vice President of Student Affairs is final and may not be appealed.

Status of students during nonacademic appeals

Pending final action on a disciplinary charge or appeal, the student's status should not be altered nor should his/her right to be present on the campus or his/her privilege to attend classes be suspended except for the following: 1) when the university has imposed *immediate suspension* action; 2) when a "disciplinary hold" is placed on the student's academic and/or financial records pending the outcome of disciplinary proceedings or to enforce a disciplinary sanction; or 3) to assist with maintaining order on campus in incidents involving serious cases of class /facility disruptions or threat of violence whereby student(s) involved may be restricted from certain areas or other accommodations made to minimize the opportunity for verbal/physical conflict or retaliation.

Student Records

Student disciplinary records are normally maintained for seven years in the Dean of Students Office. Expulsion records are kept permanently and a notation made on the student's transcript.

IMMEDIATE INTERIM SUSPENSION OF STUDENT(S)

When the president of the university or designee determines a student poses a continuing danger to persons or property, or the student's behavior is an ongoing threat of disrupting the academic process, the university can impose an *immediate interim suspension* by informing the student orally or in writing. The following steps will be followed:

- A. The President or designee informs the student orally or in writing that the student is **immediately suspended** from the university and that *notice* and an *informational hearing* will take place as soon as practicable. Student(s) subject to an immediate suspension shall remain off campus and away from university facilities. The failure to abide by this requirement may result in the issuance of a criminal trespass warning and further disciplinary sanctions.
- B. The university will provide to the student as soon as practical after the *immediate interim suspension*:
 - a.) Oral or written *notice* of the charge against the student; notice of the charge(s) should include the offending conduct and the facts supporting the charge(s);
 - b) If the charge is denied, an explanation of the evidence the university has; and
 - c) An *informational hearing* date is scheduled to give the student the opportunity to present his /her side of the story and determine whether the immediate interim suspension should continue. The university will aspire to provide *notice* and an *informational hearing* no later than three class days after the day of the *immediate interim suspension*. The *informational hearing* can occur almost immediately after the conduct; there need be no delay between the time the *notice* is given and the time of the *informational hearing*. The decision of the President or designee at the *informational hearing* is final and no appeal procedure of the university applies to *immediate suspensions*.
- C. If after the *informational hearing* is concluded, the president or designee believes it is in the best interest of the campus community that the student should still not be permitted to return to the campus even after the expiration of the *immediate suspension* period, the university shall initiate its *formal hearing procedures* for long-term suspensions or expulsions, prior to expiration of the *immediate suspension*. The matter will be referred to the Judicial Appeals Board in the case of academic misconduct and the UDC in the case of nonacademic misconduct.

The following definitions apply for *immediate interim suspension* procedures:

Formal hearing – a hearing before a disciplinary committee, designated hearing officer or panel vested with the authority to conduct such hearings. *Formal hearing* procedures are published by the university and generally provide greater rights to charged students than informational hearings.

Immediate interim suspension – separation from the university without the student first receiving notice and a hearing. A student receiving an *immediate interim suspension* shall remain off campus and away from university facilities until the expiration of the *immediate interim suspension* period unless otherwise instructed by a university official. The *immediate interim suspension* period cannot exceed 10 calendar days.

Informational hearing – the hearing before the president or designee to determine whether or not the *immediate interim suspension* should remain in place for the entire suspension period before the *formal hearing* is held. The *informational hearing* can be as simple as a meeting between the student and the president or designee. In this *informational hearing*, the student is not permitted to be represented by an attorney, to confront and cross-examine witnesses supporting the charge, or to call his own witnesses to verify his version of the incident.

PROHIBITED CONDUCT

Each student shall be responsible for his/her conduct from the time of acceptance of admission through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of enrollment (even if his/her conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Disciplinary action may be initiated by the University and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of misconduct.

The following constitutes examples of infractions for which students are subject to disciplinary action. This list is not designed to be all-inclusive. Other resources of university policies are in the *University Catalog*, *Student Organization Handbook*, and *Residence Hall Agreement*, *Residence Life Guidebook*. The university reserves the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The most current version may be found online at the Student Handbook website: <http://osa.tamuk.edu/studenthandbook/> .

100	ACADEMIC MISCONDUCT
101	Academic Dishonesty
200	NONACADEMIC MISCONDUCT
201	Harassment
202	Violation of <i>Sexual Misconduct/Sexual Harassment Policy</i>
203	Theft of property or services
204	Hazing Policy Violations
205	Failure to comply with directions/failure to identify oneself
206	Unauthorized use of equipment/keys/furnishings
207	Violation of federal, state or local laws
208	Violation of published policies
209	Illegal drugs and/or controlled substance
210	<i>Alcohol Policy</i> violations
211	<i>Weapons Policy</i> violations
212	Disorderly conduct/disruptive activities
213	Assault / Battery /Fighting / Threats
214	Damaging / Destroying / Defacing Property
215	Failure to pay financial obligations
216	Unauthorized use of electronic devices
217	Breaching Campus Safety and Security
218	Being An Accessory / Complicity / Shared Responsibility
219	Gambling
220	Computer security/misuse of information technology resources
221	Abuse of disciplinary process
222	Violation of guidelines for bicycles, roller blades or skateboards
300	RESIDENCE HALL POLICIES
301	Violation of a published residence hall policy / community rule
302	Tampering with facilities, doors, furnishings
303	Violation of guest visitation policy

The following are intended as statements of general principles and are not all-inclusive.

100 Academic Misconduct

- a. Failure to follow published departmental guidelines, professor's syllabi, and other posted academic policies in place for the orderly and efficient instruction of classes, labs, use of academic resources and equipment.
- b. Unauthorized possession of examinations, reserved library materials, laboratory materials or other course related materials.
- c. Failure to follow the instructor or proctor's test-taking instructions, including but not limited to not setting aside notes, books or study guides while the test is in progress, failing to sit in designated locations and/or leaving the classroom/ test site without permission during a test.
- d. Prevention of the convening, continuation or orderly conduct of any class, lab or class activity. Engaging in conduct that interferes with or disrupts university teaching, research or class activities such as but not limited to: 1) making loud and distracting noises; 2) repeatedly answering cell phones/text messaging or allowing pagers or phones to beep or play ring tones; 3) exhibiting erratic or irrational behavior; 4) persisting in speaking without being recognized; 5) repeatedly leaving and entering the classroom or test site without authorization; and 6) making physical threats, verbal insults or intimidating remarks to the faculty member, or other students and staff.
- e. Falsification of student transcript or other academic records; or unauthorized access to academic computer records.
- f. Nondisclosure or misrepresentation in filling out applications or other university records.
- g. Any action which may be deemed as unprofessional or inappropriate in the professional community of the discipline being studied.

101 Academic Dishonesty

- a. Plagiarism: Portrayal of another's work or ideas as one's own.
- b. Cheating: Using unauthorized notes or study aids; allowing another party to do one's work/exam and turning in that work/exam as one's own; getting help from another party without the instructor's consent; submitting the same or similar work in more

than one course without permission from the course instructors.

- c. Fabrication: Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor.
- d. Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
- e. Bribery: Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.
- f. Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.
- g. Aid of Academic Dishonesty: Intentionally facilitating any act of academic dishonesty.

200 Nonacademic Misconduct

- a. Furnishing false information to any university official, staff faculty member or office.
- b. Obstructing or restraining the passage of persons in an exit, entrance or hallway of any building without the authorization of the administration of the university.
- c. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity.
- d. Preventing or attempting to prevent by force or violence or threat of force or violence any lawful assembly authorized by the administration.
- e. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
- f. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without authorization of the administration.
- g. Engaging in conduct that interferes with or disrupts administrative, business, disciplinary, public service or other authorized activity, or the peace and welfare of any person on campus.

201 Harassment: Conduct with intent to harass, annoy, alarm, abuse, torment, intimidate or embarrass another. Jokes and other comments interpreted as threats are taken seriously and acted upon to the full extent of the university's procedures. This includes but is not limited to:

- a. Verbal abuse threats, intimidation, harassment, coercion and/or other conduct which

threatens or endangers the health or safety of another person.

- b. Communication verbally, by telephone whether or not conversation occurs, in writing or by electronic communication that makes a comment, request, suggestion, or proposal that is obscene;
- c. Communication verbally, by telephone whether or not conversation occurs, in writing or by electronic communication in a manner that threatens to inflict bodily injury on the person, or to commit a felony against the person, a member of his/her family, household or property and is reasonably likely to cause alarm to the person receiving the threat.
- d. Nuisance phone calls, including causing the phone to ring repeatedly or makes repeated telephone communications anonymously or in a manner that is likely to annoy, alarm, abuse, torment, embarrass or offend another.
- e. Sending electronic communications in a manner that is reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or to offend another.
- f. Stalking: Following, placing under surveillance or contacting without consent for the purpose of harassing or intimidating.

202 Violation of Sexual Misconduct /Sexual Harassment Policy

Sexual Assault - The oral, anal or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without their consent. An individual who is mentally incapacitated, unconscious or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical violence or force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance or perceived threats of harm to the victim.

Sexual Harassment - Request, demand or suggestion of a sexual nature of explicit or implicit expectation or where verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, offensive or hostile environment.

203 Theft of property or of services on university property or at university sponsored activities.

- a. Taking, attempting to take, or keeping in his or her possession items not legally his or hers, including but not limited to University property, or items belonging to students, faculty, staff, student groups, university vendors or visitors to the campus, without proper authorization.

- b. Unauthorized or fraudulent activities that result in unauthorized charges to the university's or another's billing account.
 - c. Knowingly possessing stolen property or reselling stolen property constitutes theft or being an accessory to theft, and is therefore a violation of this provision.
- 204 Violation of University Hazing Policy** - Engaging in hazing or voluntarily submitting to hazing. Hazing is any act directed against a student by another student or group of students if the intent or effect of these actions would be to intimidate or submit the student to indignity or humiliation, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. (Refer to Hazing Policy)
- 205 Failure to comply** with the proper and lawful directions of a university official (including resident advisors) in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 206 Unauthorized tampering, possession or use of university owned or controlled equipment**, including but not limited to university keys, university furnishings and equipment.
- 207 Conduct which could be interpreted as a violation** of federal, state or local law while off campus, on university premises, or at university sponsored or supervised activities;
- 208 Violation of published university policies**, including but not limited to the student handbook, university catalog, residence hall policies, parking and traffic regulations, individual departmental policies and student organization policies.
- 209 Illegal drugs and/or controlled substances** - Manufacturing, possessing, having under control, selling, transmitting, using or being a party to illegal drugs, drug paraphernalia and/or controlled substances on university premises or at any university sponsored activity.
- 210 Violation of the alcohol policy** - Drinking or having in possession any alcoholic beverage in public areas of campus, possession and/or consumption by a minor and other violations of university, local, state, or federal rules pertaining to alcohol.
- 211 Violation of the weapons policy** - possession or use of firearms, bullets, fireworks, explosives, knives, other weapons or dangerous chemicals on university premises, or any items that could be used as weapons or resembling weapons. (refer to Weapons Policy)
- 212 Disorderly conduct or disruptive activity:** Disorderly, lewd, indecent or obscene conduct; breach of the peace; public disturbances; includes abusive, indecent, profane or

vulgar language in a public place; and/or disrespecting of the rights and privileges of others;

- 213 Assault or battery, physical or verbal abuse, fighting, intimidation, threats or harassment** of any kind to another person or group of persons, or action which threatens or endangers the health, well-being or safety of any person. Jokes and other comments interpreted as threats are taken seriously and acted upon to the full extent of the university's procedures.
- 214 Damaging, destroying, defacing, misusing or littering** of any property of the university or university vendor, of another institution or of another person on university premises or at university sponsored activities.
- 215 Failure to pay any financial obligations** to the university by the established deadline; i.e. Returned checks, restitution for damages to university property, traffic or residence hall fines or expenses incurred as a result of nonpayment of fines.
- 216 Unauthorized use of university telephones and other electronic devices is prohibited.** Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or with any university-owned university-operated facilities. This includes abuse of cellular devices with photographic capabilities. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individual against their will is strictly prohibited.
- 217 Breaching campus safety or security**, to include but not limited to:
- a. Forcible or unauthorized entry /access to any university or university-related building, structure, construction site or facility gained by opening windows, tampering with door locks or locking mechanisms, or scaling walls, roofs, fences or gates; or entering secured buildings after the end of normal business hours without authorization.
 - b. Tampering/damaging door locks, security cameras and/or card access readers, elevator controls and/or equipment and other devices in place for building security.
 - c. Unauthorized duplicating and/or use of university keys; unauthorized propping of exterior university doors.

- d. The placement of equipment or vehicles (including bicycles) so as to obstruct the means of access to/from university buildings and thereby endangering life and safety.
- e. Creating or contributing to a fire emergency, safety infraction or other health hazard through unsafe actions and/or violation of fire/safety rules;
- f. Failing to comply with fire drill, fire alarm, emergency evacuations and/or university emergency response procedures;
- g. Intentionally initiating or causing to be initiated by false report or unsafe act, a warning, threat of fire, explosion or other emergency on university premises or at university-sponsored activities;
- h. Tampering with or vandalizing fire/safety equipment including but not limited to fire extinguishers, fire alarms, exit signs, sprinkler systems, card access readers, surveillance cameras, emergency notification equipment or any other safety device;

218 Aiding & Abetting /Complicity /Shared responsibility for an Infraction: A student will not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the Student Code of conduct.

- a. Attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any act prohibited in this code shall be considered a completed violation.
- b. **Complicity:** A student who has knowledge of another committing or attempting to commit an infraction of the Student Code of Conduct is required to remove him or herself from the situation and report it. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
- c. **Shared responsibility:** At the discretion of a hearing officer/body, an individual present during an infraction of the code of conduct may have the charge reduced to shared responsibility, only if the student was reasonably unaware that a policy violation was taking place. Shared responsibility will be allowed only one time while the student attends TAMUK. The sanction for shared responsibility is a warning. Any subsequent sanction violation that would have been eligible for Shared Responsibility will be charged as a full violation of the code.

219 Gambling on university property or at any university sponsored activity is prohibited.

220 Breach of computer security, unauthorized use of computer facilities, misuse of any computer, networking device, telephone, copier, printer, fax machine or other university

information technology resource and other violations of the university's *Computer Use Policy*. All students are granted permission to use the computing resources of Texas A&M University-Kingsville. The university has specific policies, which govern the use of electronic network facilities such as local area networks, the Internet, and computer labs. Upon misuse of the computing facilities at Texas A&M University-Kingsville, the university reserves the right to deny future computing privileges to the individual at all university owned computing facilities. Misuse of university information technology resources will result in restitution charges for the service received, damage incurred and any associated costs. In addition, students found to be in violation of this section will be subject to other disciplinary action.

- 221 Abuse of the disciplinary process** including but not limited to:
- a. Failure to obey the summons of a disciplinary body or university official.
 - b. Falsification, distortion or misrepresentation of information before a disciplinary body or university official.
 - c. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- 222 Violation of the university's guidelines regarding the operation of bicycles, roller blades, skate boards and motorcycles is prohibited. Riding bicycles, roller blades or skateboards** in buildings or left in hallways, staircases or lounges; unsafe or mischievous cycling, skateboarding or roller-blading on campus is prohibited. Refer to the Policies & Procedures section in this handbook for additional information.
- 300 Residence Hall Regulations**
- Students residing in the residence halls and visitors to the halls are responsible for abiding by the residence hall rules stated in the *University Catalog*, *Residence Hall Agreement*, *Residence Life Guidebook*, this publication and the residence life website <http://housing.tamuk.edu/>. In addition to regulations stated herein, each hall may also have its own set of specific community rules. Violations of residence hall rules will be adjudicated under the *Student Code of Conduct* as nonacademic misconduct in addition to other action that may be taken by law enforcement authorities. **Some infractions of hall rules will result in being assessed a fine or community billing as determined by University Housing and Residence Life guidelines.**
- 301 Violation of a residence hall policy** stated in the *University Catalog*, *Residence Hall Agreement*, *Residence Life Guidebook*, this publication, the residence life website

<http://housing.tamuk.edu/> or a hall's specific community rules.

- a. Failure to comply with the oral or written instructions of residence hall staff members and/or other university officials acting in the performance of their duties. This includes but is not limited to: 1) Refusal to present personal identification upon request, 2) Failure to respond to a summons to report to an administrative office, 3) Requests to disperse due to excessive noise or disorderly conduct, 4) Requests to evacuate during a fire alarm or other emergencies. 5) General behavior by a student over a period of time, which is indicative that the student is unwilling to observe university hall rules, or respond to disciplinary counseling, will result in severe disciplinary action.
- b. Violation of university housing health and safety regulations, to include but not limited to 1) violation of the no pet rules; 2) unauthorized cooking in the student rooms; 3) the use of candles, incense, extension cords or highly flammable items is prohibited; 4) possession of unapproved electrical appliances is prohibited; 5) Parking bicycles in a manner that blocks walkways, public areas, breezeways, stairwells or room doors is prohibited; 6) Throwing items outside from the hall windows is not permitted. Prohibited items are subject to confiscation.
- c. Damages to residence hall facilities to include but not limited to, 1) unauthorized alteration of any residence hall space, room furnishing or university property; 2) damages caused by the use of tacks, nails, paint, and other activities. 3) activities that result in excessive housekeeping beyond the normal daily routine (i.e., cleaning food, shaving cream, trash, vomit, broken glass, etc.). Students will be billed for any loss or damage caused by their actions and /or that of their guests as a result of their careless, accidental or intentional conduct.
- d. Violation of the overnight guest rules to include but not limited to 1) failure to register a guest; 2) Guests staying more than the allowed days; 3) hosting a guest without their roommate's consent.

302 Tampering with residence hall facilities, doors, locks, furnishings, bathroom equipment and/or electrical, telephone, cable or computer outlet boxes or wiring and/or unauthorized access to balconies, roofs and secured areas.

303 Violation of the residence hall guest visitation policy including but not limited to failure to escort a guest at all times, failure to enter or exit the building through the building's designated entrance, unauthorized visitation during restricted hours; inappropriate or

inconsiderate behavior during visitation.

- 304 Excessive noise** in the hall, stairwell, room or public area and/or inconsiderate behavior which may be damaging to the hall, disrupt the expected level of quiet for study or sleep and/or disrespectful of other residents and staff.

DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any student or organization found to have violated the Student Code of Conduct. The student or organization may be levied a sanction or combination of sanctions. Record of the student or organization's disciplinary status and the results of disciplinary proceedings are a part of the student's confidential records for a period of five years.

As part of the notification of disciplinary action undertaken, the student or organization will be notified in writing of the sanctions imposed, their duration, stipulations and deadlines for completion.

Pending final action on a disciplinary charge or appeal, the student's status should not be altered nor should his/her right to be present on the campus or his/her privilege to attend classes be suspended except for the following: 1) when the university has imposed *immediate suspension* action; 2) when a "disciplinary hold" is placed on the student's academic and/or financial records pending the outcome of disciplinary proceedings or to enforce a disciplinary sanction; or 3) to assist with maintaining order on campus in incidents involving serious cases of class /facility disruptions or threat of violence whereby student(s) involved may be restricted from certain areas or other accommodations made to minimize the opportunity for verbal/physical conflict or retaliation.

Once a student or organization has been finally assessed a disciplinary sanction and the appeals process is complete, no more severe major sanctions may be assessed against the student or organization by any higher university authority for the infraction in question except in instances where the student or organization does not comply with the initial sanctions that have been imposed. The sanctions identified below are not inclusive and may be levied in any combination.

1. *Warning*: A notice in writing to the student/organization that the student /organization is violating or has violated institutional regulations and that the continuation of such conduct or actions could result in further disciplinary action.
2. *Probation* a written reprimand for violation of specified regulations. Probation is for a designated period of type and includes the probability of more severe disciplinary sanctions if found to violate any institutional regulations or failure to comply with the sanctions imposed by the hearing body.

3. *Loss of Privileges:* Denial of specified privileges for a designated period of time.
4. *Fines:* Previously established and published fines may be imposed.
5. *Restitution:* Compensation for loss, damage, misappropriation or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. *Discretionary Educational Sanctions:* A provision to complete work assignments, essays, specific educational requirement (i.e., counseling, attending an alcohol workshop, etc.), service to the university or designated community agency, or other related discretionary assignments.
7. *Residence Hall Suspension:* Separation of the student from university housing for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified. A student has 36 hours upon notification to vacate the premises (except in the case of an interim suspension where the student may be asked to immediately vacate the premises). The student will forfeit the housing deposit and is liable for the prorated rent amount for the period the student resided in the halls as stipulated in the housing agreement. The student may not enter or visit university housing during this period.
8. *Residence Hall Expulsion:* Permanent separation of the student from the residence halls. A student has 36 hours upon notification to vacate the premises (except in the case of an interim suspension where the student may be asked to immediately vacate the premises). The student will forfeit the housing deposit and is liable for the prorated rent amount for the period the student resided in the halls as stipulated in the housing agreement. The student may not enter or visit university housing during this period.
9. *University Suspension:* Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
Immediate Interim Suspension – Separation from the university without first receiving notice or a hearing for a period up to 10 calendar days. This sanction may be imposed by the President or designee if he/she determines the student poses a continuing danger to persons or property, or the student's behavior is an ongoing threat of disrupting the academic process.
10. *University Expulsion:* Permanent separation of the student from the University.
11. *Revocation of Admission and/or Degree:* Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student

prior to graduation.

12. *Withholding Degree*: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

Appropriate Grade Penalties in cases of academic misconduct may include issuance of a grade of “F” in a course. In academic matters when the evidence of dishonesty is indisputable, a grade of “F” on the particular paper or test or for the entire course may be assigned by the professor. It is important to note that a grade is not a sanction, but an evaluation of the work performed. In addition to the evaluation, additional sanctions may be imposed. For serious academic misconduct cases such as (but not limited to) those involving repeated offenses, conspiracy with other students or the theft and/or sale of examination questions, suspension or expulsion from the university is a common sanction.

Definitions:

- a. *Advisor* is a student’s representative and should be approved by the Dean of Students prior to any informal or formal hearing. The advisor may not address the committee, question witnesses or the hearing officer or participate in the hearing except to offer advice and counsel to the student.
- b. *Appellant* is the person who has filed an appeal of an original decision.
- c. *Business day* is any weekday the university is open for business
- d. *Cheating*: the term includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) fabricating information to falsify results obtained from research or laboratory experiments, for class assignments, research papers and/or oral presentations; 4) unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report; (5) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- e. *Faculty member*: the term refers to any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
- f. *Formal Hearing* is the opportunity to present and review relevant evidence before a disciplinary committee, designated hearing officer, or panel vested with the authority to conduct such hearings. The hearing is conducted in accordance with the university’s hearing procedures. The accused student may present his or her own defense against the charges and may produce either

oral testimony or written affidavits of witnesses. If the student fails to attend, the hearing may proceed in his or her absence.

- g. *Hearing Officer* is a university official who is authorized on a case-by-case basis by the Dean of Students (for nonacademic violations) or the Dean of the College (for academic violations) to hear a case and impose sanctions upon any student(s) found to have violated the Student Code. It may include but is not limited to an administrator, faculty member, graduate assistant or residence hall professional staff member, etc.
- h. *Informational hearing*: a meeting with a university official to discuss a disciplinary matter. In this informational hearing the student is not permitted to be represented by an attorney, to confront or cross examine witnesses supporting the charge, or to call witnesses to verify his / her version of the incident.
- i. *Notice/notification* means correspondence sent by mail, addressed to the addressee at the local address as shown on university records or personally delivered to the addressee. It may include verbal notification or confirmed receipt of electronic mail.
- j. The term “*plagiarism*” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without acknowledgement, documentation or citation. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- k. *Preponderance of evidence* means that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
- l. *Prima facie* means sufficient at first impression to establish a fact or a case that may or may not be borne out upon more rigorous examination or greater knowledge of the evidence.
- m. *Recognized Student Organization*: Any number of students who have complied with the formal requirements for university recognition and are therefore eligible to use the university facilities and apply for Student Service Fee Organization funding.
Non-recognized student organization – a student group that has not completed the formal requirements for recognition.
- n. *Resolve* is to make a ruling regarding an alleged violation of the code of conduct.
- o. *Student* includes anyone taking courses at or from the university, both full-and part-time, and between terms. It also includes student organizations. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the university, or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University housing,

although not enrolled in this institution. This also includes individuals who have been awarded a degree and later found to have obtained it through fraud, misrepresentation or other violation of University standards. The Student Code of Conduct applies to all locations of the University, including the Citrus Center in Weslaco, Pleasanton and other off campus locations where classes are taught. Students involved in study abroad are also subject to this code and the Study Abroad Student Code of Conduct for Texas A&M University-Kingsville International Studies Programs.

- p. *University* means Texas A&M University-Kingsville, the Weslaco Citrus Center, and other off campus locations where classes are taught.
- q. *University premises* includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (i.e., such as during university sanctioned events off campus).
- u. *Will/Shall* are used in the imperative.

NOTIFICATION OF PARENTS

Changes in the law that governs the privacy of student records, Family Educational Rights and Privacy Act (FERPA), permits colleges and universities to inform the parents/guardians of students less than 21 years of age when their son/daughter has been found in violation of university alcohol and drug regulations. Texas A&M University-Kingsville may notify the parents/guardians of students less than 21 years of age under the following circumstances:

- a. If found to have committed a serious violation of the alcohol or drug policy;
- b. After a second violation of the university alcohol or drug policy;
- c. When a student endangers his or someone's health or welfare through the use of alcohol or drugs;
- d. When a drug or alcohol violation results in the termination of the student's housing contract.

The parents of students who find themselves in this situation will be sent a letter by the Dean of Students indicating that their son/daughter has committed a violation and been issued a disciplinary sanction. The disciplinary sanction may require that the son/daughter be enrolled in an alcohol education program presented by the Center for Life Services and Wellness. Serious violations of alcohol and drug abuse may result in assessment and basic intervention by a counselor in the Center for Life Services and Wellness and/or referral for counseling and treatment by an agency or professional outside the university. In very serious situations, suspension or expulsion from the university may occur.

Parents may also be notified of other concerns about students' behaviors, health or academic

progress if a health or safety emergency involves their son or daughter.

CODE OF CONDUCT FOR INTERNATIONAL STUDIES PROGRAMS

The Office of International Studies and Programs is responsible for the administration of all study abroad programs at Texas A&M University-Kingsville. As such this office holds students responsible for knowing and abiding by the policies set forth in this document, as well as the policies and guidelines included in the University's Student Handbook. As a study abroad student, you are required to read both documents before your departure to your destination. The full Code of Conduct for International Studies Programs can be found at the Dean of Students website:

<http://www.osa.tamuk.edu/dean/>

I. Administration of the Student Code of Conduct for Study Abroad Students

Authority for administering student conduct and the disciplinary system is delegated by the President of the University to the Vice President for Student Affairs and the Dean of Students. Violations of the Student Code of Conduct and/or the Code of Conduct for International Studies Programs will be reported to the Associate Vice President for Student Affairs and Dean of Students by the Office of International Studies and Programs.

The Office of the Dean of Students will determine the appropriate response to the alleged misconduct and whether the sanctions should be immediate or upon return to campus. He/she will also designate the individual or disciplinary body to investigate and/or resolve the allegations.

II. Student Code of Conduct for International Study Abroad Students

All students who participate in Texas A&M University-Kingsville International Studies programs are representatives of A&M-Kingsville and their country for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the Office of International Studies and Programs, the Program Director, the onsite program staff, and their hotel or home stay hosts.

STUDENT GRIEVANCE PROCEDURES

Introduction

Texas A&M University-Kingsville is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the university has developed procedures for students to pursue grievances within the university community, should such action become necessary.

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands the grievance for further review.

Definition of a Grievance

A grievance is a complaint about a concern, problem or issue **other than a disciplinary measure**. (The appropriate response to a disciplinary measure, which is deemed unfair or excessive, is an appeal, not a grievance.) A student who has a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group or administrator (hereafter known as the respondent) has the right to file a grievance without prejudicing his or her status with the university. Grievances must be based on a claimed violation of a university rule, policy or established practice. Any student who brings a grievance has the burden of proof and must provide documentation and evidence to support the allegation. Except in the case of final grade appeals, a grievance should normally be filed within 20 working days of the incident or incidents. (Note: This process does not limit the university's right to change rules, policies or practices.)

ACADEMIC GRIEVANCE PROCEDURES

Academic grievances are complaints brought by students regarding the university's provision of education and academic services affecting their role as students. Academic grievances can include but are not limited to the following types of allegations:

1. Grade appeals, including errors in calculations or recording of tests or other grades; capricious, complaints of arbitrary or prejudiced action or procedures in assessing a grade; and/or allegations that procedures and practices used to determine a grade were not consistently or accurately followed. (Refer to Final Grade Appeal Procedures)
2. Failure of a faculty member to follow university policies in the conduct of classes or examinations.
3. Failure of a faculty member to recognize properly an authorized excuse or absence.
4. Capricious or unreasonable arbitrary actions by a faculty member that adversely affects

student performance.

5. Failure of a faculty member to announce and/or provide in the course syllabus teaching procedures, grading policies and the various requirements for successful completion of the course; also substantial changes or departures in announced policies without due notice and explanation.
6. Discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific students for either preferential or adverse treatment.
7. Failure of a faculty member to honor a specific commitment to a student concerning completion of work delayed because of illness, accident or other justified reason.
8. Interpretation of academic policies affecting eligibility for academic programs or scholarships, degree plan advisement disputes and/or academic decisions resulting in academic suspension or enrollment holds.

Academic Grievance Process - The general policy regarding a grievance is to grant an opportunity to address an issue one level above the person whose action is being contested. Every possible effort should be made to resolve the grievance at the lowest level. The process may vary depending upon the area of concern but will generally involve several possible steps. The procedure utilized shall provide for a prompt and fair consideration of the complaint. If extenuating circumstances prevent either party from meeting the time frame stipulated, all parties involved will confer and agree on an alternate schedule. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration. Any person who brings a grievance has the burden of proof and must provide documentation and evidence to support the allegation.

Steps for Redress of an Academic Grievance

1. **Level One:** The student discusses orally or in writing the problem or complaint with the person whose decision or action is being contested (respondent). After consideration of the request and in consultation with the department chair, the respondent shall notify the student in writing of the decision regarding the complaint within 10 business days of the meeting. It shall also include information on the student's right to appeal, the deadline and process for appeal and the name and address of the person responsible for receiving the appeal request.

Final grade appeals must be initiated on an individual basis, utilizing the *Final Grade Appeal Procedures* outlined in another section of this handbook.

2. **Level Two:** If the complaint is not resolved, the student has three business days after

notification of the respondent's decision, to appeal in writing to the appropriate College Dean and in the case of graduate students to the Dean of Graduate Studies. The student should put his or her academic grievance in writing according to the following guidelines:

- a. Identify the specific nature of the academic grievance (Refer to #1 – 8 above).
- b. Explain the grounds for the academic grievance, and whether the basic justification for it is based on a claimed violation of a university rule, policy or established practice.
- c. The name of the person whose decision is being disputed, the dates of the occurrence, and the name, current address and phone number of the complainant.
- d. Attach any supporting documents or evidence, names and contact information of witnesses and short statements summarizing the testimony that the witnesses may present.
- e. The remedy sought; i.e., explain how would you like to see it resolved? What do you want done as a result of the complaint?

The appropriate dean of the college shall have 15 business days to evaluate the **academic grievance appeal request** and determine appropriate action:

- a. The dean of the college shall evaluate the academic grievance appeal to determine if it meets the following criteria:
 - (1) alleges facts which, if true, would demonstrate a violation of university policy or regulations;
 - (2) is appropriate for consideration by the dean or if it should be referred to another hearing body for resolution (i.e., to a different college or in case of sexual harassment, job discrimination, etc. referred to a different administrative unit);
 - (3) contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
 - (4) addresses a violation which if true, results in a personal wrong to the grievant; and
 - (5) was filed in a timely manner.
- b. If the complaint **does not meet all of the above conditions**, the dean of the college may terminate the academic grievance and so notify the student.
- c. If the complaint meets all of the conditions, the dean of the college will seek to facilitate the resolution of the complaint.
 - (1) Review the student's academic grievance and gather any additional information from the student if needed.
 - (2) Review the administrative head's report and possibly confer with either the

respondent or person responsible for enforcing the policy or procedure.

- (3) The dean of the college may at his or her discretion, meet with the student and/or respondent together or separately if deemed appropriate. The student and respondent must be given three days advance notice of any meeting. The failure of the complainant to appear without justifiable cause will result in the meeting proceeding as scheduled and the matter being resolved based upon the information available to the Dean. If the original academic grievance was against a non-supervisory employee, responsibility for the defense of the contested actions shall rest with the employee's supervisor. The employee may be called in as a witness.
- d. In consideration of the information provided, the burden of proof shall be upon the student to prove his or her case by a preponderance of the evidence (that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy).
- e. Within 15 days of receipt of the academic grievance appeal, the dean of the college will complete any consultation and shall notify in writing the grievant and respondent of his / her determination of the academic grievance and a summary of the findings. The decision may consist of:
 - (1) A ruling in favor of the student and the student's proposed resolution.
 - (2) A ruling in favor of the student with a new resolution; or
 - (3) A ruling not in favor of the student.

The results of grievances appealed to this level are final and may not be further appealed. Academic grievances **initiated at Level Two** may be appealed to the next level (Level Three).

3. **Level Three:** The decision of an academic grievance first **initiated with the dean of the college (Level Two)** may be appealed by either party to the Judicial Appeals Board by delivering a letter of appeal to the Vice President for Student Affairs (VPSA) within three business days after notification of the findings. The VPSA shall then convene the Judicial Appeals Board to consider the appeal request.

The student's academic grievance appeal must be written and made on the basis of one or more of the following grounds:

- a. The decision is unsupported by substantial evidence on the record.
- b. There was a substantial departure from, or denial of rights or procedures provided for in the academic grievance process.

- c. There is new evidence, previously unavailable, which, if proven accurate, would substantially alter the decision or remedy imposed.
- d. The remedy imposed is disproportionate to the gravity of the conduct.

The Judicial Appeals Board shall have 15 business days to evaluate the academic grievance appeal request and determine appropriate action:

- a. The Judicial Appeals Board shall evaluate the academic grievance appeal to determine if it meets the following criteria:
 - (1) alleges facts which, if true, would demonstrate a violation of university policy or regulations;
 - (2) is appropriate for consideration by the board or if it should be referred to another hearing body for resolution (i.e., to a different college or in case of sexual harassment, job discrimination, etc. referred to a different administrative unit);
 - (3) contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
 - (4) addresses a violation which if true, results in a personal wrong to the grievant; and
 - (5) was filed in a timely manner.
- b. If the complaint **does not meet all of the above conditions**, the Judicial Appeals Board may terminate the academic grievance appeal and so notify the student.
- c. If the academic grievance appeal meets all of the conditions, the Judicial Appeals Board will conduct a hearing.
 - (1) The student and respondent must be given three days advance notice of any meeting. The failure of the complainant to appear without justifiable cause will result in the meeting proceeding as scheduled and the matter being resolved based upon the information available to the Dean. If the original grievance was against a non-supervisory employee, responsibility for the defense of the contested actions shall rest with the employee's supervisor. The employee may be called in as a witness. It is the duty of the complainant and respondent to provide notice to and secure attendance of their witnesses to the hearing
 - (2) The VPSA will provide the complainant and respondent with a copy of its hearing procedures three days prior to the hearing.
 - (3) Hearsay statements may be considered, but the panel should consider the existence or lack of corroborating evidence and the reason for the absence of the person to whom the statement is attributed.

- (4) Cross-examination of witnesses shall not be permitted. However, panel members may ask questions of any witness. The complainant or respondent may, at the conclusion of a witness' testimony, request that the panel ask other questions of the witness. The panel may honor or disregard such requests.
- d. In consideration of the information provided, the burden of proof shall be upon the student to prove his or her case by a preponderance of the evidence; that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy.
- e. Within 15 days of receipt of the academic grievance appeal, the chair of the Judicial Appeals Board will notify the grievant and respondent in writing the determination of the appeal and a summary of the findings. The Judicial Appeals Board may adopt, reject or modify any previous decision and may consist of:
 - (1) A ruling in favor of the student and the student's proposed resolution.
 - (2) A ruling in favor of the student with a new resolution
 - (3) A ruling not in favor of the student; or
 - (4) A ruling that a procedural error occurred and remanding the matter back to the level where it occurred.

The decision of the Judicial Appeals Board's review of an academic grievance appeal is final and cannot be further appealed.

Final Grade Appeal Grievance Process

The instructor of the class is the primary authority with respect to the assessment of a student's academic performance and final grade in that course. All practices and procedures that are used to determine a student's final grade should be communicated to the student in the course syllabus.

An appeal of a final grade must be filed within 180 days of the last day of the semester or summer session in which the disputed grade was earned. The student has the burden of proof and must provide documentation and evidence to support the allegation.

Basis for a Final Grade Appeal

Students can appeal a final grade based upon one or a combination of the following:

- An error in calculating the grade or inaccurate recording of the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the stipulated criteria or standards

- Assignment of a grade based on factors other than performance in the course, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance

Level One

It is the responsibility of a student who believes that his or her final grade is the result of a capricious, arbitrary or prejudiced action or that the procedures and practices used to determine the grade were not consistently and/or accurately followed, to first discuss the matter with the instructor of the class orally or in writing. In the event that the student is unable to contact the faculty member, he/she should contact the department chair regarding the matter for assistance in contacting the faculty member. After reviewing the student's request, the instructor (in consultation with his or her department chair) shall respond to the grade appeal in writing within 10 business days of receipt of the grade appeal request.

Level Two

If no satisfactory resolution is reached with the instructor and/or department chair, or if the instructor is unavailable, and the student wishes to appeal the final grade, he or she shall file a written grievance appealing the final grade to the dean of the college in which the class was taught. In the case of a graduate student, he/she will appeal to the Dean of Graduate Studies. The grade appeal must be filed within three business days after notification of the instructor's decision and must include the following:

- a. A detailed description concerning specific points of dissatisfaction with the grade assigned.
- b. Any and all supporting documentation that demonstrates the occurrence of one or more of the above- listed grounds for appeal.
- c. A complete list of all potential witnesses including phone, email and other contact information.
- d. Specific action or remedy sought by the student to resolve this matter.

The dean of the college will have 15 business days to evaluate the **grade appeal request** and determine appropriate action:

- a. Review the student's grievance and gather any additional information from the student.
- b. Review the faculty member's report and possibly confer with either the respondent or person responsible for enforcing the policy or procedure.
- c. Evaluate the grade appeal grievance request to determine if the appeal:
 - (1) alleges facts which, if true, would demonstrate a violation of university policy or

regulations;

- (2) is appropriate for consideration by the Dean or if it should be referred to another hearing body for resolution (i.e., to a different college; or in the case of sexual harassment, job discrimination, etc. referred to a different administrative unit);
 - (3) contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
 - (4) addresses a violation which if true, results in a personal wrong to the grievant; and
 - (5) was filed in a timely manner.
- d. If the grade appeal does not meet all of the above conditions, the appropriate dean of the college may terminate the grade appeal grievance and so notify the student and faculty member.
 - e. If the grade appeal meets all of the conditions, that administrator will seek to facilitate the resolution of the complaint. The dean of the college will secure from all parties statements and such other information as he/she deems helpful and will issue his or her findings and remedies if any. The decision will be based upon a preponderance of the evidence. A conference may be scheduled with the parties involved to resolve the disagreement, if deemed appropriate by the dean of the college.
 - f. Within 15 business days of receipt of the appeal, the appropriate college dean will complete any consultation and shall notify in writing the grievant and respondent of his / her determination of the grievance and a summary of the findings.

The results of grade appeal grievances **appealed** to dean of the college are final and may not be further appealed.

Decisions of grade appeal grievances first initiated at the college dean's level may be appealed to the Judicial Appeals Board via the Vice President for Student Affairs. The student must appeal in writing within three business days after notification of the findings by the dean of the college. The Judicial Appeals Board will have 15 business days to review the grade appeal and render a decision. The decision of the Judicial Appeals Board reviewing a grade appeal grievance is final.

The *Final Grade Appeal Grievance Process* does not apply to grades resulting from academic dishonesty cases. Academic dishonesty cases are handled through the Academic Misconduct Process.

NONACADEMIC GRIEVANCE PROCEDURES

Nonacademic grievances are complaints brought by students regarding a disagreement or unresolved dissatisfaction with a staff member, another student, student group or administrator

(hereafter known as the respondent) in which the student alleges that he / she has been dealt with arbitrarily, differently or in ways which violate established laws, rules, procedures or past practices by the university as a whole or any unit or function thereof and in a manner that has caused harm to the student.

A. Nonacademic grievances can include but are not limited to the following types of allegations:

1. An alleged infringement upon the rights or sensibilities of an individual by a university employee, student or student organization.
2. A question about the interpretation or application of an administrative policy or procedure of the university.
3. An unresolved concern about a university program, service or activity.
4. Issues regarding financial assessments to a student including fees, charges and refunds by the university. Assessments that have been authorized by the State, the Board of Regents or university policy may not be appealed, but an appeal may be based upon the department's administration and interpretation of Texas statutes, Regents' policies or university policies.

B. Due to their special nature, certain issues are handled by specially designated hearing bodies or offices:

1. Issues regarding sexual harassment refer to 34.01.99.K1.01. (Office of Compliance, Lewis Hall, Room 130, (361) 593-4758)
2. Issues regarding awarding of financial aid and /or student employment – (Financial Aid Director, Memorial Student Union, Room 105, (361) 593-3911.
3. Issues regarding student parking or traffic appeals - Student Traffic Appeals Board (SGA Office, 593-3610).
4. Issues regarding discrimination refer to rule 34.01.99.K1.01 (Office of Compliance, Lewis Hall, Room 130, (361) 593-4758)
5. Issues regarding services, accommodations or procedures not in compliance with the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990 (ADA) - Accessibility Compliance Committee (Services For Students With Disabilities)

Nonacademic Grievance Process - The general policy regarding a nonacademic grievance is to grant an opportunity to address an issue one level above the person whose action is being contested. Every possible effort should be made to resolve the grievance at the lowest level. The process may vary depending upon the area of concern but will generally involve several possible steps. The

procedure utilized shall provide for a prompt and fair consideration of the complaint. If extenuating circumstances prevent either party from meeting the time frame stipulated, all parties involved will confer and agree on an alternate schedule. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration. Any person who brings a nonacademic grievance has the burden of proof and must provide documentation and evidence to support the allegation.

Steps for Redress of a Nonacademic Grievance

1. **Level One:** The student discusses orally or in writing the problem or complaint with the person whose decision or action is being contested (respondent). After consideration of the request and in consultation with the department head, the respondent shall notify the student in writing of the decision regarding the complaint within ten business days of the meeting and/or notification of the nonacademic grievance. It shall also include information on the student's right to appeal, the deadline and process for appeal and the name and address of the person responsible for receiving the appeal request.
2. **Level Two:** If the complaint is not resolved, the student has three business days after notification of the respondent's decision to appeal, in writing to the appropriate University Administrator:
 - a. the Dean of Students in the case of nonacademic grievances brought against the actions, decisions, programs or services offered by staff in the **Division of Student Affairs;**
 - b. the Comptroller for Finance and Administration in the case of nonacademic grievances brought against the actions, decisions, programs or services offered by staff in the **Division of Finance & Administration.**
 - c. the appropriate Unit Director or designee in the case of nonacademic grievances brought against the actions, decisions, programs or services offered by staff in the **Division of Enrollment Management.**
 - d. the appropriate Unit Director or designee in the case of nonacademic grievances brought against the actions, decisions, programs or services offered by staff in **the Division of Institutional Advancement.**

The student should file the nonacademic grievance in writing using the following guidelines:

- a. Identify the specific nature of the nonacademic grievance.
- b. Explain the grounds for the nonacademic grievance, and whether the basic justification

for it is based on a claimed violation of a university rule, policy or established practice.

- c. The name of the person whose decision is being disputed, the dates of the occurrence, and the name, current address and phone number of the complainant.
- d. Attach any supporting documents or evidence, names and contact information of witnesses and short statements summarizing the testimony that the witnesses may present.
- e. The remedy sought (i.e., explain how would you like to see it resolved? What do you want done?).

The appropriate University Administrator shall have 15 business days to evaluate the nonacademic grievance appeal request and determine appropriate action:

- a. The University Administrator shall evaluate the nonacademic grievance to determine if it meets the following criteria:
 - (1) alleges facts which, if true, would demonstrate a violation of university policy or regulations;
 - (2) is appropriate for consideration by the administrator or if it should be referred to another hearing body for resolution (i.e., to a different college or in case of sexual harassment, job discrimination, etc. referred to a different administrative unit);
 - (3) contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
 - (4) addresses a violation which if true, results in a personal wrong to the grievant; and
 - (5) was filed in a timely manner.
- b. If the complaint **does not meet all of the above conditions**, the university administrator may terminate the nonacademic grievance and so notify the student.
- c. If the complaint meets all of the conditions, the university administrator will seek to facilitate the resolution of the complaint.
 - (1) Review the student's nonacademic grievance and gather any additional information from the student if needed.
 - (2) Review the administrative head's report and possibly confer with either the respondent or person responsible for enforcing the policy or procedure.
 - (3) The University Administrator may at his or her discretion, meet with the student and/or respondent together or separately if deemed appropriate. The student and respondent must be given three days advance notice of any meeting. The failure of the complainant to appear without justifiable cause will result in the meeting

proceeding as scheduled and the matter being resolved based upon the information available to the University Administrator. If the original nonacademic grievance was against a non-supervisory employee, responsibility for the defense of the contested actions shall rest with the employee's supervisor. The employee may be called in as a witness.

- d. In consideration of the information provided, the burden of proof shall be upon the student to prove his or her case by a preponderance of the evidence; that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy.
- e. Within 15 days of receipt of the appeal, the University Administrator will complete any consultation and shall notify in writing the grievant and respondent of his / her determination of the nonacademic grievance and a summary of the findings. The decision may consist of:
 - (1) A ruling in favor of the student and the student's proposed resolution.
 - (2) A ruling in favor of the student with a new resolution; or
 - (3) A ruling not in favor of the student.

The results of nonacademic grievances appealed to this level are final and may not be further appealed. Nonacademic Grievances **initiated at Level Two** may be appealed to the next level (Level Three).

- 3. **Level Three:** The decision of a nonacademic grievance first initiated with a University Administrator (Level Two) may be appealed by either party by delivering a letter of appeal to the Vice President for Student Affairs (VPSA) within three business days after notification of the findings. The student's nonacademic grievance appeal must be written and made on the basis of one or more of the following grounds:
 - a. The decision is unsupported by substantial evidence on the record.
 - b. There was a substantial departure from, or denial of rights or procedures provided for in the grievance process.
 - c. There is new evidence, previously unavailable, which, if proven accurate, would substantially alter the decision or remedy imposed.
 - d. The remedy imposed is disproportionate to the gravity of the conduct.

The VPSA shall then convene the Judicial Appeals Board which shall have 15 business days to evaluate the grievance appeal request and determine appropriate action:

- a. The Judicial Appeals Board shall evaluate the nonacademic grievance appeal to determine if it meets the following criteria:
 - (1) alleges facts which, if true, would demonstrate a violation of university policy or regulations;
 - (2) is appropriate for consideration by the VPSA or if it should be referred to another hearing body for resolution (i.e., to a different college or in case of sexual harassment, job discrimination, etc. referred to a different administrative unit);
 - (3) contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
 - (4) addresses a violation which if true, results in a personal wrong to the grievant; and
 - (5) was filed in a timely manner.
- b. If the nonacademic grievance appeal **does not meet all of the above conditions**, the Judicial Appeals Board may terminate the grievance appeal and so notify the student.
- c. If the complaint meets all of the conditions, the Judicial Appeals Board will conduct a hearing.
 - (1) The student and respondent must be given three days advance notice of any meeting. The failure of the complainant to appear without justifiable cause will result in the meeting proceeding as scheduled and the matter being resolved based upon the information available to the Vice President. If the original grievance was against a non-supervisory employee, responsibility for the defense of the contested actions shall rest with the employee's supervisor. The employee may be called in as a witness. It is the duty of the complainant and respondent to provide notice to and secure attendance of their witnesses to the hearing
 - (2) The VPSA will provide the complainant and respondent with a copy of its hearing procedures three days prior to the hearing.
 - (3) Hearsay statements may be considered, but the panel should consider the existence or lack of corroborating evidence and the reason for the absence of the person to whom the statement is attributed.
 - (4) Cross-examination of witnesses shall not be permitted. However, panel members may ask questions of any witness. The complainant or respondent may, at the conclusion of a witness' testimony, request that the panel ask other questions of the witness. The panel may honor or disregard such requests.
- d. In consideration of the information provided, the burden of proof shall be upon the

student to prove his or her case by a preponderance of the evidence; that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy.

- e. Within 15 days of receipt of the nonacademic grievance appeal, the chair of the Judicial Appeals Board will notify the grievant and respondent in writing the determination of the appeal and a summary of the findings. The Judicial Appeals Board may adopt, reject or modify any previous decision and may consist of:
- (1) A ruling in favor of the student and the student's proposed resolution.
 - (2) A ruling in favor of the student with a new resolution
 - (3) A ruling not in favor of the student; or
 - (4) A ruling that a procedural error occurred and remanding the matter back to the level where it occurred.

The decision of the Judicial Appeals Board reviewing a nonacademic grievance appeal is final and cannot be further appealed.

JUDICIAL CONDUCT HEARING BOARDS

JUDICIAL APPEALS BOARD

An appellate board consisting of students, faculty and staff appointed by the Vice President for Student Affairs for the purpose of hearing student appeals of proposed disciplinary actions associated with academic student misconduct charges and appeals of decisions resulting from a student grievance against a student, student group, faculty, staff, or university administrator

The board's composition includes, one (1) faculty representative from each of the academic colleges; two (2) representatives from the Division of Student Affairs; and three (3) students. The required meeting quorum is six members, consisting of at least two students. The Vice President for Student Affairs serves as ex-officio member. Final decisions of this board are communicated through the chair, which is appointed by the Vice President for Student Affairs.

In the case of hearing student appeals of proposed disciplinary actions associated with academic student misconduct charges, it is the responsibility of the board to make a reasonable determination of the validity of charges against the student and to express its judgment regarding the appropriateness of the proposed sanctions. The student may choose an advisor, to accompany, but not represent him or her. An attorney is not allowed, and the advisor must be approved in advance of the hearing. The Assistant Dean of Students may be willing to serve as an advisor to the

student(s) making the appeal. In cases involving suspension or expulsion for academic misconduct, the decision of this board may be appealed to the Provost.

In the case of student grievances appeals, except in specific areas of dispute covered by other explicit policy (e.g., discrimination, sexual harassment), it is the responsibility of the board to make a reasonable determination of the validity of the student's charges and to express its judgment regarding appropriate resolution of the problem. The student may choose an advisor, to accompany, but not represent him or her. An attorney is not allowed the assistant dean of students may be willing to serve as an advisor to the student(s) filing the grievance. The Judicial Appeals Board is expected to consult with the Texas A&M University System Counsel, through the Vice President for Student Affairs, to assure that its procedures are legally sound and fair to all parties.

UNIVERSITY DISCIPLINARY COMMITTEE (UDC)

A committee consisting of students, faculty and staff appointed by the Dean of Students which serves as a hearing body for the purpose of adjudicating nonacademic student misconduct cases that are serious in nature. The Dean of Students determines the seriousness of the violation and will refer cases to this committee.

The UDC is composed of three (3) staff members (comprised of two (2) representatives from the Division of Student Affairs and one (1) at-large from the University); two (2) faculty (from any college); and two (2) students. The Dean of Students serves as an ex-officio member. Four (4) members shall constitute a quorum to hear cases.

It is the responsibility of the UDC to provide for a prompt and fair consideration and resolution of the case through a formal hearing process. The proceedings are not judicial trials; however, the accused student may present his or her own defense against the charges and may produce either oral testimony or written affidavits of witnesses. The student may choose an advisor, to accompany, but not represent him or her during a hearing. An attorney is not allowed, and the advisor must be approved in advance of the hearing. The Assistant Dean of Students may be willing to serve as an advisor to the student(s) whose case is being heard by this body. Final decisions of this body are communicated through the chair, appointed by the Dean of Students. The decisions of this body may be appealed to the Vice President for Student Affairs. The University Disciplinary Committee is expected to consult with the Texas A&M University System Counsel, through the Dean of Students, to assure that its procedures are legally sound and fair to all parties.

POLICIES AND PROCEDURES

FOR THE MOST CURRENT AND DETAILED DESCRIPTION OF THESE POLICIES AND PROCEDURES, PLEASE REFER TO THE STUDENT HANDBOOK ONLINE VERSION, LOCATED AT <http://osa.tamuk.edu/studenthandbook/>

The following policies are not listed in any specific order of importance or significance.

Reading the University Catalog

Every student is responsible for familiarizing himself/herself with the specific academic regulations contained in the university catalog including degree requirements. For a detailed explanation of policies on class attendance, absence due to religious holidays, field trips, degree planning and withdrawal from the university, please refer to the catalog or the online version at <http://www.tamuk.edu/academics/catalog/>.

Advisement

Advisement prior to registering for classes is mandatory. Each student will have the opportunity to register with the advice of his or her faculty advisor. Students should consult with their respective college to insure proper advisement or to seek help in locating their academic advisor.

Schedule of Refund of Tuition and Fees

The *Tuition-and-Fees Refund Policy* is mandated by the state. Students withdrawing from the university will receive a refund of fees based on the date of the official withdrawal. Students receiving financial aid also should consult with the Financial Aid Office for instructions appropriate to their situation. Applicable tuition and fee refunds are:

Fall and Spring		Summer Session	
1. Prior to the first class day	100%	1. Prior to the first class day	100%
2. During the first five class days	80%	2. During the first three class days	80%
3. During the second five class days	70%	3. During the second three class days	50%
4. During the third five class days	50%	4. After the sixth class day	none
5. During the fourth five class days	25%		
6. After the twentieth class day	none		

Refund of Courses Dropped

A 100% refund of applicable tuition and fees collected will be made for courses from which students drop within the first 12 days of a semester or within the first four days of a summer term. There are no refunds for dropped courses after the 12th day during the long terms or fourth class day during the summer terms. Dropping all courses results in a withdrawal from the university and is based on the above tables.

General Undergraduate/Graduate Add/Drop Procedures

Students should contact their college major advisor for permission to add or drop a course. Changes must be processed immediately at the student's departmental enrollment area. Students registered through University College should process any changes with their University College advisor. Students receiving financial aid should also consult with the Financial Aid Office to inquire if the number of classes dropped will affect their financial aid award status.

Minimum Grades for Good Standing

To be in good standing, students must have a satisfactory grade point average on their academic record. The definition of "good standing" is a minimum of 2.00 overall GPA on A&M-Kingsville courses. All undergraduate students must have a cumulative 2.00 GPA to transfer into A&M-Kingsville.

AIDS POLICY

<http://osa.tamuk.edu/studenthandbook/aidspolicy.shtml>

Senate Bill 959, passed in the 71st Texas Legislature, specifies that workplace guidelines be promulgated to assure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus ("HIV") are protected. Pursuant to that requirement and in recognition of the serious nature of HIV and related health issues in the work and learning environment, the following guidelines and policies are established for The Texas A&M University System (the "System").

Human Immunodeficiency Virus cripples the body's ability, through the immune system, to fight infection. Once infected with HIV, a person may remain without symptoms for a long period of time, but is able to infect others through sexual or direct blood contact. As the disease progresses, the immune system can become so weakened that a person may eventually develop life-threatening infections and cancers. Acquired Immune Deficiency Syndrome ("AIDS") is the final stage of HIV infection.

For all information concerning this policy, please refer to online version of handbook.

ALCOHOL POLICY

<http://osa.tamuk.edu/studenthandbook/drugalcoholpolicy.shtml>

Individuals must be at least 21 years old to purchase, possess or consume alcoholic beverages. Texas A&M University-Kingsville is an educational institution dedicated to the pursuit of excellence, the promotion of academic achievement and the advancement of knowledge. Because of the university's interest in the intellectual, physical and psychological well being of the campus

community, it is important that the university take steps to curtail the abusive or illegal use of alcoholic beverages. This will be accomplished by educating members of the university community about the effects of misuse and use of alcohol, and enforcement of the Alcohol Policy. The use of alcoholic beverages by members of Texas A&M University-Kingsville community is at all times subject to the alcoholic beverage laws of the State of Texas.

1. University policy prohibits drinking or being in possession of any alcoholic beverage in public or private areas of University premises not approved for such activity; possession and/or consumption by a minor; furnishing alcohol to a minor; or public intoxication.
2. Possessing excessive amounts of alcohol, and/or furnishing or serving from a common source of alcohol (i.e., kegs, mini-kegs, beer balls, etc.) in the residence halls is prohibited in apartments, suites, and/or individual rooms. Sanctions apply to all students (residents and non-residents) present at the time of the infraction and/or to all students (residents and non-residents) who were involved in any way in planning or hosting an event at which a common source or bulk container is provided. In addition, empty cans, kegs, mini-kegs, beer balls, and/or any tapping devices are not permitted in any apartment, suite, or individual room for any purpose, including use as decorations and/or furnishings.
3. Objects and drinking apparatuses or methods that promote irresponsible binge consumption of alcohol, which include, but are not limited to, funnels, beer bongs, beer pong tables, or drinking games are prohibited. All individuals present at the time of the infraction may be charged for a policy violation.
4. Residence hall students who are 21 years of age may consume alcohol beverages only within their rooms but are expected to do so in moderation and without infringing on other residents' rights to privacy, sleep and study. Individuals may not possess excessive amounts of alcohol.
5. Student organizations must comply with the guidelines set forth for registered student organizations.

Individuals not in compliance with the Alcohol Policy are subject to arrest and/or citation by the University Police Department. The offending student or organization will also be subject to university disciplinary action and sanctions commensurate with the offense and any aggravating or mitigating circumstances. The complete Alcohol Policy is listed on the online version of the Student Handbook.

BICYCLE, SKATEBOARD, ROLLER BLADE AND MOTORCYCLE USE GUIDELINES

Riding bicycles, roller blades or skateboards **in buildings or left in hallways, staircases or lounges is prohibited.**

1. Bicycles left unattended in hallways, staircases or lounges; blocking access or egress to building entrances and exits; or, parked in non-designated bicycle parking areas will be confiscated by the University police department at the owner's expense.
2. Bicycles must be maintained in good repair while parked in designated bicycle parking areas.
3. Bicycles which are in disrepair or that are left in designated parking areas after the end of a semester will be removed by the police department at owner's expense.
4. Only the safe operation of bicycles, rollerblades, or skateboards is permitted on campus; unsafe or mischievous cycling, skateboarding or roller-blading on campus is prohibited.
5. Pedestrians have the right-of-way at all times and all bicyclists, roller-bladers and skateboarders must yield to all pedestrians.
6. Bicycles may be secured only in designated areas of the campus.
7. Bicycles may be registered at the University Police Department.
8. Motorcycles, motorbikes, mopeds and motor scooters must be parked only in designated "Motorcycles" parking areas within designated parking lots unless otherwise approved by the University Police Department.

COMPUTER USE POLICY

Information resources are intended to provide information technology for educational, research and administrative applications by its students, faculty and staff. Information resources including the hardware, software and network facilities may not be used for other purposes including commercial, illegal or political activities. Everyone within the university community will be held responsible for using computer resources and facilities in an ethical, professional and legal manner. Any misuse of these resources will be dealt with by the appropriate university, legal or law enforcement authorities.

The computer labs are available for Texas A&M University students to complete class assignments. All students are asked to abide by the Lab Rules posted in each facility and respect the rights of others in order to have a quiet environment to complete their assignments. CIS lab staff reserve the right to ask a student to leave a computer lab when he or she does not comply with these rules or the oral instructions of staff enforcing the rules in performance of their duties.

Failure to abide by the rules and procedures outlined in this policy may result in disciplinary action, loss of computer use privileges and/or referral to law enforcement agencies. Unacceptable uses include but are not limited to the following activities:

- Using the school's network for any illegal activity, including violation of copyright laws, peer to peer file-sharing and child pornography laws;
- Using the network for financial or commercial gain;
- Disabling or vandalizing data of another computer user;
- Gaining unauthorized access to computer resources;
- Invading the privacy of another computer user;
- Intentionally transmitting computer viruses;
- Use of chain letters or any use that unnecessarily causes congestion of networks;
- Unauthorized downloading of software;
- Wastefully using computer resources, including network space;
- Using computer resources for the unauthorized altering, posting or distributing of grades or other school records;
- Transmitting, posting, publishing or displaying material that is defamatory, obscene, sexually explicit or provocative, pornographic, profane, lewd, threatening or harassing;
- Negligent or intentional disclosure of account passwords or other computer safeguards;
- Failure to abide by specific user policies which are subsections of this policy. They include the *Internet Usage Policy 1.080.0*, *Acceptable Use Policy 1.010.0*, *Copyright Guidelines*, *Computer Laboratory General Usage Rules* and *Residential Network Use Guidelines*.

Internet Usage Policy

The guidelines include, but are not limited to, World Wide Web, Netscape, Explorer and Telnet. These guidelines have been created to define what Texas A&M University-Kingsville considers responsible and ethical behavior and apply to all Texas A&M University-Kingsville students, faculty and staff using the campus information resources. Internet activities and procedures must be consistent with the university's academic; computer and Internet use ethics policies as well as federal and state computer crime statutes.

Texas A&M University-Kingsville reserves the right to monitor, filter and/or review, at any time, all Internet utilization via the university's Internet access. The university further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of

encryption, the labeling of a communication as private, the deletion of a communication or any other such process or action, shall not diminish the university's rights in any manner.

The university will disclose Internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation. For more information refer to the Internet Usage Policy 1.080.0 available at <http://www.cis.tamuk.edu/help/policies/policies.asp?nb=HELP>

Copyright Guidelines

Over the past couple of years, the Recording Industry Association of America has started to notify Information Technology (IT) departments about multiple students on our residential network (ResNet) that are offering copyrighted sound recordings for download through a peer to peer (P2P) application (i.e., KaZaA, Morpheus, WinMX, AudioGalaxy, iMesh, Gnutella, Limewire and others).

Texas A&M University-Kingsville is required to take these complaints very seriously, and to take steps to address any copyright infringing activity. Failure to do so can potentially result in liability for the university itself. U.S. copyright laws holds the university liable if illegal file transfers persist but limit the university's liability if it cooperates fully with every aspect of the law. Currently, Texas A&M University-Kingsville screens P2P activity for illegal downloads that violate DMCA (Digital Millennium Copy Right Act).

Texas A&M University-Kingsville will not tolerate copyright violations per state and federal copyright law. Violators of university policies with respect to computing and network usage are subject to the normal disciplinary procedures of the university as outlined in the student handbook. In addition to adjudication by university judicial processes, violations will result in the temporary or permanent loss of computer and network access. Illegal actions are also subject to prosecution by appropriate local, state or federal authorities.

Additionally, any student using their university network access privileges to engage in the downloading or uploading of child pornography and copyrighted materials or other unauthorized distribution of the aforementioned materials is potentially at risk of becoming the target of a legal action for copyright infringement, prosecution for child pornography, in addition to any university-imposed sanctions.

Network privileges may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

- Using the network for any purposes that violate U.S. or state laws;
- P2P activity resulting in illegal downloads that violate the Digital Millennium Copy Right Act;
- And any other types of use that would cause congestion of the networks or otherwise interfere with the work of others.

The most effective way to comply with university policies and state and federal copyright law is to not have peer to peer applications (KaZaA, Morpheus, WinMX, AudioGalaxy, iMesh, Gnutella, Limewire and others) that illegally offer copyrighted sound recordings or other copyrighted materials for download over the Internet installed on your computer.

If CIS is notified by the Recording Industry Association of America that you are offering copyrighted sound recordings for download, your network connection at Texas A&M University-Kingsville will be disabled to ensure immediate compliance with the RIAA's request. You will be required to attend a meeting with the Dean of Students, the Network and System Administrator, and the Director of Computing & Information Systems. After the meeting and following a list of required actions on your part, CIS will notify the RIAA that you have complied with their request to "remove or disable access to the infringing sound files via your system." At that time network and Internet connectivity will be restored to your personal computer, with the understanding that there will be no further illegal copyright abuse.

Failure to refrain from unauthorized file sharing of copyrighted materials at Texas A&M University-Kingsville, both on our local network and the Internet, will result in your actions being addressed by the normal disciplinary procedures of the university as well as potential legal action from the RIAA in addition to permanent loss of computer and network access.

The Recording Industry Association of America believes it is in everyone's interest for music consumers to be better educated about the subject of copyright law and music. The association encourages you to visit the MUSIC Coalition's new website at www.musicunited.org. The site contains valuable information about what's legal and what's not when it comes to copying music.

Computer Laboratory General Usage Rules

The computer labs are state-owned facilities. The equipment and software in these labs are the property of the state of Texas and its citizens. They are intended solely for the purpose of supporting the educational mission of Texas A&M University-Kingsville. Abuse, misuse, theft, security and other violations are subject to criminal charges.

The computer labs are available for Texas A&M University students to complete class assignments. All students are asked to abide by the Lab Rules posted in each facility and respect the rights of others in order to have a quiet environment to complete their assignments. CIS lab staff reserve the right to ask a student to leave a computer lab when he or she does not comply with these rules or the oral instructions of staff enforcing the rules in performance of their duties.

In addition to specific rules posted at each lab, use of any university computer lab facility shall be in accordance with the following:

1. A valid Texas A&M University-Kingsville identification card must be presented to use any of the lab resources. Only the faculty, staff and students of Texas A&M University-Kingsville are allowed to use these facilities unless other arrangements have been made through CIS and/or the respective department.
2. The usage of chat (IRC) programs or playing of games is NOT permitted. The resources in this laboratory may be used only for work that is part of an assigned academic program, official university business or university approved research. All other use is prohibited.
3. The installation of personal or other software is not permitted. This is a public (to university users) facility used by many disciplines on campus. As such, these systems have been prepared (with the appropriate hardware and software) to meet the teaching and research needs of the campus users and cannot be used for software or hardware experimentation.
4. Routine, scheduled maintenance is performed on these systems. Routine maintenance of these systems throughout the academic year may cause some of the resources to be unavailable. While every attempt will be made to minimize these outages, scheduling and facility requirements should be done on a timely basis with CIS or the facility's representative to minimize the chance of a system being down at critical times.
5. Backup copies of system configurations are maintained by CIS. Backup copies of working system configurations are maintained at other locations by CIS. If a system fails, the backup copy of software is loaded to a "cleaned" system without attempting to recover data or programs not included in the backup configuration. If you need additional software or hardware installed on any of these systems AND wish it included on backups, please contact CIS. The use of personally-owned peripherals such as external storage devices, CD-ROMs, and printers is not permitted.

Residential Network Use Guidelines

1. Students must understand and comply with Texas A&M University-Kingsville *Computer Use Policy* which includes as subsections the *Acceptable Use Policy*, *Internet User Guidelines*, *Copyright Guidelines*, *Network Access Policy*, and *Virus Policy*. As a student of Texas A&M University-Kingsville, you must understand that although the Residence Hall Internet connection (Texas A&M University-Kingsville ResNet) is a State of Texas regulated network, this means all of the same rules of acceptable use policy apply as if your data were on the primary Texas A&M University-Kingsville network. Any misuse is subject to disciplinary action. For further information on CIS computer usage policies refer to <http://www.cis.tamuk.edu/help/policies/policies.asp?nb=HELP>.
2. Students must understand and comply with copyright policy. As a student of Texas A&M University-Kingsville, you must comply with U.S. copyright laws <http://www.copyright.gov/laws/>.
3. All computers must have anti-virus software installed and kept current. As user of the Texas A&M University-Kingsville network, we require every computer connected to the network to have some form of anti-virus software. As a student of Texas A&M University-Kingsville you are authorized to install McAfee anti-virus software free of charge. You can download the software from the CIS website at <http://www.cis.tamuk.edu/Download-McAfee.asp>.
4. Operating system software patches need to be current. As a user on the Texas A&M University-Kingsville network you are required to maintain all applicable security and vulnerability patches on your system. Systems that are found vulnerable or un-patched may be denied access to the network until appropriate corrective action has taken place.
5. Students will not install wireless access points, routers, or switches on the network. As a user of the Texas A&M University-Kingsville network, you are not authorized in any way to install additional network equipment without the express written consent of the Computing and Information Services (CIS) Department. The detection of more than one MAC address per port may result in network deactivation.
6. Users of the Texas A&M University-Kingsville ResNet are issued network addresses through the use of DHCP. Students will not manually assign IP addresses. Students needing static IP addresses for network gaming or other special requirements may request a static IP address from the CMA helpdesk. Static IP addresses will be good through the semester.
7. Students will not operate servers of any type without advance written approval from CIS. As a user of the Texas A&M University-Kingsville ResNet, you are authorized access to the

network only as a client. Operation of any server or services such as but not limited to P2P (peer to peer), ftp, web, email, DNS, DHCP, time, etc is prohibited and discovery of servers or services may result in deactivation of network access.

8. The Texas A&M University-Kingsville ResNet will require network logon in order to provide highest network security. Students will be required to use their university provided user ID and password to access the network. A maximum of two simultaneous logons per user ID will be allowed. Exceptions may be granted on a case by case basis. Students requiring additional logons must request an exception in writing through the ResNet Director.

Failure to comply with the above can result in university disciplinary procedures as described in the Student Handbook and may include loss of Internet privileges and charges for copyright violations. Please remember, that as a user on the Texas A&M University-Kingsville ResNet, these policies exist to ensure that service on the network as well as on your computers stay as reliable as possible. These policies are in place to protect your data and the data of your fellow residents. By properly maintaining your computer, you make life on the internet a much more productive and enjoyable experience.

DRUG POLICY

<http://osa.tamuk.edu/studenthandbook/drugalcoholpolicy.shtml>

Texas A&M University-Kingsville strives to assist students in achieving their potential as human beings and in becoming self-directed in all activities. Because growth and development are shaped by a student's experience, the university seeks to develop an environment where students can learn how to live fulfilling and productive lives. Substance abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty and staff but also their potential for contribution to society. It is important for all members of the university community to take responsibility for preventing substance abuse from negatively affecting the community's learning environment and the academic, physical and emotional well-being of its membership.

In recognition of the problems of substance abuse, members of the university community have developed a university-wide drug policy. These policies deal with education, prevention, intervention and treatment activities as well as disciplinary sanctions for those found in violation of the policy. The university has established comprehensive substance abuse prevention programs to help eliminate the threat that substance abuse poses. Through education, the university is committed to helping individuals achieve their personal and academic goals.

I. Legal Aspects and Consequences Concerning Controlled Substances and Illegal Drugs

All members of the university community are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs. More specifically, the Texas A&M University-Kingsville Student Code of Conduct prohibits “manufacturing, possessing, having under control, selling, transmitting, using or being party thereto any illegal drug, controlled substance or drug paraphernalia on university premises or at university-sponsored activities.”

The term “controlled substances,” when used in this policy, shall refer to those drugs and substances whose possession, sale or delivery results in criminal sanctions under the Texas Controlled Substance Act (Texas Civil Statutes, Article 4476-15), as well as substances that possess a chemical structure similar to that of a controlled substance (e.g., “designer drugs”).

II. Education, Prevention and Referral for Treatment

Texas A&M University-Kingsville is committed to providing comprehensive drug education and prevention as well as early intervention and treatment referral services. Life Services and Wellness provides a broad-based educational program to assist in the prevention of substance abuse.

The university realizes the importance of treatment services in assisting faculty, staff and students to overcome substance abuse problems. Assessment and intervention services are available through Life Services and Wellness. If further treatment is necessary, the student may be referred to outside counselors and programs.

III. University Disciplinary Process

University disciplinary charges may be pursued against faculty, staff and students alleged to have violated university regulations and/or local, state and federal laws concerning controlled substances. Violations of any local, state or federal law pertaining to controlled substances that occur off campus and are not associated with a university-connected activity may result in disciplinary charges in situations in which the continued presence of the individual on campus is likely to interfere with the educational process and the orderly operation of the university.

University disciplinary proceedings will be in accordance with procedures outlined in the Student Code of Conduct and university policy (faculty and staff). Voluntary admission to a substance abuse treatment program prior to the issuance of charges may be looked upon favorably in disciplinary cases. Disciplinary action in cases involving serious drug-related violations will result in suspension, dismissal or expulsion from the university, depending on the nature and seriousness of the case. Participation in a substance abuse education or treatment program may be required in addition to other sanctions. Any disciplinary action imposed by the university may precede and be in addition to any penalty imposed by an off-campus authority.

FREE SPEECH AREA GUIDELINES

The University believes that the right of expression and inquiry is essential to both the pursuit and dissemination of knowledge and truth. Students, both individually and collectively are encouraged to take active roles in exercising the rights of expression, conscience, affiliation and peaceful assembly. At the same time, the University also recognizes its responsibility to protect the rights and freedom of those students who wish to pursue their educational interest without interference. The university is also obligated to protect its property and to prohibit disruption of scheduled activities of the students, faculty, staff and the campus community.

The mall on the north side of the Memorial Student Union Building has been designated as the primary free speech area at Texas A&M University-Kingsville. This area may be used on a first-come, first serve basis and must be reserved through the Event Planning Office in accordance with their established procedures. Amplified sound requires prior approval by the Director of Student Activities / Union or his/her designee. The free expression of views and opinions, whether by individuals or by groups, must not violate the rights of others or disrupt the normal functions of the university.

HAZING POLICY

<http://osa.tamuk.edu/studenthandbook/hazing.shtml>

Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing or having knowledge of the planning of hazing incidents and failing to report in writing his / her knowledge to the Dean of Students. An organization commits hazing if the organization condones, encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented or acquiesced in the hazing activity.

Hazing means any intentional, knowing or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements,

confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or institution, rather than submit to acts described in this policy.
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the penal code.
6. Texas A&M University-Kingsville also defines hazing to include:
 - a. Misuse of authority by virtue of one's class rank or leadership position;
 - b. Any form of physical bondage of a student (including but not limited to, having prospective members perform personal chores or other tasks under threat of negative repercussions, blindfolding and/or parading individuals, requiring members to carry items or perform activities meant to punish, discomfort or embarrass members; etc.)
 - c. Road trips (taking a student to an outlying area and dropping him/her off); compelling a person or group to remain at a certain place; transporting a person anywhere without their consent (kidnapping).
 - d. Performing physical exercise (sit-ups, push-ups, crab walk, elephant walk, etc.) except in the case of organized sports activities.
 - e. Expecting participation in an activity that is in violation of the Student Code of Conduct (stealing, defacing or trashing property, assigning or endorsing pranks, etc.)

Incidents of hazing should be reported to the Dean of Students. For a detailed list of conduct which constitutes hazing and the entire hazing policy please refer to the website.

DISRUPTION OF BUSINESS ACTIVITIES POLICY

Disorderly conduct which disrupts or impairs the business operation of the university or that interferes with any university-owned or controlled property, including buildings and parking lots, is prohibited. Disorderly conduct on university premises is defined as using abusive, indecent,

profane, or vulgar language; making offensive gestures or displays; abusing or threatening a person in an obviously offensive manner; blocking the access or egress to and from buildings, disrupting the flow of traffic and/or creating or causing unusually loud and disturbing noises, between the hours of 8 p.m. and 6:30 a.m. is a violation of university policy. The University Police Department will respond to complaints and request that the offending behavior desist. Persons refusing to cooperate may be cited for violation of this policy and State statute and reported to the Dean of Students. Offenders will be subject to disciplinary action.

MOTOR VEHICLE OPERATION/PARKING POLICY

<http://www.tamuk.edu/finance/upd/parking.html>

The operation of a motor vehicle on the Texas A&M University-Kingsville campus is a privilege granted by the university rather than a right.

1. All faculty, staff and students, who operate or expect to park and/or operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and to obtain a parking permit assigning a designated parking area or areas.
2. A parking permit is not a guarantee of a parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violation of any parking regulation. The mere fact that citations are not issued for any offense does not indicate that the regulations or laws have been modified to exclude that offense.
3. When a person is charged with violating any provision of these regulations, proof that the vehicle was, on the date of the offense, bearing a valid university parking permit is prima facie evidence that the holder of the permit committed the violation. However, if the vehicle does not bear a valid parking permit, proof that the vehicle, on the date of the alleged offense, was owned by an individual or connected to an individual that is affiliated with the university through registration address, is prima facie proof that the owner committed the violation.
4. Individuals with unpaid violation charges recorded in their names, including those from previous semesters are ineligible to receive a parking permit until those charges have been paid.

Visitor Permits

A visitor is an individual with no affiliation, association or relationship with Texas A&M University-Kingsville as a student, faculty member, staff member or employee, or as determined by the University Police Department. . The university requires all visitors and university guests to

obtain temporary visitor permits for motor vehicles they will operate or park on campus. The permits may be obtained at the University Police Department.

For additional guidelines, please refer to the University Police Department's publication titled *Parking and Traffic Regulations*.

POSTING ADVERTISING AND PUBLICITY ON CAMPUS REGULATIONS

Bulletin boards are available on campus to assist with the promotion and publicity of events that may interest the campus community. Postings include posters, flyers, handouts, displays, banners, etc. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used properly and to maintain campus free of unnecessary litter.

General Posting Guidelines

- A. All materials posted by students, student organizations and outside entities must be approved for posting by the Office of Student Activities.
- B. All postings must have a date, location, time, name of sponsoring group, and approval stamp.
- C. Each academic department will have a designated bulletin board for general postings. Individuals or organizations posting materials inside of campus buildings must observe all posting guidelines specific to that building or department.
- D. Posting is not permitted on windows, doors, walls, columns, outdoor furniture, trashcans, trees, parked cars, or street signs without special approval of the Office of Student Activities. Special campus-wide university events will be reviewed as applicable to assist in the promotion of the event on campus.
- E. Posted materials should be of a reasonable size relative to the size of the posting area and should not cover or obstruct other notices. Use thumbtacks and not staples.
- F. Outdated materials are to be removed by the sponsoring group or individual.

Registered Student Organization Postings

All postings must be approved and stamped by the Office of Student Activities. Refer to the Student Organizations Manual for additional guidelines and suggestions for campus organizations.

Personal Student Postings

Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc. are not considered student postings and should follow the commercial postings regulations. All postings must be approved and stamped by the Office of Student Activities.

Departmental Postings

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, the posting must be stamped by Student Activities. Departments posting materials inside of campus buildings must observe all posting guidelines specific to that building or department.

Commercial Postings

All external commercial business postings must be reviewed and approved by the Office of Student Activities. Student Activities staff will inform the business of the appropriate locations for commercial postings.

PRIVACY OF STUDENT RECORDS: FERPA POLICY

<http://osa.tamuk.edu/studenthandbook/Institutionalpolicy.shtml>

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibilities for the University.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-5901

Directory Information

No one outside the institution shall have access to nor will the institution disclose any information, other than directory information, from a student's education records without the written consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. The following items are considered **directory information** at Texas A&M University-Kingsville:

Name, local and home address, telephone number, major(s) or minor(s), current class schedule, number of hours enrolled in current semester, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance,

photographs, degrees and awards received, and all previous educational agencies or institutions attended .

Students reserve the right to suppress any information from being released to the general public without their written consent of the student. Any student wishing to withhold any or all of this information should notify the Office of the Registrar. The university assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

SEXUAL ASSAULT POLICY

Sexual assault is a felony under the criminal laws of the State of Texas and will not be tolerated at Texas A&M University-Kingsville. Any such act committed by a Texas A&M University-Kingsville student is a violation of the university's Student Code of Conduct and subject to disciplinary action. Texas A&M University-Kingsville is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential.

When students experience a sexual assault, their sense of safety and trust is violated. This violation can seriously interfere with their lives and educational goals. Campus police work closely with Student Health and Wellness and the Dean of Students Office to assist the victim and encourage access to counseling services. Please contact UPD (593-2611) for more information.

SEXUAL HARASSMENT POLICY

Sexual harassment of students and employees at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. For more information on the elements of sexual harassment and strategies for dealing with harassment, please give the Compliance Office a call. If you have been subjected to inappropriate behavior or comments of sexual nature, contact the Compliance Office immediately (593-4735). All such contacts are handled in a confidential manner. Refer to <http://www.tamuk.edu/compliance/index.html> for the most current university policy on Sexual Harassment. This policy does not address the issues of sexual assault and/or physical violence. Incidents of this nature should be reported to the University Police Department (593-2611) or other appropriate law enforcement agency.

SMOKING POLICY

2.0 Scope

In order to ensure a safe, healthy and pleasant work, educational and living environment, Texas

A&M University-Kingsville maintains rules and guidelines that limit smoking on all university owned or leased property.

2.1 Areas in Which Smoking is Prohibited (except as noted in this rule)

Smoking is prohibited in all posted “No Smoking” areas and in all university-owned buildings, athletic stadium seating areas, retail service areas and all vehicles owned or leased by Texas A&M University-Kingsville.

2.2 Areas and Circumstances in Which Smoking is Permitted

a. On university property, smoking is permitted in open-air areas outside of buildings at a distance of at least 20 feet from any entrance door or window so that secondhand smoke will not interfere with the occupants of the buildings or individuals entering and exiting the buildings. In athletic stadiums, smoking is permitted downwind and at least 20 feet away from the seating and vending areas.

b. University student artists or actors who participate in authorized performances will be allowed to smoke as part of an artistic production provided that appropriate disposal receptacles and smoke filtration units are available and the audience is informed prior to the performance.

c. If approved by the Provost and Vice President for Academic Affairs, smoking is permitted by participants in academic research projects involving smoking provided that it is conducted in a designated area and informational signs are posted indicating the presence of tobacco smoke. The Principal Investigator must have a smoke filtration unit operating during the smoking event.

3.0 Compliance and Fire Safety

This rule relies on the thoughtfulness, consideration and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the Texas A&M University-Kingsville community to observe the provisions and comply with the spirit and intent of this rule. It is expected that smokers will utilize proper receptacles to contain the ignited tobacco and will properly discard all smoking materials in a manner as to prevent fires.

STUDENT ORGANIZATION FORMATION PROCEDURES

<http://osa.tamuk.edu/studentorganizations/>

There are many clubs and organizations at Texas A&M-Kingsville. However, if an organization you are looking for doesn't exist, we encourage you to begin your own. The steps for creating an organization are listed below. A full manual of information for student organizations can be found

online at <http://osa.tamuk.edu/organizations/handbook>

1. Schedule an appointment to meet with the Assistant Director of Student Activities. As the staff member who works with student organizations, he/she will advise you on the process and provide the necessary forms to get your organization off the ground.
2. Draft a *Statement of Purpose*. It will be important for you to create a statement of purpose, which will be submitted with other paperwork to complete your recognition.
3. Complete an *Information Sheet* outlining your organization's leadership.
4. Provide a *Constitution/By-Laws/Other Governing Documents*. All organizations must submit (and update anytime there are changes) a constitution and any other governing documents, such as by-laws. These will need to be updated every two years.
5. Submit a *Membership Roster*. Your proposed organization will need at least 10 members to be recognized.
6. Comply with Risk Management Guidelines for Student Organizations

Organizations may be proposed at any time, however the process is not complete until voted upon by the Student Government Association. Once the process is complete, you will be notified in writing of your organization's recognition. For a list of guidelines for approval of Greek organizations and the privileges of registered organizations, consult the Student Activities website. All questions and matters concerning student organizations should be addressed to the Assistant Director of Student Activities in room 301 of the Memorial Student Union, or by calling 593-2760.

STUDENT TRAFFIC APPEALS/BOARD

Function and Purpose: The purpose of this board is to insure the right of appeal to any student charged with a violation of the university's parking and traffic regulations. Appeals must be filed online at Blue & Gold <http://www.tamuk.edu/bluegold/>. All communication with the student is done via email. The board hears appeals of students concerning traffic and parking citations, makes a ruling and notifies the University Police Department and the student (via email) on the disposition of the case. Meeting dates will be scheduled by the board on a weekly basis and students are sent an email notification of their hearing date.

Duties and Responsibilities of the Board:

- A. Has original appeal jurisdiction over all parking and traffic citations issued to students by the University Police Department.
- B. Listens to student's appeal, asks any questions of the student, and reviews other pertinent information about the citation before making a determination.

- C. Establishes procedural guidelines for the disposition of cases by the board.
- E. Makes the final decision and determination about a parking citation. The board's decision is final and not subject to appeal.
- F. While the board makes every effort to communicate its findings with the person making an appeal; it is the responsibility of the student making the appeal to follow-up on the disposition of their appeal and to ensure that all fees, if any are paid in a timely manner.

WEAPONS POLICY

Texas A&M University-Kingsville strives to provide a safe and secure environment for its students, staff and faculty. Texas A&M University-Kingsville prohibits the possession or storage of any weapons, fireworks or explosives on university premises or at any university-sponsored activity, except in the following cases: law enforcement personnel engaged in the official performance of their assigned duties; approved university experiments and/or projects; transporting of firearms to and from a place of storage; TAMUK ROTC; and other approved academic use. The term "weapons" may be defined as any object or substance designed to inflict a wound, cause injury or incapacitate.

Weapons as defined in Texas Penal Code, Chapter 46, include, but are not limited to:

- Handguns, revolvers, pistols, BB guns, pellet guns, stun guns, etc.
- Chemical weapons and /or explosives (including bullets or fire works)
- Knives, bows and arrows; slingshots
- Martial arts weapons

Toy weapons that look like real weapons are similarly prohibited on campus. University officials encourage anyone who has or owns any weapon to contact the University Police Department to arrange for storage of such items. The University police department will secure all weapons providing a receipt for items stored, each item will be checked for status and before the item is returned, a criminal history check will be conducted. All requests, exceptions and interpretation of this policy will be managed by the University's Chief of Police. (593-2611).

REFERENCE NUMBERS

Dialing instructions for use of campus telephones: For on-campus calls, dial the last four digits of the number; for local calls, dial 9 + seven digit number. All campus offices and residence halls have a 593 prefix.

	Phone	Fax	Mail
Academic Affairs	3098	3107	MSC 102
Provost and Vice President, Academic Affairs (Rex Gandy).....	3106	3107	MSC 102
Associate Vice President for Academic Affairs (Duane Gardiner)	3098	3107	MSC 102
Associate Vice President for Student Success (Dr. Nancy KingSanders)	2157	3107	MSC 102
Admissions (Director, William Carter).....	2315	5509	MSC 128
Agriculture, Dick and Mary Lewis Kleberg, College of	3712	3713	MSC 156
Dean (Allen Rasmussen)	3712	3713	MSC 156
Assistant Dean (William Kuvlesky)	2188	3788	MSC 228
Academic Advisor (Veronica M. Garcia).....	4202	3713	MSC 156
Agriculture, Agribusiness and Environmental Sciences (Shad Nelson)	3719	3788	MSC 228
Animal, Range & Wildlife Sciences (Scott Henke)	2188	3788	MSC 228
Human Sciences (Kathleen Rees)	2211	2230	MSC 168
Aramark Food Services (Mohammad Ali).....	3119	2265	MSC 124
Catering.....	3096	2265	MSC 124
Arts and Sciences, College of	2761	2379	MSC 117
Dean	2717	2379	MSC 117
Assistant Dean (Susan Roberson).....	2012	2379	MSC 117
Assistant Dean (Todd Lucas).....	3050	2379	MSC 117
Art (Manuel Flores)	3401	3402	MSC 178
Biological & Health Sciences (Kathryn Stoner).....	3803	3800	MSC 158
Chemistry.....	2914	3597	MSC 161
Chemistry Lab Storeroom (Daniel Clancy).....	3498	2597	MSC 161
Communication/Theatre Arts (Manuel Flores).....	3401	3402	MSC 178
History (Shannon Baker)	3608	4083	MSC 166
Language and Literature (Kathy Downs)	2516	2116	MSC 162
Mathematics (Ravi Agarwal).....	3517	3518	MSC 172
Music (Paul Hageman)	2803	2816	MSC 174
Physics/GeoSciences (Lionel Hewett).....	3310	2184	MSC 175

	Phone	Fax	Mail
Political Science (Shannon Baker)	3501	3502	MSC 165
Psychology/Sociology (Jieming Chen).....	2701	2707	MSC 177
Athletics (Ken Oliver).....	2411	3587	MSC 202
Ticket Office (Rosie Moreno).....	4030	3488	MSC 202
Bookstore , Barnes & Noble (Mary Gutierrez).....	2601	2603	MSC 127
Business Administration, College of	3801	3708	MSC 182
Dean (Thomas Dock).....	3801	3708	MSC 182
Assistant Dean, Martin Brittain	3801	3708	MSC 182
Computer Lab	2840	3708	MSC 182
Accounting and Finance (Mike Grayson).....	3927	3912	MSC 184
Information Systems (Rick Aukerman).....	3938	3912	MSC 186
Management/Marketing (Barbara Oates)	2757	3912	MSC 187
Student Advising (Nancy Allen).....	3902	4354	MSC 182
Business Office	2616	4165	MSC 104
Business Services Manager	3007	4165	MSC 104
Bursar	3949	4165	MSC 104
Head Cashier	2439	4165	MSC 104
Campus Ministries:			
Baptist Student Ministry	592-9335		
Latter-day Saints Center	592-5004		
St. Thomas Aquinas.....	592-5781		
Campus Recreation and Fitness (Charles Espinosa).....	3059	3389	MSC 208
Associate Director (Romy Timmons).....	3059	3389	MSC 208
Career Services (Christian Ferris).....	2217	4088	MSC 106
Compliance and ADA Coordinator (John Burnett)	4758	4755	
Computer Labs:			
College of Business Administration Lab.....	2840	3708	MSC 182
College of Engineering Lab.....	2841		
Jernigan Library Lab.....	2916		
Computing and Information Services (Robert Paulson)	2401	2696	MSC 185

	Phone	Fax	Mail
CIS HELP Desk	4357	2696	MSC 185
Dean of Students (Kirsten Compary)	3606	3947	MSC 122
Associate Dean of Students (Toni Alvarez)	4095	3947	MSC 122
Education and Human Performance, College of	2801	2108	MSC 195
Dean (Albert Ruiz).....	2801	2108	MSC 195
Associate Dean (Jaya Goswami)	2801	2108	MSC 195
Accreditation Office	2890	2108	MSC 195
Teacher & Bilingual Education	2871	2736	MSC 152
Educational Leadership/Counseling (Glenda Holland)	2430	2136	MSC 223
Health and Kinesiology (Christopher Hearon)	2301	2141	MSC 198
Office of Student Services (Lydia Landin-Ortiz)	2722	2158	MSC 195
Engineering, College of	2001	2106	MSC 188
Dean (Stephan J. Nix)	2001	2106	MSC 188
Associate Dean (Mohamed Abdelrahman).....	2001	2290	MSC 188
Assistant Dean (John L. Chisholm)	2001	4474	MSC 188
Executive Assistant to the Dean (Sheryl Custer).....	2799	2106	MSC 188
Chemical/Natural Gas Engineering (David Murphy).....	2002	4026	MSC 193
Electrical Engineering & Computer Science (Sung-Won Park)..	2004	4026	MSC 192
Civil & Architectural Engineering (Joseph Sai).....	2266	2069	MSC 194
Industrial Technology (Bruce Marsh).....	2608	2609	MSC 203
Mechanical/Industrial Engineering (Kai Jin).....	2003	4026	MSC 191
Office of New & Transitioning Students (Mariselda De La Paz)	2000	2106	MSC 155
Enrollment Management (Manuel Lujan)	4060	4803	MSC 227
Emergency	9-911		
Finance & Administration (Marilyn Fowlé).....	2410	3218	MSC 144
Financial Aid (Ralph Perri)	3911	3026	MSC 115
Graduate Studies & Research, College of	2808	3412	MSC 118
Dean (Ambrose Anoruo)	2808	3412	MSC 118
Associate Dean (Linda Challoo).....	2808	3412	MSC 118
Health Center (Student Health) (Dianne Brown)	3991	2006	MSC 112

	Phone	Fax	Mail
Honors, College of	4410	4864	MSC 172
Dean (Dolores Guerrero)	4410	4864	MSC 172
National Scholarships (Sue Nichols)	4862	4864	MSC 172
ID Center (Crispin Trevino)	2243	3605	MSC 122
International Student Services (Diana Lozano)	3317	3984	MSC 176
International Studies & Programs (Marilu Salazar)	3994	2147	MSC 163
KTAI-FM Radio / Television Office	3489	3402	MSC 178
Student Health and Wellness (Dianne Brown)	3991	2006	MSC 112
Counseling	3421	2006	MSC 112
Health Care Services	2904	2903	MSC 112
Services for Students with Disabilities	3024	2006	MSC 112
PEP TALK (Peer Educator Program)	2374	2006	MSC 112
Marketing & Communications	3901	3899	MSC 114
National Scholarships (Sue Nichols)	4862	4864	MSC 172
Office of Admissions & New Student Information (Laura Knippers)	4423	2991	MSC 116
Physical Plant	3312	2669	MSC 142
Post Office (Tammy Rivas)	2400	4109	MSC 100
President's Office (Steven Tallant)	3207	3218	MSC 101
ROTC (Military Science) (Richard Spainhour)	3201	3202	MSC 204
Registrar (George Weir)	2811	2195	MSC 105
Associate Director (Millie Slaughter)	2834	2195	MSC 105
Risk Management (Shane Creel)	2646	4755	MSC 221
Environmental Health & Safety (Juan Garza)	4131		
South Texan (Manuel Flores)	3700	3402	MSC 123
SPEC (Steinke Physical Education Center)	2301	2141	MSC 198
Cage / Pool / Racquetball / Court Reservations	2009	2141	MSC 198
Special Programs , Assistant Vice President (Mary Gonzalez)	2129	2494	MSC 181
EOC	2169	2494	MSC 181
Ronald McNair Program	2241	2494	MSC 181
Student Support Services	2734	2494	MSC 181

	Phone	Fax	Mail
Upward Bound Math & Science (Dynyel Miller)	2277	4182	MSC 181
Student Affairs , Vice President (Terisa Remelius).....	3612	2161	MSC 103
Student Employment	3031	3026	MSC 115
Student Government Association	3610		MSC 132
Student Shuttle Service	3606	3947	MSC 122
Student Success (Nancy KingSanders)	3290	3052	MSC 206
Academic Advising (LaRue Stephens).....	2157	3052	MSC 206
Learning Assistance Center	5250	3052	MSC 206
Supplemental Instruction	4281	3052	MSC 206
Student Union/Activities	2760	4034	MSC 133
Associate Director (Crispin Trevino)	4036	3605	MSC 135
Event Planning	4173	4008	MSC 133
Transition Coordinator	2795	4034	MSC 133
Leadership & Greek Life	4064	4034	MSC 133
Programming Coordinator	2166	4034	MSC 133
Technology Service Coordinator (James Pollock)	4995	4034	MSC 133
Switchboard	2111		MSC 133
The “Cue Shack” Game Room	3113		MSC 133
University Housing & Residence Life (Tom Martin).....	3419	2417	MSC 108
Associate Director (Gina Smith).....	4648	2417	MSC 108
Assistant Director (Lisa Marie Gonzalez-Hatfield).....	2723	2417	MSC 108
Bishop Hall	3527	2417	MSC 108
Lewis Hall.....	4652	2417	MSC 108
Lynch Hall	2577	2417	MSC 108
Martin Hall.....	3239	2417	MSC 108
Turner Hall.....	3829	2417	MSC 108
University Village.....	3419	2417	MSC 108
University Police Department (Felipe Garza)	2611	2583	MSC 126
Veterans Affairs Services (Michael Lugo)	4421	3026	MSC 115

REFERRAL CONCERNS

Students who have questions or concerns are encouraged to seek out assistance from a variety of university offices and departments. If in doubt about where to go for assistance, contact the Office of the Dean of Students, located in the Memorial Student Union, room 306, ext. 3606, and they will direct you to the appropriate office.

Expressed Concern	Referral Resources (name of office and telephone number)
Academic advising	Consult the office of the dean for your college to make an appointment; Student Success Office, 3290
Activities on campus	Student Activities, 2760; Student Government Association, 3610; Public Relations, 3901
Alcohol abuse issues	Student Health & Wellness, 3991; Alcoholics Anonymous, 592-5385; PDAP, 592-1212
Birth Control	Student Health & Wellness, 3991; Planned Parenthood, 592-2649
Career Information	Career Services, 2217; contact respective colleges
Change of Address	Registrar's Office, 2811; Post Office, 2400
Child care information	Center For Young Children (university child care), 2219
Clubs & organizations	Student Activities, 2760; individual departments
Complaints/Grievances (refer to Grievance Policy in handbook)	Discuss the problem orally or in writing with the person whose decision or action is being contested; continue with next level if unresolved. (Process advice, Dean of Students, 593-3606)
Coping with death of loved one	Student Health & Wellness, 3991; Baptist Student Union, 592-9335; Catholic Center, 592-5781; Latter Day Saints Center, 595-5004
Depression or suicide	Student Health & Wellness, 3991; Bible Chair Ministers; University Police Department, 2611
Disability concerns	Services for Students with Disabilities, 3024
Dropping/adding class	Consult with your academic advisor; Registrar's Office, 2811
Drug abuse	Student Health & Wellness, 3991; Palmer Drug Abuse (PDAP), 592-1212
Eating disorders	Student Health & Wellness, 3991; or 2904
Employment, on campus	Student Employment (Financial Aid Office), 2878
Employment, off-campus	Career Services, 2217
Family concerns	Student Health & Wellness, 3991; Bible Chair ministers

Fee payments, refunds	Business Office, 3818
Financial concerns	Financial Aid Office, 3911
Food Service concerns	Aramark Food Service, 3119; Residence Life, 3419
Health concerns	Student Health & Wellness, 3991 or 2904
Homesickness	Student Health & Wellness, 3991; your Resident Advisor
Housing concerns	Contact your Resident Advisor, Area Coordinator or Residence Life Office, 3419
Information and referral	The Dean of Students, 3606; Vice President for Student Affairs, 3612
International Student admission / services	International Student Services, 3317, Cousins Hall 113 A
Internships	Career Services, 2217; Your department or college
Interpersonal conflicts	Student Health & Wellness, 3991; Dean of Students, 3606
Intramurals	Recreational Sports, 3059
Lost & Found	University Police Department, 2611
Major/career indecision	Contact the office of the dean of the respective college; Career Services, 2217; Counseling, 3991
Marital/Premarital concerns	Student Health & Wellness, 3991; Bible Chair Ministers; Planned Parenthood, 592-2649
Math & test anxiety	Student Health & Wellness, 3991; Learning Assistance Ctr., 5250
Meeting facilities	Event planning office, 4173
Mentoring	Student Success, 3290; Your academic department
Money management	Special Programs, 2129; Financial Aid, 3911
Nontraditional Students, services for	Student Success, 3290; Student Health & Wellness, 3991; Cont. Ed., 2861; Dean of Students, 3606; Special Programs, 2129
Personal problems	Student Health & Wellness, 3991; Bible Chair Ministers
Physical abuse	Student Health & Wellness, 3991; Univ. Police Department, 2611;
Pregnancy issues/testing	Student Health & Wellness, 3991; Planned Parenthood, 592-2649
Racquetball court	For reservations: Gym facilities at SPEC, 2009
Rape/Sexual Assault	Univ. Police Department, 2611; Student Health & Wellness, 3991;
Relationship problems	Student Health & Wellness, 3991; Bible Chair Ministers

Resume writing	Career Services, 2217
Roommate conflicts	Contact your Resident Advisor; Residence Life, 3419; Student Health & Wellness, 3991;
Scholarships	Respective Academic Department, Financial Aid, 2887 National Scholarships Office, 4862
Sexual/gender issues	Student Health & Wellness, 3991; Bible Chair Ministers;
Sexual harassment	Compliance Office, 4758 ; Student Health & Wellness, 3991;
Sexual misconduct	Dean of Students, 3606; University Police Department, 2611
Sexually transmitted diseases	Student Health & Wellness, 3991; Planned Parenthood, 592-2649; Texas Department of Health, 592-2693
Shuttle Service	Dean of Students Office, 3606
Spiritual concerns	Baptist Student Ministry, 592-9335; Latter Day Saints, 595-5004; Catholic Center, 592-5781
Stress and anxiety, coping	Student Health & Wellness, 3991; Bible Chair Ministers;
Study abroad, scholarships	International Studies and Programs, 3994
Study skills	Student Health & Wellness, 3991; Student Success, 3290;
Time management	Student Health & Wellness, 3991; Student Success, 3290;
Testing (SAT, GRE, etc.)	Testing Office, 3303
Tutoring	Student Success, 3290; Consult with your department, Student Success, 3290; Learning Assistance Center, 5250
Veterans	Veteran Affairs Office (Financial Aid Office), 4421
Vending (refunds)	Post Office, Memorial Student Union
Withdrawal from Univ. (advice)	Consult with your academic advisor; Financial Aid Office, 3911; Student Success, 3290; Residence Life, 3419; Student Health & Wellness, 3991; International Student Services, 3984
Withdrawal from Univ. (process)	Registrar's Office, 2811; also Residence Life, 3419 if living on campus; International Student Services, 3317
Weight control	Student Health & Wellness, 3991; Rec. Sports, 3057
Women's issues	Student Health & Wellness, 3991;