

# Texas A&M University- Kingsville

## Student Handbook 2018- 2019

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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.

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# Welcome to Texas A&M University- Kingsville!

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## Welcome from the Senior Vice President of Student Affairs and University Administration



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 University-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 this 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. Riley".

Terisa C. Riley, PhD.  
Senior Vice President of Student Affairs and University Administration

## **Welcome from the Student Government Association**

Dear Fellow Javelina,

Welcome to Javelina Nation! I am so glad you chose to attend Texas A&M University-Kingsville. It is an absolute honor to be able to welcome you, either as a returning student or as one of the newest members to our family. As the Student Body President, it is my personal goal to ensure you make endless memories and enjoy your time at this beautiful campus.

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 students, faculty and administrators in addressing concerns and issues as well as realizing ideas that students may have. Always know that we value your opinions, experiences, and insight here in our community. Make no mistake, there is always room for improvement.

The Student Government Association models the U.S. government system structure with three branches: Executive, Legislative, and Judicial. Regardless of the sphere of focus, in each one of these branches you will find yourself surrounded by students with the common goal of improving our campus. The members of SGA work towards enhancing our university by understanding and sharing current students' needs, maintaining and developing solutions, and planning future goals and projects that may affect the campus life experience of those that follow in our footsteps.

I encourage you to stay active within our campus. We have over 140 student organizations ranging from SGA, Fraternity and Sorority life, Campus Activities Board, honor societies, interest organizations, and much more! In each one of these organizations you will also find bright young Javelina students whose futures are now intertwined with yours. Also, another key to your success in college will be the relationships you build with faculty, staff, advisors, and administrators. Our university administration is a great team that is beyond welcoming and always up for a conversation; you may be surprised when they hug you and call you by name next time they see you.

I am very optimistic to this school year and the amazing initiatives our student body representatives will be collaborating on. If you have any questions, concerns, comments, or interested in making a change, please contact us at (361) 593-3610 or write to our email at [sga@tamuk.edu](mailto:sga@tamuk.edu). Feel free to visit our office in MSUB 201 located on the second floor of the MSUB above the postal office. Once again, welcome to Javelina Nation, a family and community full of opportunities.

Ruben A. Martinez  
Student Body President  
Texas A&M University-Kingsville

## Welcome from the Assistant Vice President of Student Affairs/ Dean of Students



Dear Javelina,

Welcome to Texas A&M University-Kingsville! As a student you are now a member of a long-standing tradition of excellent education and a great family atmosphere. Congratulations on making the smart decision to join the Javelina family!

My hope is that this year is filled with memorable experiences, both inside and outside of the classroom. Our faculty members are ready to challenge you to expand your knowledge of their fields of expertise. Our staff members are ready to help you as you navigate through the year. Our entire Javelina family is here to support you as you take steps to achieve your dream of a degree from Texas A&M University- Kingsville.

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 calendar can be used for your academic and social planning. The *Student Code of Conduct* section explains the guidelines regulating student conduct. We hope you utilize the information provided in this handbook 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.

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 the most up to date versions of policies please refer to the following website [http://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf).

Best wishes for a successful and memorable year!

Sincerely yours,

A handwritten signature in cursive script that reads "Kirsten Compary".

Kirsten Compary  
Assistant Vice President of Student Affairs and Dean of Students

# Reaffirmation of Commitment to Equal Employment Opportunity, Access and Affirmative Action

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**A message from Dr. Steven H. Tallant,  
President, Texas A&M University- Kingsville**

## **Reaffirmation of Commitment to Equal Employment Opportunity, Access and Affirmative Action**

Texas A&M University- Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. The Chief Executive Officers in the A&M System universities and agencies are responsible for achieving an equal employment opportunity environment, and each System employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Texas A&M University- Kingsville is committed to serving the state's students and citizens through education, leadership development, research and service.

I am committed to meeting these goals through a dynamic and diverse workforce that effectively responds to our constituents. It is my firm commitment to ensure that equal employment opportunity, equal treatment, and equal access to programs and activities will be provided to Texas A&M University- Kingsville's students, employees, prospective employees, and the public. To achieve this goal, discrimination based on a person's race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status or genetic information is strictly prohibited as defined by federal law and state statute. These protections extend to employment and admissions decisions.

If you have any questions or concerns related to equal employment opportunity, equal access, affirmative action or requests for disability accommodations, please direct them to the following individual who has been designated as the university's Section 504 and American with Disabilities Act Coordinator:

Karen B. Royal, Director of Compliance  
(361) 593-4758  
Lewis Hall, Room 130  
700 University Blvd., MSC 221  
Kingsville, Texas 78363  
[karen.royal@tamuk.edu](mailto:karen.royal@tamuk.edu)

The following individual is designated as the university's Coordinator for Title IX of the Education Amendments of 1972, responsible for inquires and complaints alleging discrimination in educational programming and access based on sex:

Tasha Clark, Title IX Coordinator  
(361) 593-4761  
Lewis Hall, Room 130  
700 University Blvd., MSC 221  
Kingsville, Texas 78363  
[tasha.clark@tamuk.edu](mailto:tasha.clark@tamuk.edu)  
[titleix@tamuk.edu](mailto:titleix@tamuk.edu)

Questions concerning Title IX may also be directed to Ms. Candice Jackson, Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100.

Please join me in this commitment.



# Student Rights and Responsibilities

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## Section 1: Student Rights and Responsibilities

### Student Rights

- A student shall have the right to participate in a free exchange of ideas. In addition, 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, age, sex, sexual orientation, gender identity, national origin, disability, veteran status or genetic information.
- 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, a respondent 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 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

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## **Quick Facts:**

**University Founded: 1925**

**President: Dr. Steven H. Tallant**

**Mascot: Javelina**

**Colors: Blue and Gold**

## Section 2: History and Traditions

### 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 15<sup>th</sup> 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."

### 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 más rara de todo Jalisco es mi Guadalajara.  
A mí me gusta escuchar los mariachis cantar con el alma sus lindas canciones.  
Oír 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. Qué lindo es Jalisco palabra de honor.

### Fight Song

Fight, fight for ole AMK!  
Hail that grand ole name  
Fight, fight, no one can deny  
We're out to win this game.  
So never stop  
'Till the last gun is fired  
And the score it told.  
Sock their kabinas, you Javelinas  
Blue and Gold.  
(Eight count lyric rest)  
Go you Javelinas,

Fight for AMK!  
(Eight count lyric rest)  
Go you Javelinas,  
Fight for AMK!  
(Eight count lyric rest)  
Bust their old machines  
Right between the eyes  
Hit 'em high, hit 'em low  
Give 'em everything you've got  
Rah, rah, rah, rah, rah, rah  
Yea team! Yea team!

# Student Services

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## Section 3: Student Services

### Academic Testing Center

Robert Cousins Hall 101. (361) 593-3303/4881.

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

The Texas A&M-Kingsville Testing Center provides comprehensive testing services for university students and prospective students. The Testing Center serves as a national testing center for exams such as the American College Test (*ACT*), College Level Examination Program (*CLEP*) *ibt*, Law School Admissions Test (*LSAT*), Miller Analogies Test (*MAT*), Performance Assessment Network (PAN), Pearson VUE and TOEFL-IBT. In addition, Testing also offers: TExES/ExCET, Texas Commission on Law Enforcement (*TCOLE*), Texas Commission on Environmental Quality exam (*TCEQ*), Texas Success Initiative (*TSI*), and is a Pearson Vue Authorized Test Center. The Testing Center proctors exams for TAMU-K students and the community. Please contact the Admission office at (361) 593-2315 for the ACT Residual exam.

### Athletics

Ruben Cantu. Interim Executive Director for Intercollegiate Athletics and Campus Recreation

McCulley Hall 112. MSC 136. Extension 2800

Javelina Stadium Office, (361) 593-2411

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

NCAA II 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, beach volleyball 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 [www.javelinaathletics.com](http://www.javelinaathletics.com) or at the athletic department in McCulley Hall

### Business Office

College Hall, Room 104, (361) 593-2616, [moneyconnect@tamuk.edu](mailto:moneyconnect@tamuk.edu)

Website: [www.tamuk.edu](http://www.tamuk.edu) > Quicklinks: Tuition & Fees

The Business Office is available to assist students with questions regarding tuition and fees, payment plans, and student account refunds. Visit the website for details regarding procedures, forms, and important deadlines.

### Refunds

A credit balance may occur in a student account as a result of any of the following:

- Financial aid residual
- Overpayment of account
- Dropping a class or withdrawing within refund period
- Release of housing deposit

The Business Office disburses credit balances on student accounts through Customers Bank (formerly HigherOne) twice a week (Tuesday and Thursday) for all credit balances. The following options are available:

1. Direct Deposit to your existing bank account.
2. Opt to open and utilize the Customer's BankMobile account. Fees may apply. Visit the MyOneMoney.com site to find out more detailed information.
3. Mailed paper check. You may change this address on the MyOneMoney.com site.

### Late Registration and Late Payment Fees

Late registration and late payment fees are assessed to a student account if registration or payments are made after the published dates in the Academic Calendar. For more details on the dates and fees, please visit: [www.tamuk.edu](http://www.tamuk.edu) > Quicklinks: Academic Calendar.

### Business Services Appeal

Students may appeal tuition and fee charges on their University account through the Business Services Appeal process. Information regarding the process can be located on the Business Office website.

## **Guaranteed Tuition and Fees**

Texas State Law HB 29 requires all public institutions in Texas to offer a guaranteed tuition plan for Undergraduate resident students effective Fall 2014. The university elected to include both resident and non-resident undergraduate students in the new tuition plans. Details regarding the plans can be located on the Business Office website.

## **Variable Tuition and Fees**

Beginning Fall 2016, Texas A&M University-Kingsville will have an option of a guaranteed tuition plan or a 1 year variable tuition & fee rate plan. Unlike the guaranteed rate plan, this variable rate plan is subject to increase on a yearly basis. If a student chooses the variable rate plan, they will no longer be able to go back to the guaranteed rate plan. For Fall 2018, new students will have until 1st class day to opt for the variable rate. New Fall 2018 students were enrolled by default in the guaranteed tuition plan.

## **Loans & Collections**

Student accounts not paid by the final payment deadline of each semester may be placed with an outside collection agency. Accounts sent to collections will incur additional collection cost.

## **Other services provided**

- 1098-T statements
- Employment paycheck distribution
- International student tax assessment
- Housing & Study Abroad deposits
- Parking permits/fines
- Departmental deposits

## **Campus Activities Board (CAB)**

Memorial Student Union Building Room 203A (CAB Office) or Javelina Student Engagement Center 1119 W. Santa Gertrudis, (361) 593-2760

[cabtamuk@gmail.com](mailto:cabtamuk@gmail.com) or <http://www.tamuk.edu/cab/>

The Campus Activities Board (CAB) is geared toward creating unforgettable college memories. The board, comprised of student leaders, executes events for the university and Kingsville community by serving as the primary programming component for the Office of Student Activities. Activities range from concerts, movies, performing arts and special events. Open to any student, CAB is the place for a person interested in creating a dynamic university environment and eager to gain an interactive leadership experience. Visit our website, Facebook, or Twitter @ [cabtamuk](#) for meeting schedules and upcoming events. The best things in life are FREE and sponsored by CAB.

## **Campus Recreation and Fitness**

Tony Kreitzer, *Director*

Student Recreation Center. MSC 208. 1020 Avenue C, (361) 593-3059.

The Department of Campus Recreation and Fitness is housed in a 30,000 square foot Student Recreation Center (SRC). Completed in spring 2010, the SRC provides unlimited opportunities for Texas A&M University-Kingsville students to partake in indoor recreational, intramural sports and fitness activities. The SRC includes two full size multipurpose basketball courts, a 6,100 square foot cardio fitness and free weight room and a 1/12 mile elevated indoor jogging track. Activities such as volleyball, badminton and soccer and played in the gymnasium. The SRC also offers an adjacent outdoor basketball court. The SRC is available to all registered students with a validated A&M-Kingsville ID.

### **SRC Cardio Fitness and Free Weight Room**

The Fitness Center is housed in the Student Recreation Center (SRC). The area has a wide range of the latest cardio fitness exercise equipment treadmills, elliptical trainers, stationary bikes, weight machines and a full selection of free weights. A full cardio theater and individual monitors on machines are also available to make workout routines more enjoyable. The Cardio Fitness and Free Weight Room also provides programs in wellness, fitness, personal training, aerobics and nutrition.

### **Intramural Sports**

A wide variety of individual, dual and team sports are offered each semester. Individuals are provided the opportunity to socialize, learn leadership skills and exercise. Championship T-shirts are awarded in every sport. In a select number of sports, opportunities are available to compete at regional and national extramural sport tournaments. All outdoor intramural team sports are scheduled on the department's 17 acre Rec Sports Complex on the Northwest part of campus.

## **Cheerleading**

Javelina team spirit and tradition is a vital part of any college atmosphere. The Texas A&M University-Kingsville cheerleading program offers students the opportunity to get involved, learn leadership skills, provide community service and promote support for the Javelinas. The cheerleaders perform at all intercollegiate basketball and football games, serve on campus spirit activities and offer community cheerleading campus in the summer. Tryouts for the cheer team are held in the spring semester in late March each year.

## **Informal Recreation**

The Student Recreation Center (SRC) is available for recreational free-time use. The SRC facilities offers informal recreation opportunities in basketball, volleyball, indoor soccer, cardio fitness and weight training, indoor jogging and outdoor basketball. Racquetball, swimming and bowling facilities are available in the Steinke Physical Education Center (SPEC).

## **Campus Sustainability**

Javelina House, (361) 593-4220

<http://www.tamuk.edu/finance/facilities/sustainability/index.html>

The Office of Campus Sustainability inspires, develops and supports campus initiatives that promote and nurture a culture of sustainability throughout the campus community. The office encourages and facilitates collaborative efforts of faculty, students and staff to enhance academic learning and research, student engagement, awareness, service learning and campus operational practices with sustainability fully infused in all these areas.

Campus Sustainability is responsible for coordinating the recycling and composting programs designed at greening the university campus. The office also offers internships, activities and student service learning opportunities. Students can engage in a variety of living-learning lab opportunities such as growing organic produce in the Javelina Pallet Garden or participating in the Recycle Bikes program which offers free bike rentals in exchange for student service learning hours.

For more information please visit our website, Facebook page or stop by the Javelina House located at 1000 West Santa Gertrudis Street.

## **Career Services Center**

Eckhardt Hall, Room 104, (361) 593-2217

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

<http://www.AdvisingNow.com>

<http://www.JavelinaCareers.com>

The Career Services Center is available to assist all students and alumni from the moment they step on campus and throughout their careers. We assist students in exploring and defining career goals, developing job search strategies and creating personal marketing documents including résumés and cover letters. We also provide career fairs each semester, on-campus interview opportunities and a Professional Clothing Closet for students in need of professional wear for events or interviews!

Services offered include:

- Major Selection
- Resume/Cover Letter/Reference Writing
- Career Planning
- Internship & Job Search
- Practice Interviews
- Professional Clothing Closet

Career Fairs & Special Events:

- All Majors Career Fair
- Javelina Technology & Engineering Career Fair (JTEC)
- Business & Internship Career Expo
- Teacher & Education Career Fair
- Graduate & Professional School Fair
- Business Etiquette Dinner
- Employer Information Sessions

One of the most important gauges of how successful a student will be at securing professional employment after graduation is participation in an Internship or Cooperative Education program. TAMUK graduates who have completed at least one internship before graduation earn an average starting salary that is more than \$13,000 higher per year than those who have not; they are also twice as likely to have a job by graduation. Every student should participate in at least one internship during their time at the university.



Visit the Career Services Center in Eckhardt Hall, Room 104 and our professional staff will help you navigate your way to a great career! You can also speak to a Career Advisor online without an appointment from 9am – 9pm, Monday – Friday at

[www.AdvisingNow.com](http://www.AdvisingNow.com).

## **Center for Student Success – Graduation Pathway Success Center**

Jernigan Library, Room 210, (361) 593-5800

The Graduation Pathway Success Center houses Peer Assistance Leaders (PALs).

### **Mentoring**

<http://www.tamuk.edu/studentsuccess/gps1/index.html>

The Center for Student Success provides peer mentoring to assist all incoming Transfer Students in the transition from their previous campus to their first semester at Texas A&M University-Kingsville. Each semester all incoming Transfer Students are assigned a Peer Assistance Leader (PAL), who is an upper classman within the same academic college, to assist them on the road to graduation. Transfer Students and PALs meet for 30 minutes every other week, or as desired, throughout the Transfer Student's first semester on campus. PALs contribute to the academic and personal growth of Transfer Students by promoting academic excellence, campus involvement, and overall student success at Texas A&M University-Kingsville.

## **College of Arts and Sciences**

A L Kleberg Hall, Room 130, (361) 593-2761

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

The College of Arts and Sciences is unique in offering students a broad-based, liberal arts education transmitting a core of knowledge and cultural values. The College provides the service courses required by all university academic degree programs and specialized courses that may lead to employment or post-baccalaureate studies. Comprised of ten academic departments and three academic units, with Dr. Dolores Guerrero as Dean, the College is committed to providing a humanistic and analytical education through a student-focused educational environment. Fulfilling its mission, the College fosters lifelong learning with curriculum and orientation that are responsive to the cultural diversity of the students and to the entire South Texas region. In this way, the College helps to expand the academic, social, and cultural horizons and expectations of the people it serves. Through teaching, scholarship and service, the College provides students with a core of cultural knowledge and understanding necessary to function as global citizens and with the life skills and judgment essential to contribute fully to society. The College provides oral and written communication skills and computer literacy required of all disciplines, and helps students attain general professional competency in the area of their major.

## **College of Business Administration**

Business Administration Building, Room 108, (361) 593-3801

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

The College of Business Administration (CBA) at Texas A&M University-Kingsville is a school of opportunity. Led by Dr. Natalya Delcours as Dean, the college is committed to providing an accessible, high value business education that empowers both part- and full-time students of all ages and diverse backgrounds. Students receive invaluable expertise and knowledge in core and specialized business curriculum from accomplished business faculty. Active inside and outside the classroom, accessible, caring CBA faculty members actively research, lead seminars and workshops, and engage in academic and professional activities. Program enhancements, such as the student immersion experience and student professional development program, allow graduates to gain an extra advantage in the workplace and ensure that they have the skills needed to succeed professionally as well as academically. College faculty and staff are dedicated to the success of the students and remain focused on providing an overall transformational experience for them!

## **College of Education and Human Performance**

Rhode Hall, Room 120, (361) 593-2802

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

The College of Education and Human Performance prepares professionals for positions of responsibility and leadership in a global society. Led by Dr. Alberto Ruiz as Dean, the College's faculty and staff are dedicated to enabling students to attain high academic, professional, and ethical standards that promote student achievement and lifelong learning. Containing three departments, the College's programs prepare students to be successful in their professional careers by integrating technology, valuing diversity, and promoting authentic applications of knowledge. The College strives to offer the highest quality in teaching, research and service. Along with the curriculum, the College offers the Center for Education Preparation Services, which covers several different services to students. One of these services includes the Alternative Certification Program, which is designed to train those who have earned any bachelor's degree in a content area outside of the field of education to become a teacher.

## **College of Engineering**

Engineering Complex, Suite 301, (361) 593-2000

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

The Frank H. Dotterweich College of Engineering produces highly sought-after engineering and computer science graduates, conducts relevant research and is an active member of the Texas A&M University-Kingsville community. The College is determined to achieve its mission by graduating engineers striving to become leaders and innovators in the industry, profession and society through rigorous, hands-on degree programs and opportunities for applying their knowledge outside the classroom. The twenty undergraduate and graduate degree programs in engineering, computer science, and industrial management technology offered in the College provides a rigorous educational experience supported by a solid theoretical foundation augmented with hands-on laboratory and field based experiences. Engaging in research programs that contribute to the well-being and sustainable development of communities and industries, the College implements outreach programs that help to improve the quality of life in the communities that surround the region of South Texas. The students, alumni, faculty, staff and administrators, collectively enhance the legacy of the College through excellence, personal responsibility, ethical behavior, exceptional leadership, and performance. The Dean of the Frank H. Dotterweich College of Engineering is Dr. Mohammad S. Alam.

## **College of Graduate Studies**

College Hall, Room 150, (361) 593-2808

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

The College of Graduate Studies aims to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. The College enriches lives through teaching, research, discovery and service in an ethnically and culturally diverse region of the nation. Led by Dr. G. Allen Rasmussen, the College strives to be an academically challenging, learner-centered and caring environment where each employee is valued and contributes to student success.

## **Communication Sciences and Disorders Clinic**

Manning Hall, Room 108, (361) 593-3493

The Communication Sciences and Disorders Clinic (CSDO) is a fully operational clinical facility on campus available to provide clinical services to individuals with communication disorders or dialectal differences. Services are available for individuals of all ages that have delays or disorders of speech, language, cognition, voice, resonance, fluency (stuttering), and feeding. Accent Modification Therapy, for individuals needing to improve speech clarity, hearing screenings and aural habilitation/rehabilitation services are also available. In addition to services offered at the CSDO clinic, a Language Enrichment Program is provided to children enrolled at the Marc Cisneros Center for Young Children.

Evaluations and therapeutic services are provided by graduate level clinicians that are supervised by clinical faculty. All clinical faculty are certified by the American Speech-Language Hearing Association and licensed as Speech-Language Pathologists in the State of Texas. Services are rendered for a fee to university students, faculty, staff, and individuals in the surrounding communities. Medical insurances are not accepted but fees may be reduced based on need and upon request. Services are free to students majoring in Communication Sciences and Disorders. Self-referrals are accepted. Please call the CSDO Clinic for additional information and/or an appointment.

## **Cue Shack Game Room**

Memorial Student Union, (361) 593-2243

<http://www.tamuk.edu/q-shack>

Where fun and games are found on campus! The Cue Shack Game Room is located in the dining area on the first floor of the Memorial Student Union Building. Pool tables, table tennis, Xbox One, Wii-U, PlayStation 4, and foosball are all available for a small charge. The Cue Shack sponsors special events and tournaments for a variety of games.

## **Dean of Students**

Memorial Student Union Building (MSUB), Room 306, (361) 593-3606

<http://www.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 the oversight of the offices of Student Activities, Memorial Student Union Building, the Javelina Student Engagement Center, Campus Sustainability, campus shuttle services 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration with assigned projects and/or activities.

## **Dick and Mary Lewis Kleberg College of Agriculture and Natural Resources**

Support Services, Room 110, (361) 593-3712

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

The Dick and Mary Lewis Kleberg College of Agriculture and Natural Resources offers the only bachelor's and graduate degrees in agriculture and natural resources in South Texas. With Dr. Shad Nelson as Dean, the College consists of three departments, which instills the mission of teaching students to learn, ask and answer questions. Students can choose from a variety of baccalaureate, master's and selected doctoral degrees to reach their academic and career goals. Undergraduates can earn baccalaureate degrees in agricultural science with concentrations in plant and soil sciences and environmental sciences; agribusiness with a concentration in ranch management; animal science; veterinary technology and nursing; rangeland and wildlife sciences. The College's internationally recognized research and service centers- the Caesar Kleberg Wildlife Research Institute, located in Kingsville, and the Citrus Center, located in Weslaco- help create an exciting environment for students to solve real world problems. The College also offers the nation's only master's degree program in ranch management through the King Ranch Institute for Ranch Management. Students in the Animal-Wildlife Veterinary Technology program gain hands-on experience working with large, small and exotic animals in a clinical educational environment. The University Farm is a working laboratory, which provides students with experience in swine, beef cattle, sheep and meat goat and rabbit management.

## **Financial Aid**

Memorial Student Union Building, Javelina Enrollment Services Center, 1-800-687-6000, or (361) 593-3911

Email: [financial.aid@tamuk.edu](mailto:financial.aid@tamuk.edu)

### **Federal School Code: 003639**

Financial Aid is available for qualified students to assist them and/or their families with educational expenses. The objective of the Financial Aid Office is to provide assistance finding available funding through Grants, Loans, and College Work-Study for students who, without such aid, would be unable to attend college.

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 Admission at the following address: MSC 128 – 700 University Blvd., Kingsville, Texas 78363, by telephone (361) 593-2315 or log on to <http://www.tamuk.edu/admission/index.html>. Applying for Financial Aid should begin as soon as possible to allow time for submitting any corrections and/or additional information needed to complete your application prior to priority deadlines. For information on how to apply for student aid log on to the following TAMUK website: [http://www.tamuk.edu/finaid/Application\\_process/index.html](http://www.tamuk.edu/finaid/Application_process/index.html)

### **Priority Deadlines:**

Fall/Spring - March 15      Spring - November 1      Summer – May 1

### **Satisfactory Academic Progress Policy**

To receive funds administered by the Office of Student Financial Aid (OSFA) at Texas A&M University-Kingsville (TAMUK), students must be making measurable academic progress toward completion of an eligible degree program. Accordingly, the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid is in place. These standards require that a student make academic progress during all periods of enrollment, including periods when a student did not receive financial aid. TAMUK will be consistent in applying the SAP policies to full & part time, independent and dependent students.

Students enrolling at TAMUK for the first time (including transfers) are initially considered to be meeting SAP. The measurement of academic progress will be made at the conclusion of the first enrollment term and will include all acceptable transfer credits that the TAMUK academic record contains. **STUDENTS WILL BE NOTIFIED BY EMAIL, OF THEIR SAP STATUS, AT THE END OF EACH SEMESTER.**

For more detailed information on the institutional SAP policy see: <http://www.tamuk.edu/finaid/sap.html>

### **Return of Title IV Funds**

In accordance with the federal code of regulations 34 CFR 668.22, when a federal financial aid recipient withdraws from all classes (officially or unofficially, as defined by regulations) during a term, the institution must determine the withdrawal date and use a federally

mandated calculation to determine the amount of grant and/or loan assistance that the student earned. If a student received less assistance than what was earned, s/he may qualify for those funds. If the student received more assistance than earned, the unearned "excess" funds must be returned by the school and/or aid recipient to the appropriate federal aid program.

For more information on the Withdrawal process and the Refund of Tuition and Fees as a result of dropping and/or withdrawing from the institution, please go to: <http://www.tamuk.edu/registrar/withdrawal.html>

Note: The Return of Title IV Funds (R2T4) calculation is different from the institution's tuition and fee refund calculations.

### **Enrollment Audit**

Your financial assistance is calculated using a full-time enrollment status (Undergraduate Student: 12 hours per term; Graduate Student: 9 hours per term). However, if you register for less than full-time status it is necessary for you to submit a Cost of Attendance Adjustment Form to the OSFA. The form is available online at: <http://www.tamuk.edu/finaid/onlineforms>. The form is due by August 1st for Fall Terms and December 1st for Spring Terms. The OSFA is required to conduct an enrollment audit each term of all students receiving financial aid. Therefore, if your enrollment status is less than full-time at the conclusion of the 12th class day your award(s) will be adjusted accordingly. In the event that your aid is reduced or cancelled after the 12th class day, a debt to the institution may result. You can verify this by occasionally logging on to our Blue and Gold Connection and reviewing your student account balance.

For more information on the Terms and Conditions on receiving federal and state aid, please refer to:

[http://www.tamuk.edu/finaid/Application\\_process/Terms%20and%20Conditions.html](http://www.tamuk.edu/finaid/Application_process/Terms%20and%20Conditions.html)

\*\* 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/>

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### **Gallery Exhibits**

Ben P. Bailey Art Building, (361) 593-3401

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 5 p.m., Monday through Friday. For specific information on any exhibit, stop by or call the Arts, Communications and Theatre Department.

### **Honors College**

Mesquite Village West (Honors Residence Hall), (361) 593-4410

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

Javelina Pride – Javelina Honors

What honor 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. 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 1170 (verbal/math) and a High School GPA of 3.5 or above. Current students and transfers will require a minimum GPA of 3.5. The Honors College Dean is Dr. Thomas Spencer.

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

- Special courses and seminars taught by outstanding scholars
- Priority registration
- Research experience in academic are a leading to a senior thesis/project
- Honors housing opportunities
- Sense of community
- Honors courses listed on transcript
- Honors recognition at honors ceremony and at graduation

## **iTECH**

Jernigan Library, 1<sup>st</sup> Floor Commons Area, (361) 593-4357

The mission of iTech is to provide leadership and guidance for the implementation and maintenance of technology tools and infrastructure, the management of secure technology environments with access to administrative, learning, and research resources, and the technology support that facilitates the achievement of academic and professional goals by students, faculty, and staff. iTech provides the following resources for the university community:

### **iTECH Help Desk**

Located in Jernigan Library  
1<sup>st</sup> Floor Commons Lab Area  
(361) 593-4357

### **24-hour technology support helpdesk**

iTech provides technology support thru 24/7 helpdesk. You can reach a support technician via phone at (361) 593-4357 (HELP) or by submitting a ticket online for assistance regarding computer problems, wi-fi connectivity, Blackboard, JNET, or other technical issues. Go to JNET, Tech Help tab and click on “to Create a Ticket Click Here” or chat with Help Desk support.

### **Blackboard Learning Management System Support**

Located at <https://blackboard.tamuk.edu>

Blackboard is your university learning management system. Many of your courses will be using Blackboard to post assignments, hold discussions, take assessments, post grades, etc... Find tutorials on how to navigate and use Blackboard in your Student Resource Course in your Blackboard course list.

### **Computer Lab Access**

iTech provides access to computer labs across campus. You will be required to login with your username and password to access computers in these designated labs. Your username and password are used for all computers on campus. Check JNet for the list of open computer labs across campus.

### **Email Communication**

Located at <http://outlook.office365.com>

Members of the University community are required to use their TAMUK email to facilitate the exchange of official university information. TAMUK e-mail is the official email communication between the university faculty, staff and students. It is the responsibility of faculty, staff and students to check their university email. Go to JNET, and click on the mail icon in the upper right.

### **iTech Policies and Procedures**

Located at [http://www.tamuk.edu/itech/it\\_policies/index.html](http://www.tamuk.edu/itech/it_policies/index.html)

iTech policies articulate the university's vision, strategy, and principles as they relate to the use of information and information technology resources. iTech policies interpret applicable laws and regulations and ensure that the policies are consistent with legal and contractual requirements. Policies specify requirements and standards for the consistent use of iTech resources across the University.

### **JNET**

Located at <http://jnet.tamuk.edu>

JNET is a comprehensive web portal connecting you to your web-based services at Texas A&M University-Kingsville. With a single login to JNET users can access registration information, records, grades, DegreeWorks, financial aid, billing services, Texas A&M University-Kingsville email, library resources, Blue and Gold Connection, Blackboard, and much more. Announcements of activities, and events are posted in JNET.

### **Office 365**

In addition to your student e-mail, you will have access to other services within Office 365. One of those services is Microsoft OneDrive. This will be your university standard personal storage in the cloud. Another useful feature of Office 365 E-mail is the use of some of the Microsoft Office products online. This includes: Microsoft Word, Excel, PowerPoint, and OneNote. As long as you can login to your e-mail, you can have access to these programs online. Additionally, Office 365 email has the option of allowing you to download a full license of several Microsoft Office Products. Instructions on using OneDrive are available via JNet under the iTech Service Catalog.

### **Online Password Reset Website**

Online password reset is located at [http://www.tamuk.edu/itech/password\\_recovery/index.html](http://www.tamuk.edu/itech/password_recovery/index.html)

A self-service process designed to assist you to reset your university password online at the time that is most convenient for your schedule 24/7. This web based account management utility also provides your student email address and username.

### **Student Help Desk – Jernigan Library Commons**

iTech provides a student help desk to address your technical needs. Help desk support staff can assist with password resets, account information (VDI, email, JNET, Blackboard, connecting smart devices), wireless and virus troubleshooting. The Student Help Desk is located in the Jernigan Library Commons.

### **Wireless Networks**

The university provides wireless connectivity to current faculty, staff and students. Connect instructions are located at <http://www.tamuk.edu/itech/misc/wificonnect.html>

## **James C. Jernigan Library**

1050 University Blvd., (361) 593-3416

<http://lib.tamuk.edu>

A&M-Kingsville's James C. Jernigan Library, named for the university's seventh president, has a collection of 600,000+ volumes and more than 400,000 microforms. The library subscribes to 450 periodicals, provides access to more than 40,000 electronic journals and 190,000 e-books, and offers 140 proprietary databases. The Library Information Commons has 140 workstations, networked printing, and two high-end scanners. The library also has six group study rooms and three group presentation rooms. The library is a selective Federal depository. The South Texas Archives houses rare books, manuscripts, official archival records of the university, including microforms, photographs, and oral histories.

### **Fall and Spring Semester Library Schedule\***

Monday-Thursday: 7:00 a.m.-1:00 a.m.

Friday: 7:00 a.m.-5:00 p.m.

Saturday: Noon-6:00 p.m.

Sunday: 1:00 p.m.-1:00 a.m.

### **Summer Sessions Library Schedule\***

Monday-Thursday: 7:30 a.m.-10:00 p.m.

Friday: 7:30 a.m.-5:00 p.m.

Saturday: Noon-5:00 p.m.

Sunday: 3:00 p.m.-10 p.m.

### **South Texas Archives & Special Collections**

Monday-Wednesday, & Friday: 8:00 a.m. –5:00 p.m.

Saturday: by appointment

\*Holidays and intersession hours are posted on the Library's Web site.

### **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 Bookstore (Operated by Barnes & Noble College)**

Memorial Student Union Building, 1<sup>st</sup> Floor, (361) 593-2601

[www.tamu-kingsville.bncollege.com](http://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](http://www.facebook.com/tamukbookstore).



## **Javelina Dining (BY ARAMARK)**

Memorial Student Union Building, 1<sup>st</sup> floor – next to Starbucks, (361) 593-3096

<http://tamuk.campusdish.com>

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.

## **Javelina Express Card (ID Card)**

Memorial Student Union Building, (361) 593-2243

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

Texas A&M University-Kingsville requires an Identification Card (ID) for students and employees. ID cards are available for dependents of students and employees for a nominal fee. The Javelina Express 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, Student Recreation Center (SRC), Steinke Physical Education Center (SPEC) and swimming pool and gain access to other 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) for non-students requires payment of a membership fee. University rules do not allow the loaning of an ID Card for use by another person, regardless of the circumstances, and whether with or without the card owner's consent. When a student attempts to use a card that is not in his/her name to access facilities or services, the ID card will be confiscated by staff at the point of attempted use and referred to the Dean of Students Office. Initial employee and student ID cards are free, with a replacement fee of \$10. Dependent IDs carry a charge of \$10 annually with a replacement cost of \$10. Contact the Javelina ID Card Office for additional information.

## **KTAI-FM**

Manning Hall, Room 167, (361) 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 FM covers Kingsville and the surrounding area and serves the worldwide community via live Internet streaming. Radio students receive hands-on training in production and broadcasting, and work their own radio shifts.

## **Marc Cisneros Center for Young Children**

1113 W. Santa Gertrudis, (361) 593-2219

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

The Marc Cisneros Center for Young Children (MCCYC) 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, and child-directed, teacher supported play is an essential part of the program.

The center is operated under the Education department. The MCCYC 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, assistant director, cook/housekeeper, early childhood teachers and university work-study students. The MCCYC also serves as a laboratory setting for university students enrolled in child-related courses. Several university disciplines require observation and/or participation at the MCCYC.

The MCCYC 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 \$75 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.

## **Memorial Student Union Building (MSUB)**

1050 W. Santa Gertrudis, (361) 593-4173

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

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 Event Planning office. The building, in addition to meeting rooms and retail food services, houses the offices for the Javelina Enrollment Services Center (One Stop Shop), Javelina ID Card, Event Planning, Dean of Students, The Cue Shack game room, Barnes and Noble bookstore, Post Office, Javelina Dining, and Alumni

Services and Giving. 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 (John E. Conner Museum)**

Loftin Hall, 905 West Santa Gertrudis, (361) 593-2810

<http://www.tamuk.edu/artsci/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 8 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.

## **Office of Admission**

Memorial Student Union Building, Javelina Enrollment Service Center and Welcome Center, (361) 593-2315

[www.tamuk.edu/admission](http://www.tamuk.edu/admission)

The Office of Admission is responsible for admitting all undergraduate students (domestic and international) and for evaluating transfer credit received at other institutions of higher education. The Office of Admission promotes 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. The Office of Admission coordinates 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 A&M-Kingsville, admission, scholarships and financial aid. The Office of Admission is also responsible for new student orientation programming. The Office of Admission also houses the Communications Center, responsible for communications with prospective and currently enrolled students through Talisma, mail and the calling center and the Office of University Scholarships.

## **Office of International Student & Scholar Services**

Peter Li, *Director*

Cousins Hall, Front Desk. MSC 176

Phone: 361-593-3317, E-mail: [OISSS@tamuk.edu](mailto:OISSS@tamuk.edu)

The Office of International Student & Scholar Services (OISSS) provides specialized services for international students attending TAMUK, primarily F-1 and J-1 students. These include assistance with matters dealing with the Department of Homeland Security, employment, academic status and other related issues.

## **I-20s, DS-2019s and SEVIS Reporting**

The Office is responsible for the following: advising students on immigration issues; initial issuance and updates to form I-20s and DS-2019s; monitoring and verifying students' legal non-immigrant status in SEVIS; updating changes to students' non-immigration status in SEVIS; approving and granting extensions to students' legal non-immigrant status; assisting students by providing them with Social Security Letters; issuing support letters to State and Federal agencies verifying current student status; and communicating and reporting student activity to various federal agencies under the Department of Homeland Security (DHS), such as Customs and Border Protection (CBP), Immigrations and Customs Enforcement (ICE) and U.S. Citizenship and Immigration Services (USCIS) when necessary.

## **Curricular Practical Training (CPT) and Optional Practical Training (OPT)**

The Office processes and approves Curricular Practical Training (CPT) and Optional Practical Training (OPT) employment requests from students who have graduated from the university and have been authorized to work under Post-Completions OPT Employment for 12 months, as well as students who qualify for the 24-Month OPT STEM Extension. Texas A&M University-Kingsville graduates, currently working under OPT and OPT Extension, are required to report any updates in their current residential address and employment activity to our office within 10 days of any changes, or every six months. The office also provides these past students with updated documents for travel purposes, Dependent I-20s, Cap-Gap I-20, and other various documents as needed.

## **TAMU System Student Health Insurance Policy**

International students on an F-1 or J-1 visa/status are required to purchase the TAMU System Student Health Insurance Plan (SSHIP) unless they have an alternate health insurance plan approved through the waiver process. This includes persons who are attending the English Language Training Center. The plan is automatically charged to F-1 and J-1 international students' tuition and fee statement. J-2 dependents must be covered by health insurance as per the United States Department of State regulations.

Academic Health Plans (AHP) provides program management and administrative services for the student health plans of Blue Cross



and Blue Shield of Texas.

The Office of International Student & Scholar Services does not determine the cost of the SSHIP. The plan is reviewed annually by System Benefits Administration and the cost is established based on plan design, plan participation and claim experience. The SSHIP is the same for all Texas A&M University system universities. The System Policy (26.99.01 Student Health Policy) is located at: <http://policies.tamus.edu/26-99-01.pdf>

### **PASE Applications**

The Office of International Student & Scholar Services handles processing of PASE applications for Mexican national students. The PASE Application is a form of financial assistance for Mexican national students, and allows those who qualify to pay tuition as a Texas resident. These applications must be notarized and submitted with supporting documents to prove the amount of income and expenses that are reported. On average, applications take two – four weeks to process and we have anywhere from 50-100 applicants per year.

## **Office of International Studies and Programs**

Peter Li, *Director*

Cousins Hall, Front Desk. MSC 176

(361) 593-3558

E-mail: [StudyAbroad@tamuk.edu](mailto:StudyAbroad@tamuk.edu)

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

The Office of International Studies & Programs (OISP) works toward the internationalization of all aspects of Texas A&M University-Kingsville (TAMUK) by involving students and faculty in international studies and research. OISP consists of the following interrelated areas: 1) Study Abroad Programs and International Internships; 2) Student and Faculty Exchange Programs; 3) Collaborative International Research; 4) Scholarships for International Studies; 5) International Memorandums of Understanding/Agreements of Cooperation; and 6) Foreign Travel.

### **Study Abroad Programs and International Internships**

In fulfillment of the mission of TAMUK, OISP encourages undergraduate and graduate students to spend a summer, a semester or, ideally, an academic year outside the United States. Students can earn credit toward their degrees through international studies. Faculty, staff and community members are also encouraged to participate in these programs. Options, with or without credit, are available for students and non-students in any degree or non-degree program.

### **Exchange Programs**

TAMUK has many exchange agreements with international institutions. Students may earn credit toward their degree programs while faculty can obtain experience that positively impacts their professional careers. International students and faculty can also come to TAMUK through an exchange program and study or teach here on campus. TAMUK currently has exchange agreements with institutions in Latin America, Europe and Asia.

### **Collaborative International Research**

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

### **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 program fees and travel for an approved TAMUK Study Abroad Program outside the United States. These scholarships may also be available to degree-seeking out-state students, including international students if funds are available.

### **International Memorandums of Understanding/Agreements of Cooperation**

OISP is responsible for handling the process and procedures for developing and signing of agreements of cooperation/memorandums of understanding between TAMUK and institutions abroad. The Office collaborates with the President's Office in organizing ceremonies and official visits of international delegations.

## **Foreign Travel**

All students traveling internationally on behalf of TAMUK (research project, conferences or organizational activities) with or without a TAMUK employee, are required to register their travel with OISP. Please see <http://www.tamuk.edu/intpro/Travel/index.html> for more information.

## **Office of the Registrar**

Memorial Student Union Building, Javelina Enrollment Services Center, (361) 593-2811

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

The Office of 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, SSN, and address updates, and grade changes. Staff can also answer questions concerning state residency, withdrawing from the University, limitations on dropping courses, DegreeWorks, Blue and Gold Connection, Family Educational Rights and Privacy Act (FERPA), Bacterial Meningitis requirements, and out of state tuition waivers.

## **Office of Student Access**

College Hall, Room 230, (361) 593-2129

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

Dr. Mary L. Gonzalez, Associate Vice President for Student Access

The Office of Student Access provides academic and cultural/educational support services to first-generation and low-income potential and current students from 9<sup>th</sup> grade all the way to graduate school. The concept of Student Access 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. Student Access supports Texas A&M Kingsville's vision for a student-oriented university, always remembering a university's most important assets are their students. Programs and services offered through the Department include Collegiate G-Force, Educational Opportunity Center (EOC), Educational Opportunity Center Rural (EOC-Rural), Talent Search (TS), Student Support Services (SSS), Student Support Services STEM (SSS STEM), Ronald McNair Scholars (RMS), Upward Bound (UB), Upward Bound Rural (UB-Rural), Upward Bound Math and Science (UBMS), Upward Bound Math & Science Rural (UBMS Rural), Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) and President's Undergraduate Scholars (PURS).

## **Collegiate G-Force**

State-funded through the Texas Higher Education Coordinating Board (THECB), A&M Kingsville's chapter of the AmeriCorps Collegiate G-Force Program provides leadership and community service opportunities for A&M-Kingsville students. These students serve as mentors to area high school students, promoting higher education and assisting with registration and preparation for ACT/SAT tests, completion of federal student aid applications, admission to college, and basic college and scholarship information. The students gain valuable experience while earning the funding needed to support their studies.

## **Educational Opportunity Center (EOC)**

One of A&M-Kingsville's Title IV programs is EOC in which they provide assistance to adult learners who desire to continue secondary and postsecondary education. EOC provides post-secondary and training information as well as application assistance to low income, first generation adults who reside in Jim Wells, Duval, Brooks, Kleberg, and Nueces Counties. Services include providing information and assistance in completing admission, information for students to take GED or college entrance exams, disseminating financial aid applications to individuals in target areas, as well as guidance, career and academic counseling about available educational opportunities to potential college students.

## **Educational Opportunity Center- Rural (EOC-Rural)**

The Educational Opportunity Center is made possible through a grant from the U.S. Department of Education. EOC will provide post-secondary education and training information and application assistance to low income first generation adults. The purpose of EOC is to provide 19 years of age and older, first-generation and low-income adults who have stopped out of school with information and services to return to a secondary or post-secondary education. EOC-Rural serves 1000 student from Willacy and Hidalgo Counties.

## **Talent Search (TS)**

Federally funded through the U.S. Department of Education, A&M-Kingsville's TS Program provides services to more than 500 South Texas students (grades 9 – 12), encouraging students to undertake post-secondary education. These services include academic, financial, career, or personal guidance through the use of secondary education, career exploration, aptitude assessment, tutorial

service, exposure to college campuses, as well as assistance with admission and financial applications. Students in the program express a desire to learn and excel academically, demonstrate ongoing social and academic improvements, attend meetings with TS staff, are involved with the program, and follow all program guidelines.

### **Student Support Services (SSS)**

Another A&M-Kingsville's Title IV programs is Student Support Services which provides assistance to first generation, low income college students, and those college students with physical/learning disabilities demonstrating a need for services. The program provides opportunities for academic development and this assistance includes support services such as academic advisement, individualized academic coaching, mentoring, academic skills workshops, and cultural/educational trips to encourage student success and graduation rates. Additionally, SSS has program components such as Supplemental Grant Aid.

### **Student Support Services STEM (SSS STEM)**

100% federally funded through the U.S. Department of Education, Texas A&M- Kingsville's SSS STEM program is funded to serve 120 students who are STEM majors. The program provides assistance to first generation, low income college students, and those college students with physical/learning disabilities demonstrating a need for services. The goal of SSS STEM is to increase the retention and graduation rates of eligible students and foster an institutional climate supportive of the success of students. The program provides opportunities for academic development and individualized academic coaching at Mesquite Village. Additionally, SSS STEM has program components such as Supplemental Grant Aid.

### **Ronald McNair Scholars Program (RMSP)**

A federally funded Title IV program, the McNair Scholars Program supports the participants' scholarly activities throughout the academic year and summer. Students attend colloquia and other cultural and educational activities, receive assistance with applying for graduate schools in preparing personal statements, application letters, and providing academic tutoring for graduate school entrance exams, and obtain financial aid information. As part of the summer research component, selected students receive stipends to conduct research under the guidance of faculty mentors. Through this support, TAMUK is playing a very important role in preparing faculty by encouraging students to pursue graduate studies, exposure to graduate work and mentorship programs are important for students to realize their full potential. In addition, academic year activities are specifically designed to prepare junior and seniors to be candidates for the next summer's research component. The most exciting aspect of the McNair Program is the exposure students have to the techniques used in major research programs. Selected students receive stipends to conduct research under the guidance of faculty mentors from the disciplines in which they hope to pursue graduate study.

### **Upward Bound (UB):**

As a TRIO Federal Grant Program under the Office of Student Access, the Upward Bound Program aims to increase the rate at which students complete high school and enroll and graduate from post-secondary institutions. Eligible students participate in a variety of activities to enhance their talent and skills related to their core curriculum, prepare for post-secondary education, prepare for college opportunities, exposure to cultural awareness, career awareness, test-taking skills, seminars/workshops, and college financial aid information. The UB program maintains 55 program participants each academic school year. Program target schools are H.M. King High School, Alice High School and/or San Diego High School.

### **Upward Bound-Rural (UB-Rural):**

This preparatory college program is federally funded by a grant through the U.S. Department of Education. The Upward Bound (UB) program will maintain project participants each academic school year. The intent of this program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education. Eligible students must show a need for academic support in order to pursue a program of education beyond high school. Students are offered the opportunity to enhance talents and skills related to their core curriculum, prepare for post-secondary education and prepare for college opportunities. UB-Rural will serve 60 students from Premont and Raymondville High Schools.

### **Upward Bound Math & Science (UBMS):**

A federally funded Title IV program, UBMS aims 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 and science. The program provides opportunities for students to experience college life, enhance talents and skills related to their interests in math and science, and prepare for post-secondary education. Additionally, the program provides students with year-round college preparation workshops in ACT testing, financial aid, college admissions, career seminars, and academic advising. The UBMS program maintains 52 program participants each academic school year.

**Upward Bound Math & Science Rural (UBMS Rural):**

This selective program is sponsored by a grant through the U.S. Department of Education. The focus of UBMS Urban is to identify and select eligible students who meet income guidelines and/or are first-generation high school students. Eligible students must show a high interest and involvement in the math & science fields at the secondary school level. Students are offered the opportunity to experience college life, enhance talents and skills related to their interests in math and science, and prepare for post-secondary education. This UBMS Urban program maintains 60 program participants each academic school year.

**Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP):**

The Texas A&M University – Kingsville GEAR UP program (TKGU) provides a broad and strategic array of services that result in the accomplishment of several objectives: increasing the academic performance and preparation for post-secondary education, increasing the rate of high school graduation and enrollment in post-secondary education, and increasing student' and their families' knowledge of post-secondary education options, preparation and financing. The GEAR UP program serves three high schools: H.M. King High School in Kingsville, TX and Carroll and Miller High Schools in Corpus Christi, TX.

**President's Undergraduate Research Scholars (PURS):**

Texas A&M University – Kingsville President's Undergraduate Research Program provides an opportunity for undergraduate students to engage in high level research with a faculty mentor in preparation for graduate education. Students will have the unique opportunity to interact with TAMUK University President, Dr. Steven H. Tallant, and Provost and Vice President for Academic Affairs, Dr. Heidi Anderson, in a pre and post research experience. TAMUK is making a profound difference in the educational, cultural and economic development of the communities we serve, and we are excited about the opportunities this program can offer.

**Title V Javelina Teacher Preparation Enhancement Project (JTPEP)**

The Title V Javelina Enhancement Project is a federally funded grant, which began in the fall of 2017. Objectives of this grant are to: increase the percentage of seniors in Texas A&M University- Kingsville's (TAMUK) University-Based Educator Preparation Program (UBEPP) who graduate by the end of each academic year, increase the percentage of UBEPP graduates who become certified teachers before the end of the academic year that immediately follows their graduation date, and to increase TAMUK's production of licensed public school teachers from its UBEPP. By promoting increased completion and certification rates, students are also encouraged to pursue graduate education in the field as well as continued professional development. Since its inception, this grant has provided 19 scholarships to upper-level undergraduate students, as well as professional development training and stipends for about 200 K-12 area teachers via a 6 hour on-campus training.

**Pathways Academic Assistance Center**

Jernigan Library, 2nd floor, Room 220, (361) 593-5223

The Pathways Academic Assistance Center (PAAC) provides Academic Tutoring, Supplemental Instruction, and Professional Academic Advising.

**Tutoring**

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

The Pathways Academic Assistance Center (PAAC) offers free tutoring, specializing in Math, Sciences, and Engineering. Tutoring for other subjects is available upon request. The fall/spring hours of operation are as follows: Monday through Thursday, 12:00p.m.-8:00p.m.; Friday, 12:00p.m.-5:00p.m.; and Sunday, 3:00p.m-8:00pm. and by appointment. Summer hours of operations are as follows: Monday through Thursday 12:00p.m.-8:00p.m. and Friday 12:00p.m.-5:00p.m. Holiday hours may vary and will be posted in advance at the PAAC. Hours of operation are extended during mid-terms and finals week to facilitate student needs.

**Supplemental Instruction (SI)**

<http://www.tamuk.edu/studentsuccess/PAAC/Supplemental%20Instruction1.html>

The Supplemental Instruction (SI) program improves academic achievement through dynamic, interactive peer-facilitated study sessions paired with highly challenging courses. The SI program provides learning tools to improve understanding of subject content and foster critical thinking. Supplemental Instruction includes a series of review sessions for students who want to improve their understanding of course material and improve their grades. The SI program is devoted to student success by promoting effective study techniques and interactive AVID learning strategies. SI session schedules are available at the PAAC, Room 220, Jernigan Library.

## Professional Academic Advising

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

The Center for Student Success provides professional academic advising to serve undergraduates, transfer and prospective students at Texas A&M University–Kingsville. Academic advisors assist students in the following:

- Advising and registering for courses
- Adding or dropping a course
- Determining GPA
- Updating/Reviewing the degree plan
- Developing academic career literacy
- Referring to academic support resources on campus
- Deciding on a major

Students may stop by the Pathways Academic Assistance Center (PAAC) for help in contacting the academic advisor.

## Postal Services

Memorial Student Union Building, (361) 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.

## Religious Activities

A student's college years are a time when spiritual growth can enhance intellectual and emotional development. Campus religious organizations are designed to help bring all facets of student life into balance. While there are many religious organization in the Coastal Bend to meet your needs, two opportunities for involvement in a faith community are adjacent to campus:

St. Thomas Aquinas Newman Center & Chapel, 1457 Retama, (361) 221-1103

Baptist Student Ministries, 720 N. Armstrong, (361) 592-9335

## South Texan

Manning Hall Room, Room 165, (361) 593-4370

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

*The South Texan* is the university's print and online student newspaper which 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 fall and spring semester and is updated online throughout the year.

## Steinke Physical Education Center (SPEC)

910 W. Avenue B, (361) 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 at no charge to students, faculty, and staff with a current University I.D. Individual community members may also gain access to this facility on a semester-by-semester basis for a fee. Hours of availability vary by semester.

Contact Information:

(361) 593-2306 SPEC Facility Manager

(361) 593-2009 Equipment Cage

(361) 593-3495 Bowling Alley

## **Student Activities**

Javelina Student Engagement Center, 1119 W. Santa Gertrudis (Located next to Marc Cisneros Center for Young Children; Across from Lynch Hall), (361) 593-2760

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

The Office of Student Activities coordinates many campus-wide events and serves as the resource hub for any student seeking involvement. The office is committed to creating an “out of the classroom” experience on campus. Student Activities also provides specialized leadership programs, access to over 140 student organizations and full-time support to Greek Life, Javelina Camp, Javelina Welcome Week, Homecoming, the Campus Activities Board and Multicultural and International student programs. Believing co-curricular involvement is essential to student success; Student Activities completes your educational experience.

## **Student Government Association (SGA)**

Memorial Student Union Building, Room 201, (361) 593-3610

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

The Student Government Association is the governing body for students at Texas A&M University-Kingsville. It is comprised of 3 branches: the Executive Branch, Legislative Branch and the Judicial Branch. It plays an active role in campus affairs and makes recommendations to the administration for the improvement of student life. Bi-weekly meetings, for the Legislative Branch (Senate), are held Wednesday nights at 6 PM, and are open to the public. The senate 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. The Judicial Branch, most notably known for sitting on the Student Traffic Appeals Board (refer to the traffic appeal information contained in this handbook), recognizes its duties of constitutional interpretation, legislative interpretation, election regulation, student appeals, and conflict resolution as granted by the Student Government Association Constitution. Students seeking to join SGA or voice concerns may call or visit the office.

## **Student Health and Wellness (SHW)**

1210 Retama Drive, (361) 593-3991

[www.tamuk.edu/shw](http://www.tamuk.edu/shw)

Student Health and Wellness (SHW) serves the physical, emotional and distinct academic needs of Texas A&M University-Kingsville students. The Student Health and Wellness’ 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 to obtain educational success. SHW units include Counseling Services, Health Care Clinic, Disability Resource Center (DRC), and a Wellness Program. Department office hours are Monday through Friday, 8 a.m. to 5:00 p.m., except on major holidays or during semester breaks. All services and information provided to/from students is confidential. Confidential information is protected by Federal and State laws, regulations, system policy, and departmental procedures to insure that applicable safeguards are maintained. As a result, all student records maintained by SHW are confidential and will only be released as allowable by law and/or with the written permission by the student.

### **Counseling Services**

(361) 593-3991

[www.tamuk.edu/shw](http://www.tamuk.edu/shw)

Personal counseling can assist with the changes, challenges, frustrations, and growth that are all a part of the college experience. Licensed Professional Counselors are readily available to assist students by providing free counseling services for all currently enrolled students. Common issues include but are not limited to: relationship difficulties, career uncertainty, self-esteem, academic concerns, anxiety, depression and eating concerns. Assessment and counseling sessions are confidential to the limits provided by law and professional ethics. Counseling services includes but is not limited to: individual counseling, career counseling, group counseling, crisis intervention, consultation, and substance abuse/misuse education. To make a counseling appointment you may call or visit the Student Health and Wellness department.

Feeling stressed? Enjoy a 30 minute Relaxing Moment. The free 30 minute mindfulness session includes: aroma therapy, breathing techniques, visual imagery, and AntiGravity massage recliner chair.

To make an appointment for any of our services, you may call or visit the Student Health and Wellness department.



### **Health Care Clinic**

(361) 593-2904

[www.tamuk.edu/shw](http://www.tamuk.edu/shw)

The Health Care Clinic provides ambulatory medical and nursing services to TAMUK students who are enrolled for the current semester or intercession while classes are in session. The Health Care Clinic is open Monday through Friday, from 8:00 a.m. to 5:00 p.m. (closed between 12 p.m. and 1 p.m.) except holidays. Scheduling of visits may vary by semester, and patients are encouraged to call or come into Student Health and Wellness to receive information on scheduling. Students 17 years old or younger will need parental consent prior to evaluation. The consent for medical treatment of a minor form can be found on our website. ~~The All~~ TAMUK students are required to present a valid student ID at the time of the clinic visit. All patients are evaluated and treated on a case by case basis; for a general description of health care services provided, please visit our website. A nominal fee is charged for labs, medications, immunizations, supplies, and miscellaneous services.

In the event of an emergency, students should call 911 or go to the nearest emergency room. The local emergency room is located at Christus Spohn Hospital, 1300 General Cavazos Blvd (361-595-1661). Information on local healthcare providers, after hours care clinics and urgent care centers can be found on the SHW website. Fees for services rendered at an off-campus facility and transportation to any off-campus facility are the responsibility of the student. The health service fee paid by the registered student is not health insurance and does not cover Health Care Clinic charges or off-campus evaluations or treatment, including referrals. Information about purchasing health insurance for students is available on the SHW website.

### **Disability Resource Center**

(361) 593-3024

[www.tamuk.edu/shw](http://www.tamuk.edu/shw)

The DRC promotes an inclusive environment at Texas A&M University-Kingsville that is free of physical and attitudinal barriers to ensure students with disabilities engage in a full range of college experiences. The DRC strives to be responsive to student needs by facilitating reasonable accommodations that aid in the student's academic success as well as empower students to be self-advocates.

It is the responsibility of the student to provide documentation which verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008). Federal Law requires that requests for services for student with disabilities be considered on an individual, case-by-case basis.

The Disability Resource Center (DRC) offers the following services for students with disabilities: accommodations access/planning, evaluation referral options, disability related information, adaptive technology, advocacy for students' rights, and intervention services with faculty members. The DRC does not diagnose or conduct disability testing; however, students may contact the DRC office for a referral list of qualified professionals in the surrounding area. Additionally, the DRC does not provide services such as tutoring, personal equipment, personal attendants, or scholarships.

In addition, DRC has a volunteer program. Students interested in volunteering as a note taker for students with disabilities should contact the DRC office at 361-593-3024.

Students can only self-identify a disability and request services with the Disability Resource Center and no one else on the Texas A&M University-Kingsville campus.

### **Wellness Program**

(361) 593-2382

[www.tamuk.edu/shw](http://www.tamuk.edu/shw)

The Wellness Program strives to provide increased awareness on education, prevention and intervention services involving alcohol, tobacco, other drug abuse, and misuse, HIV/AIDS and other STDs, while promoting positive decision-making and healthy lifestyles. The components within the Wellness Program include Don't Cancel Class, Peer Educator Program (PEP Talk), STEP-UP Javelinas -- Bystander Intervention Program, and the Women's Enrichment Program. For more information on the Wellness Programs, contact SHW at (361) 593-2382.

The Don't Cancel Class program is available to faculty, staff, or student organizations requesting educational presentations on academic strategy tools, alcohol, and other drug abuse and prevention, health issues, relationships, wellness and sexual health. To schedule a presentation or workshop please complete the Don't Cancel Class Reservation Form listed under Workshop Reservation Form on the SHW website.

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 making healthier decisions.

The Women's Enrichment Program plays an important role in examining and defining the role and status of women in a variety of campus settings by providing and coordinating programs and resources. The program helps to assist with crisis intervention services and provides programs that educate and enhance awareness of women's issues on campus. Annual programs include Women's Retreat, Women's History Month, Sexual Assault Prevention, Breast Cancer Awareness and "Take Back the Night."

STEP-UP Javelinas –Bystander Intervention Program educates a member of the Javelina community on how to safely and effectively intervene when an individual is experiencing situations that are threatening the person's safety and well-being. To schedule a presentation or workshop contact us at (361) 593-3991.

## **Student Organizations**

Javelina Student Engagement Center 1119 W. Santa Gertrudis, (361) 593-2760

<http://www.tamuk.edu/studentorganizations/index.html>

With over 140 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, faith based, spirit and club sports, and special interests. A complete list of all organizations can be found on the website, Collegiate Link (through Blue and Gold) or at the Javelina Student Engagement Center. If you would like to get involved in an organization, or would like to start one, please contact the Student Activities office.

## **Student Shuttle Service**

Memorial Student Union Building, Room 306, (361) 593-3606

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

B&G Express shuttle services are provided free of charge to students. B&G shuttles assist in transporting students to campus and into town on a set schedule. For routes and times of service, please visit <http://www.tamuk.edu/bgexpress/index.html>.

The Kingsville Connection is a shuttle system operated by the Kleberg County Department of Human Services which transports riders between Corpus Christi and Kingsville. Stops in Corpus Christi are located at Golds Gym (located on South Staples), Del Mar College (East Campus- Harvin Center). The stop in Kingsville is located on the west side of the Memorial Student Union Building on University Boulevard. The shuttle runs two routes, one early morning and one in the late afternoon. The fee for service is \$4 one-way or \$8 round-trip. For additional information on this service, please visit <http://www.tamuk.edu/kingsvilleconnection/index.html>.

Students may also request service to the local Greyhound stop, to the Corpus Christi International Airport, and to the Social Security Office in Alice. Please contact the Dean of Students Office at (361) 593-3606, email [shuttleservices@tamuk.edu](mailto:shuttleservices@tamuk.edu) or visit MSUB 306 at least 4 business days in advance to request shuttle services to one of these locations.

Special excursions are also available during the academic year. Please visit the Office of Student Activities for more information on special excursions.

## **TAMUK TV-2**

Manning Hall, Room 170, (361) 593-3489

Texas A&M University-Kingsville students can train for studio and remote production via COMM, COMS and DCOM classes. These classes include learning how to make documentaries, commercials and other television programs for TAMUK TV-2 on CMA Cable channel 2.

Campus organizations that wish to promote their special activities on radio and television should contact the Radio and Television unit at 593-3489, at least two weeks prior to events.



## University Housing and Residence Life

Lucio Hall, Room #119A-G, (361) 593-3419

<http://www.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. Questions about the university's required residence policy should be referred to the department or can be viewed online at

<http://www.tamuk.edu/housing/undergrad.html>

### Room Reservations and Damage Deposit

In order to be assigned a residence hall, a student must 1<sup>st</sup> 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, the 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.

**Cancelling after the deadline will also result in a \$400-500 liquidation charge based on dates of cancellation.**

### Living Learning Communities

Eight themed Living Learning Communities will be offered in: Agriculture and Wildlife, Engineering, Health and Fitness, Honors, Music and ROTC. 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)

Lewis Hall, 855 N. University Boulevard, (361) 593-2611

<http://www.tamuk.edu/finance/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 [JNET – Campus Resources – Parking - Parking Spot Website: https://jnet.tamuk.edu/web/home-community/campus-life](https://jnet.tamuk.edu/web/home-community/campus-life) as well as in the Business Office, located in College Hall, and paid visitor parking is located in Lot M, 1000 W. Santa Gertrudis Avenue.

Call (361) 593-2611 to report crimes or request assistance; 911 for all emergencies. The campus community can also take advantage of the university's Rave Guardian app, which is called JavGuard, to communicate directly with University police or 911 operator, send text or photographic information to the University police about crimes, numerous incidents or request police assistance, or set a timer to notify people you trust to check on you when you are alone or in an unfamiliar place. The Rave Guardian app may be installed, if available, to devices using the appropriate app store for the smart device.

# Javelina Honor Code

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## Section 4: 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

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

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## Section 5: Student Code of Conduct

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 at Texas A&M University-Kingsville, 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

### 5.1 Administration of Student Code of Conduct

Authority for administering the disciplinary system is delegated by the President of the university to the Senior Vice President for Student Affairs, Enrollment Management and University Administration and the Assistant Vice President of Student Affairs/Dean of Students. To promote fairness and consistency, the Office of the Dean of Students coordinates all disciplinary activities. The Office of 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 Office of 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 inform the involved parties of university procedures and aid the hearing officer, investigating authority or disciplinary body in its efforts to ascertain the facts of a matter and reach a just decision. 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.

### 5.2 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 educational 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 rules and procedures, copies of which are available to each student for review in the Dean of Students Office. The official Texas A&M University-Kingsville Student Code of Conduct is located at [http://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf). (For the most current updates, see the website.)

### 5.3 Definitions

General definitions utilized in the Student Code of Conduct are below. Specific definitions pertaining to individual sections of the Student Code of Conduct are contained in the respective sections.

- a. **Advisor** is a student's representative at any informal or formal hearing. The advisor may not address any participants in the hearing, question witnesses or the hearing officer or participate in the hearing except to offer advice and counsel to the student. It is the student's responsibility to notify an advisor of hearing dates and times.
- b. **Appellant** is the person who has filed an appeal of an original disciplinary decision.
- c. **Business day** is any weekday the university is open for business.
- d. **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.
- e. **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 respondent 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. For cases involving resolution of sexual misconduct investigations, the Sexual Misconduct Hearing Board will conduct a review hearing with the investigator(s), the complainant and respondent. Consult the handbook for the specific hearing procedures.

- f. **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, staff member, graduate assistant or residence hall professional staff member, etc.
- g. **Informal resolution hearing:** a meeting with a university official to discuss a disciplinary matter. The student is informed of the charges, due process rights, evidence available, an opportunity to respond to the charges and if applicable, selection of the method of disposition of the case.
- h. **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.
- i. **Preponderance of evidence** is the standard used to determine the merits of the allegation(s); i.e., more likely than not.
- j. **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.
- k. **Non-recognized student organization** – a student group that has not completed the formal requirements for recognition under Student Activities guidelines.
- l. **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.
- m. **University** means Texas A&M University-Kingsville, the Weslaco Citrus Center, and other off campus locations where classes are taught.
- n. **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).
- o. **Will/ Shall** are used in the imperative.

## 5.4 Communication Pertaining to the Student Code of Conduct

Written notice of charges may be presented in person, via e-mail, or by mail to the respondent’s local address on file with the university. Notification of results will be made verbally, via electronic mail or via physical mail.

Failure to read electronic mail shall not invalidate notice of charges or notification of disciplinary action results. It is the student’s responsibility to regularly check their university provided e-mail account.

## 5.5 Student Amnesty

### 5.5.1 Medical Assistance/Treatment:

Texas A&M University- Kingsville recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the University may act as a barrier to students seeking medical assistance for themselves, other students or guests; therefore, the University has a Medical Amnesty protocol as part of our Student Code of Conduct process. The University’s main concern is the well-being, health, and safety of its students. Medical Amnesty represents the University’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

### 5.5.2 Sexual Harassment/Misconduct:

The University recognizes that students who have been drinking and/or using drugs at the time of an act of sexual harassment and/or sexual misconduct occurs, may be hesitant to report such incidents due to fear of potential consequences of their own conduct. The University strongly encourages students to report incidents of sexual violence harassment, sexual assault, dating violence, or stalking to campus officials. A bystander reporting in good faith or a complainant reporting sexual violence harassment, sexual assault, dating

violence, or stalking to University officials or law enforcement will not be subject to disciplinary action for violations of the institution's code of conduct policies, including alcohol and/or drug use violations, occurring at or near the time of the sexual misconduct.

### 5.5.3 Amnesty Protocol – Educational Follow up:

An individual who calls for emergency assistance on behalf of a person experiencing sexual misconduct or any alcohol or other drug-related emergency will not face formal disciplinary action by the University for the possession or use of alcohol or other drugs. The individuals making the report may be asked to complete appropriate educational program(s). The recipient of medical attention will also avoid formal disciplinary action by the University for the possession or use of alcohol or other drugs if she/he agrees to participate in, and complete, the recommended educational programs. If an individual is documented or receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate. The Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies. The Amnesty protocol does not excuse co-occurring student code of conduct infractions or other incidents related or unrelated to the medical emergency.

## 5.6 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 interim suspension* of a student for exigent circumstances and adjudication of *Sexual Misconduct Policy* allegations which are detailed in a separate section of this handbook, these rights include:

- a. A written copy of the charge(s). Notification must be at least three business days before any hearing may proceed.
- b. A fair and impartial hearing.
- c. 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).
- d. Present evidence and witnesses in his/her behalf.
- e. 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/investigative body. The advisor's role is to advise the student and observe the proceedings.
- f. 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.
- g. Request an electronic recording of the hearing in advance, solely for the purpose of use by an appeal officer when making a determination on an appeal. The recording is property of the University.
- h. 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.
- i. Ask questions of anyone presenting oral testimony during a hearing relating to the incident. See specific information regarding oral testimony in a hearing related to cases of sexual misconduct cases (i.e. sexual harassment, sexual assault, sexual violence cases, etc.) in a different section of this handbook.
- j. 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.
- k. Right to appeal the decision through the appropriate panel or administrative officer within three business days of notification of the decision as stipulated in a notice of decision/sanction document.

## 5.7 Status of Students During Charges and/or Appeals

Pending final action on an academic or nonacademic 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 interim 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; 3) when interim measures or restrictions are taken during a Title IX investigation and/or code of conduct disciplinary process when it is determined that they are necessary and appropriate to the safety of the community, and/or to protect the integrity of the complaint/investigation process; or 4) to assist with maintaining order on campus in incidents involving serious cases of class /facility disruptions, physical altercations 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.

## **5.8 Student Records**

Outcomes of all disciplinary proceedings administered under the Code of Conduct become part of the student's educational record. Student disciplinary records are normally maintained for at least five years from the date of the student's last enrollment date. Student disciplinary records may be retained for as long as deemed administratively valuable or permanently if the student was suspended or blocked from enrollment. Expulsion records are kept permanently.



# Prohibited Conduct

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## Section 6: 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*, *Residence Hall Agreement*, and *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://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf).

Academic Policies	
100	Academic Misconduct
Non-academic Policies	
200	Fraudulent activity
201	Harassment
202	Sexual misconduct
203	Theft of property or services
204	University hazing policy
205	Failure to comply
206	Unauthorized tampering, possession or use of university owned or controlled equipment
207	Conduct which could be interpreted as a violation of federal, state or local law
208	Published university policies
209	Illegal drugs and/or controlled substance
210	Alcohol
211	Weapons
212	Disorderly conduct or disruptive activities
213	Assault, threat or abuse
214	Damaging, destroying, defacing, misusing or littering of any property
215	Unauthorized use/misuse of electronic devices
216	Breaching campus safety or security
217	Aiding & abetting /Complicity /Shared responsibility for an infraction
218	Gambling on university property
219	Computer security/misuse of information technology resources
220	Abuse of the disciplinary process

221	Operation of bicycles, roller blades, skate boards and motorcycles
222	Trespassing
223	Retaliation
<b>Residence Hall/Dining Hall/Meal Plan Policies</b>	
301	Residence hall policy
302	Tampering with residence hall facilities
303	Residence hall guest visitation policy
304	Excessive noise and/or violation of quiet hours
305	Campus dining facility rules/meal plan use guidelines

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

## Academic Policies

### 100 Academic Misconduct

- 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, invention of any information or citation, or altering a graded work without the prior consent of the course instructor, including deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
- d. Multiple submissions: The submission of substantial portions of the same assignment for credit more than once without the prior permission of all involved faculty members.
- e. Bribery: Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.
- f. Aid of Academic Dishonesty: Intentionally facilitating any act of academic dishonesty.
- g. Failure to follow published academic 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.
- h. Unauthorized possession of examinations, reserved library materials, laboratory materials or other course related materials.
- i. 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.
- j. Falsification of student transcript or other academic records; or unauthorized access to academic computer records.

## Non-academic Policies

### 200 Fraudulent activity

Furnishing false information to any university official, staff, faculty member or office in oral, electronic or written form to access university facilities, obtain services or meet administrative requirements, i.e., providing fraudulent documents; attempting to use an ID Card that is not in his/her name; using a parking permit that is fake or has been altered.

### 201 Harassment:

Conduct by any means with intent to harass, alarm, abuse, torment, intimidate, bully or embarrass another and would cause a reasonable person substantial emotional distress and undermine his or her ability to work, study, learn or participate in regular life or university activities. Harassing conduct may be verbal, written, visual, electronic or physical in nature, and include only one instance to be considered harassing. 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 or hostile behavior, including but not limited to name-calling, threats, intimidation, harassment, coercion and/or other conduct which threatens, degrades or endangers the health or safety of another person or group of persons. This may include comments distributed via or published on the internet and other forms of social media.
- 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 Sexual Misconduct

- a. **Sexual Harassment** – Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational or campus living environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo ('this for that') or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence when based on sex.
- b. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.
- c. **Sexual Exploitation**- a situation in which an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, exposing one's genitals or causing another to expose one's genitals, and knowingly transmitting a sexually transmitted infection to another person.
- d. **Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- e. **Domestic Violence** – a felony or misdemeanor crime of violence committed by:
  - a. A current or former spouse or intimate partner of the victim;
  - b. A person with whom the victim shares a child in common;
  - c. A person who is cohabitating with, or has cohabited with, the victim as a spouse or an intimate partner;
  - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- f. **Stalking** –engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for the person's safety or the safety of others; or
  - b. Suffer substantial emotional distress.

## 203 Theft of property or of services

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 contractors or visitors to the campus, without proper authorization.
- b. Unauthorized or fraudulent activities that result in unauthorized charges to the university 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 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**

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 Tampering, possession or use of university owned/controlled equipment,**

Unauthorized tampering, possession or use of university owned or controlled equipment, including but not limited to university keys, university furnishings and equipment.

## **207 Federal, state or local law**

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 Published university policies**

Violation of published university policies in hard copy or available electronically on the university website/portal, 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/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 Alcohol**

Drinking or possessing 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 Weapons**

Illegal or unauthorized 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 on the University campus as specified by federal, state, local law and/or TAMUK rules/procedures. (Refer to Weapons Policy)

## **212 Disorderly conduct or disruptive activity**

- a. Classroom disruption: 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) Unauthorized use of any technology or electronics; 4) exhibiting erratic or irrational behavior; 5) persisting in speaking without being recognized; 6) repeatedly leaving and entering the classroom or test site without authorization; 7). Persistence in ignoring instructions or failing to follow written class rules / lab procedures; 8). Blocking an entry way; 9). Using profane, intimidating or abusive language; 10). Repeatedly interrupting other's speech; and 11) making physical threats, verbal insults or intimidating remarks to the faculty member, or other students and staff.
- b. Disruption of business activity: 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,.
- c. 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.
- d. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity.
- e. Preventing or attempting to prevent by force or violence or threat of force or violence any lawful assembly authorized by the administration.
- f. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
- g. 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.

## **213 Assault, threat, and abuse**

- a. Intentionally, knowingly or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another when he/she knew or should have reasonably believed that the contact would be offensive or provocative. Jokes and other comments interpreted as threats are taken seriously and acted upon to the full extent of the university's procedures.
- b. Threat: a declaration of an intention to inflict pain, injury, damage or other hostile action
- c. Aggravated assault: The use or exhibition of a deadly weapon and/or causing serious bodily injury during an assault.

## **214 Damaging, destroying, defacing, misusing or littering**

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 Unauthorized use/misuse of 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 or 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, but not limited to, lavatories or locker rooms. Taking photographs of any individual against their will is strictly prohibited.

**216 Breaching campus safety or security**

- a. Breaching campus safety or security, to include but not limited to:
- b. 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.
- c. Tampering/damaging door locks, security cameras and/or card access readers, elevator controls and/or equipment and other devices in place for building security.
- d. Unauthorized duplicating and/or use of university keys; unauthorized propping of exterior university doors.
- e. 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.
- f. Creating or contributing to a fire emergency, safety infraction or other health hazard through unsafe actions and/or violation of fire/safety rules;
- g. Failing to comply with fire drill, fire alarm, emergency evacuations, shelter-in-place or building lockdown instructions and/or university emergency response procedures;
- h. 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 resulting in injury, damage to property or expenditure of emergency response resources.
- i. 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;
- j. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored events.

**217 Complicity/shared responsibility**

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 or assisting 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: 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.

**218 Gambling**

Illegal gambling on university property or at any university sponsored activity is prohibited.

**219 Computer security/misuse of information technology resources**

Computer security/misuse of information technology resources, 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 TAMUK. 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 TAMUK, the university reserves the right to deny future computing privileges to the individual on all university owned computing resources. 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.

**220 Abuse of the disciplinary process**

- a. Abuse of the disciplinary process including but not limited to:
- b. Failure to obey the summons of a disciplinary body or university official to appear for a required meeting.

- c. Falsification, distortion or misrepresentation of information before a disciplinary body or university official.
- d. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- e. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- f. Failure to comply with the terms of interim measures put in place pending completion of an investigation and final resolution of a complaint.
- g. Instituting a code of conduct proceeding in bad faith.
- h. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- i. Harassment (verbal, physical, or through use of technology) and/or intimidation of a hearing officer/investigative authority or a member of a hearing board prior to, during, and/or after a student conduct proceeding.
- j. Verbal, physical or technological harassment, intimidation, and/or retaliation against a person participating in investigation and/or adjudication proceedings as a complainant, respondent, witness, hearing officer, hearing board member, investigative authority and other staff for exercising their rights under the student code of conduct or performance of their duties, prior to, during or after the matter is finalized. This includes retaliation by a person involved in the case or a third party acting on their behalf.
- k. Influencing or attempting to influence another person to commit an abuse of the student code of conduct system.

## **221 Bicycles, roller blades, skate boards and motorcycles**

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.

## **222 Trespassing.**

Knowingly entering or remaining in or on university premises or any portion thereof after being notified of the exclusion from all or a portion of the university premises.

## **223 Retaliation**

Subjecting an individual or individuals to adverse action for participating in a complaint investigative, disciplinary process or other protected activity.

## **Residence Hall/Dining Hall/Meal Plan Policies**

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://www.tamuk.edu/housing/>. 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 Residence Hall Policies**

Violation of a residence hall policy stated in the *University Catalog*, *Residence Hall Agreement*, *Residence Life Guidebook*, this publication, the residence life website <http://www.tamuk.edu/housing/> 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
- c. 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.
- d. 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.
- e. 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**

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 Residence Hall Guest Visitation Policy**

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 and/or Violation of Quiet Hours**

Excessive noise and/or violation of residence hall quiet hours. This includes but is not limited to excessive noise in the hallway, stairwell, student rooms or public area of and/or inconsiderate behavior which may be damaging to the hall environment; disrupt the expected level of quiet for study or sleep; is in violation of Quiet Hours and/or is disrespectful of other residents and staff.

**305 Campus Dining Facility Rules/Mean Plan Use Guidelines**

Violation of campus dining facility rules/meal plan use guidelines to include but not limited to the following: 1) improper use or loaning of the ID/meal card; 2) unauthorized removal of food items, beverages, dishes, utensils, etc. from the dining area; 3) failure to wear shoes, shirts and other appropriate clothing in the dining area; 4) failure to properly bus/dispose of dishes, eating utensils and leftover food to the appropriate area; 5) conduct that is disorderly, disturbing the peace and/or disrupting the food service operations.



# Academic Misconduct Disciplinary Procedures

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## Section 7: Academic Misconduct Disciplinary Procedures

In the classroom, in the laboratory, studio, seminar, practicum or other instructional setting, or activity undertaken by student(s) for academic credit (i.e. field trips, student teaching, study abroad, internships, etc.) 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.

The procedures outlined in the Student Code of Conduct are intended to inform the involved parties of university procedures and aid the hearing officer, investigating authority or disciplinary body in its efforts to ascertain the facts of a matter and reach a just decision. 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.

### 7.1 Student Academic Responsibilities

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

- a. Inquire about course or degree requirements if they do not understand them or are in doubt about them.
- b. Maintain the standards of academic performance established for individual courses and for programs of study.
- c. Maintain academic ethics and honesty by following the University's Honor Code and the TAMUK Student Code of Conduct.
- d. Act in accordance with commonly accepted standards of academic conduct professionalism 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:

- a. Competent instruction for full-allotted time;
- b. Sufficient assignments graded fairly and promptly to inform the student of academic standing.
- c. 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.

### 7.2 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.

#### 7.2.1 Student responsibility to contribute to positive academic environment

Students are encouraged to be familiar with their respective faculty's expectations regarding classroom behavior, as delineated in their class syllabus and other departmental policies. Disruptive classroom behavior which interferes with the normal conduct of instructional activities, hampers the ability of instructors to teach, or students to learn, are taken seriously and addressed through the academic misconduct adjudication process.

#### 7.2.2 Classroom Distractions

Ongoing behaviors or single behaviors considered distracting including but not limited to (e.g., coming late to class or leaving early, performing a repetitive act that is annoying, loud or prolonged side conversations, 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.

#### 7.2.3 Classroom Disruptions

Serious disruptive behavior in a classroom, may include but is not limited to the following behaviors:

- a. Making loud and distracting noises;
- b. Repeatedly answering cell phones/text messaging or allowing pagers to beep or play ring tones;
- c. Unauthorized use of any technology or electronics;
- d. Making loud or distracting noises;
- e. Exhibiting erratic or irrational behavior;
- f. Persisting in speaking without being recognized;
- g. Repeatedly leaving and entering the classroom or test site without authorization;
- h. Persistence in ignoring instructions or failing to follow written class / lab procedures;
- i. Blocking an entry way;

- j. Using profane, intimidating or abusive language;
- k. Repeatedly interrupting others' speech;

In the case of serious disruptive behavior in a classroom, the instructor should first request compliance from the student and if the student fails to comply, 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 and other appropriate administrative action.

In instances where the behavior is judged to be physically threatening, violent, harassing, intimidating, or otherwise dangerous, the faculty member should immediately report the matter to the University Police Department for assistance.

## **7.3 Initiating Academic Misconduct Charges**

The dean of the respective academic 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 of all academic misconduct findings being placed on file with the Office of the Dean of Students.

### **7.3.1 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.

- a. The faculty member shall inform the student of the alleged violation(s) and give the student the opportunity to be heard.
- b. After meeting with the student, the faculty member will determine if a violation has occurred based upon a preponderance of the evidence.
- c. 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 for instances of previous academic dishonesty incidents in the Office of the Dean of Students.
- d. When the evidence is indisputable, the usual penalty is a grade of *F* on the particular assignment or in the course depending upon the circumstances, in addition to other sanctions deemed appropriate.
- e. 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.

### **7.3.2 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 or other egregious acts of academic dishonesty, 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.

### **7.3.3 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.

### **7.3.4 Handling Serious Cases or Cases Referred by a Third Party**

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.

- a. 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.
- b. 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.

## 7.4 Academic Misconduct Informational Hearing Procedures

For serious cases or cases reported by a third party, the respondent, 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.

## 7.5 Academic Misconduct Formal Hearing Procedures

- a. The hearing officer/body will provide written notification of alleged offenses to the student at least three business days prior to the formal hearing.
- b. 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.
- c. 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.
- d. 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 respondent is not found responsible for a violation, then the hearing is concluded. If the respondent is found responsible for one or more violations of the Student Code of Conduct, then the student conduct board or hearing officer will discuss sanctions for the student after being informed of the student's conduct status with the University.
- e. A list of sanctions are included in the non-academic misconduct section of the Student Code of Conduct contained in 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.
- f. Written documentation of the incident and recommended actions shall be forwarded to the chair/college, dean/director, and 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.

## 7.6 Appeal Procedure 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.

### 7.6.1 Cases First Initiated or Heard at the Faculty / Chairperson's Level

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://www.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 error occurred during the process that significantly impacted the outcome. The appeal must state in writing the procedural error and how it impacted the outcome.
  - 2). New evidence, unknown or unavailable during the investigation /hearing process has come to light, that could have significantly impacted the outcome. The appeal must state in writing the new information now available and why it was not available during the investigation.
  - 3). The appropriateness or severity of the sanctions. The reason(s) supporting this must be stated in writing 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.

### 7.6.2 Cases Initiated and Originally Adjudicated at the Academic Dean's Level

Cases which are **initiated and originally adjudicated** at the academic dean's level may be appealed to the Judicial Appeals Board via the Senior Vice President for Student Affairs, Enrollment Management and University Administration 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration shall convene the Judicial Appeals Board within 10 business days to conduct the hearing and render a decision. . If extenuating circumstances prevent either party from meeting this time frame, all parties involved will agree upon an alternate schedule.

- 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration 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.

### 7.6.3 Cases Involving Suspension or Expulsion

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.

# Nonacademic Misconduct Disciplinary Procedures

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*Excluding Sexual Misconduct*

## Section 8: Nonacademic Misconduct Disciplinary Procedures

### (Excluding Sexual 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 infractions.

The procedures outlined in the Student Code of Conduct are intended to inform the involved parties of university procedures and aid the hearing officer, investigating authority or disciplinary body in its efforts to ascertain the facts of a matter and reach a just decision. 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.

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.

The process for adjudication of *sexual misconduct* allegations are detailed separately. Below are the procedures for nonacademic misconduct allegations that do not contain allegations of sexual misconduct.

### 8.1 Initiation of Nonacademic Misconduct Charges

Any person may refer a conduct violation against any student for a violation of the University code of conduct. 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.

- a. The Dean of Students Office or designee will assess the seriousness and consider the circumstances of the alleged violation(s) to determine the appropriate level for adjudication of a case, may hear the case, appoint a hearing officer/hearing body if needed, or refer the allegation(s) to another office having jurisdiction over the matter. 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.
- b. 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. The process for adjudication of *sexual misconduct* allegations are detailed separately.
- c. As a result of the investigation, the Dean of Students/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 allegation may be referred to another office having jurisdiction over the matter (i.e., Compliance Office, Human Resources, Academic Dean, etc.)
  4. 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, emailed to official university email address or hand-delivered.

### 8.2 Initial Meeting

The charged student in conference with the hearing officer will be informed of all rights and responsibilities and provided with 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 all 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, if applicable. The student may:

1. **Admit** responsibility for the charge(s). A student who admits responsibility to the charges retains the option to appeal the sanction levied. The hearing officer will, based upon a preponderance of the evidence and if so, issue appropriate sanctions and appeal processes.
2. **Deny** responsibility for the charge(s), and participate in an informal resolution hearing with the hearing officer. A student who denies responsibility retains the right to appeal the decision and/or the sanction(s) levied. The hearing officer 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 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 and appeal processes.
3. Schedule a date for a **Formal Hearing** before an appointed the appropriate hearing body. Procedures are outlined in below.

Note: If the student does not respond to the request for the initial meeting, the hearing officer will, in absentia, determine whether the student is responsible for the alleged policy violation, based upon a preponderance of the evidence and if so, issue appropriate sanctions. The student maintains the right to an appeal.

### 8.3 Nonacademic Misconduct Formal Hearing Procedures

**Formal hearing procedures for cases of nonacademic misconduct include the following:**

- a. The hearing officer/body will provide written notification of alleged offenses to the student at least three business days prior to the formal hearing.
- b. 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.
- c. 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.
- d. 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 respondent is not found responsible for a violation, then the hearing is concluded. If the respondent 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.
- e. 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.

### 8.4 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.

#### 8.4.1 Cases heard at the residence hall officer or assistant/associate director level

Sanctions issued in nonacademic misconduct disciplinary hearings at the residence hall officer or assistant/associate 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 error occurred during the process that significantly impacted the outcome. The appeal must state in writing the procedural error and how it impacted the outcome.



- 2). New evidence, unknown or unavailable during the investigation /hearing process has come to light, that could have significantly impacted the outcome. The appeal must state in writing the new information now available and why it was not available during the investigation.
  - 3). The appropriateness or severity of the sanctions. The reason(s) supporting this must be stated in writing 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 does not have merit, 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.

#### **8.4.2 Cases Initially Adjudicated at the Dean of Students or UDC Level**

Nonacademic misconduct cases **initially adjudicated** by the Dean of Students or the UDC may be appealed to the Senior Vice President for Student Affairs, Enrollment Management and University Administration (SVP). The appeal must be made in writing to the SVP 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://www.tamuk.edu/dean/>. The SVP 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 SVP will have 10 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.

- a. The SVP 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 Senior Vice President of Fiscal and Student Affairs is final and may not be appealed.

#### **8.5 Status of Student During Charges and/or Appeals**

Pending final action on a nonacademic 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 interim 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; 3) Interim measures taken during a Title IX investigation when it determines that they are necessary and appropriate to the safety of the community and to protect the integrity of the complaint/investigation process; or 4) 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.

# Sexual Misconduct

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*Including Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, Stalking and Related Retaliation*

## Section 9: Sexual Misconduct

### (including Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, Stalking and Related Retaliation)

This section outlines the process used when allegations of sexual misconduct are received.

TAMUK is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct and/or related retaliation. Any action involving sexual misconduct, sexual harassment, violence, coercion, and intimidation will not be tolerated. These acts have a real impact on lives. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education.

It is the policy of TAMUK that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and hold the respondent accountable. This includes working with state and local law enforcement to bring possible criminal charges and seeking disciplinary action through the university. The complainant may proceed with a criminal investigation and a Title IX complaint simultaneously. TAMUK encourages the reporting of sexual misconduct that is prompt and accurate. This allows the university community to quickly respond to allegations and offer immediate support to the complainant.

#### 9.1 Definitions

**Advisor** – an individual selected by each complainant and respondent to provide support and guidance throughout the investigation and resolution process. Each party is allowed one advisor. The role of the advisor will be limited to being present and communicating only with their advisee; advisors may not examine witnesses or otherwise actively participate in the process. (08.01.01)

**Complainant** – the individual(s) subjected to the alleged discrimination. (08.01.01)

**Confidential** – communication that cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations of elderly, disabled or child abuse; an imminent threat of injury or to the life of any person; or as required by law. (08.01.01)

**Consent** – clear, voluntary and ongoing agreement to engage in a specific sexual act. Persons need not verbalize their consent to engage in a sexual act for there to be permission. Permission to engage in a sexual act may be indicated through physical actions rather than words. A person who was asleep or mentally or physically incapacitated, either through the effects of drugs or alcohol or for any other reason, or whose agreement was made under duress or by threat, coercion, or force, cannot give consent. (08.01.01)

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- a. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b. For the purposes of this definition;
  1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  2. Dating violence does not include acts covered under the definition of domestic violence.

**Designated administrator** – the decision-making entity specified by the university. This may be an administrator or a hearing panel, but may not be the direct supervisor of the respondent. (08.01.01)

**Domestic Violence** – a felony or misdemeanor crime of violence committed by:

- a. A current or former spouse or intimate partner of the victim;
- b. A person with whom the victim shares a child in common;
- c. A person who is cohabitating with, or has cohabited with, the victim as a spouse or an intimate partner;
- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Employee** – all personnel employed by the University including faculty, staff and students who receive compensation in either a full- or part-time capacity. (08.01.01)

**Hostile environment-** a situation in which there is harassing conduct based on a legally protected class that is severe, persistent or pervasive enough to create a work, educational or campus living environment that a reasonable person would consider intimidating or abusive. The determination of whether an environment is “hostile” must be based on all of the circumstances, which may include the frequency of the conduct, the nature and severity of the conduct, whether the conduct was physically threatening or humiliating, and the mental or emotional effect of the conduct on the individuals(s) subjected to the alleged harassment.

**Interim measures and resources** - In response to a report of an alleged violation of this policy, the university may impose such reasonable and appropriate interim measures, remedies, and/or resources through the assistance of the Title IX Coordinator or designee.

- a. Interim measures generally refer to protections and remedies that may be implemented when the university determines that they are necessary and appropriate to the safety of the community and to protect the integrity of the complaint/investigation process. These may include, but are not limited to physical separation, contact limitations, alternative work or other arrangements, suspending or limiting access to certain university facilities or activities, and academic adjustments.
- b. Resources generally refer to support or assistance that can be provided to either party without impacting the rights of either party, and which may be implemented independent of the investigation and disciplinary process. This may include, but is not limited to assistance in accessing health and counseling services, developing safety plans, academic accommodations, assistance in connecting to other campus and community resources, absence notifications to faculty, requests for incompletes, or housing assignment changes.

**Investigative Authority** – one or more trained individuals appointed to conduct a formal inquiry to discover and examine the facts of an allegation and conclude if, based on the preponderance of the evidence, the allegation is substantiated, unsubstantiated, or if there is insufficient information. (08.01.01)

**Private** – that which affects, characterizes, or belongs to an individual person, as opposed to the general public. With respect to this regulation, private means restricting information to those with a reasonable need to know. (08.01.01)

**Quid pro quo sexual harassment-** “this” for “that”; i.e., unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, the submission to or rejection of which may result in an adverse educational or employment action.

**Reporter** – an individual who observed or was made aware of an alleged violation and who provides an initial oral or written account of an alleged violation of this regulation. (08.01.01)

**Respondent** – an individual who is alleged to have discriminated against another. (08.01.01)

**Retaliation** – no employee or student may retaliate against a person for filing a complaint or participating in an investigation under this regulation. Employees or students found to have retaliated, or intentionally provided false or materially misleading information regarding alleged discrimination under this regulation, may be disciplined, up to and including dismissal or expulsion.

Prohibited conduct includes, but is not limited to:

- a. Attempting to coerce, compel or prevent an individual from reporting alleged discrimination or providing testimony or relevant information;
- b. Removing, destroying or altering documentation or other evidence (e.g., text messages) relevant to the investigation; or
- c. Providing false or misleading information to member officials who are involved in the investigation and resolution of a complaint, or encouraging others to do so. (08.01.01)

**Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

**Sexual Exploitation-** a situation in which an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy,

exposing one's genitals or causing another to expose one's genitals, and knowingly transmitting a sexually transmitted infection to another person.

**Sexual Harassment** – Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work, educational or campus living environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo ("this for that") or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence when based on sex.

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

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress.

For the purposes of this definition:

- a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## 9.2 Acts that Constitute Sexual Misconduct

For purposes of this section, Sexual Misconduct refers to unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work, educational, or campus living environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo ("this for that") or may constitute a hostile environment. According to TAMU System Policy 08.01.01, *Civil Rights Compliance*, sexual misconduct, when based on sex, includes:

- Non-consensual sexual contact
- Sexual Assault
- Sexual Exploitation
- Stalking,
- Dating Violence
- Domestic Violence
- Related retaliation

## 9.3 Confidentiality/Privacy

TAMUK is committed to protecting the privacy of individuals, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct.

- a. The university cannot guarantee complete confidentiality, but it will do everything possible to maintain privacy, and will only share information as needed to address the issue.
- b. Licensed professional counselors at Student Health and Wellness are the only individuals who can provide confidentiality to a complainant.
- c. Requests to withhold any name, or a request not to investigate or seek action against the alleged violator, will be considered in the context of the university's duty to provide a safe and nondiscriminatory work, educational or campus living environment. This may require that the University take actions when the reporter requests no action, such as when violence is involved, when the threat of violence exists, or when required by law, as in the case of elderly, disabled, or child abuse. (08.01.01, 2.3)
- d. A request to withhold information or not to investigate the alleged misconduct may limit the university's ability to respond. (08.01.01, 2.3)
- e. Additionally, the university will maintain all related records in accordance with the requirements of FERPA (the Family Educational Rights and Privacy Act of 1974), and will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law.

- f. The complainant may revoke a request not to investigate or seek action against the alleged violator and proceed with a formal complaint against the alleged violator.
- g. An employee's or student's complaint alleging discrimination should be reported as soon as possible after the action that caused the complaint. (08.01.01, 4.1.4)

## 9.4 Prevention and Awareness Educational Programs

It is the collective responsibility of all members of the TAMUK community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the university engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the university community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

## 9.5 Reporting

In processing reports of sexual misconduct and/or related retaliation involving students, TAMUK follows The Texas A&M University System Policy *08.01, Civil Rights Protections and Compliance* and corresponding Regulation *08.01.01, Civil Rights Compliance* (<http://policies.tamus.edu/08-01-01.pdf>). These are supplemented by Texas A&M University- Kingsville Rule *08.01.01.K1, Civil Rights and Compliance*. You may also refer to the TAMUK Office of Compliance website for more information: <http://www.tamuk.edu/compliance/index.html>

- a. An employee's or student's complaint alleging discrimination should be reported as soon as possible after the action that caused the complaint. (08.01.01, 4.1.4)
- b. Sexual harassment, sexual assaults, non-consensual sexual contact, domestic violence, dating violence, sexual exploitation and stalking may be reported to any university official. All such reports will be directed to the Title IX Coordinator, located in the Office of Compliance, Lewis Hall 130 or by calling (361) 593-4758. The Title IX Coordinator will work closely with other offices as appropriate. As a matter of Texas A&M University System policy, all employees must report a known allegation to the Office of Compliance.
- c. Individuals reporting issues of sexual misconduct will meet with the Title IX Coordinator, Dean of Students Office, or designees and/or law enforcement (if a criminal report is being made, which is not required, but is always encouraged).
- d. The reporting party will be provided information about available resources including counseling, physical and mental health assistance, victim advocacy, and other services available. A student who has been the victim of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. ([http://www.tamuk.edu/compliance/title\\_9/contact%20person.html](http://www.tamuk.edu/compliance/title_9/contact%20person.html)).
- e. The reporter may withhold identifying information; however, withholding information about the alleged misconduct may limit the university's ability to respond to a complaint.
- f. The University, at its discretion, may proceed with the investigation / disciplinary process without a formal complaint if the University has sufficient information that sexual misconduct may have occurred or determines an investigation is warranted considering the circumstances.

## 9.6 Accommodations and Interim Protective Measures

- a. When reasonable and appropriate, the University will provide accommodations to involved parties upon request, and the interim steps will be taken promptly, and at no cost to the complainant. The university will continue to take these steps, as is appropriate, if sexual violence is found to have occurred. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, access academic support such as tutoring services, and change residence hall assignments. Additional interim measures that may be taken pending the outcome of an investigation/hearing may include contact restrictions, interim suspension of the respondent, or change in course schedule, residence assignment, and/or other restrictions. Retaliation, including retaliatory harassment, and retaliation by third parties is prohibited by the university.
- b. Interim action or remedies will be considered in all sexual harassment and sexual misconduct complaints.
  - 1). The individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation, the respondent and other affected individuals may be offered and/or expected to comply with appropriate interim protections or remedies, such as physical separation, contact limitations, alternative work or other arrangements, academic adjustments and counseling services. Failure to comply with the terms of interim protections may be considered a separate violation of system policies and regulations and member rules and procedures.
  - 2). At any point in the process, an employee may be suspended with pay, reassigned, and/or placed in another type of temporary status pending completion of the investigation and final resolution of the allegations. This is not a disciplinary action.

Failure to comply with the terms of the interim actions may be considered a separate violation of system policies and university rules and procedures.

## **9.7 Inquiry and Investigations**

When the university is made aware of a potential violation, an inquiry or investigation will be initiated to determine what occurred and then take appropriate steps to resolve the situation. All students, staff and/or faculty are expected to cooperate in an investigation if contacted. Retaliation for participation in an inquiry or investigation is strictly prohibited and may result in disciplinary measures, separate from the original complaint of sexual misconduct.

### **9.7.1 Initial Review by Title IX Coordinator or Deputy Coordinator**

The Title IX Coordinator or Deputy Coordinator will conduct an initial review of information in a sexual misconduct report or complaint to determine if there is sufficient information to proceed with an investigation, or if additional information is needed.

- a. If the information is sufficient, the Title IX Coordinator will forward the complaint/report to an appointed investigative authority within 5 business days of the determination to proceed with the investigation.
- b. If the information is insufficient, the Title IX Coordinator or Deputy Coordinator, in consultation with the System Ethics and Compliance Office, may conduct an inquiry into the circumstances of the complaint and;
  - 1). Dismiss the complaint as baseless;
  - 2). Close the complaint for insufficient information to investigate; or
  - 3). Refer the complaint to another office which has responsibility for such complaints.The designated office will notify the complainant of such action in writing.

### **9.7.2 Due Process Rights of Both Parties**

Both the complainant(s) and the respondent(s) are entitled to due process and fair and equitable procedures in all facets of the complaint and investigation process and shall be:

- a. Provided access to support services from the university at their request.
- b. Provided written notification of: (1) receipt of the complaint stating the allegation of a violation of System Regulation 08.01.01, Civil Rights Compliance; (2) the appointed investigative authority; (3) the appointed designated administrator; (4) interim protections imposed, if any; and (5) admonishments regarding cooperation and prohibiting retaliation.
- c. Informed of the investigation and adjudication procedures.
- d. Allowed to choose to participate or decline to participate in the process with the understanding that the process will continue without their involvement and that the university will determine an outcome with the information available.
- e. Allowed to discuss any conflicts of interest (real or perceived) arising from prior interactions by those handling the Title IX grievance procedures.
- f. Allowed to have an advisor present during the investigation and adjudication proceedings. The role of any advisor will be limited to being present and communicating only with their advisee; advisors may not examine witnesses or otherwise actively participate in the process.
- g. Given the opportunity to present witnesses and submit other evidence on their behalf to the investigators.
- h. Notified in writing of the results /outcome of the complaint and subsequent action.

### **9.7.3 Investigation Procedures**

- a. When a decision is made to forward an investigation to an investigative authority for allegations of sexual misconduct and/or related retaliation, the Title IX Coordinator or Deputy Coordinator will appoint two (2) investigating authorities to review the complaint/report unless circumstances warrant otherwise.
- b. In all investigations and subsequent decisions, the standard used to determine the merits of the allegation(s) is the preponderance of the evidence, i.e., more likely than not.
- c. The investigative authority will review the complaint, respondent and witnesses (if applicable), review relevant documentation, consult with subject matter experts as appropriate, and review other available evidence or information. The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. The investigative authority may also consult with appropriate management personnel, including but not limited to, the Dean of Students, the Title IX Coordinator, System Office of General Counsel, and/or the System Ethics and Compliance Office for advice and guidance, as applicable. The investigative authority will provide a draft report on the merits of the allegations to the Office of General Counsel (OGC) for legal sufficiency review within 30 business days of receipt of the complaint.
- d. The investigative authority's investigation report may conclude that each allegation is substantiated, unsubstantiated, or there is

insufficient evidence to determine whether or not the allegation is substantiated. In some instances, after investigation, offensive conduct might not be sufficiently severe, persistent, or pervasive that it unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Nevertheless, the investigators may still determine that the offensive conduct is still a violation of university rules or policies, including the Student Code of Conduct or other published rules of the university and so note that finding in their report.

- e. OGC will provide its legal review to the investigative authority within 10 business days. The investigative authority will have five (5) business days to finalize the report and submit it to the designated administrator.
- f. The complainant and respondent will be notified simultaneously of the conclusion of the investigation and the availability of the investigative report for review.
- g. The Dean of Students or designee serves as the designated administrator for cases where the student is a respondent. Upon receiving the investigation report, The Dean of Students has five (5) business days to notify the parties of his/her decision to refer the case to a hearing panel or not.
- h. Circumstances may warrant an extension of the time frame in this section. Both the complainant(s) and the respondent(s) should be notified of any extensions in writing.

## **9.8 Sexual Misconduct and Related Retaliation Process**

The designated administrator will review the completed report from the investigative authority and take action as follows:

- a. If the investigative authority determines in their report that one or more of the allegations is substantiated to be a violation of the TAMUK Student Code of Conduct, including the sexual misconduct procedures, the designated administrator will notify all parties in writing of the initiation of disciplinary charges and subsequent hearing procedures to review the investigation report. The designated administrator has five (5) days after receipt of the investigative report to determine whether to pursue charges of the Student Code of Conduct. All parties will also be notified if interim measures are continued, modified or discontinued pending resolution of the case and reminded of the university's policy against retaliation.
- b. If the investigative authority determines that all allegations are unsubstantiated or there is insufficient evidence to determine whether or not the allegations are substantiated, the designated administrator will notify all parties in writing of the results of the investigation. Both parties will also be notified if interim measures are continued, modified or discontinued pending resolution of the case and reminded of the university's policy against retaliation.

### **9.8.1 Office of the Dean of Students Oversees Hearing Process**

The Dean of Students Office will oversee the hearing process originating from an investigation into a sexual misconduct and/or related retaliation reports where the respondent is a student. In this capacity, the Dean of Students Office acts as a resource for administration, faculty, staff and students to promote consistency throughout the university community in adjudicating sexual misconduct and/or related retaliation cases. The Office of the Dean of Students also has the responsibility for maintaining all student hearing records related to students charged with a violation of sexual misconduct.

- a. **Initiation of sexual misconduct Charges against a Student**  
If a student is charged with a violation of the sexual misconduct clause or other applicable provisions in the Student Code of Conduct, the respondent will be notified in writing of the specific code of conduct charge(s) prior to the hearing to review the investigative authority's report. The complainant will be notified when the respondent is charged. Sexual assault complaints may not be mediated or handled informally. All such cases will be investigated and if appropriate after investigation, be referred for a hearing subject to the Sexual Misconduct Hearing Procedures.
- b. **Informational Meeting for Sexual Misconduct and Related Retaliation Charges**  
The complainant and respondent will be provided the opportunity to meet individually with the Dean of Student or designees. During the meeting the respondent will be informed of all pending charges, rights and responsibilities, and provided with the following:
  - 1). A review of all due process rights and disciplinary procedures;
  - 2). Interim measures/actions (if applicable);
  - 3). Notification of consequences of retaliation against the complainant, witnesses or any individual connected with the investigative / hearing process;
  - 4). An explanation of the charges which have been made;
  - 5). A review of the investigation report on which the charges are based.

The complainant and/or respondent are allowed to choose to participate or decline to participate in the informational meeting process with the understanding that the process will continue without their involvement and that the university will determine an outcome with the information available.



### 9.8.2 Sexual Misconduct and Related Retaliation Hearing Procedures

The Dean of Students Office will coordinate the hearing which includes a review of the completed investigation where the investigation authority has determined in their report that one or more of the allegations is substantiated to be a violation of system and university policy and rules. The Dean of Students Office will compile the information from the investigative authority, as well as inform all of the parties of the date, time and location for the hearing.

- a. The Dean of Students Office will provide written notification of the hearing to the participants at least three (3) business days prior to the hearing.
- b. Determinations during the hearing, will be made using the *preponderance of the evidence* standard, which asks whether it is “more likely than not” that the alleged sexual misconduct occurred.
- c. The complainant and/or respondent are allowed to choose to participate or decline to participate in the hearing review process with the understanding that the process will continue without their involvement and that the university will determine an outcome with the information available.
- d. Each party may have an advisor of their choice present at the hearing. The advisor cannot directly participate in the proceedings and must not have involvement in the underlying case.
- e. The formal hearing will be held as scheduled even in the absence of the complainant or respondent, unless such absence is for good and sufficient cause. Note: this hearing is not a criminal proceeding. Related criminal charges are handled separately.
- f. The University Sexual Misconduct Hearing Board will convene the hearing to conduct a review of the investigation results arising from sexual misconduct and/or related retaliation cases.
  - 1). The purpose of the hearing will be to review the investigative authority’s written report, to work to resolve any issues with the report, provide an opportunity for the complainant or respondent to answer questions and offer rebuttal or support of the completed report, to clarify any questions the board may have about the incident and report, and to deliberate on the outcome and sanctions (if a student is found responsible).
  - 2). Any evidence submitted during the hearing review in rebuttal to or in support of the investigation report must be material and relevant to the issue under consideration as determined by the chair of the hearing board, and may be accepted or rejected by the hearing board.
  - 3). Parties to the hearing may not personally question or cross-examine each other during the hearing.
- g. After the review phase of the hearing is concluded, members of the hearing board will deliberate on the charges in closed session. Determination of responsibility will be made on the basis of a preponderance of the evidence. As a result of the hearing, the Sexual Misconduct Hearing Board may take one of the following actions:
  - 1) The respondent may be found not responsible for a violation of the sexual misconduct and any other applicable charge(s). If the respondent is not found responsible, then the deliberations conclude. While no sanctions are imposed, the Designated Administrator may determine if specific interim measures should continue in place and notify all parties.
  - 2) The student may be found responsible for a violation of the sexual misconduct or any other applicable charge(s). If the respondent is found responsible for one or more violations of the Student Code of Conduct, the hearing board will discuss sanctions for the student after being informed of the student’s conduct status with the University.
  - 3) Sanctions may have educational, restorative, and rehabilitative components for students. In addition, employee sanctions may have punitive components. Examples of sanctions may include, but are not limited to, written warning or reprimand, required training and/or counseling, “no contact” order, probation, suspension, and employment dismissal and/or expulsion from an educational institution. For students, expulsion is a disciplinary action taken to teach them that their actions and conduct have consequences, which includes ineligibility to continue as a member of the educational community.
- i. For sex discrimination complaints, both the complainant(s) and respondent(s) will be notified simultaneously, in writing, of the hearing outcome; appeal procedures; any change(s) as a result of the appeal process; and/or when the result becomes final.

### 9.8.3 Appeal Process for Sexual Misconduct and/or Related Retaliation Cases

With respect to allegations of sexual misconduct and/or related retaliation, the designated administrator’s decision and the sanction(s) imposed by the sanctioning authority can be appealed by the complainant(s) and/or the respondent(s),

- a. Appeals of disciplinary action as a result of a sexual misconduct or related retaliation complaint must be in writing and made on the basis of one or more of the following grounds:
  - 1) A procedural error or omission occurred during the process that significantly impacted the outcome. The appeal must state in writing the procedural error or omission and how it impacted the outcome.
  - 2) New evidence, unknown or unavailable during the investigation has come to light, that could have significantly impacted the outcome. The appeal must state in writing the new information now available and why it was not available during the investigation.

- 3) The appropriateness or severity of the sanctions. The reason(s) supporting this must be stated in writing in the appeal.
- b. On appeal, the burden of proof rests with the appellant to show that an error has occurred during the hearing process.
- c. In order to avoid the appearance of a conflict of interest, appeals of these bases must be directed to an authority who had no previous involvement and/or participation in the investigation and/or decision. In cases of sexual misconduct and/or related retaliation involving a student, the appeal must be made in writing to the Senior Vice President for Student Affairs, Enrollment Management and University Administration (SVP) or a designee within three business days after notification of the initial decision.
- d. The SVP may handle the appeal or designate an appeals officer at his or her discretion to another administrator who has received adequate and relevant training about sexual misconduct. Appeal requests will be reviewed for merit and if filed in a timely manner. The procedures governing the hearing of appeals include the following:
  - 1) All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
  - 2) The SVP /Appeals Officer shall have 5 business days after receiving the appeal(s) to review the case and provide a draft decision to OGC for review. OGC will coordinate with SECO and provide its review of the draft decision within five business days. The SVP/Appeals Officer will have five business days to finalize the decision and provide it to the complainant(s), the respondent(s), and the investigators.
  - 3) Circumstances may warrant extensions to the time frames. The SVP/Appeals Officer should send extension requests, if needed, to the office or individual(s) who appointed them. Both the complainant(s) and the respondent(s) should be notified of any extensions in writing.
  - 4) The appeal will be confined to a review of the written documentation and record of the investigation and/or hearing, and pertinent documentation regarding the grounds for the appeal. The appeal does not create an entitlement to a new investigation or a full re-hearing of the complaint. The appeal process for both the complainant(s) and the respondent(s) must be equitable, but not necessarily identical. The SVP / Appeals Officer may at his/her discretion meet with the parties to determine a decision.
  - 5) 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.
  - 6) The SVP /Appeals Officer will render a written decision on the appeal to all parties which shall include the rationale forming the basis for the decision. The decision is final and may not be further appealed.
  - 7) If the SVP /Appeals Officer determines that new evidence should be considered, it will return (remand) the complaint to the original hearing body to reconsider in light of the new evidence only. The reconsideration of the hearing body is not appealable.
  - 8) If the SVP/Appeals Officer determine that a material procedural (or substantive) error occurred, it may return the complaint to the original hearing body with instructions to reconvene to cure the error. The results of a reconvened hearing cannot be appealed. In cases where the error cannot be cured by the original hearing officers (as in cases of bias), the appeals officer or body may order a new hearing on the complaint with a new body of hearing officers. The results of a new hearing can be appealed once based upon the grounds for appeals stated above.
  - 9) If the SVP /Appeals Officer determines that the sanctions imposed are substantially disproportionate to the severity of the violation, the matter will be returned to the hearing body. The hearing body will review the case, and may then increase, decrease or otherwise modify the sanctions. This decision is final.
  - 10) Circumstances may warrant an extension of the time frame in this section. Both the complainant(s) and respondent(s) will be notified in writing simultaneously of any extensions or decisions made.
  - 11) Any student receiving a sanction of separation (expulsion or suspension) pursuant to this regulation may appeal the sanction in accordance with Rule 08.01.01.K1, *Civil Rights Compliance* and/or code of conduct for student grievances.

## **9.9 Training of Staff Involved in the Investigation and/or Adjudication of Sexual Misconduct and/or Related Retaliation**

The Title IX Coordinator, Deputy Coordinators, investigator(s), members of the Sexual Misconduct Hearing Board, and the SVP/Appeals Officer /Body will receive training on the handling of complaints of sexual harassment, the university's Title IX Policy and Grievance Procedures, and applicable confidentiality requirements.

# Interim Suspension

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## Section 10: Interim Suspension

**Definitions:** The following definitions apply for *interim suspensions*:

1. Continuation hearing – the hearing before the president or designee to determine whether or not the *interim suspension* should remain in place for the entire suspension period before the *formal hearing* is held. The *continuation hearing* can be as simple as a meeting between the student and the president or designee. In this *continuation hearing*, the student is permitted to be represented by an advisor of their own choosing.
2. 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.
3. 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.

### **Interim Suspension:**

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 *interim suspension* by informing the student in writing. The following steps will be followed:

- a. The President or designee informs the student in writing that the student is **immediately suspended** from the university and that *notice* and a *continuation hearing* will take place as soon as practicable. Student(s) subject to an interim 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 action.
- b. The university will provide to the student:
  - 1) 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);
  - 2) A *continuation hearing* date is scheduled to give the student the opportunity to present his /her side of the story and determine whether the interim suspension should continue. The university will aspire to provide *notice* and a *continuation hearing* no later than three class days after the day of the *interim suspension* begins. The *continuation hearing* can occur almost immediately after the conduct. The decision of the President or designee at the *continuation hearing* is final and no appeal procedure of the university applies to *interim suspensions*.
- c. If after the *continuation 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 *interim suspension* period, the university shall initiate its *formal hearing procedures* for long-term suspensions or expulsions, prior to expiration of the *interim suspension*. The matter will be referred to the Judicial Appeals Board in the case of academic misconduct or to the University Disciplinary Committee in cases of nonacademic misconduct.
- d. In certain situations, such as, but not limited to, ongoing administrative investigations, the university may take measures to restrict an individual from parts of campus or from university sponsored events/activities. These measures are not part of the Interim Suspension policy. In addition, criminal trespass warnings issued by the University Police Department are not part of this policy.

# Disciplinary Sanctions

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## Section 11: Disciplinary Sanctions

The following sanctions may be imposed upon any student or organization found to have violated the Student Code of Conduct.

- a. The student or organization may be levied a sanction or combination of sanctions.
- b. Record of the student's disciplinary status and the results of disciplinary proceedings are a part of the student's confidential records for a period of at least five years past the late date of a student's enrollment.
- c. As part of the notification of disciplinary action undertaken, the student will be notified in writing of the sanctions imposed, their duration, stipulations and deadlines for completion.
- d. 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 *interim 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;
  - 3). Interim measures taken during a Title IX investigation when it determines that they are necessary and appropriate to the safety of the community and to protect the integrity of the complaint/investigation process; or
  - 4). 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 interim measures imposed to minimize the opportunity for verbal/physical conflict or retaliation.
- e. 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.
- f. 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. **Educational Sanctions:** A provision to complete work assignments, essays, specific educational requirement (i.e., counseling, attending an alcohol workshop, online educational workshop, etc.), service to the university or designated community agency, or other related discretionary assignments.
  7. **No Contact Order:** Directive to cease any and all contact with another party/parties. This includes contact initiated through any means: telephone, correspondence, personal visits, email, social media (i.e., Facebook, Twitter) etc.) as well as contact initiated by any third parties on your behalf or at your request. This also includes making electronic outreaches to or statements about the other parties through blogs or other social media, 'tagging' them in comments, or through online message boards or other internet sites. This restriction applies to both on and off campus. The directive to avoid contact until such time as this order is lifted.
  8. **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.
  9. **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.
  10. **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. The student is not entitled to a refund of tuition and/or fees for the term in which the student is suspended.

11. **University Expulsion:** Permanent separation of the student from the University. The student is not entitled to a refund of tuition and/or fees for the term in which the student is expelled.
12. **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the University may be revoked for academic misconduct, misrepresentation, or other violation of University standards in obtaining the degree.
13. **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.
14. **Appropriate Grade Penalties** in cases of academic misconduct may include issuance of a grade of “F” in a course, grade reduction, removal from an academic program or additional work assigned. 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.

# Notification of Parents Regarding Disciplinary Action

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## **Section 12: Notification of Parents Regarding Disciplinary Action**

The 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 or designee 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 Student Health and Wellness. Serious violations of alcohol and drug abuse may result in assessment and basic intervention by a counselor in Student Health 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

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## Section 13: 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.tamuk.edu/dean/international-code.html>

**a. 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration 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 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.

**b. 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.

# Judicial/Conduct Hearing Boards

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## Section 14: Judicial/Conduct Hearing Boards

The University has a number of disciplinary hearing boards in place as part of the conduct hearing process.

### 14.1 University Disciplinary Committee (UDC)

- a. 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 alleged violation(s) and will refer cases to this committee as deemed appropriate.
- b. 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.
- c. 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 respondent 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. 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration.
- d. 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.

### 14.2 Sexual Misconduct Hearing Board

A committee consisting of students, faculty and staff is appointed by the Dean of Students which serves as a hearing body for the purpose of adjudicating sexual misconduct cases.

- a. If the complaint is referred to a hearing, the Dean of Students Office will select three individuals from a pool of trained adjudicators to hear the case as members of the Sexual Misconduct Hearing Board.
- b. The Dean of Students will also appoint one of the three members to serve as the chairperson.
- c. The hearing will be conducted in conformance with the Sexual Misconduct Hearing Procedures.
- d. It is the responsibility of the Sexual Misconduct Hearing Board to provide for a prompt and fair consideration and resolution of the case through a formal hearing process. The proceedings are not judicial trials.
- e. The respondent and complainant may choose an advisor, to accompany, but not represent, him or her during a hearing.
- f. During the hearing, the investigative authorities will present the information from their investigative report on behalf of the university.
- g. Both the respondent and the complainant will be given the opportunity to support or rebut information presented before the hearing board.
- h. After the testimony phase of the hearing is concluded, the member of the Sexual Misconduct Hearing Board will go into executive session to deliberate on the charges.
- i. Determination of responsibility will be made on the basis of a preponderance of the evidence standard.
- j. If the respondent is found not responsible then the hearing board concludes the process. If the respondent is found responsible for one or more violations of the Student Code of Conduct, the hearing board will determine sanctions for the student after being informed of the student's conduct status with the University.
- k. The Sexual Misconduct Hearing Board will have five (5) days to render a written decision including any applicable sanctions unless circumstances require additional time.
- l. For sexual misconduct hearings, a written statement of the findings, including rationale, the formal action to be taken by the University and a description of the appeals process will be sent to the respondent and the complainant simultaneously (meaning without substantial delay between the notifications to each) by the Dean of Students Office.
- m. The Sexual Misconduct Hearing Board is expected to consult with the Texas A&M University System Counsel and/or the System Ethics and Compliance Office, through the Dean of Students, to assure that its procedures are legally sound and fair to all parties.

### 14.3 Judicial Appeals Board

An appellate board consisting of students, faculty and staff appointed by the Senior Vice President for Student Affairs, Enrollment Management and University Administration 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

- a. **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 Senior Vice President for Student Affairs, Enrollment Management and University Administration serves as ex-officio member. Final decisions of this board are communicated through the chair, which is appointed by the Senior Vice President for Student Affairs, Enrollment Management and University Administration.
- b. **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.
- c. The student may choose an advisor, to accompany, but not represent him or her
- d. In cases involving suspension or expulsion for academic misconduct, the decision of this board may be appealed to the Provost.
- e. **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.
- f. The Judicial Appeals Board is expected to consult with the Texas A&M University System Counsel, through the Senior Vice President for Student Affairs, Enrollment Management and University Administration, to assure that its procedures are legally sound and fair to all parties.

# Student Grievance (Formal Complaint) Procedures

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*Academic Grievance Procedure*

*Final Grade Appeal Grievance Procedure*

*Nonacademic Grievance Procedure*

## Section 15: Student Grievance (Formal Complaint) Procedures

### 15.1 Introduction to Grievance Procedures

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.

### 15.2 Grievance Procedure

Informal complaints may be filed, verbally or in writing, with offices across campus. The process to file a formal complaint, or grievance, is outlined below. 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. **Due to their special nature, certain issues are handled by specially designated hearing bodies or offices, as outlined in the chart on the following page).** Individuals may also file an anonymous complaint at the Texas A&M University System Risk, Fraud & Misconduct Hotline at: <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

### 15.3 Definition of a Grievance

A student 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 or where specified by university policy, **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.)

In the following pages information will outline Student Academic Grievances and Student Nonacademic Grievances. The Dean of Students Office can assist individuals in with questions regarding the grievance procedures.

Nature of Concern	Reference	Office or Contact	Comments
<b>Academic Content/Record</b>	Student Handbook System Policy FERPA	<i>Registrar</i> Mildred Slaughter, Registrar	System and university policies, as well as FERPA, establish the student's right to request a change, addition or deletion to his/her student records if the material is inaccurate or misleading. Request must be submitted in writing, including reasons for appeal. Written notification of decision is provided to the student. Records are maintained in the Office of the Registrar.
<b>Academic Suspension/Enforced Withdrawal</b>	Undergraduate Academic Catalogs Graduate Academic Catalogs Student Handbook	<i>Division of Student Success:</i> Dr. Shannon Baker, Interim Associate Vice President for Student Success  <i>Graduate School:</i> Dr. George Allen Rasmussen, Associate Vice President for Research and Graduate Studies	Undergraduate students on academic suspension/enforced withdrawal may appeal through Student Success. That appeal can either be denied or accepted. Appellants whose appeals are accepted are permitted to register under certain conditions. Those conditions are provided to the student in written form.  A record of each appeal, accepted or denied, is kept in the AVP for Student Success' Office. Graduate students can appeal through their respective academic department and the AVP for Research and Graduate Studies.
<b>Admission Appeal-Undergraduate</b>	Undergraduate Catalog	<i>Undergraduate Admission:</i>  Shelly Key, Director of Undergraduate Admission	The admission appeal process is outlined in the decision letter which is sent to the student. We suggest the following: Applicant is encouraged to re-take the SAT and/or ACT entrance exam if they are applying as a high school student. Transfer students are encouraged to attend a community college to improve their transfer GPA. Students can submit an essay/personal statement and two letters of recommendation. Letters should be from academic teachers/professors and address the applicant's academic ability. The committee will



			consider factors such as academic performance, socio-economic status, extracurricular involvements, and performance of high school/district or any other information that might be helpful.
<b>Admission Appeal-Graduate</b>	Graduate Catalog	<i>Graduate School:</i> Dr. George Allen Rasmussen, Associate Vice President for Research and Graduate Studies	The admission decision letter will include reasons for a student being denied admission to the graduate school/graduate program. For admission appeal information, please contact the Office of Graduate Studies.
<b>American with Disabilities (ADA)</b>	Student Health and Wellness/Disability Resource Center Webpage	<i>Disability Resource Center:</i> JoElda Castillo-Alaniz, Director of Student Health and Wellness  Barbara Collins, Assistant Director, Disability Resource Center  <i>Office of Compliance:</i> Karen Royal, Director of Compliance	A student who feels he or she has been subject to discrimination in an academic program or university department based on disability may file a written grievance to the Compliance Office or with the DRC which would be submitted to the Director of Compliance within five business days of receipt. A student's complaint alleging discrimination should be filed within 10 business days of the action, if the complaint is in connection with discipline and/or dismissal, or within 90 calendar days of the most recent incident if it is unrelated to discipline and/or dismissal.
<b>Athletics</b>	Student Athlete Handbook	<i>Athletics:</i> Hanna Lantz, Assistant Athletic Director for Compliance and Academics/Senior Women's Administrator	Student athletes who wish to address concerns/complaints about athletic policies and/or procedures should consult the Student Athlete Handbook for process information. Athletics is also governed by the NCAA and the Lone Star Conference. TAMUK abides by all applicable NCAA and conference policies.
<b>Classroom conduct/management; academic policy disputes; eligibility for a program</b>	Academic Student Grievance Policy	<i>Faculty and/or Department Chairs</i>  <i>Deans of Academic Colleges</i>  <i>Judicial Appeals Board</i>	Grade appeals; Failure of a faculty member to follow university policies; Failure of a faculty member to recognize properly authorized excuses or absences; Capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance; Discriminatory action toward students within a classroom by a faculty member; Failure of a faculty member to honor a specific commitment to a student concerning completion of work; Interpretation of academic policies affecting eligibility for academic programs or scholarships, degree plan advisement and/or academic decisions resulting in academic suspension or enrollment holds.
<b>Disciplinary/ Misconduct Action or Adverse Treatment by Fellow Students or University Employees</b>	Student Handbook	<i>Dean of Students Office:</i> Kirsten Company, Assistant Vice President for Student Affairs and Dean of Students  Antonia Alvarez, Associate Dean of Students	The Dean of Students Office helps resolve concerns, problems or conflicts with regards to university policies, procedures and decisions. The office provides a private and neutral place for students to come to express their concerns. Students work directly with staff members to identify steps that may be taken to achieve a timely and fair resolution to a problem. All student concerns will be acknowledged by appropriate Texas A&M University-Kingsville employees within 10 business days of receiving a concern report form. Original request forms are retained in the Dean of Students Office. Code of Conduct definitions, procedures and appeal processes are outlined in the Student Handbook. Students who receive disciplinary action as a result of unacceptable actions/conduct may appeal the decision.
<b>Distance Education</b>	iTech Website	<i>Distance Learning:</i> Rolando Garza, Interim Director for Distance Learning and Instructional Technology	Technology concerns related to courses taken online or through TTVN modalities. Complaints about a specific instructor should be directed to the instructor and/or academic department chair.
<b>Family Education Rights and Privacy Act</b>	Student Handbook FERPA	<i>Registrar's Office:</i> Mildred Slaughter, Registrar	FERPA information may be found in this student handbook on page 83. If you witness or commit what you believe to be a possible FERPA violation, please notify the Office of the Registrar immediately.
<b>Financial Aid</b>	Financial Aid website	<i>Financial Aid Office:</i>	Students inquiring on their eligibility for financial aid obtain answers to questions through their Financial Aid counselor

		<p>Arnold Trejo, Executive Director of Financial Aid</p> <p>William Saenz, Associate Director of Financial Aid</p>	and/or the Financial Aid Office. Financial Aid representatives are available in the Javelina Enrollment Services Center. Students may make an appointment to speak with their financial aid counselor.
<b>Fraudulent, Wasteful or Abusive Activities</b>	Ethics Point website	<p><i>Texas A&amp;M University System</i></p> <p><i>Office of Compliance:</i> Karen Royal, Director of Compliance</p>	<p>The Texas A&amp;M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities we want you to report it. Ethics Point is the mode for students, parents, and citizens to report issues through the Risk, Fraud and Misconduct Hotline, an anonymous telephone and web-based reporting system by calling 1-888-501-3850 or select “file a report” at the top of the page at <a href="http://www.ethicspoint.com">www.ethicspoint.com</a>.</p> <p>The hotline is independently operated and available 24 hours a day, 7 days a week. Additional assistance in filing an Ethics Point complaint may be requested from the Office of Compliance. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.</p>
<b>Grade Grievances, Grade Changes, or Grade Errors</b>	Student Handbook	<p><i>Provost &amp; Vice President for Academic Affairs</i> Dr. G. Allen Rasmussen, Vice President of Academic Affairs/ Provost</p> <p><i>Academic Deans</i></p> <p><i>Department Chairs</i></p>	This grievance allows students to seek resolution if they believe their final course grade to be unfair. Student appeals must be initiated in writing and the first point of contact for the appeal is with the instructor. All steps for the appeal of a final course grade are outlined in the procedures in the Student Handbook.
<b>Graduation Requirements</b> (Effective Catalog Rule)	<p>Website</p> <p>Undergraduate catalogs</p>	<i>Registrar’s Office:</i> Mildred Slaughter, Registrar	A student entering the university must meet the degree requirements listed within their current catalog or those of a subsequent catalog. However, a student who fails to graduate within five years after admission will be required to meet the degree requirements of a subsequent catalog that is within five years of currency at the time of their graduation. As required by the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), at least 25 percent of the hours applicable to a degree must be earned through instruction by the institution awarding the degree.
<b>Pregnant and parenting student concerns</b>	<p>08.01.01 Civil Rights Compliance Procedure (TAMU System)</p> <p>08.01.01.K1 (TAMUK)</p>	<p><i>Office of Compliance:</i> Karen Royal, Director of Compliance</p> <p>Tasha Clark, Title IX Coordinator</p>	Complaints or requests for assistance by students who are pregnant and/or parenting should be directed to the Office of Compliance for review and possible accommodations under Title IX.
<b>Refund of Fees</b>	<p>Business Office website</p> <p>Business Service Appeal Information</p>	<p><i>Business Office:</i> Carlos Martinez, Executive Director of Budgets and Student Business Services</p> <p>Leticia Cantu, Bursar</p>	<p>Refunds from credit balances on student accounts are automatically refunded. No student action is necessary once refund information is established in Customers Bank (formerly HigherOne). Students contesting refund percentages from drops or withdrawals are referred to the Registrar’s Office for appeal.</p> <p>Students contesting application of excessive hour rules are referred to the Business Service Appeals process. Students contesting housing and/or meal plan charges are referred to Housing and Residence Life for appeal.</p>
<b>Residency Status Determination</b>	Residency Appeal	<i>Registrar’s Office:</i> Mildred Slaughter, Registrar	For students desiring to appeal residency status (in-state vs. out-of-state tuition rate). Students must meet one requirement listed in Part A of the Revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas Form. Students must submit one item from part B of the revised Chart II: Documentation to Support Establishing and Maintaining Domicile in Texas Form.
<b>Sexual Harassment, Discrimination</b>	08.01.01 Civil Rights Compliance Procedure (TAMU System)	<i>Office of Compliance:</i> Karen Royal, Director of Compliance	Complaints of sexual harassment or discrimination, including sexual assault, dating or domestic violence, or stalking

		Tasha Clark, Title IX Coordinator	(including discrimination and retaliation) should be directed to the Office of Compliance. <b>Deputy Title IX Coordinators:</b> Henry Burgos, HR Gina Smith, Housing Hanna Lantz, Athletics Kirsten Compary, Assistant Vice President of Student Affairs/Dean of Students
<b>Student Employment Grievance and Appeal</b>	32.01.02 (Complaint and Appeal Process for Nonfaculty Employees)	<i>Human Resources</i> Henry Burgos, Executive Director of Human Resources  <i>Dean of Students Office:</i> Kirsten Compary, Assistant Vice President for Student Affairs and Dean of Students	Complaints by any non-faculty employee, includes any appeal of an adverse employment action, discipline or dismissal. Complaints related to employment must be filed within seven (7) business days of the action that caused the complaint. Human Resources will coordinate the investigation of employment related complaints.  Illegal discrimination complaints should follow the procedures in TAMU System Regulation 08.01.01, and should be reported to the Office of Compliance.
<b>Traffic/Parking Violations</b>	University Parking Rules/Regulations  University Parking Map  Parking Appeals	<i>University Police Department:</i> Felipe Garza, Director of Public Safety and Chief of Police  <i>Dean of Students Office:</i> Kirsten Compary, Assistant Vice President for Student Affairs and Dean of Students	University parking appeals are accepted online through JNET. A copy will be forwarded to the Parking Appeals committee for review/ resolution. A date, time and location for the hearings will be provided in advance of the hearing should the student appealing the parking violation wish to be present. Late appeals may be filed, with a \$10 charge being assessed, at the Dean of Students Office, room 306 of the Memorial Student Union Building. Traffic violations are handled at the local Justice of the Peace Precinct 2 office located at 3 <sup>rd</sup> Street and Santa Gertrudis Ave.
<b>Transfer Credit Denial</b>		<i>Office of Undergraduate Admission:</i> Shelly Key, Director of Undergraduate Admission	Transcripts are evaluated for credit by the Office of Undergraduate Admission, and at times may undergo a review by faculty members in an academic program. Credits for a specific degree must be determined by academic departments. Once a transcript undergoes the review process, students are provided with information concerning the transferability of courses and how they will be applied to a degree program. A course must be college level in order to be transferrable, and a grade earned of “D” or better. In some instances, a grade below a “C” may not be acceptable in cases where the course will be applied to a major. Students can access their degree plans through DegreeWorks.
<b>Unresolved dissatisfaction with a staff member, another student, student group, or administrator regarding a program, service or activity</b>	Non-academic Student Grievance Policy	<i>Original Decision-Makers</i>  <i>Unit Supervisors</i>  <i>Senior Vice-President for Fiscal and Student Affairs</i>	Infringement upon the rights or sensibilities of an individual by a university employee, student or student organization; Interpretation or application of an administrative policy or procedure of the university; unresolved concern about a university program, service or activity;

## 15.4 Academic Grievance Procedures

- a. 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.
- b. The general policy regarding a student 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.
1. The procedure utilized shall provide for a prompt and fair consideration of the complaint.
  2. If extenuating circumstances prevent either party from meeting the time frame stipulated while grievance proceedings are underway, all parties involved will confer and agree on an alternate schedule.
  3. 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.
  4. Any person who brings a grievance has the burden of proof and must provide documentation and evidence to support the allegation.

## 15.5 Steps for Redress of a Student Academic Grievance

### a. 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 Academic Grievance Policy.

### b. 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.

1. 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 does the complainant want done as a result of the complaint?
2. The appropriate dean of the college shall have 15 business days to evaluate the **academic grievance appeal request** and determine appropriate action. The dean of the college shall evaluate the academic grievance appeal to determine if it meets the following criteria:
  - a. Alleges facts which, if true, would demonstrate a violation of university policy or regulations;
  - b. 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);
  - c. Contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
  - d. Addresses a violation which if true, results in a personal wrong to the grievant; **and**
  - e. Was filed in a timely manner.
3. 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.
4. If the complaint meets all of the conditions, the dean of the college will seek to facilitate the resolution of the complaint.
  - a. Review the student's academic grievance and gather any additional information from the student if needed.
  - b. Review the administrative head's report and possibly confer with either the respondent or person responsible for

- c. The dean of the college may at his or her discretion, meet with the student and/or respondent together or separately if deemed appropriate.
  - 1) The student and respondent must be given three business days advance notice of any meeting.
  - 2) 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.
  - 3) 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 business 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).

**c. 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 Senior Vice President for Student Affairs, Enrollment Management and University Administration (SVP) within three business days after notification of the findings. The SVP shall then convene the Judicial Appeals Board to consider the appeal request.

- 1) The student's academic grievance appeal must be in writing 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.
- 2) The Judicial Appeals Board shall have 15 business days to evaluate the academic grievance appeal request and determine appropriate action. The Judicial Appeals Board shall evaluate the academic grievance appeal to determine if it meets the following criteria:
  - a. Alleges facts which, if true, would demonstrate a violation of university policy or regulations;
  - b. 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);
  - c. Contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
  - d. Addresses a violation which if true, results in a personal wrong to the grievant; **and**
  - e. Was filed in a timely manner.
- 3) 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.
- 4) If the academic grievance appeal meets all of the conditions, the Judicial Appeals Board will conduct a hearing.
  - a. The student and respondent must be given three business 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.
  - b. The SVP will provide the complainant and respondent with a copy of its hearing procedures three business days prior to the hearing.
  - c. 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.

- d. 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.
  - e. 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.
  - f. Within 15 business 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.
- 5) The decision of the Judicial Appeals Board's review of an academic grievance appeal is final and cannot be further appealed.

## 15.6 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 calendar 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.

### a. Basis for a Final Grade Appeal

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

- 1) An error in calculating the grade or inaccurate recording of the grade;
- 2) Failure of the instructor to notify students clearly and promptly of the criteria for grade determination;
- 3) Assignment of a grade based on reasons other than the stipulated criteria or standards;
- 4) Assignment of a grade based on factors other than performance in the course, e.g., personal bias;
- 5) Inconsistent or inequitably applied standards for evaluation of student academic performance;

### b. 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.

- 1) 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.
- 2) 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.

### c. 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.

- 1) 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.
- 2) 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.
    - 1) 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.
    - 2) The decision will be based upon a preponderance of the evidence.
    - 3) A conference may be scheduled with the parties involved to resolve the disagreement, if deemed appropriate by the dean of the college.
    - 4) 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 Final Grade Appeal grievances **appealed** to dean of the college (after being initiated with the course instructor at Level 1) are final and may not be further appealed.

- d. **Decisions of grade appeal grievances first initiated at the college dean's level (at Level 2)** may be appealed to the Judicial Appeals Board via the Senior Vice President for Student Affairs, Enrollment Management and University Administration. 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.
- e. The *Final Grade Appeal Grievance Process* does not apply to grades resulting from academic dishonesty cases. Adjudication and appeals of academic dishonesty cases are handled through the Academic Misconduct Process delineated in a separate section of this handbook.

## 15.7 Nonacademic Student Grievance Procedures

- a. 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. Nonacademic student 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. The general policy regarding a nonacademic student 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.
  - 1) The procedure utilized shall provide for a prompt and fair consideration of the complaint.
  - 2) If extenuating circumstances prevent either party from meeting the time frame stipulated while grievance proceedings are underway, all parties involved will confer and agree on an alternate schedule.
  - 3) 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.
  - 4) Any person who brings a nonacademic grievance has the burden of proof and must provide documentation and evidence to support the allegation.

## 15.8 Steps for Redress of a Nonacademic Student Grievance

**a. 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.

**b. 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 unit director/administrator who oversees the area in which the complaint originated: Please refer to the chart listed in section 15.3 of this handbook or consult with the Dean of Students Office for a referral to the appropriate office.

1. 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 you would like to see it resolved? What do you want done?).
2. The appropriate University Administrator shall have 15 business days to evaluate the nonacademic grievance appeal request and determine appropriate action. The University Administrator shall evaluate the nonacademic grievance to determine if it meets the following criteria:
  - a. Alleges facts which, if true, would demonstrate a violation of university policy or regulations;
  - b. 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);
  - c. Contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
  - d. Addresses a violation which if true, results in a personal wrong to the grievant; **and**
  - e. Was filed in a timely manner.
3. If the complaint **does not meet all of the above conditions**, the university administrator may terminate the nonacademic grievance and so notify the student.
4. If the complaint meets all of the conditions, the university administrator will seek to facilitate the resolution of the complaint.
  - a. Review the student's nonacademic grievance and gather any additional information from the student if needed.
  - b. Review the administrative head's report and possibly confer with either the respondent or person responsible for enforcing the policy or procedure.
  - c. The University Administrator may at his or her discretion, meet with the student and/or respondent together or separately if deemed appropriate.
    - 1) The student and respondent must be given three days advance notice of any meeting.
    - 2) 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.
    - 3) 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 business 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.
5. **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).



**c. Level Three:**

The decision of a non-academic grievance first initiated with a University Administrator (Level Two) may be appealed by either party by delivering a letter of appeal to the Senior Vice President for Student Affairs, Enrollment Management and University Administration (SVP) within three business days after notification of the findings.

- 1) 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.
  - e. The SVP shall then convene the Judicial Appeals Board which shall have 15 business days to evaluate the grievance appeal request and determine appropriate action.
2. The Judicial Appeals Board shall evaluate the nonacademic grievance appeal to determine if it meets the following criteria:
  - a. Alleges facts which, if true, would demonstrate a violation of university policy or regulations;
  - b. Is appropriate for consideration by the SVP 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);
  - c. Contains information that a *prima facie* case exists and that the allegations appear to be substantially credible;
  - d. Addresses a violation which if true, results in a personal wrong to the grievant; **and**
  - e. Was filed in a timely manner.
3. 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.
4. If the complaint meets all of the conditions, the Judicial Appeals Board will conduct a hearing.
  - a. The student and respondent must be given three business 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
  - b. The SVP will provide the complainant and respondent with a copy of its hearing procedures three business days prior to the hearing.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. Within 15 business 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.
    - 5)

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

## Other Policies and Procedures

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## Section 16: Other Policies and Procedures

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

### 16.1 Academic Catalog, Advising and Withdrawals

#### 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/academic 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. (Also see the Financial Aid listing on page 15). 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		

#### 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 at the Javelina Enrollment Services Center located in room 132 of the Memorial Student Union Building. Students registered through Student Success should process any changes with their academic 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.

### 16.2 AIDS Policy

Senate Bill 959, passed in the 71<sup>st</sup> 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.

### 16.3 Alcohol Policy

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. Individuals must be at least 21 years old to purchase, possess or consume alcoholic beverages. Information about current state alcohol laws and their provisions may be found on the Dean of Students website.

1. Alcohol use, possession, manufacturing, or distribution of alcoholic beverages is prohibited on Texas A&M University-Kingsville premises and University sponsored events (except as expressly authorized by University regulations). Specified locations where alcohol is permitted on the Texas A&M University-Kingsville campus during a university-sanctioned event are: President's Home, Founder's Room, Memorial Student Union Building, McCulley Hall, John E. Conner Museum, Mesquite Grove, Tailgate Area near Javelina Stadium, or other locations designated by the president.
2. University rules prohibit 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; use, possession, or distribution of alcoholic beverages while driving or riding in or on a vehicle on university premises is prohibited; individual may not be in a state of public intoxication or drunkenness; individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol.
3. 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.
4. 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. (Refer to University Housing & Residence Life Guidebook for additional rules.)
5. Objects and drinking apparatuses or methods that promote irresponsible binge consumption of alcohol, which include, but are not limited to, funnels, beer bong, beer pong tables, or drinking games are prohibited at all times on university premises. All individuals present at the time of the infraction may be charged for a policy violation.
6. Recognized student organizations and student groups must comply with the Alcohol Policy and university alcohol use guidelines for student organizations. Failure to comply may lead to suspension or expulsion of the organization or group, restrictions or revocation of campus privileges, or other lesser sanctions listed in the Student Code of Conduct. (Refer to the Student Organization Manual for specific rules).

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 Drug Free Schools and Communities Act requires, as a condition of receiving any federal funding or other financial assistance, that an institution of higher education certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol for students and employees on school premises and as a part of its activities. The University publishes a Biennial Review of alcohol and other drug programs and existing alcohol abuse and drug use policies. The latest Biennial Review for 2014-2016 is located at: [http://www.tamuk.edu/shw/shw\\_files/2014-2016-Biennial-Review.pdf](http://www.tamuk.edu/shw/shw_files/2014-2016-Biennial-Review.pdf)

## **16.4 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, rollerbladers 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.

## **16.5 Computer Use Policy**

### **IT Standard Administrative Procedures**

The Texas A&M University-Kingsville (TAMUK) provides information technology resources and services to faculty, staff, students and guests. iTech procedures articulate the university's vision, strategy, and principles as they relate to the use of information and information technology resources. iTech procedures interpret applicable laws and regulations and ensure that the procedures are consistent with legal and contractual requirements. In addition, iTech procedures specify requirements and standards for the consistent use of information resources across the university. Below you will find an abbreviated listing of iTech's procedures. Click on the bolded titles to access the detailed standard administrative procedures for each of the listed headings below. For a full listing of standard administrative procedures log into JNet under the "About iTech" tab.

### **Acceptable Use Standard Administrative Procedures**

Computers, networks, and electronic information systems are essential resources for accomplishing Texas A&M University-Kingsville's mission of instruction, research, and public service. The University grants members of the University community access to these resources in support of the University's mission. Under the provisions of the Information Resources Management Act (TEX.GOV'T CODE § 2054), these information resources are strategic assets of the State of Texas that must be managed as valuable state resources. The purpose of this procedure is to establish rules that: 1. Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources. 2. Establish prudent and acceptable practices regarding the use of information resources. 3. Educate individuals who may use information resources with respect to their responsibilities associated with such use.

### **Email Standard Administrative Procedures**

Texas A&M University-Kingsville provides many computing and network resources for use by students, faculty, staff and other persons associated with the University. Members of the University community are required to use electronic mail (E-Mail) to facilitate the exchange of useful information. TAMUK E-Mail is an official form of communication between the university faculty, staff and students. It is the responsibility of faculty, staff and students to check their university email. Under the provisions of the Information Resources Management Act, these information resources are strategic assets of the State of Texas that must be managed as valuable state resources. The purpose this procedure is to establish the rules for the use of University E-Mail for the sending, receiving, or storing of electronic mail.

### **Internet Usage Standard Administrative Procedures**

Computers, networks, and electronic information systems at Texas A&M University-Kingsville are essential resources for accomplishing the University's mission of instruction, research, and public service. The University grants members of the University community shared access to these resources in support of accomplishing the University's mission. Under the provisions of the Information Resources Management Act, these information resources are strategic assets of the State of Texas that must be managed as valuable state resources. The purpose of this procedure is to establish rules to ensure that usage of the internet complies with University procedure, to protect the University against damaging legal consequences, and to educate the individuals who may use the internet about their responsibilities associated with such use.

### **Network Access Standard Administrative Procedures**

The Texas A&M University-Kingsville network infrastructure is provided as a central utility for all users of University Information Resources. It is important that the infrastructure, which includes cabling and the associated wired and wireless equipment, continues to develop with sufficient flexibility to meet demands while at the same time remaining capable of exploiting anticipated developments in high speed networking technology to allow the future provisioning of enhanced user services. The purpose of this procedure is to establish the rules for the creation, distribution, safeguarding, termination, and reclamation of the TAMUK user authentication mechanisms.

### **Password Standard Administrative Procedures**

User authentication is a means to control who has access to an information resource system. Controlling the access is necessary for any information resource. Access gained by a non-authorized entity can cause loss of information confidentiality, integrity and availability that may result in loss of revenue, liability, loss of trust, or embarrassment to Texas A&M University-Kingsville. The

purpose of this procedure is to establish the rules for the creation, distribution, safeguarding, termination, and reclamation of the TAMUK user authentication mechanisms.

### **Wireless Standard Administrative Procedures**

With the proliferation of wireless enabled devices it is necessary to standardize the delivery of wireless network access to promote and maintain the security of the Texas A&M University-Kingsville network. The purpose of this procedure is to establish rules for governing wireless networking at TAMUK. This procedure limits interference with the University's network infrastructure, promotes greater security in campus networking, and supports the academic mission of the University in order to provide reliable and secure wireless network access.

### **Institutional Policies Addressing Unauthorized Peer-to-Peer File Sharing**

Texas A&M University - Kingsville respects the rights of copyright owners and their representatives and is committed to implementing procedures and practices to support these rights without infringing upon the legal use of copyrighted materials.

In using the university's information resources, users expressly consent to university monitoring for these purposes and if possible evidence of criminal activity is identified, the university administration may provide that evidence to law enforcement officials. In addition, all members of the university community are to be aware that intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws, unless specifically stated otherwise.

**Peer-to-Peer (P2P)** file sharing software can share copyrighted material from your computer, possibly without your knowledge. Anti-piracy scanners target universities to catch users who violate the Digital Millennium Copyright Act. There are potentially severe penalties for copyright infringement including but not limited to, university sanctions, fines up to \$250,000, and imprisonment for up to five years.

If the university receives a claim of copyright infringement, it will be forwarded to the identified student. If you receive notice, you must delete any media you are not licensed to have, and stop sharing any media that you do not have permission to share. The Dean of Students will address all claims against students sharing copyrighted material illegally and may impose sanctions.

### **How You Can Stay Safe**

1. Download media from legal sources such as YouTube or iTunes. For a list of legal choices, visit [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent)
2. Disable internet file sharing on your P2P software.

## **16.6 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 all campus buildings (offices, lobbies, hallways, administrative spaces, adjoining courtyards, stairwells, other campus venues) and parking lots, is prohibited. Disorderly conduct on university premises is defined as:

1. Using abusive, indecent, profane, or vulgar language; or
2. Making offensive gestures or displays; or
3. Abusing or threatening a person in an obviously offensive manner; or
4. Sound disruption or inappropriately aggressive behavior within an office, administrative space or other campus venue such as voice levels or intimidating attitude inconsistent with office behavior, profanity, belligerent conduct through physical evidence of anger, invasion of personal space, slamming doors, throwing objects, or assault; or
5. 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 applicable State statute and reported to the Dean of Students. Offenders will be subject to disciplinary action.

## **16.7 Drug Policy**

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. Student Health 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 Student Health 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.

### **16.8 False Alarm or Report**

Knowingly initiating, communicating or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily: cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. A violation of this section is punishable as a Class A misdemeanor (fine not to exceed \$4,000; confinement in jail for a term not to exceed one year; or both such fine and confinement) unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony (confinement in a state jail for any term of not more than two years or less than 180 days; in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.)

- a. A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
  - 1) cause action by an official or volunteer agency organized to deal with emergencies;
  - 2) place a person in fear of imminent serious bodily injury; or

- 3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- b. An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

## 16.9 General Expressive Activity

### I. General Expressive Activity Information

Texas A&M University- Kingsville is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its mission as an institution of higher learning, it encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Texas A&M University- Kingsville maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent.

As a public institution of higher learning, Texas A&M University- Kingsville provides forums for the expression of ideas and opinions. These include:

- Traditional public forums include the University's public streets, sidewalks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small groups (generally where a crowd of 25 or less will be present, and/or where an event is not promoted in advance, and/or when an event is not sponsored by a student organization) at any time without the need for reservation, or prior approval. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.)
- Designated public forums include other parts of campus that may become temporarily available for expressive activity as designated by the university. These temporary locations, while in existence, will be treated similar to public streets, sidewalks, and similar common areas in terms of access and availability for expressive activity. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.)
- Limited public forums have limited open access for public expression, or they may be limited to particular groups or to particular topics. Creation of, and access to, limited public forums for student publications may be requested through the office of the Dean of Students. Examples include, but are not limited to, auditoriums and meeting rooms available to the public, and athletic facilities during events. Non public forums are areas that are not traditional public forums or designated public forums. These include areas that are not by tradition or designation forums for public communication. These forums will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, libraries, and research and computer laboratories. Commercial speech, if permitted in non-public forums, is limited to designated locations, such as designated bulletin boards or tables designated for distribution of commercial activity. The availability of these areas will be clearly marked.

Additionally, security needs, terror alerts, local and national events may affect the availability of spaces that would otherwise be routinely available. Information about existing requirements, restrictions, or security concerns will be discussed at the time the reservation request is processed.

Those who choose to observe and/or listen to expressive activities, bear the responsibility of recognizing and honoring the right of free speech. Any acts that are disruptive to the normal operations of the university, including classes and university business, or that invade the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Ideas or expressions put forth in expressive activities are not necessarily the views of Texas A&M University- Kingsville, its officers, administrators, or leaders, unless otherwise noted.

### II. Reservable Free Speech Areas

The Pavilion on the north side of the Memorial Student Union Building is the primary reservable free speech areas and will be reserved at the request of students and non-students for expressive activity. Other locations are available upon request. The act of confirming a reservation will ensure the availability of space. A reservation is not required, except as described in section III.

*Pavilion Area*—space between Memorial Student Union Building and the Biological and Earth Sciences Building. Sound equipment is allowed and is available for use in this area. Sound equipment must be reserved in advance through the Event Planning Office, and may incur small fee. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.



### III. Advance Reservation Requirements

In an effort to ensure safety and to promote an environment conducive to study, advanced reservation for expressive activity is required (in the form of an approved Reservation Request for Space) for events or activities that are promoted in advance and/or events that are expected to draw a crowd of more than 25 people. Advance reservation is also required for activities near intersections, and/or in close proximity to academic buildings anytime classes, and/or study activities, and/or research are taking place.

### IV. Reservation Procedures

Individuals or groups who wish or that are required (see section III) to make advance reservation shall request use of the space through the Event Planning Office on the second floor of the Memorial Student Union Building. If advance reservation is required, (see section III) requests must be made at least three days in advance of the event. Additional collaboration and coordination may be required from a building/space manager/proctor. Usually use of the space will be assigned to the person or organization that requests the area first. University sponsored events have first priority on the use of campus facilities. **The university reserves the right to locate any assembly so as to ensure that the activity does not interfere with the normal operation of the university or interfere with the rights of others.**

The decision to confirm a request for space will be based on proper and timely completion of the Event Planning reservation process, compliance with applicable sound and sign requirements, and availability of space. The decision to confirm will be based on the foregoing criteria, and in no circumstance will any decision be based on the content or viewpoint of the expressive activity or upon the expected reaction of others. If a request is denied, the rationale for the decision will be provided in writing. The denial of a reservation request can be appealed to the Senior Vice President for Student Affairs, Enrollment Management and University Administration, or their designee.

At the time of the request the following information will be required:

- Name and contact information of the person or organization sponsoring the event.
- Contact information for one individual who will be present during the course of the event.
- Location, date and time requested for the event.
- General purpose of the event.
- List of planned activities (i.e. speech or rally, march with signs, distribution of literature, sit-in).
- Special equipment requested.
- Anticipated attendance.

For recognized student organizations, an officer of the sponsoring organization must be present at the event, and during the entire course of the event.

#### Guidelines for Expression

1. Disruptive Activity—Obstruction, disruption or interference with classes, research, administrative functions or other university activities is not permitted. Likewise, infringement on the rights of others is prohibited.
2. Reasonable Access—It is important to provide reasonable access to, and exit from, any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. Picketing—Picketing in an orderly manner outside of university buildings may be permitted. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside campus buildings.
4. Literature may be distributed in traditional and designated free speech areas. Such activities should not become disruptive nor should they impede access.
5. Symbolic Protest—Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience's view or prevent the audience from being able to pay attention.
6. Noise—Making sustained or repeated noise in a manner that substantially interferes with a speaker's ability to communicate his/her message is not permitted. Noise levels should not interfere with classes, meetings or activities in progress or the privacy of residence hall students.
7. Force or Violence—Any attempt to prevent a university activity or other lawful assembly by the threat or use of force or violence is not permissible.
8. Presenting Identification—In accordance with the Texas Education Code it is unlawful for any person on any property either owned or controlled by the university to refuse to identify him/herself to a university official in response to a request. For the

purpose of these rules a person identifies him/herself by presenting student or faculty/staff ID card or state or government issued ID card.

9. **Damage to Property**—Any damage to university or personal property in the course of, or as a result of, an expressive activity is prohibited. Care should be taken to ensure that university and personal property is not damaged or destroyed. This includes the campus lawns, shrubs and trees.
10. **Other University Rules**—All applicable university rules should be followed whenever engaging in activities on campus. Consult the Student Handbook and/or the University website for further information.

All individuals participating in expressive activity are expected to comply with state and federal law, municipal ordinances, university rules and the above guidelines. Failure to do so may result in immediate removal from the campus and any other appropriate action by university officials and/or University Police.

## **16.10 Hazing Policy**

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.

## **16.11 Lost and Found/Abandoned Property**

Any abandoned or unclaimed property at any Texas A&M University- Kingsville facility should be reported to University Police Department Property Officer. The property officer shall make an attempt to notify known owners through, mail, telephone or other means (email, text message, etc). The property officer shall attempt to identify unknown owners through a public notice of abandoned property. Any item that is presumed lost or stolen should be reported promptly to the University Police Department. The University

Police Department may retain possession of the item until it is returned to the owner or otherwise disposed of according to law. After a 90-day period, Texas A&M University Kingsville University Police Department Property Officer will determine if unclaimed items may be sold through public auction.

Lost and found logs, and the disposition of abandoned and unclaimed personal property procedures are published online at:  
[http://www.tamuk.edu/finance/upd/lost\\_and\\_found.html](http://www.tamuk.edu/finance/upd/lost_and_found.html)

## **16.12 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.
5. The legal speed limit on the Texas A&M University—Kingsville campus is 20 miles per hour, unless otherwise posted. Speed limit in the university parking lots is 10 miles per hour.
6. Parking and Traffic regulations are enforced 24 hours a day, seven days a week.
7. Faculty/Staff parking lots and spaces are reserved from 6:00 a.m. to 6:00 p.m. on business days.
8. On special occasions and in emergencies, the University Police department may temporarily close any campus parking area on facility or limit parking and traffic as required by circumstances.
9. The university reserves the right to immobilize (boot-lock), impound, or remove any motor vehicle on the premises of the Texas A&M University--Kingsville campus at the owner's expense. Please refer to the *Parking and Traffic Regulations* on the parking website for more information on immobilization, impounding, removal, or parking violation fees.

### **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 Business Office.

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

## **16.13 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 postings must have a date, location, time, and name of sponsoring group.
- B. 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.
- C. Posting is not permitted on windows, doors, walls, columns, outdoor furniture, trashcans, trees, parked cars, or street signs without special approval of the Student Activities or Event Planning. Special campus-wide university events will be reviewed as applicable to assist in the promotion of the event on campus.
- D. 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.

E. Outdated materials are to be removed by the sponsoring group or individual.

### **Registered Student Organization Postings**

Refer to the Student Organizations Handbook 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.

### **Departmental Postings**

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus.

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 Student Activities or Event Planning. Student Activities staff will inform the business of the appropriate locations for commercial postings.

## **16.14 Privacy of Student Records: FERPA Policy**

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 permanent address, telephone number, major(s) or minor(s), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate or graduate, full-time or part-time), degrees, honors and awards received, and most recent educational agency or institution 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.

## 16.15 Sexual Misconduct (Including Sexual Assault, Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence and Stalking)

Refer to the Student Code of Conduct section regarding sexual misconduct for details regarding reporting, response, and hearing procedures, which can be located in this handbook in section 8.

## 16.16 Smoking Policy

1. 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. Areas in Which Smoking is Prohibited (except as noted in this rule)  
Smoking (including the use of e-cigarettes) 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.
3. 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.
4. 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.

## 16.17 Student Organization Formation Procedures

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

There are many clubs and organizations at Texas A&M University-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.

1. Schedule an appointment to meet with the Coordinator, Leadership & Special Project 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 three years on Collegiate Link.
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.
7. You must Register your organization on Collegiate Link
  - a. Enter through your Blue and Gold Connection
  - b. Click on "TAMUK Collegiate Link"
  - c. Click on the "Organizations" tab, then click "Register New Organization"

Organizations may be proposed at any time, however the process is not complete until the Coordinator for Leadership & Special Projects of Student Activities has reviewed and the process is complete. You will be notified in writing through Collegiate Link 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 Coordinator, Leadership & Special Projects of Student Activities, in room 106 of the Student Activities Office, or by calling 953-2760.

## 16.18 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.
- D. Makes the final decision and determination about a parking citation. The board's decision is final and not subject to appeal.
- E. 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.

## 16.19 Student Travel

In compliance with state law and System Policy, submission of student travel paperwork at least 5 business days in advance of the date of departure is required of any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. Information on domestic student travel procedures is located at: <http://www.tamuk.edu/dean/travelprocedures.html>

All international travel paperwork must be coordinated and submitted through the Office of International Scholars and Services in Cousins Hall. International student travel procedures are available online at <http://www.tamuk.edu/intpro/Travel/index.html>

## 16.20 Video Surveillance

Video surveillance at the University plays an ever increasing role in the total security package that the University is able to provide for the students, faculty, staff, and visitors. The University maintains and monitors a comprehensive video surveillance system.

## 16.21 Weapons and Campus Carry 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 on campus;

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.

The university prohibits the possession of the following items on any Texas A&M University-Kingsville campus or university sponsored event, these include but are not limited to:

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

Simulated or toy weapons that look like real weapons are similarly prohibited on campus unless approved in advance for a special university event. 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)

**Unlawful Carrying Weapons, Texas Penal Code, Chapter 46.0:** A person commits an offense if the person intentionally, knowingly, or recklessly carries on or about his or her person a handgun, location-restricted knife, or club.

**Prohibited Weapons, Texas Penal Code, Chapter 46.05:** A person commits an offense if the person intentionally or knowingly possesses, manufactures, transports, repairs, or sells: an explosive weapon; a machine gun; a short-barrel firearm; or a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

#### **Texas Campus Concealed Carry Law, Senate Bill 11 and Texas A&M University-Kingsville**

On June 1, 2015, Texas Governor Greg Abbott signed Senate Bill 11 into law. This law, effective August 1, 2016, authorizes a handgun license holder to carry a concealed handgun on the campus of an institution of higher education, subject to the institution’s rules adopted in accordance with this act. “Campus” includes all land and buildings owned or leased by the institution. The “open carry” of handguns on the Texas A&M University-Kingsville premises is against the law.

Quick Facts related to the Campus Concealed Carry Law:

To be a licensed handgun holder, a person must be 21 years old and take/pass the concealed handgun class that is regulated by the Texas Department of Public Safety (DPS). A first-time Concealed Handgun License (CHL) applicant must complete four to six hours of classroom training, pass a written examination and pass a proficiency demonstration (shooting). All classroom and proficiency must be conducted by a CHL instructor certified by the DPS.

#### **Carrying concealed handguns on campus (Campus Rule 34.06.02.k1)**

This rule is established pursuant to Texas Government Code 411.2031.

1. The President of Texas A&M University-Kingsville (TAMUK) established this rule after consulting with Texas A&M University-Kingsville students, staff and faculty about the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. This rule has been reviewed and approved by the system board of regents, as required by law.
2. A handgun license holder under Chapter 411, Texas Government Code, may carry a concealed handgun on or about the license holder's person while the license holder is on the TAMUK campus or in a TAMUK vehicle, unless prohibited by state or federal law, or this rule. The open carrying of a handgun on campus is prohibited. Licensed peace officers are authorized by law to carry firearms at all times.
3. TAMUK enforces state law regulating firearms on campus. This enforcement occurs in two ways. First, university police or other applicable law enforcement agencies will investigate and take appropriate action, including referral for criminal prosecution when violations occur. Second, Texas A&M University-Kingsville will consider any violation of state law regulating firearms to be a violation of Texas A&M University-Kingsville rules. Accordingly, such a violation is subject to disciplinary action under rules applicable to students, faculty, and staff.
4. Storage of Handguns in Residential Facilities.
  - a. This section applies to residence halls or other residential facilities located on campuses that are owned by Texas A&M University-Kingsville.

- b. Any resident student that is a Concealed Handgun License Holder who wishes to store their handgun in their residence hall room:
  - i. Must provide a safe that is intended and made for the storage of handguns. Inspection and installation of a safe must go through the Department of University Housing & Residence Life; or
  - ii. Concealed Handgun License Holders may apply for a safe through the Department of University Housing and Residence Life which will oversee the installation.

## 5. Rules Applicable to Carrying a Concealed Handgun on Campus

- a. State Law Prohibitions  
A license holder is responsible for complying with the applicable state law prohibitions. See <http://assets.system.tamus.edu/files/policy/pdf/Appendix-Texas-Statutory-Prohibitions.pdf> for state law prohibitions.
- b. Federal Law Prohibitions  
A license holder is responsible for complying with the applicable federal law prohibitions.
- c. Other *Prohibited Campus Locations*  
A license holder is also prohibited from carrying a concealed handgun in the following campus premises:
  - 1. The President has prohibited carrying a concealed handgun in:
    - a. Academy High School;
    - b. Marc A. Cisneros Center for Young Children;
    - c. University Speech and Hearing Clinic;
    - d. University Child Literacy Laboratory;
    - e. Premises on which UIL and Interscholastic events hosted by the University where minors are the primary attendees/audience (band camp, sports camps, engineering day, leadership conferences, etc.);
    - f. Campus laboratories that have in their bounds compressed gas cylinders, flammable organic solvents, flammable liquids, or unstable (reactive) chemicals;
    - g. The Student Health & Wellness Center (medical/counseling facility);
    - h. On the premises of the stadium, ballpark, gymnasium, court area, golf course, or track and field facility where the following is taking place: interscholastic sporting event; intercollegiate sporting event; professional sporting event;
    - i. Athletic practice fields and marching band practice fields whenever Academy High School is holding practice for football, baseball, basketball, softball, tennis, track & field or marching band.
    - j. Third (3rd) floor, Irma Rangel College of Pharmacy building. All pharmacy labs are located on this floor and compressed gas and flammable liquids are located throughout this entire floor/laboratory complex.
    - k. TAMUK Citrus Center in Weslaco: 1) Research labs 214-229 and open central lab; 2) Two Chemical Storage buildings located east of greenhouses and north of main building; 3) Auto repair shop; 4) Post harvest shed & workshop.
    - l. The Student Recreation Center.
  - 2. Any premises where the university, as directed or approved by the president as necessary for campus safety, gives effective notice on a temporary basis pursuant to Section 30.06, Penal Code. For this rule, the term “owner of the property” in Section 30.06(b), Penal Code, means the president of the university. No university employee is “someone with apparent authority to act for the owner” for purposes of Section 30.06(b), Penal Code. All notices under Section 30.06, Penal Code, will be institutional notice, conform to Sections 46.03 and 46.035, Penal Code, and apply equally to all handgun license holders.

- 6. At all premises where concealed carry is prohibited, TAMUK must give effective notice under Section 30.06, Penal Code.



# Directory

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## Section 17: Directory

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 (361) 593- area code and prefix.

	PHONE	MAIL	OFFICE
<b>Academic Affairs</b> .....	3106	MSC 102	College Hall 250
Provost /VP (George A. Rasmussen) .....	3106	MSC 102	College Hall 250
Associate VP for Academic Affairs (Jaya Goswami) .....	3098	MSC 102	College Hall 250
<b>Admission Office</b> (Shelly Key) .....	2315	MSC 128	Memorial Student Union 136
<b>Agriculture, Natural Resources and Human Sciences, College of</b> ..	3712	MSC 156	Support Services 110
Dean (Shad Nelson, .....	3712	MSC 156	Support Services 110
Assistant Dean (William Kuvlesky) .....	2307	MSC 156	Support Services 116
Academic Advisor (Priscilla Guerra) .....	4202	MSC 156	Kleberg Ag 130
Academic Advisor (Javier Mendoza) .... ..	3718	MSC 156	Support Services 111
Academic Advisor (Carla Winterbottom) .....	2789	MSC 156	Kleberg Ag 131
Agriculture, Agribusiness and Environmental Sciences (Greta Schuster)	3719	MSC 228	Kleberg Ag 113
Animal, Rangeland & Wildlife Sciences (Scott Henke) .....	2188	MSC 228	Kleberg Ag 133
Human Sciences (William Kuvlesky, Interim) .....	2211	MSC 168	Human Sciences 101
<b>Aramark Food Services</b> (Jackie Flores, Interim) .....	3119	MSC 124	Memorial Student Union
Catering (Jackie Flores) .....	3096	MSC 124	Memorial Student Union
<b>Arts and Sciences, College of</b> .....	2761	MSC 117	Kleberg Hall 130
Dean (Dolores Guerrero) .....	2717	MSC 117	Kleberg Hall 130A
Assistant Dean (Shannon Baker) .....	2012	MSC 117	Kleberg Hall 136
Assistant Dean (Darin Hoskisson) .....	3050	MSC 117	Kleberg Hall
Art Communication & Theatre Arts (Todd Lucas) .....	3401	MSC 178	Speech Building 175
Biological & Health Sciences (Enrique Massa) .....	3803	MSC 158	Biology-Earth Sciences 108
Chemistry (Christine Hahn) .....	2914	MSC 161	Nierman Hall 102
Clinical Health Sciences (Darin Hoskisson, Interim) .....	3493	MSC 177A	Manning Hall 108
History, Political Science & Philosophy (Jeffrey Glick) .....	3501	MSC 165	Rhode Hall 330
Language and Literature (Michelle Johnson-Vela) .....	2516	MSC 162	Sam Fore Hall 110
Mathematics (Ravi Agarwal) .....	3517	MSC 172	Rhode Hall 217
Music (Paul Hageman) .....	2803	MSC 174	Bellamah Music Building 112
Natural Toxins Research Center (Elda Sanchez) .....	3082	MSC 224	Kleberg Hall 103
Physics/Geosciences (Lionel Hewett) .....	3310	MSC 175	Hill Hall 113
Psychology/Sociology (Richard Miller) .....	2701	MSC 177	Manning 120
Dual Enrollment Center .....	2279	MSC 206	Lewis Hall 133
<b>Athletics/Ticket Office</b> .....	4030	MSC 202	McCulley Hall 106
<b>Bookstore, Barnes &amp; Noble</b> (Mary Garza-Gutierrez) .....	2601	MSC 127	Memorial Student Union
<b>Business Administration, College of</b> .....	3801	MSC 182	Business Administration Building 108
Dean (Natalya Delcoure) .....	5989	MSC 182	Business Administration Building 108
Associate Dean (Jesus Carmona) .....	4022	MSC 182	Business Administration Building 108
Accounting and Finance (Thomas Krueger) .....	3787	MSC 184	Business Administration Building 241
Management/Marketing & Information Systems (Jack Shorter) .	2757	MSC 186	Business Administration Building 226
Academic Advisor (Cindy Longoria) .....	3902	MSC 182	Business Administration Building 112
Academic Advisor (Jose Mendoza) .....	3935	MSC 206	Business Administration Building 112
<b>Business Office</b> .....	2616	MSC 104	College Hall 104
<b>Campus Ministries:</b>			
Baptist Student Ministry .....	(361) 592-9335		
St. Thomas Aquinas/ Newman .....	(361) 221-1103		
<b>Campus Recreation and Fitness</b> (Tony Kreitzer) .....	3057	MSC 208	Student Recreation Center 203
<b>Career Services</b> (Christian Ferris) .....	2217	MSC 106	Eckhardt Hall 104
<b>Compliance/ADA/Title IX</b> (Karen Royal) .....	4758	MSC 221	Lewis Hall 130
Title IX Coordinator (Tasha Clark) .....	4761	MSC 221	Lewis Hall 130

**Computer Labs:**

Ben Bailey Art Lab.....	3401	MSC 178	Bailey Art Building 186
Bellamah Music Lab.....	2803	MSC 174	Bellamah Music Building 211
College of Business Administration Lab.....	2840	MSC 182	Business Administration Building 107
Engineering Labs.....	2001	MSC 188	Engineering Complex 108/109
Jernigan Commons Area.....	3319	LIBR	Jernigan Library
Kleberg Agriculture Lab.....	3712	MSC 156	Kleberg Ag 141
Kleberg Hall GIS Lab.....	2761	MSC 117	Kleberg Hall 121
Language Labs.....	2516	MSC 162	Rhode Hall 111/112
Rhode Hall Education Lab.....	3517	MSC 172	Rhode Hall 308
Steinke Physical Education Center Lab.....	2301	MSC 198	Health and Recreation 203
Turner-Bishop Lab.....	3829	MSC 108	Turner-Bishop Hall 185
<b>Conner Museum</b> .....	2810	MSC 134	Loftin Hall
<b>Dean of Students</b> (Kirsten Compary) .....	3606	MSC 122	Memorial Student Union 306
Associate Dean of Students (Antonia Alvarez) .....	3606	MSC 122	Memorial Student Union 306
<b>Education and Human Performance, College of</b> .....	2802	MSC 195	Rhode Hall 120
Dean (Albert Ruiz) .....	2802	MSC 195	Rhode Hall 120
Associate Dean .....	4413	MSC 195	Rhode Hall 112
Accreditation Office .....	4172	MSC 195	Rhode Hall 112
Teacher & Bilingual Education (Gerri Maxwell) .....	2871	MSC 196	Rhode Hall 251
Educational Leadership/Counseling (Steve Bain).....	2430	MSC 223	Rhode Hall 100
Health and Kinesiology (Christopher Hearon) .....	2301	MSC 198	Steinke Physical Education Center 100
Center for Educator Preparation Services (Lydia Landin-Ortiz)..	4313	MSC 195	Rhode Hall 117
<b>Engineering, College of</b> .....	2001	MSC 188	Engineering Complex 301
Dean (Mohammad Alam).....	2001	MSC 188	Engineering Complex 301
Assoc. Dean (Robert Diersing, Executive Director) .....	2290	MSC 188	Engineering Complex 301C
Assoc. Dean of Undergraduate Affairs (Afzel Noore).....	4802	MSC 188	Engineering Complex 301D
Javelina Engineering Student Success Center .....	4376	MSC 155	Engineering Complex 114
Wayne H. King Chemical/Natural Gas Engineering (Patrick Mills)	2002	MSC 193	Engineering Complex 303
Electrical Engineering & Computer Science (Rajab Chaloo) .....	2004	MSC 192	Engineering Complex 207
Environmental Engineering (Lee Clapp) .....	4330	MSC 213	Engineering Complex 376
Civil & Architectural Engineering (Joseph Sai) .....	2266	MSC 194	Engineering Complex 376
Industrial Management & Technology (Farzin Heidari).....	2608	MSC 203	Gross Industry and Technology Building 100
Mechanical/Industrial Engineering (Larry Peel).....	2003	MSC 191	Engineering Complex 303
<b>Enrollment Management</b> (Maureen G. Croft) .....	3105	MSC 227	College Hall 234
<b>Emergency Operations Center</b> .....			Lewis Hall
<b>Financial Aid</b> (Arnold Trejo) .....	3911	MSC 115	Memorial Student Union 100
<b>Finance/Fiscal Affairs</b>			
VP for Finance/CFO (Richard Anderson, Interim) .....	2410	MSC 144	College Hall 206
<b>Graduate Studies, College of</b> .....	2808	MSC 118	College Hall 150
Dean (George "Allen" Rasmussen) .....	2808	MSC 118	College Hall 152
Associate Dean (Linda Chaloo) .....	4763	MSC 118	College Hall 153
<b>Honors College</b> (Dean, Tom Spencer) .....	4410	MSC 217	Mesquite Village West 104
<b>ID Center</b> (Crispin Trevino).....	2243	MSC 135	Memorial Student Union 216
<b>International Student &amp; Scholar Services</b> .....	3317	MSC 176	Cousins Hall 113
<b>International Studies &amp; Programs</b> .....	3558	MSC 163	Cousins Hall 113
<b>iTech/Information Technology Services</b> (Robert Paulson) .....	5002	MSC 185	College Hall 220
iTech HELP Desk.....	4357	MSC 185	Jernigan Library 1 <sup>st</sup> Floor
<b>KTAI-FM Radio / Television Office</b> .....	3489	MSC 178	Manning Hall 166
<b>Marketing &amp; Communications</b> (Cheryl Cain) .....	3901	MSC 114	College Hall 130
<b>Physical Plant</b> .....	3312	MSC 142	Physical Plant
<b>Post Office</b> (Tammy Rivas) .....	2400	MSC 100	Memorial Student Union 100
<b>President's Office</b> (Steve H. Tallant) .....	3207	MSC 101	College Hall 201
<b>ROTC</b> (Military Science) .....	3201	MSC 204	Karr-Veterans Memorial Hall
<b>Registrar</b> (Millie Slaughter) .....	2811	MSC 105	Memorial Student Union 132

<b>Risk Management</b> (Shane Creel) .....	2237	MSC 107	Lewis Hall 158
Environmental Health & Safety (Juan Garza) .....	4131		
<b>Scholarships- TAMUK</b> (Amanda Thompson) .....	4595	MSC 128	Memorial Student Union 115
<b>South Texan</b> .....	3700	MSC 178	Manning Hall 165
<b>SPEC (Steinke Physical Education Center)</b> .....	2301	MSC 198	Steinke Physical Education Center 100
Cage/Court Reservations .....	2306	MSC 198	Steinke Physical Education Center 100
Pool.....	2306	MSC 198	Steinke Physical Education Center 100
Racquetball.....	2306	MSC 198	Steinke Physical Education Center 100
Bowling Alley .....	2306	MSC 198	Steinke Physical Education Center 100
<b>Student Access</b> (Mary Gonzalez).....	2129	MSC 181	College Hall 230
Educational Opportunity Center .....	4636	MSC 181	Eckhardt Hall 240
Ronald McNair Program.....	4589	MSC 181	College Hall 230
Student Support Services .....	4453	MSC 181	Eckhardt Hall 230
Upward Bound Math & Science .....	4451	MSC 181	Eckhardt Hall 215
<b>Student Activities</b> (Erin McClure) .....	2760	MSC 133	Javelina Student Engagement Center 105
Assist. Director, Student Activities (Loreal Robertson).....	2166	MSC 133	Javelina Student Engagement Center 103
Greek Life .....	2769	MSC 133	Javelina Student Engagement Center 102
Leadership & Special Projects (Mariselda De La Paz) .....	4064	MSC 133	Javelina Student Engagement Center 106
International & Multicultural .....	2771	MSC 133	Javelina Student Engagement Center 101
<b>Student Government Association</b> .....	3610	MSC 122	Memorial Student Union Building 201
<b>Student Health and Wellness</b> (JoElda Castillo Alaniz).....	3991	MSC 112	Life Services and Wellness 118
Counseling (Renee Weiss).....	3991	MSC 112	Life Services and Wellness 112
Health Care Clinic (Dr. Aleman) .....	2904	MSC 112	Life Services and Wellness 133
Disability Resource Center (Barbara Collins) .....	3024	MSC 112	Life Services and Wellness 102
PEP TALK (Peer Educator Program) .....	3991	MSC 112	Life Services and Wellness
<b>Student Shuttle Service</b> .....	3606	MSC 122	Memorial Student Union Building 306
<b>Student Success</b> (Shannon Baker, Interim AVP).....	3290	MSC 206	College Hall 230
Academic Advising (Veronica Salas) .....	4202	MSC 206	Business Administration Building 116
Mentoring & Tutoring (Christina Rodriguez-Gonzalez).....	5250	MSC 206	Jernigan Library 210
Pathways Academic Assistance Center .....	5223	MSC 206	Jernigan Library 210
UNIV Success (Nicole Morris).....	3290	MSC 206	Eckhardt Hall 124
<b>Student Union</b> .....	2111	MSC 133	Memorial Student Union Building
Student Affairs Auxiliary Services (Crispin Trevino) .....	4036	MSC 135	Memorial Student Union Building 208
Event Planning .....	4173	MSC 135	Memorial Student Union Building 215
End User Support Specialist (Indrajeet Patil) .....	5023	MSC 135	Memorial Student Union Building 213
Switchboard.....	2111	MSC 133	Memorial Student Union Building
The “Cue Shack” Game Room.....	3113	MSC 133	Memorial Student Union Building
<b>University Housing &amp; Residence Life</b> (Tom Martin, Exec. Director) .....	3419	MSC 108	Lucio Hall 119
Director of Residence Life (Gina Smith) .....	4648	MSC 108	Lucio Hall 119
Associate Director of Residence Life (Shea Pullam) .....	2723	MSC 108	Lucio Hall 119
Bishop Hall.....	3527	MSC 108	Turner-Bishop Hall Lobby
Lucio Hall .....	4559	MSC 108	Lucio Hall Lobby
Lynch Hall .....	2577	MSC 108	Lync Hall Lobby
Martin Hall .....	3239	MSC 108	Martin Hall Lobby
Mesquite Village West .....	4569	MSC 108	Mesquite Village West Lobby
Turner Hall .....	3829	MSC 108	Turner-Bishop Hall Lobby
<b>University Police Department</b> (Felipe Garza).....	2611	MSC 126	Lewis Hall
<b>Veterans Affairs Services</b> .....	4421	MSC 133	Memorial Student Union Building 133

# Referral Resources

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## Section 18: Referral Resources

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. All numbers are in the (361) area code, and begin with the 593 prefix, unless otherwise noted.

Expressed Concern	Referral Resources
<b>Academic advising</b>	Consult the office of the dean for your college to make an appointment; Student Success Office, 3290
<b>Activities on campus</b>	Student Activities, 2760; Student Government Association, 3610; Marketing and Communications, 3901
<b>Alcohol abuse issues</b>	Student Health & Wellness, 3991; Alcoholics Anonymous, 592-5385; PDAP, 1-800-346-0380
<b>Birth Control</b>	Student Health & Wellness, 3991; Women's & Men's Health Services of the Coastal Bend, (361) 595-1875; Family Planning Clinic-Kingsville and Men's Health Center, (361) 595-1929
<b>Career Information</b>	Career Services, 2217; contact respective colleges
<b>Change of Address</b>	Registrar's Office, 2811; Post Office, 2400
<b>Child care information</b>	Marc Cisneros Center For Young Children (university child care), 2219
<b>Clubs &amp; organizations</b>	Student Activities, 2760; individual departments
<b>Complaints/Grievances</b> (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, 3606)
<b>Coping with death of loved one</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103; Latter Day Saints, (361) 592-2062
<b>Depression or suicide</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103; University Police Department, 2611
<b>Disability concerns</b>	Disability Resource Center, 3024; Compliance Office, 4758
<b>Dropping/adding class</b>	Consult with your academic advisor; Registrar's Office, 2811
<b>Drug abuse</b>	Student Health & Wellness, 3991; Palmer Drug Abuse, 1-800-346-0380
<b>Eating disorders</b>	Student Health & Wellness, 3991; or 2904
<b>Employment, on campus</b>	Student Employment (Financial Aid Office), 2878
<b>Employment, off-campus</b>	Career Services, 2217
<b>Family concerns</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103
<b>Fee payments, refunds</b>	Business Office, 3818; Javelina Enrollment Services Center, 2811
<b>Financial concerns</b>	Financial Aid Office, 3911
<b>Food Service concerns</b>	Aramark Food Service, 3119; Residence Life, 3419
<b>Health concerns</b>	Student Health & Wellness, 3991 or 2904
<b>Homesickness</b>	Student Health & Wellness, 3991; your Resident Advisor
<b>Housing concerns</b>	Resident Advisor, Area Coordinator or Residence Life Office, 3419
<b>Information and referral</b>	Dean of Students, 3606; Senior Vice President for Student Affairs, Enrollment Management and University Administration, 3612

<b>International Student admission / services</b>	International Student Services, 3317, Cousins Hall 115
<b>Internships</b>	Career Services, 2217; Your department or college
<b>Interpersonal conflicts</b>	Student Health & Wellness, 3991; Dean of Students, 3606
<b>Lost &amp; Found</b>	University Police Department, 2611
<b>Major/career indecision</b>	Contact the office of the dean of the respective college; Career Services, 2217; Counseling, 3991
<b>Marital/Premarital concerns</b>	Student Health & Wellness, 3991; Campus Ministries
<b>Math &amp; test anxiety</b>	Student Health & Wellness, 3991; Learning Assistance Center, 5250
<b>Meeting facilities</b>	Event Planning Office, 4173
<b>Mentoring</b>	Student Success, 3290; Your academic department
<b>Money management</b>	Special Programs, 2129; Financial Aid, 3911
<b>Nontraditional Students, services for</b>	Student Success, 3290; Student Health & Wellness, 3991; Continuing Education, 2861; Dean of Students, 3606; Special Programs, 2129
<b>Personal problems</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103
<b>Physical abuse</b>	Student Health & Wellness, 3991; University Police Department, 2611;
<b>Pregnancy issues/testing</b>	Student Health & Wellness, 3991; Women's & Men's Health Services of the Coastal Bend (361) 595-1875; Family Planning Clinic-Kingsville and Men's Health Center (361) 595-1929
<b>Rape/Sexual Assault</b>	University Police Department, 2611; Student Health & Wellness, 3991; Compliance Office, 4758
<b>Relationship problems</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361)221-1103
<b>Resume writing</b>	Career Services, 2217
<b>Roommate conflicts</b>	Contact your Resident Advisor; Residence Life, 3419; Student Health & Wellness, 3991;
<b>Scholarships</b>	Respective Academic Department, Financial Aid, 2887 National Scholarships Office, 2465
<b>Sexual/gender issues</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103
<b>Sexual harassment</b>	Compliance Office, 4758 ; Student Health & Wellness, 3991;
<b>Sexual misconduct</b>	Compliance Office, 4758; University Police Department, 2611 Dean of Students, 3606;
<b>Sexually transmitted diseases</b>	Student Health & Wellness, 3991; Women's & Men's Health Services of the Coastal Bend (361) 595-1875; Texas Department of Health, 592-2693; Family Planning Clinic-Kingsville and Men's Health Center (361) 595-1929
<b>Shuttle Service</b>	Dean of Students Office, 3606
<b>Spiritual concerns</b>	Baptist Student Ministry, (361) 592-9335; Latter Day Saints, (361) 592-2062; St. Thomas Aquinas/Newman, (361) 221-1103
<b>Stress and anxiety, coping</b>	Student Health & Wellness, 3991; Baptist Student Ministry, (361) 592-9335; St. Thomas Aquinas/Newman, (361) 221-1103
<b>Study abroad, scholarships</b>	International Studies and Programs, 3994
<b>Study skills</b>	Student Health & Wellness, 3991; Student Success, 3290;
<b>Time management</b>	Student Health & Wellness, 3991; Student Success, 3290;

<b>Testing (SAT, GRE, etc.)</b>	Testing Office, 3303
<b>Tutoring</b>	Student Success, 3290; Consult with your department, Student Success, 3290; Learning Assistance Center, 5250
<b>Veterans</b>	Veteran Affairs Office (One Stop Shop), 4421
<b>Vending (refunds)</b>	Memorial Student Union Switchboard Operator
<b>Withdrawal from University (advice)</b>	Consult with your academic advisor; Javelina Enrollment Services Center, 2811; Student Success, 3290; Residence Life, 3419; Student Health & Wellness, 3991; International Student Services, 3984
<b>Withdrawal from University (process)</b>	Registrar (Javelina Enrollment Services Center), 2811; also Residence Life, 3419 if living on campus; International Student Services, 3317
<b>Weight control</b>	Student Health & Wellness, 3991; Rec. Sports, 3057
<b>Women's issues</b>	Student Health & Wellness, 3991;