



# Student Handbook

## 2008-2009

TEMPLE COLLEGE





# ***Welcome to Temple College***

The **Temple College Student Handbook** is more than just a convenient calendar of events or a source of information that details the many services and activities available at Temple College. Designed for use as a reminder to the returning student and as a guide for the new student, it is a “rulebook” a source of information provided to help you understand what is expected of you as a student, what is expected of others, and what policies and processes we follow in the adjudication of disciplinary action, both academic and non-academic.

The Handbook is not intended to be comprehensive. Instead, vital information is presented, and when necessary, the Handbook refers to other publications that can provide more detailed information (i.e., the Temple College website, located at [www.templejc.edu](http://www.templejc.edu).) There will be no retroactive application of any changes in the Student Life Policies. However, future changes may supersede policies published herein.

As a student of Temple College, you are responsible for reading and understanding this information; in the unlikely event that disciplinary action is required, ignorance of these rules is not an excuse that will prevent the possible application of consequences. Take time to read it and make the most of your TC experience.



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## Table of Contents

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# TCONNECT

## What is TConnect?

TConnect is a web-based service that allows students access to their academic records from any computer with an Internet connection.

## Who can use TConnect?

Temple College students, faculty and staff can currently use TConnect to perform a variety of functions such as online registration, adding classes, viewing and printing schedules and academic and employee profiles.

## What do students have access to when using TConnect?

Students have access to:

- Web registration if they are eligible to self-advise
- Final grades and grade point averages by term to view or print
- Class schedule and account balance information
- Student profile and test information
- Program evaluation to run a degree plan
- Graduation application
- Unofficial transcript to view or print
- Transcript request form for official transcripts
- Enrollment verification request form

## How do I get started?

Your *username* and *password* is automatically set up when you register for classes at Temple College. Your username consists of your last name plus first initial and last 3 numbers of your Student ID, and your *initial* password is your 6-digit birth date in the mmddyy format.

Username example:

Nora Jones ID#0020243=jonesn243

Password example:

January 1, 1985=010185

To access TConnect go to the Temple College web page at [www.templejc.edu](http://www.templejc.edu). The first time you log into TConnect, you will be immediately required to change your password for security purposes. The new password must contain at least 6 characters and include both letters and numbers and will be case-sensitive. You may choose to leave a "hint" in case you forget your password. However, if you forget your password and did not leave a hint, you can have a temporary password emailed to your TC Web Mail account by selecting the "What's My Password?" link found at the bottom right hand corner of the screen above the tabs and entering the appropriate information.

## What is TC WebMail?

All credit students have access to a TC WebMail account within 24 hours of first registration. You can access WebMail at <http://templejc.edu/login.asp>. It's fast and easy to use and has the following advantages:

- It can be accessed from any Internet connection both on or off campus.
- Temple College can contact you with important information using this address. This will be the ONLY email address that will be used to notify you of cancelled classes, registration information, or any other TConnect notices.
- You can reset your TConnect password and have a new one sent to this account so you won't be locked out when you need to use it.

## If I run into problems trying to use TConnect, who do I call?

- For technical questions call the Help Desk at (254)298-8450.
- For questions regarding registration or academic records, call Admissions & Records at (254)298-8306.



## **\*\* HELPFUL TIPS \*\***

Before using TConnect for the first time, it may be helpful to click on the FAQ button included in the menu at the top right of the screen. \* Your initial TConnect password and your WebMail password are not the same! The TConnect password is entered in the mmddy format, and you will be required to change it the first time you log in. The WebMail password is entered in the mmddyyyy format and will remain the same.

- Use the mouse to make selections – DO NOT press the enter key.
- Once you log in to TConnect most of the screens have a HELP button located in the upper right corner of the screen. These HELP screens give a brief explanation of the option you have chosen and how to use it. Click the X in the top right-hand corner to exit the HELP page and return to the TConnect screen.
- To move around in forms, use the tab key or the mouse.
- On some screens, you may need to scroll down to see the Submit button.
- Print from TConnect by selecting File and Print from the Menu Bar. Selecting landscape instead of portrait from the print menu may be best for some pages.

## **IMPORTANT!**

To ensure confidentiality:

1. DO NOT share your password with anyone.
2. Exit TConnect properly by clicking the Log Out button at the top or bottom of the screen.
3. Always close the browser when your process is complete.
4. Log out of TConnect and log out of your windows session when you are finished if you are using a shared computer.

# Campus Phone Numbers

## Educational Services

Interim Associate Vice President  
of Educational Services ..... Mark Smith ..... 298-8341/8388

## Division Directors

Gracie Connor ..... Community Services and Business Training  
Mark Smith ..... Distance Education  
Thomas Fairlie ..... Fine Arts  
Dr. Lee Ogburn-Russell ..... Health Professions  
Gary Jackson ..... Information Technology Services  
Kathy Fulton ..... Learning Resources  
Susan Guzman-Trevino ..... Liberal Arts  
Dr. Paul Foutz ..... Mathematics, Science, and Physical Education  
Randy Baca ..... Resource Management  
Jan Salzman ..... Student and Enrollment Services  
Hal Ward ..... Business and Career Professions

## Center Directors

Dr. John Bicknell ..... Cameron Education Center  
Mark Smith (interim) ..... Temple College at Taylor

## Department Chairs

Biology ..... Terry Austin ..... 298-8405/8358  
Biotechnology ..... Katie Burrows ..... 298-8630  
Business, Community Education ..... Gracie Conner ..... 298-8623/8625  
Business, Management, Office Occupations  
Administrative Assistant ..... Hal Ward ..... 298-8636/8316  
Chemistry, Physics, Physical Science, Engineering ..... Sharon Hoffman ..... 298-8407/8358  
Child Development ..... Gail Cox ..... 298-863624/8316  
Communications ..... Erin Latona ..... 298-8381/8596  
Computer-Aided Design/Geographic Info. Systems ..... Steven Taylor ..... 298-8371/8316  
Computer Information Systems ..... Talma Botts ..... 298-8465/8316  
Criminal Justice ..... Lesley Keeling-Olson ..... 298-8634/861316  
Dental Hygiene ..... Norma Maedgen ..... 298-8677/8678  
Diagnostic Medical Sonography ..... Steve Trawick ..... 298-8695  
Distance Education ..... Brian St. Amour ..... 298-8388  
Education ..... Gail Cox ..... 298-833624/8316  
Emergency Medical Services ..... Jeff Fritz ..... 298-8563/8562  
Mathematics ..... Cynthia Martinez ..... 298-8336/8358  
Nursing, ADN ..... Karen Robinson ..... 298-8673/8666  
Nursing, LVN ..... Gregory Bond ..... 298-8665/8664  
Performing Arts ..... Colin Mason ..... 298-8558/8555  
Health and Physical Education ..... Pam Lee ..... 298-8525/8522  
Respiratory Care ..... Dr. William Cornelius III ..... 298-8928/8697  
Social and Behavioral Sciences ..... William Feagin ..... 298-8361  
Surgical Technology ..... Kerry Aguillon ..... 298-8652/8651  
TRIO ..... Tina Marsh ..... 298-8394/8376  
Visual Arts ..... Michael Donahue ..... 298-8570/8555



# Campus Numbers

The Temple Area Code is (254)  
Temple College (254) 298-8282, 1-800-460-4636  
TDD (254) 298-8253 <http://www.templejc.edu>

Administrative Assistant Department...298-8636/8316	Human Resources .....298-8583
Admissions & Records.....298-8306	Humanities Department .....298-8558/8555
Adult Education/GED .....298-8599	Information Services.....298-8450
Advising/Recruitment/Retention .....298-8331	Intramurals/Recreation .....298-8521/8934
Art Department .....298-8570/8555	Open Computer Lab (Library) .....298-8882
Athletic Department .....298-8524/8522	Open Computer Center (Watson Tech) .....298-8382
Biology Department.....298-8405/8358	Library.....298-8426
Biotechnology Department.....298-8630	Maintenance .....298-8690
Bookstore .....298-8575	Management Department .....298-8636/8316
Business Department .....298-8636/8316	Mathematics Department.....298-8358
Business Office.....298-8601	Math Lab (Computer-Aided Math) .....298-8348
CAD Department.....298-8465/8316	Math Tutoring Lab (MBS) .....298-8373
Cameron Education Center.....298-8818	Media Center .....298-8423
Campus Police .....298-8291	Music Department .....298-8553/8555
Cashiers Office .....298-8611	Nursing ADN.....298-8673/8666
Chemistry Department .....298-8407/8358	Nursing LVN.....298-8665/8664
Child Development Department .....298-863624/8316	Nursing Lab .....298-8658
College Communications .....298-8590	Physics Department.....298-8407/8358
Computer-Aided Design .....298-8465371/8316	President .....298-8600
Computer Information Systems .....298-8465/8316	Project Access.....298-8599
Community Education.....298-8616/8625	Psychology Department .....298-8351/8596
Criminal Justice Department.....298-8634/8316	Respiratory Care Department .....298-8928/8697
Dental Hygiene Department .....298-8677/8678	Sociology Department .....298-8351/8596
Disabilities Services .....298-8335/8333	Spanish Department .....298-8381/8596
Distance Education.....298-8388/8644	Speech Department.....298-8558/8555
Downtown Center .....298-8619	Student Life .....298-8309
Drama Department (Theatre).....298-8558/8555	Student and Enrollment Services .....298-8333
Economics Department .....298-8351/8596	Student Services .....298-8621
Educational Assistance Center .....298-8599	Surgical Technology Department .....298-8652/8651
Education Department.....298-8624/8316	Taylor Center .....298-8271
Educational Services Department.....298-8344/8343	Technical Director for Performing Arts Center .....298-8560
Emergency Medical Services.....298-8563/8562	Tech Prep .....298-8482/8480
English Department .....298-8381/8596	Temple College Foundation .....298-8592/8314
Financial Aid .....298-8321	Testing .....298-8586
GIS Geographic Information Systems 298-8465371/8316	TRIO .....298-8376
Golf Course.....(254) 773-0888	University Courtyard Apts.....791-5400
Government Department .....298-8351/8596	Veterans Affairs.....298-8328/8331
Gymnasium .....298-8522	
History Department .....298-8351/8596	

# The Source

Topic	Location	Building	Contact
Absences	See attendance guidelines		Page 11
Academic Advising/Degree Info	Advising Center	One College Centre	298-8331
Academic Appeals	Advising Center	One College Centre	298-8331
Accident on Campus	Campus Police	West Instructional Services Center	298-8291
Add/Drop Classes	Advising Center	One College Centre	298-8331
Address, Change of	TConnect/Admissions & Records Office	One College Centre	298-8306
Advising	Advising Center	One College Centre	298-8331
Admission	TConnect/Admissions & Records Office	One College Centre	298-8306
Bookstore		Arnold Student Center	298-8575
Community Education	Vice President of Academic and Community Initiatives	TC Downtown Center	298-8619
Calendar	Calendar section of Handbook		Page 24-36
Campus Police	West Instructional Services Center		298-8291
Catalog	Website		www.templejc.edu
Class Schedule	Website		www.templejc.edu
Complaints (Students/Employees)	See Policy and Procedures Section		Page 14
Course Substitutions in AAS Degree Plan	See Department Chair List		Page 4
Credit by Exam	Testing	One College Centre	298-8586
Crisis Counseling	Disabilities Coordinator	One College Centre	298-8335/8333
Degree Planning	Advising Center/TRIO/Dept Chair	One College Centre/ TRIO-Portable Bldg/Dept Chair	298-8331/8376/Dept Chair
Disability Services	Second Floor	One College Centre	298-8335/8333
Disadvantaged Students	Advising Center	One College Centre	298-8331/8333
Drop Classes	See Add/Drop Information		Page 12
Financial Aid	Financial Aid Office	One College Centre	298-8321
Graduation	Admissions & Records Office	One College Centre	298-8306
Fitness Center	Gym	Gym	298-8521
Housing	University Courtyard Apartments	2315 South First Street	(254) 791-5400
Temple College Apartments	(Temple Housing Authority)	Marvin Felder Drive	(254) 773-2009
Insurance, Student Health	Student and Enrollment Services Office	One College Centre	298-8333
Jobs/Work Study	Financial Aid Office	One College Centre	298-8321
Library	Library	Hubert Dawson Library	298-8426
Lost & Found	Campus Police	West Instructional Services Center	298-8291
Overloads	Advising Center	One College Centre	298-8331
Personal Problem	Advising Center/TRIO	One College Centre	298-8331/8333/8376
Poster Posting Information	Student Life	Arnold Student Center	298-8309
Rescheduling Final Exam	VP of Educational Services	Administration Bldg	298-8344
Scholarships	Financial Aid	One College Centre	298-8321
Sexual Harassment	Human Resources Office	Administration Bldg	298-8583
Student Govt /Organizations/Clubs	Student Life	Arnold Student Center	298-8309
Student Support Services	Student and Enrollment Services Office	One College Centre	298-8621
Technical Advising	Technical Department	see campus map	298.8282
	(Business Management, Child Development, Computer, Dental Hygiene, Emergency Medical Services, Geographic Information Systems, Nursing, Respiratory Care, Surgical Technology)		
Testing Information	Testing Center	One College Centre	298-8586
Transcripts	Admissions & Records Office	One College Centre	298-8306
Transfer Information	Admissions & Records/Advising Center	One College Centre	298-8306/8331
TRIO	Portable Building South of ISC		298-8376



Tuition & Fees .....	Admissions & Records Office .....	One College Centre .....	298-8300
Tutoring..... (To get help or to be a tutor)	Student and Enrollment Services/TRIO ...	One College Centre/ South of ISC P32 ( Portable)	298-8333/8376
Veterans' Benefits.....	VA Coordinator (Advising) .....	One College Centre .....	298-8328/8331
Work-Study.....	Financial Aid Office.....	One College Centre.....	298-8321
Student Government /			
Organizations/Clubs.....	Student Life .....	Arnold Student Center .....	298-8309
Student Support Services.....	Student and Enrollment Services Office ...	One College Centre .....	298-8621
Testing Information .....	Testing Center .....	One College Centre .....	298-8586
Transcripts .....	Admissions & Records Office .....	One College Centre .....	298-8306
Transfer Information .....	Admissions & Records/Advising Center	One College Centre.....	298-8306/8331
TRIO .....	Portable P32 South of ISC.....		298-8376
Tuition & Fees .....	Admissions & Records Office .....	One College Centre .....	298-8300
Tutoring..... (To get help or to be a tutor)	Student and Enrollment Services/TRIO ...	One College Centre/West ISC.....	298-8333/8376
Veterans' Benefits.....	VA Coordinator (Advising) .....	One College Centre .....	298-8328/8331
Work-Study.....	Financial Aid Office .....	One College Centre .....	298-8321

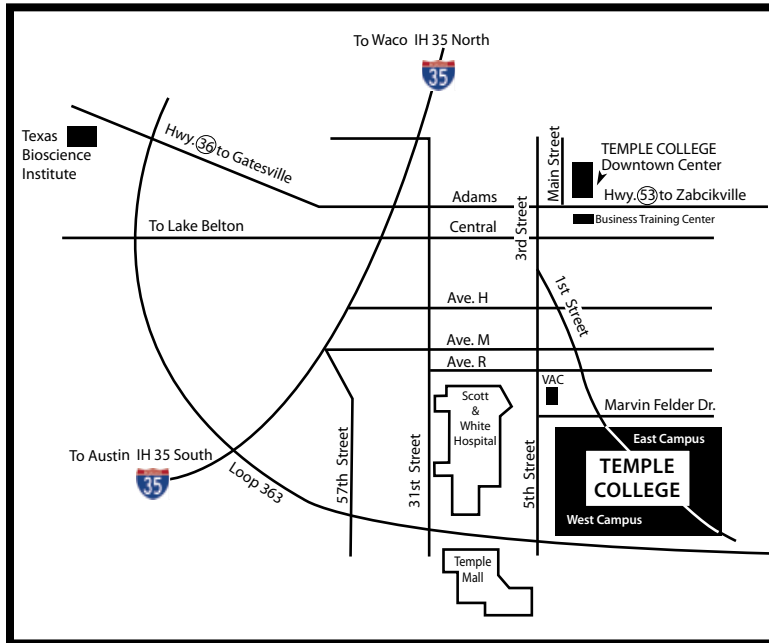
# Room Location Guide

## Room Location Guide

Classrooms and offices at Temple College are numbered to indicate the building in which the room is located. For example, all rooms with 100 numbers are located in the Instructional Services Center and all rooms with 200 numbers are in Berry Hall. The building key for room locations is as follows:

Instructional Services Center (ISC)	100
West Instructional Services Center (ISC)	144-181
Bryant Berry Hall (BBH)	200
Newton Science Building (NSB)	300
Hubert Dawson Library (HDL)	400
Watson Technical Center (WTC)	500
Health and Physical Education Building (HPE)	600
Mary Alice Marshall Performing Arts Center (PAC)	700
Arnold Student Center (ASC)	800
Administration Building (ADM)	900
Nursing Education Center (NEC)	1001
Math & Biomedical Science (MBS)	1100
One College Centre (OCC)	1400
Science Laboratory Building (SLB)	1500
Visual Arts Complex (VAC)	1700
Health Sciences Center (HSC)	1800
Pavilion (PAV)	2800

# Temple College Education Centers



## Temple Locations

### Downtown Center

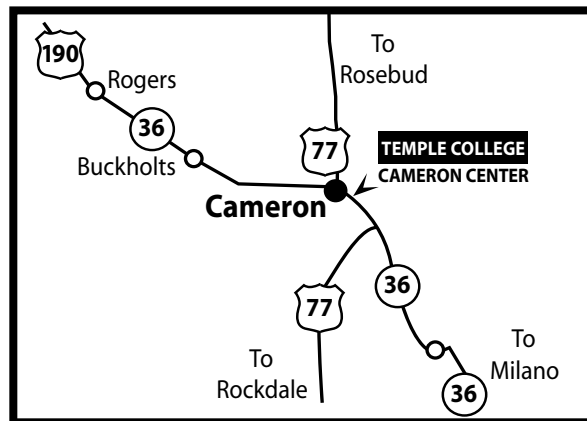
101 North Main Street  
 Temple TX 76501-7641  
 (254) 298-8282  
 (800) 460-4636

### Business Training Center

19 North Main Street  
 Temple, TX 76501-7641  
 (254) 298-8282

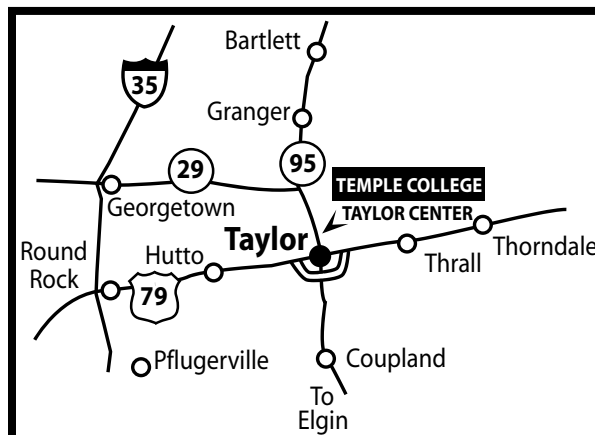
### Texas Bioscience Institute

5701 Airport Road  
 Temple, TX 76502  
 (254) 298-8782



### Cameron Education Center

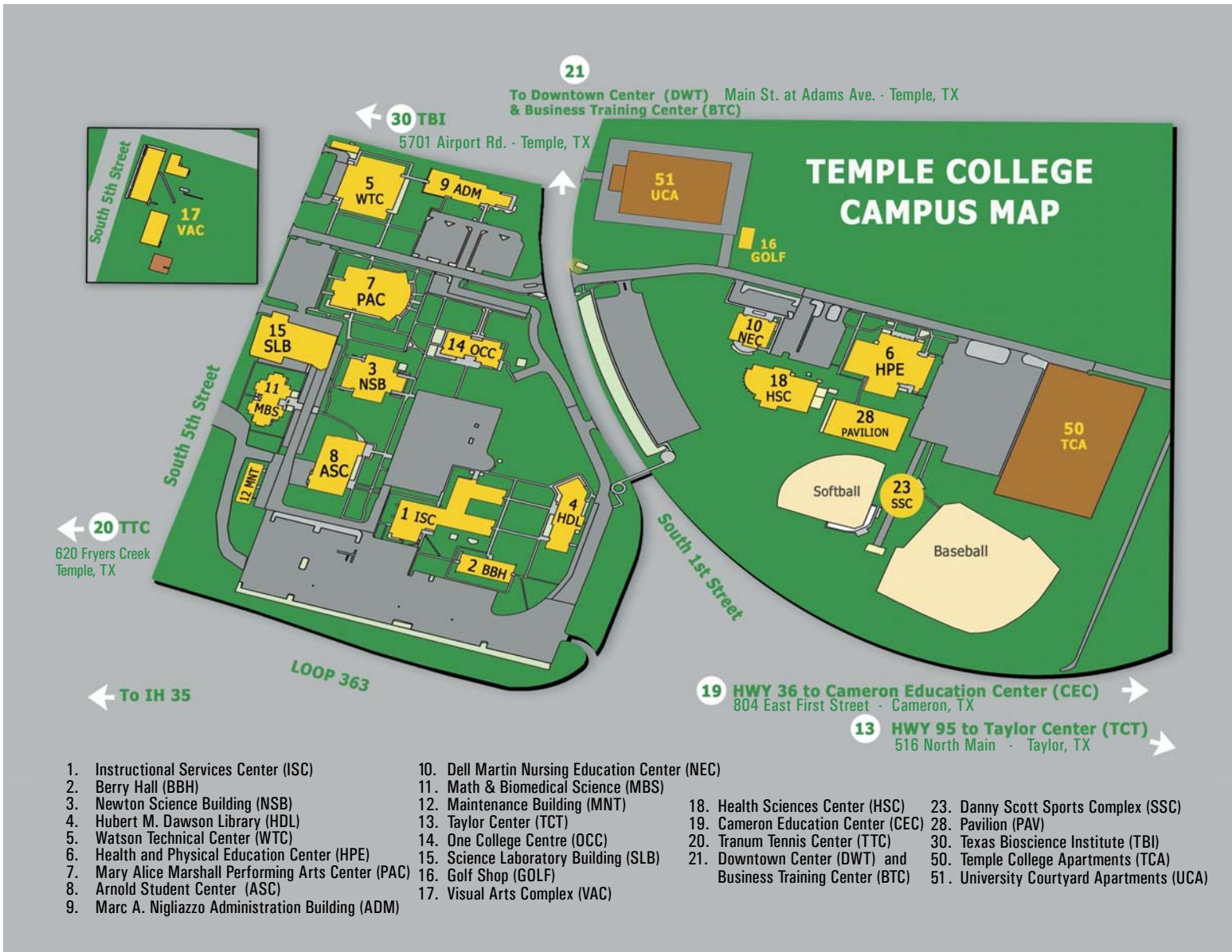
804 East First Street  
 Cameron TX 76520-3401  
 (254) 697-8642  
 (800) 460-4636



### Taylor Center

516 North Main Street  
 Taylor TX 76574-3645  
 (512) 352-2688  
 (512) 365-7242 (Metro)

# Campus Map





Notes:

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[www.templejc.edu](http://www.templejc.edu)

# Calendar

## FALL SEMESTER 2008

August 18-21, 25-26	Regular Registration
August 27	First Class Day
August 27-29	Late Registration (LATE FEES APPLY)
August 29	Last Day to Add a Class – Noon Deadline
September 1	Labor Day Holiday
September 8	Census Day for 1st 8-Week Classes
September 17	Census Day for 16-Week Classes
October 3	Last Day to Drop a 1st 8-Week Class
October 6	Deadline to Apply for December Graduation
October 20-21	1st 8-Week Class Final Examination
October 20-21	Registration, 2nd 8-Week Classes
October 21	Mid-Semester
October 22	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
October 30	Census Day for 2nd 8-Week Classes
November 14	Last Day to Drop a 16-Week Class
November 25	Last Day to Drop a 2nd 8-Week Class
November 26-28	Thanksgiving Holidays
December 8	Last Class Day of Fall Day/Evening Classes*
December 9*	DEAD DAY except Last Class Day of Classes Meeting Tuesday Only
December 10	Final Exams Begin (Wednesday)
December 16	Final Exams End (Tuesday) / Semester End
December 17	Grades Due at 9:00 p.m. (Wednesday)
December 18	College Closes at Noon for Winter Break (Thursday)
December 19	Student Services Offices Open (Friday)

## SPRING SEMESTER 2009

January 5	College Administrative Offices Open
January 5-8 (noon deadline on January 8)	Advantage Registration
January 12-13	Regular Registration
January 14	First Class Day
January 14-16	Late Registration (LATE FEES APPLY)
January 16	Last Day to Add a Class – Noon Deadline
January 19	Martin Luther King Holiday
January 26	Census Day for 1st 8-Week Classes
February 4	Census Day for 16-Week Classes
February 20	Last Day to Drop a 1st 8-Week Class
March 2	Deadline to Apply for May Graduation
March 9-10	1st 8-Week Class Final Examinations
March 9-10	Registration, 2nd Eight Weeks
March 10	Mid-Semester
March 11	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
March 16-20	Spring Break
March 26	Census Day for 2nd 8-Week Classes
April 9	Last Day to Drop a 16-week Class
April 10	Good Friday Holiday
April 24	Last Day to Drop a 2nd 8-Week Class
May 4	Last Class Day of Spring Day/Evening Classes*
May 5*	DEAD DAY except Last Class Day of Classes Meeting Tuesday Only
May 6	Final Exams Begin (Wednesday)
May 12	Final Exams End (Tuesday) / Semester Ends
May 13	Grades Due at 9:00 p.m. (Wednesday)
May 16	Commencement (Saturday)

## SUMMER SESSION 2009

May 25	Memorial Day Holiday
May 26-28	Regular Registration
June 1	First Class Day— 1st 6-Week, 8-Week and 11-Week Classes
June 1	Late Registration (LATE FEES APPLY)
June 1	Last Day to Add a Class
June 3	Deadline to Apply for Summer Graduation
June 4	Census Day for 1st 6-Week Classes
June 9	Census Day for 8-Week Classes
June 11	Census Day for 11-Week Classes
June 25	Last Day to Drop a 6-Week Class
July 2	Final Examinations for 1st 6-Week Classes
July 4	Independence Day Holiday
July 6	Independence Day Holiday Observed
July 7-8	Registration for 2nd 6-Week Classes
July 9	Last Day to Drop an 8-Week Class
July 13	First Class Day—2nd 6-Week Classes
July 13	Last Day to Add a Class—2nd 6-Week Classes
July 16	Census Day for 2nd 6-Week Classes
July 22-23	Final Examinations begin for 8-Week Night Classes
July 23	Final Examinations for 8-Week Day Classes
July 23	Last Day to Drop a 11-Week Class
August 6	Last Day to Drop a 2nd 6-Week Class
August 12	Final Examinations begin for 11-Week Classes
August 13	Final Examinations for 2nd 6-Week Classes and 11-week Classes
August 13	Semester Ends

# AUGUST 2008

Campus Phone Numbers  
 Temple (254)298-8282  
 Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Regular Registration Book Charges Aug. 18-29	<b>19</b> Regular Registration	<b>20</b> Regular Registration	<b>21</b> Regular Registration	<b>22</b> Satisfactory Academic Progress Appeal Deadline for Fall 2008	<b>23</b>
<b>24</b>	<b>25</b> Regular Registration	<b>26</b> Regular Registration	<b>27</b> First Day of Class  Late Registration (Late Fees Apply)	<b>28</b> Late Registration (Late Fees Apply)	<b>29</b> Last Day to Add A Class (Noon Deadline) Late Registration (Late Fees Apply)	<b>30</b>
<b>31</b>						



Cameron Center (254) 697-8642  
Taylor Center (512) 352-2688  
Metro (512) 365-7242

# SEPTEMBER 2008

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	<b>1</b> LABOR DAY	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> First 8-Week Class Census	<b>9</b> Faculty Report NO SHOWS for Fall 2008	<b>10</b>	<b>11</b> PELL refunds and repeat loan borrowers checks mailed	<b>12</b> First Time Loan Borrowers' Check Mailed	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 16-Week Class Census	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

# OCTOBER 2008

Campus Phone Numbers  
 Temple (254)298-8282  
 Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			<b>1</b>	<b>2</b>	<b>3</b> Deadline to Apply for Fall Graduation	<b>4</b>
<b>5</b>	<b>6</b> Last Day to Drop a 1st 8-Week Class	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> 1st 8-Week Class Finals  Registration for 2nd 8-Week	<b>21</b> 1st 8-Week Class Finals  Registration for 2nd 8-Week Classes Mid-Semester	<b>22</b> First Class Day for 2nd 8-Week Classes  Last Day to Add a Class	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Census Day for 2nd 8-Week Classes  60% of the Semester Fall 2008	<b>31</b>	

Cameron Center (254) 697-8642  
Taylor Center (512) 352-2688  
Metro (512) 365-7242

# NOVEMBER 2008

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						<b>1</b> FAFSA to be Completed for Spring 2009
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Last Day to Drop a 16-Week Class	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Last Day to Drop a 2nd 8-Week Class	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						



# DECEMBER 2008

Campus Phone Numbers  
 Temple (254)298-8282  
 Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Last Class Day of Fall Day/Evening Classes	<b>9</b> DEAD DAY except Last Class Day of Classes Meeting Tuesday Only	<b>10</b> FINALS BEGIN	<b>11</b>	<b>12</b> FAFSA to be Completed for Spring 2009	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> FINALS END Semester Ends	<b>17</b> Grades due by 9 p.m.	<b>18</b> College Closes for Winter Break 11:30 a.m.	<b>19</b> Student Services Offices One College Centre Open	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		<b>W I N T E R   B R E A K</b>				
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
		<b>W I N T E R   B R E A K</b>				

Cameron Center (254) 697-8642  
 Taylor Center (512) 352-2688  
 Metro (512) 365-7242

# JANUARY

## 2009

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
		<b>W I N T E R   B R E A K</b>			1	2	3
4	5 College Administrative Offices Open Advantage Registration Jan. 5-16 Book Charges	6 Advantage Registration  Satisfactory Academic Progress appeal deadline for Spring 2009	7 Advantage Registration	8 Advantage Registration (Noon Deadline)	9	10	
11	12 Regular Registration	13 Regular Registration	14 First Class Day  Late Registration (Late Fees Apply)	15 Late Registration (Late Fees Apply)	16 Late Registration (Late Fees Apply)  Last Day to Add a Class (Noon Deadline)	17	
18	19 <b>Martin Luther King, Jr. Holiday</b>	20	21	22	23	24	
25	26 Census Day for 1st 8-Week Classes	27 Faculty Report <b>NO SHOWS</b> for Spring 2009	28	29 PELL Refunds & Repeat Loan Borrowers Balance Checks Mailed	30	31	

# FEBRUARY 2009

Campus Phone Numbers  
Temple (254)298-8282  
Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>1</b> Mail First Time Loan Borrower's Check Mailed	<b>2</b>	<b>3</b>	<b>4</b> Census Day for 16-Week Classes	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Last Day to Drop a 1st 8-Week Class	<b>21</b>
<b>22</b> College Goal Sunday Event 2-4 p.m. One College Centre	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

Cameron Center (254) 697-8642  
 Taylor Center (512) 352-2688  
 Metro (512) 365-7242

# MARCH 2009

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 Deadline to Apply for May Graduation	3	4	5	6	7
8	9 1st 8-Week Class Final Exams	10 1st 8-Week Class Final Exams  Mid-Semester	11 1st Class Day for 2nd 8-Week Classes  Last Day to Add a Class	12	13	14
15	16	17  <b>SPRING BREAK</b>	18	19	20	21
22	23	24	25	26 Census Day for 2nd 8-Week Classes	27 Mail Second Loan Disbursement checks	28 60% of the Semester Spring 2008
29	30	31				

# APRIL 2009

Campus Phone Numbers  
Temple (254)298-8282  
Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			<b>1</b> FAFSA to be Completed for Summer 2009	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Last Day to Drop a 16-Week Class	<b>10</b> <b>GOOD FRIDAY HOLIDAY</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Last Day to Drop a 2nd 8-Week Class	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		



Cameron Center (254) 697-8642  
 Taylor Center (512) 352-2688  
 Metro (512) 365-7242

# MAY 2009

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 Last Class Day of Spring Day/Evening Classes	5 DEAD DAY Except Last Class Day of Classes Meeting Tuesday Only	6 Finals Exams Begin	7	8	9
10	11	12 Finals Exams End  Semester Ends	13 Grades Due 9 p.m.	14	15 FAFSA Verification File Complete Deadline Summer 2009	16 COMMENCEMENT
17	18	19	20	21	22	23
24	25 MEMORIAL DAY HOLIDAY	26 Regular Registration	27 Regular Registration	28 Regular Registration	29	30
31						

# JUNE 2009

Campus Phone Numbers  
 Temple (254)298-8282  
 Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>JUNE 1</b> FAFSA to be Completed for Fall 2009	<b>1</b> First Class Day for 6, 8, & 11-week Classes Last Day to Add A Class Late Registration (Late Fees Apply)	<b>2</b>	<b>3</b> Deadline to Apply for Summer Graduation	<b>4</b> Census Day for 1st 6-Week Classes	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Faculty Report NO SHOWS for Summer 2009	<b>9</b> Census Day for 1st 8-Week Classes	<b>10</b>	<b>11</b> Census Day for 1st 11-Week Classes PELL Refunds & Repeat Loan Borrowers Refund Checks Mailed	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Last Day to Drop a 6-Week Class	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			<b>1</b> Mail First Time Loan Borrower's Checks	<b>2</b> Final Exams for 1st 6-Week Classes	<b>3</b>	<b>4</b> <b>INDEPENDENCE DAY HOLIDAY</b>
<b>5</b>	<b>6</b> <b>INDEPENDENCE DAY HOLIDAY OBSERVED</b>	<b>7</b> Registration for 2nd 6-Week Classes Mail second loan disbursement checks	<b>8</b> Registration for 2nd 6-Week Classes	<b>9</b> Last Day to Drop an 8-Week Class	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> First Class Day for 2nd 6-Week Class Last Day to Add a Class for 2nd 6-Week Classes	<b>14</b>	<b>15</b> 60 % of Semester Summer 2009	<b>16</b> Census Day for 2nd 6-Week Class	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Final Exams Begin for 8-Week Night Classes	<b>23</b> Final Exams 8-Week Night Classes Final Exams 8-Week Day Classes Last Day to Drop an 11-Week Class	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

# AUGUST 2009

Campus Phone Numbers  
 Temple (254)298-8282  
 Toll Free 1-800-460-4636  
[www.templejc.edu](http://www.templejc.edu)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						<b>1</b> FAFSA Verification File Complete Deadline Fall 2009
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Last Day to Drop a 2nd 6-Week Class	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Final Examinations Begin for 11-Week Classes	<b>13</b> Final Examinations for 2nd 6-Week & 11-Week Classes Semester Ends	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

# ACADEMIC INFORMATION

## Academic Issues

The College catalog is the primary source for statements of the academic policies and regulations which govern students' academic life at the College. As is the case with the Student Handbook, students are responsible for obtaining a copy of the catalog (available on the TC website) and for knowing and abiding by the policies and regulations therein.





# Academic Integrity

## ACADEMIC INTEGRITY

A primary responsibility of higher education is to provide students with the opportunity for inquiry and the freedom to discuss and express their views openly and freely without fear of retaliation or abuse of person or property. These attributes are the foundation of good citizenship. For these reasons, students have an obligation to act in a fair and reasonable manner toward their peers, the faculty, staff, administration and the physical property of the College. Academic integrity and personal conduct, both on-campus and off-campus, are critical elements in achieving these goals. Violations of college regulations (that have been adopted to protect the college community) will be subject to academic sanction and/or disciplinary action. This may include, but is not limited to, violations of regulations governing plagiarism, cheating, examination impersonation, academic fraud and acts of personal behavior such as sexual harassment, vandalism and substance abuse. The College's policies (and their processes) provide guidance to the individuals charged with administering disciplinary action or academic sanction while outlining the protection to be afforded to students through their right of appeal. Disciplinary authorities are encouraged, whenever possible and appropriate, to settle findings of violation by informal resolution.

### **The purpose of this information is to**

- Help if you have been accused of academic dishonesty;
- Help you decide what to do if you know or suspect someone else of committing or participating in academic dishonesty;
- Help you understand academic integrity better so you can avoid unintentional acts of academic dishonesty.

It is important to know the rules. Temple College's rules can be found in the policy section of this handbook, under "College Policies." You can also obtain a copy of the Academic Integrity Policy from the Web or the Office of the Vice President of Educational Services (Administration Building). Finally, there are handouts on plagiarism or related subjects, and course syllabi should make reference to cheating or plagiarism. Excellent writing guides are available in the library and the Bookstore. Every student involved in essay or report-writing should follow an appropriate style guide in order to correctly and completely acknowledge all sources and forms of assistance.

### **It is the responsibility of the student to know the rules.**

Temple College values academic honesty. Faculty members have implemented a variety of measures to identify, address, and eliminate academic dishonesty as it might occur in the learning process:

- Examinations are carefully monitored by faculty members;
- Individuals taking examinations in the college Testing Center are required to sign in and to display a student ID card;
- Different versions of an exam may be alternated row by row;
- Assignments done out of class may be subject to scrutiny (if the teacher has not authorized collaboration);
- Faculty can often tell that an essay has been plagiarized, even if they do not at first know the exact source of unacknowledged passages;
- Faculty are aware of various forms of 'Cyber-Cheating' which may include downloading papers from the 'Net' or purchasing an essay from an agency. Despite everyone's best efforts, students responding anonymously to surveys indicate a fairly high level of cheating - well above the numbers of students caught and punished. Some cheating and plagiarism is due to student ignorance of rules and obligations. One goal of this section of the handbook is to reduce cheating due to ignorance.

### **What to do if you are accused of cheating or plagiarism**

1. You will probably feel angry at the person who accuses you, even though he or she is just trying to make the academic environment more honest. Do what you can to master your angry feelings so you won't say anything you later regret.
2. Answer questions honestly. The instructor (or designated instructional leader) has an obligation to investigate and to try to determine the truth. Lying or fabricating evidence may lead to a more severe sanction or disciplinary action.
3. Remember, there is an appeal process available to you. Regardless of the circumstances, you must be allowed an opportunity to "tell your side of the story." Remember that allegations of cheating must be substantiated by some kind of evidence (having seen the act, having physical proof, or having receipt of a report from another student).
4. Consider the evidence against you. Contrary to popular belief, evidence does not have to be conclusive. The burden of proof is based on the 'balance of probabilities' that is; if a reasonable person can say: "Based on this evidence, cheating probably took place." If you encounter an instructor who, in your opinion, is handling a cheating accusation unprofessionally, you may want to seek advice from someone else (another faculty member, a department chair or division director, or administrator) who may help you. However, keep in mind that the College is obligated to handle incidents that may result in sanction or disciplinary action with the strictest confidence, and so should you. Therefore, discuss these sensitive matters only with those in whom you can place the most trust.

**Here are examples of some improper (or unprofessional) reactions to academic dishonesty:**

- A. The instructor appears to take the matter very personally, looks at the alleged offender with loathing, and refuses to allow the student the chance to convey “their side of the story.”
- B. The instructor warns the student not to appeal because much worse could happen than the sanction being imposed. (Students cannot be denied their due process rights for any reason. If you are threatened with this kind of action, seek the help of a department chair, division director, or administrator immediately.)
- C. The instructor offers no reason for believing the student cheated, but demands proof that the student did not or offers superficial evidence for an accusation based on a generalization or a judgment of the person. (“I can’t believe anyone your age would say that.” “The writing is too good for a student.”)

### **Penalties**

Various factors influence instructors, department chairs, division directors, and administrators when deliberating the appropriate academic sanction/disciplinary action for academic dishonesty:

- Was the offense planned or the result of an impulse?
- Has the student been honest and cooperative during the investigative process?
- Is this a first offense?
- Does the student appear to be genuinely sorry for the offense?
- Were other students compromised through the actions of this student?
- Was this student irresponsible in not knowing that the offense was an offense?

The penalties listed in the Academic Integrity Policy are examples. They range in severity from no action (least severe) to the XF grade (a grade which designates failure of the course based on violation of the academic integrity policy) to expulsion and possible criminal prosecution (for capital offenses). Note that the policy is divided into two sections: basic and capital violations. Instructors retain the right to apply the appropriate academic sanction for basic violations, but are encouraged to do so in consultation with their department chair to ensure adherence to the policy and allowance of due process. If an instructor believes a student is guilty of a capital violation of the academic integrity policy, he or she cannot impose academic sanctions or penalties more severe than an “XF” without referring the case to the discipline committee through their department chair or division director. It is important to note that the possible academic sanctions for “basic” violations are different from the disciplinary sanctions intended for “capital” violations. However, regardless of which form of sanction may be forthcoming, students are guaranteed due process rights which means you will have an opportunity to be heard and to appeal the recommended sanction to administrative authorities. Of course, this does not imply or promise reversal of the recommended sanction; it simply allows you the opportunity to present your reasons for appeal.

### **Less severe penalties: (for “basic violations) include:**

- Verbal warning/no grade related sanction
- O/F on the assignment/quiz/exam (with or without possibility of makeup)
- O/F in the course (with or without prohibition of future enrollment in course)
- Recommendation/Designation of the “XF” grade (with or without prohibition of future enrollment in the course) More severe penalties apply if there is evidence of planning or involvement of others in the offense (i.e., “capital violations”)
- Formal reprimand
- Probationary status
- Suspension (for one semester or more)
- Reduction or retraction of college-awarded scholarship(s)
- Suspension from participation in college-sponsored activities
- Requirement of community service hours
- Denial of graduation application
- Expulsion, and/or
- Criminal prosecution (as may be warranted by evidence)
- Repeal of original grade and/or degree (if dishonesty is discovered after grade/degree is awarded)

Expulsion, unlike suspension, is deemed to be permanent. Expulsion appears to be reserved for very serious cases which may also involve criminal prosecution.

Criminal prosecution is reserved for criminal acts, such as fraud, forgery, theft and impersonation.

### **Fraud**

The regulations on academic dishonesty as outlined in the handbook describe a number of fraudulent acts, but the reference is not intended to be comprehensive because the nature of cheating continually evolves. While innocent acts can sometimes be mistaken for cheating or plagiarism, this rarely happens with fraud. Fraud is usually a deliberate lie. For example, submitting a forged signature for clinical work or failing to disclose information on an application is fraudulent. Consequently, it is sometimes dealt with more severely.

## **Your rights**

Student Rights: As an academic matter, basic violations of the academic integrity policy will result in academic sanctions applied by the respective faculty member. However, students are guaranteed the following process prior to disposition of sanction or disciplinary action:

- (1) Notification of the allegation(s) and possible sanctions,
- (2) Notification as to how their alleged actions violated college policy,
- (3) Opportunity to meet with the faculty member and hear the evidence to be applied as justification for academic sanctions and/or disciplinary action,
- (4) Notification as to the recommendation to be made by the faculty member and/or discipline committee, and
- (5) Opportunity to appeal the application of academic sanction and/or disciplinary action to the department chair, division director, VPES, and Academic Integrity Committee (AIC). The decision of the AIC is final.

Capital violations must be referred to the VPES for adjudication by the Academic Integrity Committee when the recommended academic sanction and/or disciplinary action is more severe than the application of the "XF."

The Academic Integrity Committee (AIC) will serve as an advisory committee to the Vice President of Educational Services (VPES) called to serve in those instances when (a) the affected faculty member is unable or unwilling to recommend academic sanction, (b) the nature of the violation requires the recommendation of disciplinary sanction (i.e., for capital violations), and (c) when the student appeals the decision of the VPES. The VPES will not serve on the AIC, but reserves the right to appoint the chair and AIC members (in consultation with the faculty and staff).

When a student appeals, he or she is entitled to due process and a hearing with the AIC. The request for an appeal must be made in writing to the Chair of the AIC (through the VPES) on or before the (5) fifth day following the disposition of academic sanction or disciplinary sanction. The AIC shall notify the student concerned, in writing, of the date, time, and place for the hearing which shall take place within (15) fifteen class days after the date of the letter. The decision of the AIC is final.

## **How offenses are recorded**

1. If you receive an "XF" grade, it will be recorded on your transcript with your other grades and will factor into your GPA just like an "F" (i.e., 0 points).
2. Reported incidents of academic dishonesty are recorded in the VPES office and faculty members are encouraged to call (prior to recommending academic sanction) to determine whether or not you have been accused or found guilty of any previous act of cheating. It is important to note that once you have received an academic sanction for a "basic" violation, all subsequent violations are handled as "capital" (more serious) violations and may result in more severe punishment.
3. In order to protect the privacy interest of the students and the academic sanction and/or discipline process, information regarding previous acts of academic dishonesty (and the related sanctions effected) will be stored in the VPES office in a secure file.

## **How to avoid cheating and plagiarism in tests and exams**

1. Do not sit near friends.
2. Shield your answer sheet so that others cannot see it.
3. Take no notes, books or other items into a test or exam except those expressly authorized. If unsure about what is permitted, always ask.
4. Do not gaze around the room when writing a test or exam.
5. Do not communicate with any other student during a test or exam. Communicate only with the instructor or proctor.
6. Arrive on time. Hand in all papers as required.
7. If you hear of anyone obtaining information about a test or exam in advance, report it to the instructor immediately.
8. If procedures for administering or supervising tests or exams seem inadequate to you, let the instructor or other instructional leader (department chair, division director, or VPES) know what your concerns are.
9. Report to the instructor any unusual or suspicious behavior of other students writing the test or exam.
10. Keep any electronic devices (including pagers and/or cell phones) secure and away from testing area.
11. If you are using an approved electronic device (i.e., graphing calculator), be sure to check with your teacher and demonstrate that nothing has been stored in the memory. You may be asked to use the equipment of the department rather than your own personal equipment to protect fellow students from an unfair advantage.
12. Refrain from any "distracting" behavior (i.e., tapping on the desk with your pencil or similar activity) as this may be construed as sending "signals" to others.

## **In essays, reports and other assignments**

1. Know the rules, including the specific rules for the specific assignment. If you are not sure if you are allowed to work with others, check with your teacher.
2. Do not work with a fellow student on any assignment unless authorized to do so. It is called 'inappropriate collaboration' if you exceed the amount of group work expected by the professor. Make sure you clearly understand the professor's expectations for individual and group work on each assignment/project.
3. Acknowledge all assistance received, including help from friends or others in terms of proofreading, suggestions or information.

4. Do not submit work that is not entirely yours (i.e., use of another student's essay, use of a downloaded essay from the 'Net', use of an assignment purchased from a service/agency).
5. Do not cite in your bibliography any books, articles or other sources e.g., including the world wide web, which you have not used for the assignment in question.
6. Do not lend your work to other students unless you feel certain they will not use it dishonestly.
7. Keep a xeroxed copy of all assignments, essays, and reports you hand in to be graded. Keep rough copies and notes until your final grade is received. Notes and rough copies can constitute valuable evidence that your work is your own.
8. When saving electronic files, save the drafts of assignments/ papers under different versions. This maintains a record of your work as it develops to the final version and may also help you demonstrate that your work is your own.
9. If you submit an assignment by sliding it under an instructor's office door (not recommended), confirm the next day or as soon as you can that the assignment was received. Make a note of the actual time and date of submission.
10. The assignment you prepare for one course should not be used for a different course unless you receive the approval of your teacher. This is called 'duplicate submission'.
11. When in doubt about any practice, ask your instructor. Do not rely on friends, relatives or fellow students for information about what is acceptable academic practice in a particular course or discipline.
12. When material you read impresses you, be particularly careful to use your own words. Use quotation marks and cite sources whenever you use the words of another, even phrases only one or two words in length. Acknowledge all sources of information and inspiration.

### **What to do if you know or suspect someone else of cheating**

Anyone who suspects someone else of committing academic dishonesty has several choices:

- Talk about your suspicions with the other person
- Report the suspicion to the instructor/department chair/or division director
- Remain uninvolved before deciding to remain uninvolved. Consider the big picture. Who benefits most from your lack of action? The wrong-doer. If you feel a moral obligation to try to make your college a fairer and more honest place, try to find a way to get involved. Please contact an academic advisor, the VPES office, or any other college staff member for advice.

Talking to the other person: Many Temple College students hope to enter careers where peer monitoring is an important means of maintaining professional ethical standards. If you decide to talk to someone you suspect of academic dishonesty, make sure you are familiar with the academic integrity policy. Then consider the evidence you have that a dishonest act has taken place or will take place. Be clear about your own motives and goals. You may want to consult someone you trust before undertaking the difficult task of talking to someone you suspect.

Reporting a suspect: There are two ways to make such a report: (1) by giving the instructor, department chair or division director (or VPES) a tip; (2) by giving evidence. When you give a tip, you need not disclose your identity. You are merely advising the instructor, chair or director that you suspect academic dishonesty took place (or will probably take place). It is up to that person to investigate and gather evidence needed to charge the offenders. You do not become a witness. A tip can be written, phoned or given in person. Sometimes a tip will not be useful because the instructor is unable to find any evidence in support of the claims made. From the college's point of view, it is always preferable to have a witness willing to state what they have seen or heard.

If you have any questions, please contact the VPES office or website for more information. Students are expected to place all records on file with the specific offices (Admissions & Records, Student Life, Financial Aid, etc.) and to keep them up to date. Failure to do so will subject the student to disciplinary action, including suspension.

It is the responsibility of the student to read and adhere to the Academic Integrity Policy which is printed in full on pages 48-51.

### **TRANSFER OF CREDIT**

Temple College is a participating institution in the Texas Common Course Numbering System. Courses designed for transfer have a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while DRAM is the common prefix for drama/theatre courses. The four digit number following the prefix identifies specific courses within the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon successfully completing the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which the courses are generally taken. Thus, General Chemistry I -- CHEM 1411 is taken before General Chemistry II-- CHEM 1412.

Courses at TC that are developmental in nature and not designed for college credit or transfer have a O (zero) as the first digit.

Students should check the catalog under their program of study with the college they plan to transfer to for information on transferability of technical courses. Course equivalency guides for academic transfer courses are available in the Advising Center.

## TRANSFER STUDENTS

A transfer student who is not scholastically eligible to return to the college he/she last attended will not be eligible for regular admission to Temple College. For information on exceptions and special admission, contact the Director of Admissions and Records. A transfer student who was placed on probation at the college he/she last attended will be admitted on probation to Temple College and must meet the minimum standard of work during his/her first semester of enrollment in order to continue in attendance.

A transfer student whose transcript does not indicate that he/she was on probation, but whose academic record during the last semester of his/her attendance at another college did not meet the minimum standard of work at Temple College, will be admitted on probation and must meet the minimum standard of work during his/her first semester of enrollment in order to continue his/her attendance.

## ATTENDANCE

It is a common mistake for college students to assume that attendance in classes is optional – but nothing could be further from the truth. Your attendance in college is critical for the following reasons:

- For students on financial aid, the federal government requires the college to monitor your attendance in class, and – for those students who are chronically absent – the college is required to return financial aid awards to the U.S. Department of Education (See Return to Title IV information). If this occurs, you may be responsible for the repayment of all or part of your financial aid award.
- Also, because many faculty members plan learning experiences that require student participation, your absence diminishes the learning of other students (not just your own).
- Finally, attending college is considerably more than registering for classes. What you are likely to get out of your college experience is directly proportional to what you put into it. Not attending class – for any reason – tells your instructor that you are indifferent about your college education and, in many cases, can and will have a negative impact on your grade. Therefore, students are expected to be present and punctual for those classes and laboratories in which they are enrolled, as regular attendance is requisite or satisfying most course objectives. **While the faculty has the option to drop students for non-attendance, it is the student's responsibility to drop a class if he/she is unable to continue attending the class.** Students who are dropped from their only developmental course will also be dropped from other coursework.

To reinforce the importance of attendance, the Temple College faculty and administration drafted and passed a comprehensive attendance policy which outlines attendance expectations. Be advised that faculty members may elect to drop students from courses when students miss the equivalent of two weeks of classes (four absences). **It is also important to note that because the policy gives the teacher the option to drop non-attending students, it is critical that students communicate with their instructor to avoid surprises regarding their enrolled status in each class.** Also, be advised of the following: (1) Instructors do not make judgements concerning the validity of the reason for missing class; therefore, absences are not determined to be excused or unexcused; this means that (with the exception of religious holidays and college-sponsored events) all absences count against you and may result in being dropped from the class, and (2) Some programs may have an attendance policy which is more stringent due to the requirement of state or national boards.

Students representing the College in sponsored activities related to credit courses or intercollegiate athletics will not be counted absent or penalized for work missed during their absences; however, they are expected to communicate their absence with their instructors – in advance – and make arrangements for class work that may be missed or due upon return to campus. Faculty/staff sponsoring college-related activities will be responsible for notifying the faculty and the Vice President of Educational Services of planned absences (including a list of participating students and the dates that they will be absent) one instructional week prior to the event. This policy also applies to high school students taking dual credit courses who must attend ISD scheduled activities. Students who expect to be absent because of religious holy days will not be counted absent, and they will be allowed to make up their missed work if they contact the Division Director of Student and Enrollment Services and comply with the provisions of Texas Education Code 51.911 which mandates a written request in observance of religious holy days be made no later than the twelfth day of a semester.

## COURSE LOAD GUIDELINES

### Normal and Maximum

The normal course load for a student during the fall and spring semesters is five (5) four (4) “solid” courses. To make normal progress toward a degree, a student must complete four five courses per long semester or attend summer school or another long semester to make up the course deficiency.

All foreign International students authorized to attend TC must always be enrolled in a minimum of twelve (12) semester hours at Temple College during the fall and spring semesters. No foreign international student is permitted to enroll at another college while enrolled at TC without the written permission of the Director of Admissions and Records and the International Student Advisor. Under no circumstances



will a foreign international student be permitted to enroll in more than five (5) “solid” courses, inclusive of all colleges, during a long semester. The maximum course load that a student will be permitted to carry at one time is five (5) “solid” courses. Students will be permitted to carry more than five (5) courses under one of the two following conditions: (1) the student must take a sixth course to graduate at the end of the current semester, or (2) the student made a grade no lower than a “B” as a full-time student the previous long semester.

## ADDS/ DROPS

Students who have completed registration (tuition and fees paid), and wish to change their schedules (adds and drops) need to check that semester’s class schedule for the add/drop dates and times. Students are required to see an advisor before making any changes to a schedule. Students need to be aware that HB 116 states: Except as provided under rules adopted under Subsection (d), an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education, under circumstances described by Subsection (b).

W-Withdrawn-denotes a dropped course initiated by the student.

WP-Withdrawn Passing-denotes a dropped course initiated by the faculty who is passing the course at the time of the drop.

WF-Withdrawn Failing-denotes a dropped course initiated by the faculty or student who is failing the course at the time of the drop.

\*See Attendance Policy for additional information

## Withdrawals

Students who withdraw from courses (drop) prior to the official census dates will not appear on the official class rolls for the courses, nor will the courses show on their permanent records. Withdrawals after the add/ drop periods described above require the proper approvals as outlined by the Admissions and Records Office. A student must officially withdraw from a course to receive a “W” grade. A student has not officially withdrawn from a class if he/ she simply stops attending unless he/she is administratively withdrawn. It is the student’s responsibility to withdraw from classes. To withdraw from classes please see an academic advisor before the last date to withdraw.

W-Withdrawn-denotes a dropped course initiated by the student. Withdrawals after the official census dates will be handled according to the following rules:

### Fall and Spring Sixteen-Week Length Classes

After	Before	Grade
12th Class Day	End of 12th Week	W
End of 12th Week	End of Semester	No Withdrawals Allowed*

\*Students may receive “I” (Incomplete) grades in cases of medical emergencies or some other highly unusual circumstances. For summer deadlines, see the College catalog.

## OPEN COMPUTER LAB POLICIES

The open computer labs on the campus of Temple College are provided for the academic pursuits of TC’s student population. Current Microsoft Office Suite software is available in all the open computer labs and various labs will also have course-specific software programs installed on their computers. The priorities for use of the open lab computers are as follows:

1. Academic use — research, class work, etc.
2. Other educational pursuits: medical, genealogical, creative pursuits
3. Educational games
4. Personal interest

There is a two-hour time limit on the use of computers which will only be enforced if students are awaiting access to the equipment. If a computer lab is full and students need computers for academic purposes, anyone signed in for over two hours will be asked to relinquish his/her computer. If no one has been there for over two hours, the above priority list will determine who is allowed to remain at a workstation.

There may be instances where a student may be offended by the material another student is accessing. Any student so offended should notify the lab assistant of the problem. In the case of a complaint regarding objectionable material, the following steps will be taken to resolve the problem:

1. If possible and agreed to by the offended person, the offended person will be moved to another workstation.
2. If possible, the offending person will be moved to another workstation.
3. If the lab is full and no other workstation is available, the lab assistant will ask the offending person to remove the objectionable material from the screen.

Lab assistants will document and report all such incidents to the Vice President of Educational Services. If the offended student desires to file a formal complaint, he/she may do so with the Vice President of Educational Services.

Failure of any student to comply with the requests of a lab assistant or other staff member may result in disciplinary action as defined elsewhere in the Student Handbook.

## **MATH LAB**

The Math Tutoring Lab (MTL) offers tutoring for students taking math courses at Temple College. The MTL is staffed by faculty instructors as well as qualified student tutors. Students can receive tutoring in courses ranging from developmental math all the way up to Calculus. Check the mathematics department website for hours of operation or contact the MTL for more information at (254) 298-8373. The Mathematics Department offers the Computer-Aided Mathematics (CAM) Classroom. The CAM classroom is a computer-aided learning environment which specializes in gradually bringing the student up to college level performance through a series of self-paced, developmental math courses. It is powered by the successful "I Can Learn" software series and staffed by Math faculty members. See an advisor for information on how you can sign up for this course. Check the mathematics department website for hours of operation.

The Math Tutoring Lab and Computer-Aided Mathematics Lab are located on the first floor first floor of the Math and Biomedical Science building.

## **GRADUATION APPLICATION**

Students will be considered as candidates for graduation only upon completion of the Application for Graduation. Students must submit the application for graduation by the following deadline dates:

Spring Graduation	February 1
Summer Graduation	June 1
Fall Graduation	October 1

If the first of the month falls on a holiday or a weekend, the deadline date will be extended to the next business day. Students who do not submit their paperwork by these dates will be charged a \$30.00 late fee. The last day to submit a late application for graduation for a term is three four weeks before the last regular class day of the term.

Students who do not apply by the deadline dates will not be considered for graduation for that term and will need to submit an application for the next graduation date.

Students are encouraged to see Advising for a final degree check prior to enrolling for their last semester.

Caps and gowns may be purchased in the Bookstore. Announcements may also be ordered through the Bookstore.

## **TESTING REQUIREMENTS**

According to State law, students must meet the Texas Success Initiative (TSI) requirements prior to entering any Texas public institution of higher education. TSI measures the student's skills in reading, writing, and mathematics prior to enrolling in any college-level course. Students who enroll in a Level-One certificate program (42 hours or fewer) are not required to meet TSI requirements. However, if they decide to enter a Level- Two certificate program or a degree program, they become TSI liable and must take the assessment test. Transfer students will be required to meet all the Texas Success Initiative requirements. Students are responsible for providing official TSI status documentation. Temple College will honor assessment test scores on an official transcript from other colleges

## TESTING

To meet TSI requirements, students may take the THEA Test at the regularly scheduled THEA testing sites, or by computer (CAT) at designated centers around the State. Temple College offers the THEA Quick Test and the ACCUPLACER for student placement test. Information about THEA Quick Test and the ACCUPLACER (test dates, cost, etc.) will be posted on the Testing Center website. Students requiring special testing accommodations should contact the Disability Coordinator (254-298-8335) for information.

### Testing Center

The Temple College Testing Center, located on the second floor of One College Centre, is open to help students with their testing needs. These may include placement tests, course make-up exams, correspondence testing, and other individual tests. Students will be required to present a picture I.D. (student ID card) when they come to take a test. Children may not accompany parents while parents are taking testing. All tests must be completed by the Testing Center's posted closing time.

## DEVELOPMENTAL PROGRAM

Students who perform below the minimum passing standard set by the Higher Education Coordinating Board (THECB) for a tested skill area on the assessment test must participate in a developmental education program. This means that you will be required to take a series of "skill-building" classes in either math, reading, or English prior to taking college-level courses in any of these areas. Remember, while these courses do not "count" as transfer or degree credit, they can and do prepare you for college-level courses. And we do a great job at that! TC was recently named one of the top 5 community colleges in Texas for the quality of our DE programs.

## STUDENT/EMPLOYEE COMPLAINTS INVOLVING FACULTY

In the unlikely event that a TC student has a complaint they wish to convey regarding an instructor, they should begin the process by speaking directly to the faculty member involved about their concerns. For matters that are not resolved by direct communication, students are required to put their concerns in writing and take their concerns to the faculty member's immediate supervisor (the department chair). For more specific information, please refer to the Student/Employee Complaint Involving Instructor Policy on page 56.

## STUDENT AND ENROLLMENT SERVICES

Student and Enrollment Services are located in One College Centre (OCC) and the Portable Building P32. Student and Enrollment services include: Admissions and Records, Advising and Retention, Financial Aid, Testing Center, Student Support Services, Educational Assistance Center and TRIO (located south of ISC).

Our mission is to create social and academic integrity through a relationship of shared responsibilities between students and Temple College that results in successful education and career planning and encourages the pursuit of learning and life skills.

### What is the Admissions and Records Office?

The Admissions and Records (A & R) Office is responsible for tracking and verifying your academic progress through the following methods:

1. Receiving and entering applications for admissions to TC
2. Receiving and sending transcripts
3. Changing a student's contact information
4. Enrollment verification
5. Academic program changes (your major)
6. Verification of program completion for graduation

### What is the Advising and Retention Office?

The Advising and Retention Office offers services to students with regard to making decisions and promoting their success and well-being. Services include career counseling, educational planning, transfer advising, and preliminary degree audits. Educational planning includes assisting students in deciding on a college major and providing course scheduling advice. Short-term personal counseling and referral services are also available.

### Advising Requirements

Prior to registering, the following students must be advised by a College Advisor or Counselor:

- Students who have not passed the THEA, Accuplacer, or other TSI approved test
- Freshman students entering college for the first time
- Any transfer student seeking a degree or certificate registering for the first time at Temple College.

### **What is the Financial Aid Office?**

The Financial Aid Office is located on the first floor of One College Centre (OCC). Students needing help with finances for their college education need to follow the steps below.

1. Make application for all colleges and universities you are considering attending. Be sure to get the school code. (TC code is 003627) You will need to put this code on the FAFSA application.
2. Get a PIN (personal identification number) @ [www.pin.ed.gov](http://www.pin.ed.gov) (you will need an email account)
3. Collect your tax return and W2's. You will need to answer questions about your income.
4. Once you have received your PIN, via email, log on to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Complete the "Free Application for Federal Student Aid" (FAFSA) using your PIN as your electronic signature.
5. Watch for your Student Aid Report (SAR) in your email inbox. Also, at this time, your requested schools will receive an electronic copy of your SAR. If you included Temple College, the Financial Aid Office will contact you with either an award letter or a request for needed documentation to complete your file.

### **What is the Testing Center?**

The Testing Center assists students with state and local required testing, placements tests, classroom testing, course make-up exams, proctored distance learning exams, correspondence testing and other individual tests. The Testing Center is located on the second floor of One College Centre.

The Temple College Testing Center offers the following tests: THEA, ACCUPLACER, HOBET, NET, ACT, course placement (assessment test), and Credit by Examination (CLEP, DANES and TC Institutional Exams).

Students wanting to take a test in the Testing Center must bring the following forms of ID:

1. Official Photo ID
2. Additional ID without a photo

## **STUDENT SUPPORT SERVICES**

### **What are Student Support Services?**

Student Support Services provides assistance to students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experiences. Additional educational services are offered through the Educational Assistance Center and/or TRIO.

Students requiring accommodations must bring the following to the Coordinator of Student Accommodations, on the second floor of the One College Centre, Room 1474:

1. All documentation concerning reported disability
2. Documentation must be within the last 3 years

Other services include emergency loans, textbook lending library, transportation awards and tutoring in special topics.

The Student Support Services office is located on the second floor of One College Centre. Student Support Services provides assistance to students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experiences. Services provided include:

#### **• Disabilities Services**

Temple College offers support services for students with documented disabilities. Students with disabilities should register with the Office of Student Accommodations each semester in order to discuss accommodation needs. These accommodations may include, but are not limited to, interpreters, note takers, tutors, registration assistance, and testing with accommodations. Students with disabilities are urged to apply for accommodations well ahead of and no less than three weeks before the start of a term in order to be prepared and have a successful start in classes. Temple College works with the state Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students.

Students requiring accommodations must submit the appropriate diagnostic documentation of disability in order to receive services. Students must bring the documentation to the Coordinator of Student Accommodations, on the second floor of the One College Centre, Telephone: (254) 298-8335, Room 1474:

1. Official reports documenting your disability must originate with an appropriate professional in the field who is eligible to diagnose and treat the type of disability that applies to your case. The diagnostic report should be recent enough to reflect your current status. (preferably within the last 3 years)
2. Diagnostic reports should include the names of tests administered, test results, diagnosis and prognosis. Statements regarding how the disability may impact your academic performance are helpful. Special education paperwork from high school (ARD papers) without specific diagnostic reports are not sufficient.  
The Coordinator of Student Accommodations determines if the diagnostic information that you provide is sufficient.

### **What is the Educational Assistance Center?**

The Educational Assistance Center provides assistance to students and prospective students in improving basic reading, math, writing and study skills needed to do college level work. Preparation for college and allied health and nursing departmental testing are also provided. The Educational Assistance Center is located on the second floor of One College Centre.

### **Community Services**

Community service agencies work in coordination with Student Services offering assistance to qualified students. The following agencies provide tuition assistance, disabilities accommodations, and other services necessary for success of special populations.

### **Vocational Rehabilitation**

The Texas Rehabilitation Commission Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC DARS Counselor. Examples of such conditions are orthopedic disabilities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the disabled student to become employable. Applications for such services should be made at: Texas Rehabilitation Commission, Department of Assistive and Rehabilitative Services Temple District Office, 4501 South General Bruce Drive, Suite 35, Temple, Texas 76502. Office number 773-1674.

### **Social Security Administration**

Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. Student applications should be made to the Social Security District Office nearest to the student's home.

### **Workforce Investment Act (WIA)**

The Workforce Investment Act consolidates and coordinates employment training, literacy, and vocational rehabilitation programs. Through the local Workforce Center, WIA supports workforce investment activities that increase employment, job retention, earnings, and occupational skills of the workforce. If you are interested in learning more about services available under the Workforce Investment Act, contact your nearest Central Texas Workforce Center for additional information. Temple office 771-2555.

### **What is the TRIO Program?**

The TRIO program at Temple College, is a federally funded grant-based program designed to help eligible students graduate or transfer from TC and gain acceptance into a four-year college or university. Congress established TRIO Programs in 1965 to ensure equal educational opportunity for all Americans, regardless of race, ethnicity, or economic circumstance. Since that time an estimated two million students have graduated from college with the special assistance and support of our nation's TRIO programs. Temple College students may qualify for the program in several ways:

1. Neither parent has a B.A. or B.S. degree from a four-year college or university
2. The student has a disability
3. The student satisfies low-income criteria set by the federal government

#### **• Center for Educational Advancement**

The Center for Educational Advancement located in the Portable p32, south of ISC. It was established specifically for TRIO Program participants at Temple College. The Center houses the advising and counseling offices as well as the tutoring and learning lab facilities available for use by TRIO students. Information about the TRIO Program at Temple College is available at the Center via phone (254)-298-8376/8394/8375 or the Internet ([www.templejc.edu/student\\_info/TRIO/TRIO.htm](http://www.templejc.edu/student_info/TRIO/TRIO.htm))

#### **• Services Offered to TRIO Participants**

- Academic Advising/Registration for TRIO students
- Counseling for TRIO students
- Tutoring (math, writing, reading, science)
- Learning lab (computers, printers, resources)
- Study skills instruction
- Special workshops and field trips
- Students may qualify for additional financial assistance 254-298-8321



## **Hubert Dawson Library**

The purpose of the library is to provide the necessary library materials and services in support of the educational pursuits of Temple College students. These materials and services include instructional services, print and online materials for intellectual pursuits, reference material and consultation.

The library catalog, various online resources, the library hours and an e-mail address to send questions to staff are accessible from the library's web page: [www.templejc.edu/library/library/html](http://www.templejc.edu/library/library/html). Most materials may be checked out of the library with the exception of reference materials, magazines, some reserve items and certain audiovisual materials. Materials may be renewed once unless requested by another patron.

Books and journal articles not owned by the library and needed for research assignments may be requested from other libraries via interlibrary loan. Ask at the circulation desk or check the library website for more information. Another means or way to have access to materials at other college libraries is via the TexShare card. These cards enable TC students to check out materials from other participating TexShare libraries. Libraries from a variety of Texas colleges, community colleges, and universities are TexShare members. TexShare cards are available at the circulation desk or may be sent to you upon request.

## **Circulation Policies**

Most library materials may be checked out either for in-library or out-of-library use. Students are responsible for returning materials on time. Due dates are stamped on the materials that leave the library. When material is overdue for one week, a notice is sent to the student. When material becomes overdue, an initial overdue notice is sent via campus email. Approximately one week later, a second notice is mailed to the student's current address. Overdue materials except reserve materials merit a fine of 10 cents per day. Hourly reserve items accrue fines at a rate of 10 cents per hour and daily reserve items at \$1.50 per day.

Students are responsible for lost or damaged material. An item is presumed lost when it is 45 days overdue. The student will be charged the actual replacement cost of the item if still in print (or a default price of \$15 for paperbacks, \$30 for hardbacks, or the original cost of the item if it exceeds the default price) plus a non-refundable \$10 processing fee per item. A repair cost as determined by the library will be charged for damaged materials.

**Students who do not return library materials by the end of the semester on time will have a hold placed on their records, thus preventing registration at Temple College or mailing of official transcripts.**

## **Student Media Services**

Temple College Media Center provides on-campus media services for classroom needs. Services are professionally produced in a timely manner and at reasonable costs. Many services are same-day or next-day. Help with special projects is available depending on available time, and must be arranged with the Media Center personnel. The Media Center is located in the Instructional Services Center.

Telephone: (254) 298-8423 - Student Media Services

- Audio/video tape duplication (non-copyrighted materials)
- Transparencies
- Other services can be arranged through your instructor or Media personnel.

Media equipment such as laptops and data projectors used for PowerPoint presentations by students as a class requirement must be requested and reserved by the instructor of the class.

## **Arnold Student Center (ASC)**

The Arnold Student Center is a center for student activities and social life. In the ASC, students may buy books and general merchandise items at the Temple College Bookstore, grab a bite to eat and socialize or attend a meeting or special event. You can meet old friends and make new ones before, after, and between classes. There are computers for student use as well as a variety of recreational activity areas for your enjoyment. During the long semesters, the ASC is open from 7:30 a.m. to 6 p.m. Monday through Thursday and from 7:30 a.m. to noon on Friday.

## **Bookstore**

The south end of the Arnold Student Center houses the TC Bookstore. The college bookstore enables students to purchase textbooks and supplies for classroom and laboratory work. It also carries a wide assortment of gifts and apparel, including clothing with the Temple College logo that will allow you to show your school spirit. Purchases also may be made online at [www.templecollegebookstore.com](http://www.templecollegebookstore.com).

**Bookstore Hours**

Monday-Thursday  
7:45 AM - 6:00 PM

Friday 8:00 AM – Noon

The bookstore is open during some holidays and school breaks. Call for hours at (254) 298-8575.

**Textbook Buy Back Policy**

The TC Bookstore buys back textbooks all year long. However, not all textbooks can be bought back due to changes from departments, edition changes, types of and condition of books. Due to the condition of the book and change of requirements, the TC Bookstore reserves the right to determine which textbooks it will purchase. Photo ID is required for any buy back purchase of textbooks.

**Textbook Refund or Exchange Policy**

During fall and spring terms, the Temple College Bookstore will refund or exchange textbooks during the first 5 days of class with a receipt, during the first 12 days of class with a receipt and a drop slip. If purchased thereafter it will be 3 days with a receipt. During Summer terms, the refund period is the first five calendar days from first class day. Books must be in same condition as purchased. Cash register receipt is required for any refund or exchange.

**General Merchandise Refund Policy**

Non-textbook merchandise can be returned within 3 calendar days for a refund or exchange. Certain items are non-returnable. These items include study guides, outlines, exam booklets, programmed materials, hats, safety glasses, special orders, sale merchandise, and opened packages. A cash register receipt is required for any refund or exchange.

**Fitness Center**

All students and faculty/staff are encouraged to participate in fitness oriented activities. The college fitness center is equipped with treadmills, ellipticals, recumbent bikes, upright bikes, spinner bikes, rowing machine and a stepmill. The cardio area is equipped with a three TV cardio theatre system. Also available are a large selection of selectorized weight machines, free weights, a boxing station, and a floor exercise area. Showers and lockers are available. TC identification cards are required to use the facility. For information on Fitness Center hours contact the Fitness Center at (254) 298-8780.

**Emergency Care**

Students becoming ill or receiving injuries are referred to the emergency room of any local hospital or to a local physician of the student's choice. The student assumes all costs for medical treatment.

**Insurance**

The College purchases no insurance for illnesses, injuries, or accidents that students may experience. Information on insurance which may be purchased by students is available in the Office of Student and Enrollment Services and on the kiosk located on the first floor of One College Centre.

**Student ID**

Each student is required to have an identification card in his/her possession while on the campus of Temple College and must produce this ID upon request of College staff or security personnel. This identification card will be used as a Student Activity card for admission to and participation in events sponsored by the College. It will also serve as a library card to use materials in the College library. If lost, College identification cards can be replaced by paying a \$5 fee at the Cashier's Office in One College Centre and having a new card made at the Admissions and Records Office.

**Address Change**

Students whose name or address changes during any period of enrollment are to notify the Admissions and Records Office in order that the records may be updated. Submit a Change of Information form to the Admissions and Records Office. The address on file in the Admissions and Records Office is the official address for contact by Temple College employees.

**Records**

Students are expected to place all records on file with the specific offices (Admissions & Records, Student Life, Financial Aid, etc.) and to keep them up to date. Failure to do so will subject the student to disciplinary action, including suspension. Residency records must be filed by the official census date of each semester. Residency is determined by applying Texas Higher Education Coordinating Board rules to both state and in-district situations. See the Catalog for more information.

**Directory Information**

Temple College hereby designates the following categories of student information as public or “directory information.” Such information may be disclosed by the institution for any purpose, at its discretion. Directory information includes: name; address; telephone listing; photograph, date and place of birth; major field of study, dates of attendance, enrollment status (full/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) earned and date; honors and awards received; academic classification (freshman, sophomore, etc.); and most recent previous educational agency or institution attended. If a student desires to withhold directory information, written information from the student must be submitted in writing to the Admissions and Records Office prior to the first class day for the semester.

**Photos and Names**

From time to time photos are made around campus and may be used in publications, advertisements and promotional material or on the web site of the college. If a student does not want his/her photo or name released for any reason, he/she must notify in writing the College Communications Office in the Administration Building or Admissions and Records in One College Centre.

**(Student ) Cell Phone and Pager Usage**

Cell phone and pager usage must be conducted outside Temple College’s classrooms, laboratories, testing areas, and library services public areas.

**Telephones**

Office telephones are for use of College personnel only.

**Food, Drinks, Tobacco**

No eating or drinking is allowed in classrooms, labs, or other prohibited locations (i.e., library). TC does not permit smoking, chewing, or dipping in any campus building (except in designated smoking areas), in any college-leased or rented facilities, or in any college-owned or leased vehicles. A building is defined as the interior spaces of any building plus any attached, protective covering at entrances, exits, or other parts of any building.

**Alcohol, Drugs**

The possession, use, distribution, or sale of alcoholic beverages or illegal drugs or controlled substances (Art. 4476-15 or U.S.C.S. 812), except on bona fide prescription, on the campus or at any College activity is cause for disciplinary action. This is also true of a student who comes on campus or to a College activity while under the influence of any of these items. Violations will result in disciplinary action, up to and including suspension.

**Instructor’s Unplanned Absence**

In the unlikely event that an instructor is absent from class, students are required to wait for at least 10 minutes. If, after that time, the instructor has not arrived, class members may be excused for the remainder of the period without penalty. However, students are strongly encouraged to report the absence to the appropriate department chair, division director, or vice president of educational services to ensure that the reason for the absence is effectively addressed and resolved.

**Contacting TC Students**

It is not possible for TC staff to contact students on campus unless it is an extreme emergency. Staff members may explore the nature of the emergency and decide if the student can be contacted. If a student anticipates that someone may need to contact him or her on campus, the student should leave the necessary information in the Student and Enrollment Services Office. Under no circumstances is it allowed for persons to “search” for a student on campus.

**Messages**

Students will not be called from classes to answer telephone calls except in extreme emergency cases such as death in the family, sudden serious illness, or a situation in which health or safety is placed in jeopardy.

**Unattended Children and Children on Campus**

Unattended children are not allowed at any College location at any time. Children are not permitted in classes. Students with business to be transacted at a College office should supervise their children at all times. College personnel are not allowed to supervise unattended children on campus.

**Summons to Office**

At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by a call slip through an instructor, by letter, or by telephone. A student who receives a summons is expected to report in compliance with the summons and to do so in priority to other duties. Failure to heed such a summons makes a student liable to disciplinary action.

**Lost & Found**

Any item found on or near Temple College property should be turned into the Campus Police. The Campus Police office is located in the west end of the Instructional Services Center. Students attempting to claim a lost item will be expected to provide a reasonably accurate description to assure that the rightful owner receives the property.

**Selling and Solicitation**

The selling of goods or services, or taking orders for goods or services, or soliciting funds for any purpose is prohibited on campus unless proper authorization has been secured from the Vice President of Educational Services.

**Disruptive Behavior**

Disruption and violence have no place in education. It is imperative that the College provide an atmosphere conducive to learning, which enables the faculty to teach and permits students to engage in advancement of knowledge, free from external pressure, interferences, and disturbances. Sleeping in class, belligerent attitude, ignoring instructor's directions, (e.g. not participating in class group activities), talking at inappropriate times may be considered disruptive behavior and could result in the instructor's requesting the student's removal from the class roll.

Therefore, any student or non-student who creates an interruption of the normal function of the College, either in or out of the classroom, may be asked to leave the area and shall be subject to disciplinary action. Failure to comply with such a request may be reported to the Vice President of Educational Services. Failure to comply can result in an instructor's requesting that the Vice President of Educational Services remove the student from the class roll. The instructor, in a conference with the student will explain the situation and may give the student a second chance to remain in the class. If the student agrees to the conditions outlined by the instructor, a conference form detailing the conditions will be sent to the student and to the department chair. If the student violates the conditions stated on the form, the instructor can request that the Vice President of Educational Services remove the student from the class roll. Further, any conduct jeopardizing the health, safety, State, Federal or local criminal statutes or civil rights of others on campus shall be grounds for possible disciplinary action and/ or arrest by local law enforcement officers.

**Scholastic Probation**

Failure of a student who is in good standing to meet either the semester GPA standard or the cumulative GPA standard or both will cause the student to be placed on scholastic probation for the ensuing semester. If a student is on scholastic probation and satisfies either the semester GPA standard or the cumulative GPA standard but fails to meet the other, the student is continued on probation. Students on probation must see an advisor to register.

**Scholastic Suspension**

A student on scholastic probation who fails to meet both the semester and cumulative GPA standards will be suspended from the College for the ensuing fall or spring semester and any intervening summer session.

A student on scholastic suspension may apply for readmission at the beginning of any semester after he/she has been out of college for one long semester (a fall or a spring semester), but will be readmitted on scholastic probation.

A student on suspension may also apply in writing for a one time waiver to the suspension policy. A waiver may be granted only once during a student's attendance at Temple College. Applications for waivers are considered once each semester. Contact the Division Director of Student and Enrollment Services for details. Students for whom exceptions are granted are readmitted on probation.

**Compliance with Authority**

All students are expected to respect and obey properly designated positions of authority on campus. These positions include those held by faculty, administration, and staff, or any elected or appointed student officers and representatives.

**Registering Complaints**

Students who have complaints may file them in written form with the appropriate faculty member, department chair, division director, student government officer or administrator. An attempt should be made to find the person responsible for the area of concern and to discuss the problem with that individual. The College welcomes practical and constructive suggestions and criticisms.

**Hazing**

Student hazing is a violation of state law and is not permitted in any form at Temple College.

**Moral/Decency Standards**

Obscene language and activities that are offensive to modesty or decency are prohibited on the College campus.

**Presence in Unauthorized Areas**

At times parts of the College campus become "off limits" to students. When offices are closed or buildings are locked, no attempt should be made to enter such premises.

## **Weapons on Campus**

Weapons are prohibited on campus (buildings, streets, parking lots, etc.) even with a permit. Weapons possession is the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

## **STUDENT ACTIVITIES**

### **Student Activities**

A great variety of activities in which students may participate are made available during the fall and spring semesters. These include athletic events of both the intercollegiate and intramural types, theatrical productions, concerts and recitals, social events such as dances, parties and banquets, as well as many other diverse activities. The Student Life Office and the Student Affairs Committee of the Student Government are responsible for the planning of many of these events. Individual clubs and organizations, through the coordination of the Student Life Office and Student Government, also contribute to the scheduling of the activity calendar. Official approval of all such activities must be secured one week before they are held. Student participation and input into the process of programming student activities is solicited. Students with particular programming ideas and interests are encouraged to contact the Student Life Office.

### **Approval for Student Activities**

Before any student activity can be officially scheduled, a Request for Approval of Student Activity form must be completed and the necessary signatures obtained. Forms are available through the Student Life Office. All activities must be approved one week in advance.

### **Student Elections**

A standing committee of the Student Government administers and supervises all general student elections. This committee also governs the use of campaign materials.

### **Guest Speakers**

Except for full-time faculty and administrative employees of Temple College, all guest speakers presenting programs for student organizations must be approved and scheduled through the Division Director of Student and Enrollment Services Office not less than five class days in advance. The organization may be required to publicize the fact that the views expressed by the speaker are a speaker's own and not necessarily those of Temple College.

### **Student Trips**

All applications for Student Trip Approval should be submitted to the Vice President of Educational Services in duplicate at least one week prior to the date of the trip. When the Trip Approval application has been approved, one copy will be returned to the sponsor of the particular organization requesting approval. It is very important that a complete description concerning the trip, such as time, place, dates, drivers, and in the case of convention, be clearly stated in the appropriate blank. Drivers for College vehicles must be from the approved list. Contact the Chief of Campus Police regarding driver approval. Be aware that this is NOT a request to use College vehicles. Use of the College vehicles must be cleared through the office of the Director of Athletics after the trip has been approved.

### **Posters**

1. All posters from off-campus must be approved by the Director of Student Life. Off-Campus posters can only be placed on the bulletin board in the Arnold Student Center and on the bulletin board in the ISC.
2. Posters may be posted only on unpainted brick or tile surfaces. Scotch tape must be used to affix posters to walls. Please secure all four corners of the poster.
3. Signs which are placed on easels or which are so constructed as to make them freestanding may be placed in the hallways of any of the College buildings so long as they do not impede the flow of traffic.
4. Signs attached to wooden stakes may be placed along walkways or other outdoor portions of the campus so long as they do not hinder free movement of traffic and pedestrians.
5. Persons responsible for the posting of posters or signs are also responsible for removing them immediately following the event.
6. Posters will be removed if posting regulations are not followed.

### **Printed Material**

Students or student organizations may distribute printed material that pertains to their stated function. Students and student organizations will be responsible for cleaning up any litter that ensues. No material is to be placed on automobile windshields. The distributor must provide any material free of charge upon the request of any student. Temple College reserves the right to determine the time and place such distribution may occur. Specific information is available in the Office of the Vice President of Educational Services. Commercial advertising is not permitted anywhere on the campus except by those organizations sponsoring programs which have been endorsed by the College. During times of campus, local, state, and national elections, the placement of political advertising comes under the jurisdiction of the Student Government Election Committee.

## STUDENT ORGANIZATIONS

The following organizations are those which have been officially recognized by Temple College. The degree of activity varies with the interest expressed by the student body during any given year.

### Clubs

#### **Association of Respiratory Care Students (ARCS)**

This organization is designed to promote interest and awareness in Respiratory Care, to further awareness of technological advancements, and to broaden the scope of study in Respiratory Care. Its membership is restricted to those students enrolled in the TC Respiratory Care program.

#### **Association of Student Surgical Technologists (ASST)**

This organization is designed to promote interest in surgical technology and to further members' awareness of technological advancements through workshops, meetings, and visits to medical centers. Membership is restricted to those students enrolled in the Temple College Surgical Technology program.

#### **African American Students Association (AASA)**

Organized in 1975, this organization sponsors programs and educational activities of Black-American culture to enhance the overall race relations program at Temple College. Membership is open to all Temple College students interested in Black-American Culture.

#### **Criminal Justice Club**

The purpose of the Criminal Justice Club is to give students with similar goals the opportunity to join together for social and professional functions. Joining together with law enforcement agencies in the community gives students a better understanding of the complex problems facing law enforcement today. Students wishing to become members must be enrolled in Temple College, either taking courses or majoring in Criminal Justice.

#### **Delta Epsilon Chi**

Delta Epsilon Chi is open to any Temple College student interested in management, marketing, and distribution. It lists among its purposes the further development in education of programs in management, marketing, and distribution, as well as the promotion of understanding and appreciation for the responsibilities of citizenship in the free competitive enterprise system.

#### **Society of Latin-American Culture (SOLAC)**

The purpose of this club is to cultivate a better understanding of the Latin-American culture and its relation toward the students and the community, to perform services related to the College and the community, to promote more interest in Spanish, and to encourage Latin-Americans to continue their education. Membership is open to all students officially enrolled at Temple College and those specifically interested in the Latin-American culture.

#### **Associate Degree Nursing Student Organization (ADNSO)**

Membership is restricted to students currently enrolled in the Associate Degree Nursing Program.

#### **Association of Student Vocational Nurses (ASVN)**

Membership is restricted to students currently enrolled in the Vocational Nursing Program. The purpose of both organizations is to promote understanding of the nursing fields and related areas and to further the members' awareness in technological advancements through workshops, meetings, and visits to medical centers and nursing seminars.

#### **Student American Dental Hygienists Association (SADHA)**

The purpose of this organization is to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public. This organization is open to students who are enrolled in the Dental Hygiene program.

#### **Temple College Democrats**

The purpose of this club is to support and promote ideas of the National Democratic Party, recognizing the humanitarian concern for the equal rights and opportunities of all people as a primary concern of government. This club is open to any Democrat student of Temple College.

### Honor Societies

#### **Phi Theta Kappa**

This international junior college honorary scholastic society granted Lambda Theta, the local chapter, a charter on November 17, 1960. To



be eligible for membership, a student must have completed twelve semester hours leading to a degree conferred by the College and rank academically within the upper ten percent of the student body. Members are selected on the basis of character, citizenship, and scholarship.

### **Psi Beta**

This national honor society in psychology for community colleges is designed to stimulate, encourage, and recognize scholarship and interest in psychology. To be eligible for membership, a student must have completed one course of psychology with a "B" or better and have an overall GPA of 3.0.

### **Religious Organizations**

#### **Baptist Student Ministries (BSM)**

Organized in January of 1964, the BSM was the first religious organization affiliated with the College. The purpose of this group is to provide weekly programs of worship, inspiration, and study that will be in keeping with Christian living. BSM is a Christian student organization open to all students regardless of their denominational affiliation.

### **Student Affairs Organizations**

#### **Student Government Association**

Organized as the College Council in 1950, the present Student Government Association has evolved through several constitutional revisions since its inception. Membership is made up of the elected officers, five freshman representatives and five sophomore representatives, and an elected representative from each officially recognized campus organization. The objectives of the Student Government Association are to assist in the development of the student body, coordinate student activities, seek an understanding of and a solution to student problems, to serve as the coordinating body of the social/service organizations, and to provide student input into the administration of Temple College.

## **SAFETY AND EMERGENCY INFORMATION**

### **Campus Police**

The Campus Police Offices are located in the West Instructional Services Center. To contact Campus Police by phone, dial (254) 298-8291. Officers are on duty or on-call 24-7.

### **Emergency Plan**

It is the policy of Temple College that all crime and other emergencies be immediately reported to the Campus Police. In the case of crime, fire, or medical emergency, everyone is encouraged to contact the police, fire department, or medical assistance directly if desired or necessary. These services are reached by dialing "911." A call to any administrator or the switchboard operator who contacts the Campus Police Office will constitute notification to the administration. An administrator who knows of any incident of crime, accident, or emergency is to make sure the information gets to the Campus Police Office.

During the times when classes are in session and on Fridays, the buildings are open with classrooms and commons areas being unlocked. Certain offices, labs, etc. are unlocked only during the time they are occupied. When the buildings are closed, a Campus Police Officer will patrol the campus, check to assure doors are locked and keep unauthorized persons off the campus. Adequate security is provided at athletic events.

The campus police have the authority to confront, identify, retain, and control the actions of persons on the campus whom they feel might be in violation of the law or campus regulation. The relationship and cooperation between the Campus Police Office and the Temple Police Department is excellent. The possession, use, distribution, or sale of alcoholic beverages or illegal drugs or controlled substances, except on bona fide prescription, on the campus or at any College activity is prohibited. Firearms, explosives, and other weapons are not permitted on the campus. Temple College has an educational program for all employees and students on the dangers of drug abuse. The College also offers assistance to employees and students in overcoming drug abuse.

Temple College uses various means to inform students and employees about campus security procedures and practices and encourages students and employees to be responsible for their own security and the security of others. Information is disseminated through the Personnel Handbook, the Student Handbook, TC Campus Police brochure, as well as the Family and Student Orientation and Information Session.

### **Security---Student Vehicles**

Temple College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus; however, every effort will be made by Temple College to protect all vehicles and property.

- All thefts, accidents, and offenses that occur on campus should be reported to the Campus Police Office.
- A record of serial numbers of valuables should be kept. Mark auto accessories so that they may be identified. Write name and

- address in all personal textbooks.
- Keys and valuables should not be left in the car.
- Always lock your car.

### **Destruction of Property**

Students who damage or destroy property belonging to the College or other individuals will be responsible for the damage. Willful destruction of property will subject the violator to criminal penalty. Tampering with fire protection equipment or other security devices may result in a fine.

## **FINANCIAL INFORMATION**

### **Financial Obligations**

Students are expected to meet all their financial obligations to the College. Students who do not satisfy institutional charges will be subject to disciplinary action (e.g., withholding of academic transcripts and other records, barred from registration for subsequent semesters, suspension, etc). It is the policy of the institution to withhold academic transcripts for students who have been reported to the institution as being in default on a student loan.

### **Bad Checks**

Any student who gives an insufficient check to the College or any of its auxiliary enterprises may be subject to disciplinary action and/or legal action and the maximum fee allowed by law. Disciplinary action can include, but is not limited to, exclusion from class, placing a hold on records, and revoking check-writing privileges.

### **Refunds**

To be eligible for a refund a student must officially withdraw or reduce their semester credit hour load. No refund will be made after August 31 of the fiscal year of withdrawal. Students who officially withdraw from all courses may obtain refunds of their tuition and mandatory fees on the following schedule (refunds are based on amounts collected or due on the official reporting date):

#### Fall and Spring Sixteen-Week Length Classes

During Add/Drop Period (Prior to first day of class and first four days of term)	100%
From the fifth through the fifteenth class day	70%
From the sixteenth through the twentieth class day	25%
After the twentieth class day	NONE

#### Six-Week Summer Semesters

During Add/Drop Period (Prior to first day of class and first two days of term)	100%
From the third through the fifth class day	70%
From the sixth through the seventh class day	25%
After the seventh class day	NONE

#### Flex Entry & Non-Semester-Length Courses

Prior to the first day of class 100%

After class begins, see below:

Length of class term in weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

### **Student Employment On-Campus**

A limited number of part-time jobs will be available on the College campus for those who need to work in order to help pay for their college education. Students will be assigned to such jobs as typists, file clerks, office assistants, community services, teacher assistants, pianists, models, lifeguards, technicians, library and laboratory assistants, grounds and building keepers, etc. Preference in employment is given to students reflecting financial need. Any student seeking campus employment should apply to the Director of Financial Aid as early as possible.

## **PARKING AND TRAFFIC**

### **Student Parking Permits**

It is the responsibility of each student to obtain a student vehicle parking permit for each vehicle that he/she intends to operate on campus or to have operated on his/her behalf on campus. These permits are available at the time of registration and subsequently are available at the Cashier's Office in One College Centre. In order to obtain a student vehicle parking permit, the student must supply the vehicle's make, model, year, color, and license plate number.

### **Display Parking Permit**

In order to be honored, a permit must be properly displayed on the vehicle to which it is registered or by the student to whom it was issued. On automobiles and trucks, the permit must be displayed on the back glass of the automobile driver's side on the bottom. On motorcycles, the permit must be displayed on the rear fender (affixed with adhesive). Permits that are not displayed in the proper location will not be honored. Any exceptions must be approved, in advance, by the Campus Police Office.

### **Special Restrictions on Permits**

On special occasions and in emergencies, parking restrictions may be imposed by police officers or designated College employees. If conditions warrant, they may also waive restrictions that normally apply.

### **Service Charges on Parking**

There is a \$10.00 service charge for each parking or traffic violation except handicapped and staff parking spaces. The service charge will be \$15.00. Service charges must be paid at the Cashiers Office in OCC. A service charge is an obligation to the College; students with unpaid service charges will not be issued transcripts and will not be granted further registration.

### **Traffic Violations Policy**

Any of the following, taking place anywhere on the property of Temple College at any time, will constitute a traffic violation:

1. Driving without a valid driver's license;
2. Exceeding fifteen (15) miles per hour;
3. Failure to come to a complete stop at a stop sign;
4. Driving the wrong way on a one-way street;
5. Driving on a sidewalk or lawn;
6. Failure to yield to pedestrians;
7. Moving vehicle without owner's permission;
8. Any violation of Texas Motor Vehicle Laws.

### **Parking Violations**

Any of the following, taking place anywhere on the property of Temple College at any time, will constitute a Parking Violation:

1. Parking in any area not designated as a parking space;
2. Failure to possess and properly display a valid TC parking permit;
3. Failure to affix permit in the proper manner or location;
4. Parallel (street) parking against the flow of traffic;
5. Failure to remain within the lines of a marked parking space;
6. Parking in a Reserved or Staff space;
7. Parking in a Handicap space (unless vehicle displays a state Handicap Permit or license plate);
8. Parking in a Visitor space (a student is NEVER a Visitor, regardless of the particular reason for being on campus);
9. Parking contrary to indicated traffic flow in lots with angled parking spaces.

### **Parking Appeals**

If you feel that a Traffic or Parking Violation Notice was issued to you unjustly or if you feel that the circumstances were so compelling as to not warrant the violation, you may appeal the Violation Notice. To appeal, contact the Student Life and Community Outreach Office within five (5) business days after the violation was issued. If the Student Life and Community Outreach Office is unable to arrange matters to your satisfaction, inform them that you wish to appeal to the Ticket Appeals Committee. Once a ticket has been sent to committee, a decision will be made whether the student shows up for the hearing or not. A student can only bring a particular violation to the committee once. The Committee is the final authority with regard to ticket appeals.

**Towing Policy**

The College reserves the right to impound, or to have impounded, any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of College parking and traffic regulations. The vehicle owner will be responsible for all costs involved in removing, impounding, and storing such vehicles.

# COLLEGE POLICIES AND PROCEDURES

## General Statement

Through enrollment at Temple College, the student signifies that he/she recognizes the authority of the College in governing his/her actions in relation to the College, and he/she automatically agrees to abide by any regulation concerning students and/or student organizations set up by the College or its representatives.

## ACADEMIC INTEGRITY POLICY

### Summary

This document defines the principles of Academic Integrity as detailed in the values statement below. It contains, by reference, the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards academic integrity within the College.

### Purposes

Upon the recommendation of the faculty, Temple College adopts the following values statement, "Academic Integrity is a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Specifically, these values are defined as follows:

- An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- An academic community of integrity upholds personal responsibility and depends upon action in the face of wrongdoing.

## Honor Code

On all course work, assignments, or examinations undertaken by students at Temple College, the following pledge is implied by virtue of admission:

On my honor as a student, I have neither given nor received unauthorized aid on this assignment.

Violations of the academic integrity are purposefully divided into two distinct categories: (1) Basic violations (which result in academic sanctions) and (2) Capital violations (which result in academic sanctions and/or disciplinary action). **Basic violations of academic integrity** shall include, but are not limited to:

- Consultation of textbooks, library materials, or notes in examination, or electronic sources where such materials are not to be used during the test;
- Use of "crib sheets" or other hidden notes in such an examination;
- Looking at another student's test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate contraband supply of questions or answers for any assignment or examination;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor's prior consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person's intellectual work and using it as one's own
- Use of any unauthorized electronic device.

## Related Academic Sanctions

As the primary arbiters of academic integrity, individual faculty members may address incidents of academic misconduct on a "case by case" basis (see process). Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;

- O/F on the assignment/quiz/examination (with the possibility of makeup);
- O/F on the assignment/quiz/examination (with no possibility of makeup);
- O/F in the course (no prohibition of future enrollment);
- O/F in the course (prohibition of future enrollment);
- Designation of “XF” grade (with or without prohibition of future enrollment); and/or
- Recommendation for administrative academic sanction(s).

### **“Capital” Violations of Academic Integrity**

Violations of academic integrity which occur in the context of other violations (which may or may not be subject to disciplinary or criminal charges) are considered “capital” offenses against academic integrity. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Committing an act of academic dishonesty in collaboration with another;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test;
- Gaining unauthorized access into a building or office or electronic media for the purpose of obtaining any course related information or examination; and/or
- Repeated acts of basic violations of academic integrity.

### **Related Academic Sanctions**

Upon the recommendation of the faculty and/or discipline committee, the College may effect such academic sanctions and/or disciplinary action as deemed appropriate including but not limited to:

- Verbal warning/No grade related action
- O/F on the assignment/quiz/exam (with or without possibility of makeup)
- O/F in the course (with or without prohibition of future enrollment)
- Designation of the “XF” grade
- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

### **Due Process**

As an academic matter, basic violations of the academic integrity policy result in academic sanctions applied by the respective faculty member. However, students shall receive due process prior to disposition of sanction or disciplinary action, as follows:

- (1) Notification of the allegation(s) and possible sanctions,
- (2) Notification as to how their alleged actions violated college policy,
- (3) Opportunity to meet with the faculty member (for basic violations) or Academic Integrity Committee (for capital violations) and hear the evidence to be applied as justification for academic sanctions and/or disciplinary action,
- (4) Notification as to the recommendation to be made by the faculty member and/or Academic Integrity Committee, and
- (5) Opportunity to appeal the application of academic sanction and/or disciplinary action (as outlined above).

### **Related Information**

The Academic Integrity Committee (AIC) will serve as an advisory committee to the Vice President of Educational Services (VPES) called to serve in those instances when (a) the affected faculty member is unable or unwilling to recommend academic sanction, (b) the nature of the violation requires the recommendation of disciplinary sanction (i.e., for capital violations), and (c) when the student appeals the decision of the VPES. The VPES will not serve on the AIC, but reserves the right to appoint the chair and AIC members (in consultation with the faculty and staff).

When a student appeals, he or she is entitled to due process and a hearing with the AIC. The request for an appeal must be made in writing to the Chair of the AIC (through the VPES) on or before the (5) fifth business day following the disposition of academic sanction or disciplinary sanction. The AIC shall notify the student concerned, in writing, of the date, time, and place for the hearing which shall take

place within (15) fifteen class days after the date of the letter. The decision of the AIC is final.

## **Guidelines**

### **Faculty Rights**

As an academic matter, faculty retain all rights of grade assignment and related academic sanctions. Course grades assigned (including the "XF") may not be altered without the consent of the originating faculty member.

### **Faculty Responsibilities**

Faculty members retain the right to address those instances of academic dishonesty which they may deem to be less serious using their own professional discretion as may be appropriate; however, the adjudication of either basic or capital violations must be guided by the parameters of this policy following all stated processes when deliberating and recommending academic sanctions and/or disciplinary action.

Violations of the policy which are not resolved informally shall be reported to the department chair and, upon resolution or recommendation of academic sanction or disciplinary action, results shall be briefly documented and reported to the VPES through the Division Director. Notification, as described herein, shall not be construed to indicate that faculty members are in any way restrained from applying the academic sanction they deem appropriate.

### **Process**

When a faculty member believes that there is sufficient reasonable evidence to demonstrate that a student may have violated the college's integrity policy, he/she will:

1. Discuss the incident with the student, (in the presence of the department chair if either the faculty member or student so desires);
2. Review the college's academic integrity policy, explaining to the student how the alleged behavior has violated the policy and the possible penalties that may be the outcome;
3. Offer the student the opportunity to provide explanation relevant to the allegation of academic misconduct;
4. Advise the student of the academic sanction and/or recommendation for disciplinary action (if any) to be rendered within a reasonable time (if not immediately); and
5. Inform the student of their his/her appeal rights (department chair, division director, and VPES). The decision of the Academic Integrity Committee is final.

NOTE: Capital violations must be referred to the VPES for adjudication by the Academic Integrity Committee when the recommended academic sanction and/or Disciplinary action exceeds an "XF".

If the faculty member determines that academic misconduct has not occurred, no report or documentation is necessary. However, if the faculty member determines that a violation of the academic integrity policy has occurred, he shall:

1. Impose an academic sanction and/or recommendation for disciplinary action (as described above);
2. Retain evidence of the integrity violation (if any); and
3. Prepare and forward a (confidential) academic integrity violation report indicating the determination reached and the sanction(s) imposed.

## **DISCIPLINARY PROCEEDINGS AND GRIEVANCE PROCEDURES**

### **Cause for Disciplinary Proceedings**

Any action by one or more individuals, whether students or non-students, that interferes with the orderly operation of the College or violates College rules/policies will be the cause of disciplinary action and/or possible arrest by authorized peace officers.

A student convicted by civil authorities for any crime committed on the Temple College campus shall be subject to automatic suspension from the College. All student rights and privileges are revoked at the point of suspension.

### **College Discipline Committee**

The College Discipline Committee is convened to dispose of matters relating to student disciplinary cases deemed serious enough by the Vice President of Educational Services to require a consensus regarding the action to be taken. The College Discipline Committee is also the means through which a student may appeal a decision made by the Vice President of Educational Services. The student must submit written notice of appeal to the Vice President of Educational Services within ten working days of the disciplinary settlement. The composition of the Committee is as follows:

Vice President of Educational Services, Chairperson

Four faculty members or administrators, usually including the Vice President of Educational Services

One male student-at-large



One female student-at-large

The Committee meets only on call of the Chairperson.

At the hearing before the College Disciplinary Committee, the student shall be given an opportunity to be heard in defense of the charges against him/her, and will be able to present such other evidence or witnesses as the student feels necessary. Likewise, the College may present similar witnesses and testimony to support the charges pending against the accused student. An accused student whose case is brought before the College Discipline Committee is entitled to certain fundamental rights which include:

1. Written presentation of charges and written notice of hearing.
2. A list of witnesses.
3. Opportunity to review the nature of the evidence.
4. Opportunity to exercise his/her right to be represented, by a counsel of his/her choosing.
5. To ask questions of witnesses.
6. To have a copy of a recording of the hearing.

The College Discipline Committee need not hold such hearings in public if, in the judgement of the Chairperson, an open hearing would be detrimental to the student or disruptive to the operation of the College.

Decisions may be appealed to the President of the College. The final appeal may be made to the Board of Trustees. Written notice of appeal must be filed with the Vice President of Educational Services within ten business days.

### **Discipline Committee Hearings**

The hearing is informal and the Chairperson shall provide reasonable opportunities for witnesses to be heard. Legal rules of evidence do not apply to hearings before the College Discipline Committee. The committee may admit evidence that is considered commonly accepted by reasonable men in the conduct of their affairs. Committee members may freely question any witness.

The Committee shall proceed generally as follows during the hearing:

1. Vice President of Educational Services reads the complaint and reviews the student's rights.
2. Vice President of Educational Services presents the College's case.
3. Student presents his/her defense.
4. Vice President of Educational Services and the student present rebuttal evidence and arguments.
5. Each side summarizes its case.
6. The Committee will discuss and vote on the issue of whether or not there has been a violation of College rules and regulations. If the Committee determines there has been an infraction of College policies, the Committee will determine an appropriate penalty. All members of the College Discipline Committee shall have an equal opportunity to vote in all matters brought before the Committee. Each vote shall have equal value; a simple majority will determine the outcome of all matters voted upon. Deliberation and voting are conducted in closed session with only committee members present.
7. Vice President of Educational Services informs the student of the decision of the Committee and of the penalty, if any. If a student fails to comply with a notice of hearing, the Vice President of Educational Services may impose an appropriate penalty or proceed with the hearing in the student's absence.

### **Disciplinary Penalties**

The Vice President of Educational Services and/or the College Discipline Committee may impose one or more of the following penalties for a violation of College rules and regulations:

1. Reprimand—  
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—  
This indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Withholding of transcript or degree—  
This penalty is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
4. Assignment of failing grade—  
Assignment of a failing grade may be imposed on a student found guilty of scholastic dishonesty.
5. Restitution—  
Restitution is reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
6. Suspension of rights and privileges—  
Suspension of rights and/or privileges is an elastic penalty which may impose limitations or restrictions to fit the particular case.
7. Denial of degree—  
Denial of degree may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

8. Suspension from the College—  
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
9. Not Eligible for Re-Admission—  
This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
10. Expulsion from the College—  
Expulsion is permanent severance from the College.
11. Referral to Authorities-  
Provide authorities with information.

### **Operational Procedure-Discipline Policy**

Any alleged violation of College rules and regulations should be brought to the attention of the Vice President of Educational Services, who will make an investigation into the matter. The investigation shall include a discussion or an attempt to discuss the case with the student. Upon completion of the investigation, the Vice President of Educational Services will determine the course of action to be followed. The options include:

1. Dismiss the allegation as unfounded.
2. Disciplinary settlement with the accused without any further deliberation.
3. Consultation with additional administrators/faculty before determining disciplinary settlement with the accused student.
4. Referral of complaint to the College Discipline Committee for their its determination of the innocence or guilt of the accused student and their recommendation for punitive measures, if found guilty.

### **Grievance Procedure**

Purpose and Scope: These procedures are established for two purposes:

1. To provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination on the basis of gender, disability, race, color, age, religion, national origin or veteran status. (Type I Grievance)
2. To provide individual students the opportunity to be heard in grievances involving alleged errors in the interpretation interpretation, application or lack of application (or lack of ) of stated policy or violations of stated policy. (Type II grievances)

All other grievances will be handled through regular administrative and organizational channels or in accordance with other formal policies (See Academic Appeals in Student Handbook and Calendar).

Interpretation of Coverage. Where a dispute exists concerning the application of these procedures, the President of the College will make final judgment on the question.

#### **Eligibility:**

**Type I Grievances:** Any student believing that he/she has been discriminated against unlawfully based on gender, disability, race, color, age, religion, national origin, or veteran status through the action of an employee, a supervisor, or other person acting for the Institution may bring a grievance under these procedures.

**Type II Grievances:** A student believing that an error has occurred in the interpretation or application of stated policy or that a violation of stated policy has occurred may bring a grievance under these procedures.

These procedures are not intended to change or to establish new policy. They are only to establish whether or not an error has occurred, and if so, what might constitute appropriate redress for the aggrieved.

### **Procedure**

#### **Informal Procedure**

1. Prior to filing a written grievance, the student (grievant) may first wish to attempt to resolve his/her grievance by discussing the matter with the person (respondent) alleged to be responsible for the discrimination or error. This discussion shall occur within 20 business days of the alleged grievance (day here and elsewhere in these procedures means business days excluding Saturdays, Sundays, and holidays definition: "business days" refers to days the college administrative offices are official open).
2. If the grievance is not resolved at this level, the grievant must submit a formal grievance in writing to the respondent's

Department Chair for in order to initiate the grievance process to continue. False and/or malicious allegations made by the grievant may result in disciplinary action against the grievant.

## **Formal Procedure**

### **I. Grievance Filing**

- A. Grievances shall be filed in writing with the appropriate Department Chair within business 10 days of the attempted resolution of the grievance with the respondent. The written grievance shall provide the following information:
  1. Name(s) and address(es) of the grievant;
  2. Nature and date of the alleged violation;
  3. Name(s) of the person(s) responsible for the alleged violation (where known);
  4. Requested relief or corrective action (redress). (The grievant has the option of not specifying this information); and
  5. Other background information the grievant believes to be relevant, e.g., names of others affected by the alleged violation or error.

### **II. Initial Processing of Grievances**

- A. Notification of Respondent: Within 5 business days of the filing of a written grievance, the Department Chair shall notify the respondent of the grievance and of his/her responsibility for submission of a written reply to the grievance. Respondent will have 5 business days after receipt of the grievance notification or return date of certified letter to Temple College to reply. While the respondent is to be informed of the actual grievance or grievances being filed, the respondent is not allowed access to the grievant's official written statement prior to submission of his/her own initial written account of the facts surrounding the grievance.
- B. Respondent Grievance Answer: The respondent's answer shall be as follows:
  1. Confirm or deny each fact alleged in the grievance;
  2. Indicate the extent to which the grievance has merit; and
  3. Indicate acceptance or rejection of the corrective action sought by the grievant, or outline an alternative corrective action.
- C. Department Chair's Determination and Ruling
  1. After receiving reply from respondent, Department Chair will within 5 business days issue a written decision either affirming or denying the grievance to the grievant and the respondent;
  2. The grievant can either accept the decision or appeal to the next level of the grievance process. If the grievant does not accept the written decision of the Department Chair, the grievant can appeal the grievance in writing to the next level of the grievance process. The grievant will have 5 business days after receipt of the decision or return date of certified letter to Temple College to appeal the Chair's decision;
  3. If no appeal has been received within 5 business days after issuance of the Department Chair's decision, the Division Director shall issue a notice of non-response to the grievant, respondent, Vice President of Educational Services if grievance is at the Division Director Level and the President of the College and the grievance will be recorded as closed.
  4. If an appeal is received within 5 business days after issuance of the Department Chair's decision, the Division Director or Vice President of Educational Services will initiate the hearing panel process and conduct a hearing within 10 business days after receipt of the grievance appeal.

### **III. Processing of Grievance at the Levels**

- A. Conducting the Hearing
  1. A hearing panel will convene within 10 business days of receipt of the appeal. The hearing panel will consist of the Division Director or Vice President of Educational Services, who will serve as the chair of the panel and will be a non voting member, one student (the president of the Student Government, if available), and three faculty members selected at random from the faculty, excluding the respondent's discipline.
  2. Copies of any written materials sent to the hearing panel chair should also be sent to the grievant, the respondent, Vice President of Educational Services, and the President of the College.
  3. Persons present at the hearing shall include
    - the grievant,
    - the respondent,
    - any individual(s) requested by either party to provide information relevant to the grievance,
    - the hearing panel.

4. Hearings shall not be open to the public unless requested by the grievant.

#### B. Hearing Procedures

1. Equal time will be allocated to each party for the presentation of information. Time used for questions and answers asked by the hearing panel is not charged to the grievant or the respondent.
2. Both the grievant and the respondent shall have the right to present witnesses and ask questions of these witnesses. The time so used is to be counted as part of their allocated time.
3. The hearing panel chair shall appoint a timekeeper and recorder.

#### C. Grievance Decisions

10 days after the receipt of the appeal by the grievant.

1. Within 5 business days after the hearing, the chair of the panel shall issue a written decision which includes:
  - a. A statement regarding the validity of the grievance allocation;
  - b. Specification of any corrective action to be taken; and
  - c. The specific reasons for the decision.
2. Copies of the decision shall be sent to the grievant, the respondent, Division Director, Vice President of Educational Services, and the President of the College.

#### D. Acceptance or Rejection of a Hearing Decision

1. If the grievant rejects the hearing decision, he/she shall within 10 business days of the receipt of the decision or return date of certified letter to Temple College notify the hearing panel chair of his/her intent to appeal the grievance to the next level. The grievant must submit a formal letter of appeal of the hearing decision in writing to the President of the College with copies being sent, by the grievant, to the hearing Panel Chair.
2. If no such notification is received by the Hearing Officer within this time period, any corrective action specified in the decision shall be taken, and the grievance will be recorded as closed by the hearing panel chair and notice will be sent to grievant, respondent, Division Director, Vice President of Educational Services, and the President of the College.

#### E. Final Appeals Procedure

1. The President is the final institutional authority on grievances.
2. The President must issue a decision within 10 business days after the receipt of the appeal by the grievant.
3. No new information may be introduced unless the parties can show cause as to why it was not introduced at the hearing.

#### F. Time Extensions

1. Any time limits set by this procedure may be extended by mutual consent of the grievant and the respondent.
2. In the event any of the days falls on a College holiday, the extension will be the same number of days as the holiday.

#### G. Other Courses of Action

1. If this is a discrimination complaint, the defendant may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Education [1200 Main Tower, Suite 2260, Dallas, TX 75202] at the same time, during, or after use of this grievance procedure. Such complaints must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Adopted Fall 1999  
Revised Summer 2000

### **Policy for Student/Employee Complaints Involving Faculty**

(Note: This policy is to be used for any complaint that does not fall within the Type I or Type II grievance definitions outlined under the Grievance Procedure section of this handbook. For sexual harassment issues, please see the Sexual Harassment Policy in the Temple College Personnel Handbook).

This policy must be adhered to regarding time issues. Every effort should be made to resolve this issue.

Note: Working Business day is defined as any day the college is officially open.

#### STEP 1:

The student/college employee (complainant) must first discuss any complaints, i.e., issues, concerns, or academic appeal with the respective faculty member within 30 working business days of the occurrence.

**STEP 2:**

If the complaint is not resolved in Step I, a written statement with documentation describing the complaint must be presented to the supervisor and the faculty member within 5 business days following the discussion with the respective faculty member.

**STEP 3:**

An all-inclusive conference composed of the student/college employee, faculty member and faculty member's supervisor shall be called by the supervisor within 5 business days following receipt of the written statement. This conference shall be convened as an attempt to resolve the complaint.

**STEP 4:**

A written record of the conference with the decision made by the supervisor shall be provided to all parties involved within 5 business days following the conference in Step 2.

**STEP 5:**

If the complainant or faculty member does not accept the decision in Step 4, he/she must submit to the next level supervisor a written Statement with a copy of all documentation regarding this complaint within 5 business days following receipt of the decision in Step 4.

**STEP 6:**

The next level supervisor shall schedule an all-inclusive conference (complainant, faculty member, and supervisors). This conference should be completed within 5 business days after the supervisor receives the written complaint in Step 5.

**STEP 7:**

The supervisor shall provide a written record of the conference and the decision to all parties involved within 5 business days following the conference in Step 6.

**STEP 8:**

If the complainant or faculty member still does not accept the decision, he/she must submit to the final authority, the Vice President of Educational Services, a written statement with a copy of all documentation regarding this complaint within 5 business days following receipt of the decision in Step 7.

**STEP 9:**

The Vice President of Educational Services shall schedule an all-inclusive conference (complainant, faculty member, and supervisors) within 5 business days following receipt of the written statement in Step 8.

**STEP 10:**

The Vice President of Educational Services will provide a written record of the conference with the decision to all parties involved within 5 business days. (If the final complaint is filed against the Vice President of Educational Services, the President of the College will assume the duties of the Vice President of Educational Services beginning with Step 8).

**Note:**

In the event there are complaints involving administrative personnel who are also teaching a class, this policy will follow the same procedure, except omission of the respective administration level. Any individual teaching a class, regardless of position on the chain of command, will fall under the supervision of the department chair of the subject being taught.

**PRIVACY INFORMATION**

**Institutional Policy for Compliance with the Family Educational Rights and Privacy Act of 1974**

**Annual Notice to Students**

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 calendar days of the day Temple College receives a request for access. Students should submit to the Director of Admissions and Records, Vice President of Educational Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Temple College to amend a record that they believe is inaccurate. They should write the College official responsible for the record,

clearly identify the part of the record they want changed, and specify why it is inaccurate. If Temple College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in 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 College 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 College has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Temple College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Temple College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW.  
 Washington, DC 20202-5901

**Education Records--Types, Locations, and Custodians**

The following is a list of the types of records that Temple College maintains, their locations, and their custodians:

Type	Admission Records
Location	Admissions and Records Office Temple College Temple, TX 76504
Custodian	Director of Admissions & Records
Type	Cumulative Academic Records
Location	Admissions and Records Office
Custodian	Director of Admissions & Records
Type	Financial Aid
Location	Financial Aid Office Temple College Temple, TX 76504
Custodian	Director of Financial Aid
Type	Disciplinary Records
Location	Vice President of Educational Services Temple College Temple, TX 76504
Custodian	Vice President of Educational Services
Type	Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)
Location	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review
Custodian	The College staff person who maintains such occasional system records

**Disclosure of Education Records**

Temple College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.



2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the following: The Comptroller General of the U.S., The Attorney General of the U.S., The Secretary, and state and local educational authorities.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To third parties when the information requested has been designated as "directory information."
11. To an alleged victim of any crime of violence or a non-forcible sex offense as a result of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution with respect to that alleged crime or offense.

### **Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate Temple College staff person a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

The record custodian or an appropriate Temple College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 calendar days or less from the receipt of the request by the student.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

### **Record of Requests for Disclosure**

Temple College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible students upon the student's signed release form.

### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of his/her privacy or other rights. Following are the procedures for the correction of records:

1. A student must request in writing the form from the records custodian at Temple College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his or her privacy or others rights.
2. Temple College may or may not comply with the request. If it decides not to comply, Temple College will notify the student of the decision and advise him/her of his/her rights to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Temple College will arrange for a hearing and notify the student, in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer, who may be an official of the institution. The student shall be afforded a full and fair opportunity of present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.
5. Temple College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.
6. If Temple College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Temple College discloses the contested portion of the record, it must also disclose the statement.
8. If Temple College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing that the record has been amended.

### **Refusal to Provide Copies**

Temple College reserves the right to deny transcripts to students who have unpaid financial obligation to the college.



### **Right of Temple College to Refuse Access**

Temple College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Temple College if that application was denied.
4. Those records which are excluded from the FERPA
5. Definition of education records.

### **Financial Aid**

Students must have a high school diploma, GED, or demonstrate by exam ability to benefit to be eligible for federal financial aid.

#### **Financial Aid Deadlines**

Applications files COMPLETE by these dates will be processed prior to registration payment deadlines:

Fall Semester -	June 1st
Spring Semester -	November 1st
Summer Semester -	April 1st

Applications are processed on a first-come, first-served basis. Applicants are eligible for the funds AVAILABLE AT THE TIME THEIR APPLICATION FILES ARE COMPLETED AND ADMISSION TO THE COLLEGE IS CONFIRMED. Late applicants should make arrangements to pay their own registration expenses.

#### **Student Employment on Campus**

A limited number of part-time jobs will be available on the College campus for those who need to work in order to help pay for their college education. Students will be assigned to such duties as typists, file clerks, office assistants, community services, teacher assistants, pianists, models, lifeguards, technicians, library and laboratory assistants, grounds and building keepers, etc. Preference in employment is given to students reflecting financial need. Any student seeking campus employment should apply to the Director of Financial Aid as early as possible.

#### **Student Grants**

Temple College is an active participant in the federally funded Pell Grant Program, Academic Competitiveness Grant (ACG) and the Supplemental Educational Opportunity Grant (SEOG) Program. Applications for these programs may be obtained from most high school counselors or the Financial Aid Office at Temple College.

Temple College also participates in the Texas Public Education Grant (TPEG), the Texas Public Education-Leveraging Education Assistance Partnership (LEAP) Program, and the TEXAS GRANT Programs. Temple College also participates in the Certified Educational Aide Exemption Program and the Early Graduate Program. The application procedure for these programs is through the Financial Aid Office.

#### **Temple College Return of Title IV Funds Policy**

Temple College will return any unearned funds received from federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Refunds will be calculated on students who have totally withdrawn from classes or have been withdrawn by instructors for non-attendance or have been withdrawn from classes for failure to meet the enrollment requirements of the state mandated THEA test. Withdrawals must be initiated in the Advising Office.

Withdrawal date shall be defined as the actual date the student begins the College's withdrawal process, the last date of attendance recorded by an instructor, or the midpoint of the semester for students who have been withdrawn by instructors for non-attendance.

Official rosters will be sent to all instructors a few days before 60% of the semester. The instructors will be instructed to drop all students who have not been attending. These are considered to be unofficial withdrawals and will be calculated at midpoint of the semester. All students who were not reported at this time are considered to have completed the semester and have earned grades received.

Within 30 days from the withdrawal date, the College shall calculate the amount to return to the Title IV programs. Only the return of Title IV funds made by the College from the institutional charges, including tuition, fees and books shall be adjusted in the student's

account, and the student will be billed for the outstanding institutional charges. The student's records will be placed on hold. The student is notified of amounts owed the College and Department of Education at this time.

The College shall allow 45 days for the student to make this repayment. If repayment is not made within this time frame, the student shall be reported to the Department of Education and NSLDS as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV funds at any institution until the repayment is made.

The Return to Title IV process in Colleague will be used to perform all Return to Title IV calculations. A listing of students who have completely withdrawn from the institution will be run once per week through 60% of the semester. The withdrawal date will be what is recorded in the student's record.

Refunds to SFA recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans
8. Federal Pell Grants
9. Academic Competitiveness Grant (ACG)
10. FSEOGs
11. Other SFA Programs
12. Other federal, state, private, or institutional sources of aid
13. The student

### **Student Loans**

The Financial Aid Office will also assist the student in securing a Federal Family Education Loan through the lending agency of the student's choice. Appropriate application forms are available through the Financial Aid Office. The responsibility of securing a lender rests with the student applicant. The student must qualify financially for Federal Family Education Loans through established federal guidelines.

The Johnny S. Payne short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The Hamrick-Harris short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The American Legion Loan fund is available at TC for students who are having difficulty in purchasing books. Preference will be given to students whose financial aid has been approved but not completed. A need-based, short-term loan has been established by Mrs. Viola Dawns Hunter for Afro-American students. Students must maintain C or above. Only serious students need apply. Loan applies to books only. See Special Support Services for information on other assistance programs.

### **Financial Aid Satisfactory Progress**

Students are required to be making satisfactory academic progress at the time they receive federal and state financial aid. All recipients of financial aid must be enrolled in a program of study leading to an associates degree, a TC certificate, or transferable toward a baccalaureate degree. Satisfactory programs will be measured one time per year, at the end of the spring semester. The assessment will be made regardless of the number of semesters attended or the number of hours attempted during the year.

Grades of A, B, C, D, R, CE, CA, CR, and I are considered hours completed. Drops, withdrawals, and course repeats are counted as hours attempted. All college level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

### **Satisfactory Progress Criteria**

The Office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), credit hour completion, and maximum time frame.

## Qualitative Standard (Hours Earned and Grade Point Average)

Satisfactory academic progress will be measured according to the chart below:

Cumulative Semester Hours Attempted*	Cumulative Grade Point Average	Minimum Percentage of Semester Hours Passed
1-6	1.00	50%
7-12	1.25	50%
13-18	1.50	50%
19-30	1.75	60%
31-42	1.90	67%
42 and above	2.00	70%

\*Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received. Hours attempted includes all coursework on the transcript, including transfer credit and grades of I, W, WP, WF, and forgiven courses.

## Quantitative Standard (Maximum Time Frame for Eligibility)

Students must complete a degree or certificate program within a certain time frame. Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete the degree or certificate program. This time frame is effective for all students, even those, that have not previously received financial aid. The 150% rule applies to all classes attempted by the student, including vocational, developmental and transfer hours. Once a student earns an associate degree from TC, they are not eligible to participate in financial aid program without appeal. Example: A student working toward an A.A. degree needs 64 hours to graduate. Once that student completes 96 hours (64 hours x 1.5), he/she is no longer eligible for financial aid.

## Completion Rate

Students receiving financial aid must complete 70% of all hours taken at TC.

## Maximum Time Frame

Generally, students may receive federal or state financial aid during their first ninety-three (93) attempted semester hours of course work in their program. (This number is reduced to 45 for students in certificate programs). This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 93 (or 45 certificate seekers) semester hours of work at the beginning of a given semester may receive an award for that semester. Students who have attempted more than 93 (or 45 for certificate seekers) semester hours of course work may not be eligible to receive federal or state financial aid.

Note: There is a limit of 27 semester hours of developmental course work for any individual student. Developmental hours attempted beyond this 27 hour limit will not be included in course load for payment purposes.

Repeated courses shall not be included in determining course load unless the course(s) being repeated is (are) required and/or will produce additional college credit hours required to achieve the students' educational objective.

## Financial Aid Probation

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid.

## Financial Aid Suspension

Students placed on financial aid suspension, although they may continue to enroll at the College, must pay for their own expenses.

## Reinstatement of Eligibility

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate and GPA.

## Financial Aid Suspension Appeal Process

A student may file an appeal for the following reasons:

- Medical condition or death in the family was a factor in the student not making satisfactory progress; or
- Maximum time limit has been met; or
- Change of major caused the student to exceed maximum time limit.

## Documentation Required for Appeal

Documentation such as that listed below is required, must document the claim being made, and originate from a verifiable source.

Provide verification from a doctor, copy of a death certificate, or other verifiable documentation that substantiates the student's claim.

Letters from instructors, counselors, or others to support the appeal request.

A student who has been denied financial aid for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The Financial Aid staff shall evaluate individual mitigating circumstances and will notify students of the decision regarding their appeal within three weeks. Students may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be completed and turned in within 10 business days of receiving notification of the decision denying the appeal.

After the review by the Director, if the student feels that he/she has not been treated fairly according to this policy, he/she may appeal to the Financial Aid Committee. Exceptions to this policy may be made at the discretion of the Director of Financial Aid. All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the College.

THE FINANCIAL AID OFFICE SEIZES EVERY OPPORTUNITY TO DISTRIBUTE COPIES OF THE SATISFACTORY ACADEMIC PROGRESS POLICY. THEREFORE, THE POSITION THAT ONE WAS NOT AWARE OF THE POLICY IS NOT CONSIDERED A DEFENSIBLE ARGUMENT. PLEASE CONTACT THE FINANCIAL AID OFFICE IF THERE ARE ANY QUESTIONS REGARDING THE POLICY.

### **(Student) Cell Phone and Pager Usage**

**Summary:** Cell phone and pager usage must be conducted outside Temple College's classrooms, laboratories, testing areas, and Library Services public areas.

**Purposes:** While the College recognizes the convenience and security provided by access to and use of personal cell phones, it also acknowledges that they have no place in the context of a classroom or library environment based on the inevitable distraction they produce. Therefore, the College – upon the recommendation of the faculty -- seeks to designate the terms of proper use for the student body.

**Policy:** Cell phone and pager usage must be conducted outside Temple College's classrooms, labs, testing, and library areas. Students are directed to turn off cell phones and beepers or set them on mute or use a motion alarm when in any of the instructional areas specified above. Failure to comply with recommended usage policies may result in a recommendation for disciplinary action by the appropriate college official including, but not limited to the department chair, division director, vice president of educational services, disciplinary committee, or designee.

**Faculty:** Faculty and Staff members retain the right to designate parameters of rights and acceptable use, to make such usage rules available to students, and to responsibly appropriately warn students who are at risk for violation of this policy and/or subject to referral for disciplinary action.

**Due Process:** As a student discipline matter, violations of this policy may result in the application of sanctions as outlined in the College discipline policy. However, prior to referral to the discipline committee, every reasonable attempt should be made to resolve usage issues through instructional leadership (department chair and division director). If the matter is referred to the Discipline Committee, the student is guaranteed the due process rights outlined therein.

# **Student Government Constitution Preamble**

We, the student body, in accordance with the Student Charter, do establish and ordain this form of student government at Temple College.

## **ARTICLE I--NAME**

The name of this society shall be the Student Government Association of Temple College.

## **ARTICLE II--OBJECTIVES**

The objectives of the Student Government Association shall be to assist in the development of the student body, coordinate student activities, seek an understanding of and a solution to student problems, serve as the coordination body of the social/service organizations, and to provide student input into the Administration of Temple College.

## **ARTICLE III--MEMBERSHIP**

**SECTION 1.** All students of Temple College who are enrolled during the current semester shall be members of the student electorate.

**SECTION 2.** Any student not under disciplinary probation shall be eligible for election to the Student Government Association, provided he/she maintains a minimum 2.0 composite grade point average prior to election. Students who have not established a grade point average shall not be affected by the minimum grade point rule.

**SECTION 3.** Voting membership in the Student Government Association shall consist of the elected officers and representatives of the Student Body and Official Clubs. Non-voting membership shall be extended to all officially recognized campus organizations.

**SECTION 4.** Any member of the Student Government Association shall be removed from membership for any of the following reasons:

- 1) Membership shall be terminated in the Student Government Association by failing to attend three consecutive regular sessions of the Student Government unless excused by a 2/3 vote of the Student Government.
- 2) Voting membership shall be terminated for misconduct and dereliction of duty by a 2/3 vote of the Student Government after a trial of said body in accordance with proper parliamentary authority.
- 3) Membership shall be terminated by failure to maintain a minimum 2.0 grade point average during a semester of tenure.
- 4) Membership shall be terminated by being placed on disciplinary probation.
- 5) Membership may be terminated for personal reasons by submitting a letter of resignation to the President of the Student Government Association.

## **ARTICLE IV--COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION**

**SECTION 1.** The officers of the Student Body shall consist of the President, Vice President, Secretary-Treasurer.

1) The President shall serve as Chairperson of the Student Government Association, with the power to appoint all committees and committee chairpersons and specify when all reports are due for presentation to the Student Government Association. The President shall act as the official student representative of the Student Body at all official functions of Temple College or shall appoint his/her representative in case he/she cannot attend. The President shall also vote in case of a tie in the Student Government Association. It shall be the duty of the President to oversee all work of the Student Government Association and see that the Student Government Association functions smoothly.

2) The Vice President shall preside over the Student Government Association in the absence of the President. In the event of vacancy in the office of the Presidency, the Vice President shall be declared President. The Vice President shall serve as an ex-officio member of all committees and shall be responsible for assisting in the preparation of all committee reports. The Vice President shall act as a liaison between the Student Government Association and the Administrative Officers of Temple College. He/she shall present all Student Government Association proposals to the Administration of the College. The Vice President shall express student opinion only when directed to do so by a majority vote of the SGA. At any other time he/she will be expressing his/her personal opinion and not necessarily that of the Student Body. The Vice President shall act as parliamentarian during the SGA sessions. His/her duties as parliamentarian shall be to advise the SGA on all rules of procedure. The Vice President shall be responsible for maintaining order in SGA meetings.

3) The Secretary-Treasurer shall keep a record of all proceedings of the Student Government Association, file all committee reports, keep the official rolls, furnish any necessary documents to SGA members, certify all acts of the SGA, maintain all correspondence, establish the order of business, maintain all financial records and give approval to all expenditures. The Secretary-Treasurer shall serve as Chairperson of all standing committees and as a committee member of all special committees. The Secretary-Treasurer shall serve as Chairperson of the body when the SGA votes to become the Body of the Whole. The Secretary-Treasurer shall become Vice President upon vacancy in that office.

**SECTION 2.** There shall be elected five sophomore and five freshman representatives at large to be called Representatives.

**SECTION 3.** There shall be elected one representatives from the recognized campus organizations to be called a Representative.

**SECTION 4.** The officers of the Student Body, Representatives of the Freshman and Sophomore Classes, and Club Representatives shall compose the voting body of the Student Government Association.

## ARTICLE V--MEETINGS

SECTION 1. The Student Government Association shall meet twice monthly during the balance of a school year on dates to be established at the first meeting of the year.

SECTION 2. Special meetings may be called by the President or by the written request of five voting members. Three days notice shall be posted in case of such special meetings.

SECTION 3. All meetings of the SGA shall be open to the public at all times.

SECTION 4. A quorum shall consist of five voting members.

## ARTICLE VI--EXECUTIVE BOARD

SECTION 1. The officers of the SGA shall comprise the Executive Board. The President of the SGA shall be the presiding officer.

SECTION 2. The Executive Board shall have general supervision of the affairs of the SGA between business meetings, fix the hour and place of the meetings, make recommendations to the SGA, and shall perform such other duties as specified in the By-Laws. The Board shall be subject to the orders of the SGA, and none of its acts shall conflict with action taken by the SGA.

SECTION 3. The Executive Board shall meet monthly on a date other than the two regular meeting dates of the SGA. The President or three members may call a special meeting after posting three days notice.

SECTION 4. A quorum shall consist of three members.

## ARTICLE VII--COMMITTEES

SECTION 1. There shall be three standing committees of the SGA to consist of the Chairperson and four voting members. They shall be the:

- 1) Student Affairs Committee, which shall be responsible for assisting the Director of Student Life with the Student Calendar and with the distribution of funds to campus organizations.
- 2) Election Committee, which shall be responsible for supervising all campus student elections.
- 3) Student-Teacher Committee, which shall be responsible for improving relations between the faculty and the student body.

SECTION 2. A non-voting member shall not be appointed to a committee, but may attend such meetings and enjoy the privileges granted by this constitution.

## ARTICLE VIII--PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not in consistent with the Constitution and By-Laws or any special rules that the SGA might adopt.

## ARTICLE IX--AMENDMENTS

This Constitution may be amended by a 2/3 vote of the SGA and a majority vote of the Student Body. This Constitution may be modified by the attachment of By-Laws approved by a 2/3 vote of all voting members of the SGA.

## BY-LAWS ARTICLE I ELECTIONS

SECTION 1. The election for the offices of President, Vice President, Secretary-Treasurer, Sophomore Representatives, and Club Representatives shall be held in the spring semester for the following fall semester. A candidate for election must submit a written petition to the Chairperson of the Election Committee containing signatures of 1% of the student body rounded to nearest 100. The candidate receiving the plurality of votes cast shall be declared the winner.

SECTION 2. The election to all other offices (at large) shall be held in the fall. A candidate for election shall submit a written petition to the President-elect containing signatures of 1% of the student body rounded to the nearest 100. The candidates receiving the plurality of votes shall be declared elected.

SECTION 3. The term of office (at large) shall be for one school year beginning with the fall semester.

## ARTICLE II-CLASS REPRESENTATIVES

SECTION 1. The five representatives from the Freshman and Sophomore classes shall sit as the Freshman and Sophomore Councils, the governing organization of the classes.

SECTION 2. The representative receiving the greatest number of votes in the SGA Election shall be the Chairperson of his/her respective Class Council.

SECTION 3. All other necessary organization of officers shall be done by the members of each Class Council in elections held within that body.

SECTION 4. The Class Councils shall be accountable for their actions to the Student Government Association and Administration of Temple College.

## ARTICLE III-CLUB REPRESENTATIVES

SECTION 1. Each officially recognized campus organization shall send one representative as a voting delegates of the SGA.

## ARTICLE IV-SUCCESSION TO OFFICE

SECTION 1. Should a vacancy occur within the ranks of the officers of the Student Government Association, unless otherwise



specified by the Constitution, it shall be filled by an appointment of a Representative (at large) to the office. The appointment shall be made by the Executive Board and approved by a 2/3 vote of the voting members present at the meeting of the Student Government Association.

SECTION 2. Should a vacancy occur in the ranks of Representative (at large), it shall be filled in a secret ballot election. Officers and Representatives (at large) shall cast ballots in this election and the first eligible student to receive a majority of the votes cast shall be declared elected.

SECTION 3. Should a vacancy occur within the ranks of the office of Club Representative, it shall be filled by a special election from the ranks of the official organization who has lost its representation. Members of the that organization shall be the only authorized voters.

Amended by the Temple College and student body in June and July 1993.

## **SECURITY REPORT**

### **Annual Security Report**

This information is provided in compliance with Public Law 101-542, Crime Awareness and Campus Security Act of 1990. This report is distributed to all current students and employees and upon request to applicants for enrollment or employment. The purpose of the report is to make students and employees aware of the incidence of reported crime on campus and policies and procedures to prevent crime or to report occurrences of crime.

### **Crime Statistics**

The Act requires that the following information be reported for crimes that occurred on campus for the period July 1, 2007 through June 30, 2008:

Violent Crimes	Number of Occurrences
Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0

Non-Violent Crimes	Number of Occurrences
Liquor Law Violations	6
Drug Abuse Violations	5
Weapons Possession	1
Criminal Mischief	17
Larceny-Theft	9
Protective Orders	0
Disturbance/Threats	40
Burglary	17
Motor Vehicle Theft	0
Indecent Exposure	1

### **Sexual Harassment**

Students are asked to complete the course "Preventing Sexual Harassment" which is internet-based and can be accessed through the Temple College Web page at [www.templejc.edu](http://www.templejc.edu) , click on the hyperlink HR and proceed to Preventing Sexual Harassment, Student Section. The course takes approximately one hour to complete and a certificate can be printed upon completion and passing of the course.

It is the policy of Temple College that sexual harassment of students or employees at Temple College is unacceptable and will not be tolerated.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal, physical or suggestive conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, position advancement, or academic advancement/ achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment



## **Examples of Sexual Harassment**

Examples of sexual harassment include but are not limited to:

1. Suggestive or obscene letters, notes, invitations
2. Sexually demeaning comments, epithets, slurs or jokes
3. Impeding or blocking movements in a sexually suggestive manner
4. Threats or insinuations of seeking sexual favors where if the favor is not granted the person making the threat seeks reprisals by withholding support for promotions or conducts poor performance reviews

## **Reporting of Sexual Harassment**

Any student who feels he/she is a victim of sexual harassment by any instructor, administrator, supervisor, other employee, student, or any other person in connection with activities at Temple College should initiate the complaint by bringing the matter to the immediate attention of the Department Chair. The complaint can be done verbally (informal) or written (formal). The Department Chair, in turn must immediately report the complaint to the Vice President of Educational Services. If a student who is uncomfortable, for any reason, in bringing such matter to the attention of the Department Chair or if the student is unsure as to where the complaint is to be initiated the student should immediately report the incident to the Vice President of Educational Services. If no other person is available or deemed suitable by the student for receiving the complaint, the student may submit a complaint in writing to the President of the College. However, no student alleging such harassment must present the matter to the person who is the subject of the complaint.

The Vice President of Educational Services will begin an investigation after receipt of the student's complaint. All reasonable action will be taken to assure the complainant and those testifying on behalf of the complainant will not suffer any form of retaliation as a result of their activities.

## **Sanctions**

A student having been found to have engaged in and charged with sexual harassment against an employee of the College or another student is subject to the following sanctions:

1. Reprimand—  
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—  
This indicates that further violations may result suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College—  
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.
4. Not Eligible for Re-Admission—  
This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.
5. Expulsion from the College—  
Expulsion is permanent severance from the College.

## **False Report of Sexual Harassment**

Any student who intentionally or maliciously files a false report of sexual harassment against another student or College employee is subject to

1. Reprimand—  
This may take the form of a written and/or oral admonition from the Vice President of Educational Services.
2. Disciplinary probation—  
This indicates that further violations may result suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The student shall be automatically removed from probation when the imposed period expires.
3. Suspension from the College—  
Suspension from the College prohibits, during the period of suspension, the student on whom it is imposed from being

enrolled in or from registering for any credit or non-credit scholastic work at or through the College. Additionally, it prohibits the student from entering the College campus except in response to an official summons.

4. Not Eligible for Re-Admission—

This penalty is equal to suspension, or in some cases expulsion. This penalty may apply to persons not registered in the College at the time the penalty is imposed.

5. Expulsion from the College—

Expulsion is permanent severance from the College.

## **Student Freedom of Expression and Dissent**

April 2003-Subject to change without notice

### **General**

As an institution that exists for the express purposes of education and public service, Temple College is dependent upon the free flow of ideas, not only in the classroom, but also in all College activities. As such, protecting freedom of expression is of central importance. The exchange of diverse viewpoints may expose people to ideas some find offensive, even repugnant. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The College also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the College to carry out its mission is not protected by the First Amendment and violates this policy.

### **Core Principle**

The College is committed to tolerate all peaceful speech activities on the campus unless those activities destroy or materially damage property, materially disrupt other legitimate College activities, create a substantial health or safety hazard, or constitute unprotected speech under applicable law. This policy applies to all buildings, grounds, and property owned or controlled by the College.

### **Activities**

Speech activities protected by this policy include speech making, assembling in groups, demonstrating, and other actual or symbolic speech or conduct intended to communicate an idea.

### **Legitimate College Activities**

Legitimate College activities include teaching and public service; all of the administrative operations supporting those activities; and the performance of all College approved educational, commercial, professional, or other activities by public or private contractors, tenants, or permittees. An activity scheduled under College policies is a legitimate College activity.

#### **Materially Disrupting Activities**

A speech activity materially disrupts other legitimate College activities when a reasonable person is unable to effectively perform a legitimate College activity because of the speech activity taking place. Examples of when a speech activity may materially disrupt other legitimate College activities include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other college facilities or grounds,
- Physically preventing persons from entering or leaving a building or premises,
- Conducting a speech activity inside a building and not ending it at or before the close of the building's regular hours,
- Destroying or materially damaging any property,
- Creating a substantial health or safety hazard, or
- Constituting unprotected speech under applicable law.

### **Scheduling**

In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use a regularly scheduled College facility for a speech activity must schedule the space at least seventy-two (72) hours in advance with Campus Police. Classroom instruction and scheduled College activities have priority over users who wish to use facilities for speeches to exercise freedom of expression and dissent. Users who fail to schedule a speech activity that occurs and unduly interferes with a prior scheduled activity are in violation of this policy.

Planned demonstrations on campus must be scheduled at least seventy-two (72) hours in advance with Campus Police. A planned demonstration is a public manifestation of protest, condemnation, or approval; taking the form of a mass meeting, procession, picket, or similar activity which is organized and promoted more than 3 days before the event.

Scheduling does not operate as a process for prior approval of speech activities based upon content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the Division Director Associate Vice President of Resource Management.

Any person or group requesting the use of college property must designate a person-of-contact and provide that name to the Campus Police. The request must include the contacts telephone number and address. This person must also provide information on the speech to be presented, an estimate of how many people they expect will be in attendance, and any accommodations, if needed.

### **Enforcement**

Any person violating this policy may be subject to:

- Institutional disciplinary proceedings under the Student Code of Conduct if a student. If a visitor violates these policies the individual will be banned from campus. Violations by faculty or staff will be referred to the appropriate division or academic unit and can subject the employee to disciplinary procedures up to and including discharge, and/or
- An order to leave the premises or property owned or controlled by the College by the police or a person in charge of the property, and/or
- Arrest for violation of state law(s).

### **AIDS Policy**

[1. Purpose:] To prevent the spread of Acquired Immune Deficiency Syndrome (AIDS) on the College campus, provide a safe educational and working environment, and limit the spread elsewhere through the education of students and employees.

[2. Policy:] Temple College is concerned about the increasing incidence of AIDS, AIDS-Related Complex (ARC) and infection with human immunodeficiency virus (HIV) throughout the United States. It is important that the College community understand and be prepared to deal with this serious problem. Every effort needs to be made to ensure the rights and well-being of the individual, but it is equally important to safeguard the community as a whole. This policy has been developed to provide a fair and equitable method of responding to the occurrence of AIDS in the College community.

[3. Definition:] AIDS is an acronym for Acquired Immune Deficiency Syndrome. The disease is caused by the human immunodeficiency virus (HIV). AIDS is characterized by a loss in an individual's natural immunity against disease. Loss of the immunity response allows an individual to be vulnerable to diseases that would normally not be life threatening to a person. These diseases are called opportunistic diseases and can be fatal to AIDS victims. HIV also causes an illness called AIDS Related Complex (ARC). Individuals with ARC may develop the same chronic symptoms as AIDS victims, but they are not inflicted with some very specific opportunistic infections that AIDS patients may have. ARC as well as AIDS can be fatal. In this policy, the term AIDS will refer to AIDS, ARC and HIV infections.

#### **[4.0 General Information]**

[4.1 Education:] Since prevention is currently the only method of limiting the consequences of AIDS, theThe College will direct its major efforts towards educating the College community regarding the cause, methods of transmission and prevention of AIDS infection. The College will provide advice, educational programs, individual Advising and referrals to any student or College employee desiring direction or assistance in dealing with an AIDS related question or problem. To assist with education of students, the Director of Student Life/Community Outreach and the Director of Advising, Recruitment and Retention and will develop an information-sharing network to inform all students about highly contagious diseases that could be of particular danger to them. The Directors will work to identify protective measures to reduce risk of such infections. Annually the College will provide an educational pamphlet to all employees. The TDH (Texas Department of Health) educational pamphlet is available in the Advising Center for employees and students.

[4.2 Safety Precautions:] Medical evidence indicates that people with AIDS pose no risk of transmitting the virus to others through ordinary, casual, interpersonal contact. Research identifies transmission through blood, semen, vaginal secretions, fetal maternal exchange and breast milk. Any student or employee who may come in contact with blood or other body fluids should take the necessary health precautions to protect against transmission. Guidelines for prevention of transmission of the HIV infection in athletics and intramural sports, in housekeeping, in food service, in teaching laboratories (e.g., biological sciences), in instructional situations (e.g., surgical technology classes), in health care settings, and other areas where the possibility of exposure may exist will be the primary responsibility of the department chairs or unit heads in these respective areas. Guidelines, including standards for the safe handling of blood and body fluids in each of the above settings, will be in accordance with recommendations from the Centers for Disease Control and the Public Health Service. No student or employee should be required to obtain or process the blood of others without the department following safety procedures in accordance with this policy.

[4.3 Students and Employees Rights:] The College recognizes that students or employees who have or may be perceived as having AIDS may wish to continue in their normal academic and/or work activities as long as their physical condition allows them to do so. No difference in treatment should be accorded these individuals so long as they are able to do acceptable academic work or meet work standards and so long as medical evidence (as provided by a statement from the Health Care Provider) indicates that their condition is not a threat to the safety of themselves or to others. Students and employees have the following legal rights:

(a) Confidentiality of Information: The College will comply with Federal and State laws, regulations, and policies that protect the confidentiality of medical and educational records and with requirements for the reporting of certain test results or medical conditions to appropriate health authorities. Persons who are infected by the AIDS virus should be urged to share that information on a confidential basis with local health agencies so that appropriate health and educational needs may be met. Health information about a student or an employee is personal and confidential and will be treated as such. Pursuant to state law, neither the College nor any student or employee should disclose to anyone the identity of a person with AIDS without prior written consent of the patient, except when state law requires the initial diagnosis of the disease to be reported to appropriate health authorities or as allowed by state law. The number of people in the institution who are aware of the existence and/or identity of a student or employee who has AIDS should be kept to an absolute minimum, both to protect the confidentiality and privacy of the infected person and to avoid the generation of unnecessary fear and anxiety among students and employees.

(b) Admission and Hiring: Consideration of the existence of AIDS will not be a part of the initial student admission decision for those applying to TC nor the hiring decision for those individuals applying for employment.

(c) Right of Participation and Employment: Students or employees infected, or who may become infected, will not be restricted in their access to services or facilities unless medically-based judgments in individual cases, as reviewed by the AIDS Committee with the approval of the President, establish that exclusion or restriction is necessary for the welfare of the individual or other members of the College community. The College will make reasonable accommodations to assist students or employees with AIDS as it would other disabled students or employees. If a reasonable accommodation cannot be made, the College may take other appropriate action as provided by law after review by the AIDS Committee and after approval of the President. Confidentiality as to the identity of the AIDS student or employee shall be maintained. Transferring an employee to another job situation or transferring a student to another housing accommodation may be appropriate when compatible with the prognosis and when in the best interest of the employee, student, and/or the College.

(d) Prohibition Against Inquiries and Mandatory Testing: Employees, applicants and students will not be asked whether or not they have AIDS. Employees, applicants and students who identify themselves to any College official as being an AIDS patient should be encouraged to inform the local health care providers in order to receive proper medical advice and Advising. TC will not undertake programs of mandatory testing or screening of students or employees for AIDS, nor will there be routine requirements that students or employees be asked to respond to questions about the existence of AIDS, ARC or positive HIV antibody tests. Any individual who desires to be tested for AIDS may contact a local health care provider for information on the location of a facility which provides AIDS testing.

[4.4 Residential Housing of Students:] Staff will encourage any student with AIDS to confidentially consult the Advising Center or a local health care provider in order that potential difficulties can be anticipated and appropriate support can be provided. The Advising Center staff will not inform other students in the residence hall or elsewhere of the presence in the residence hall of a student with AIDS. Decisions about housing of students with AIDS infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing a residence with infected individuals. However, in some circumstances there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. The Director of Student Life shall have the flexibility to provide private rooms when so requested by the student with AIDS or other medical problems or when in the best interest of the student and/or the College in order to protect the health of the immunodeficient student.

[4.5 AIDS Committee:] An AIDS ad hoc Committee will be established to evaluate and review various issues that may be raised by the existence of a student or employee with AIDS. In each case the identity of the individual will not be disclosed to the committee or others without the written consent of the infected person. Each situation will be reviewed on a case by case basis and any recommendation for action, where appropriate, will be made directly to the President. The committee shall also make recommendations to the Board for any proposed changes in this policy. Committee members shall include a medical consultant, a legal consultant, the department head where the issue or case originated, the Director of Associate Vice President of Resource Management in employee cases or the Vice President of Educational Services

[4.6 Responsible Behavior:] Persons who have a reasonable basis for believing or who know that they are infected with AIDS are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly for the protection of other members of the community.

[4.7 Off-campus inquiries:] The College Communications Office Office will coordinate the release of information about the College policy regarding AIDS to off-campus inquiries. College Communications will consult with appropriate departments and offices with respect to the information to be released to ensure that accurate information and a consistent College policy are presented to the public. All media inquiries pertaining to statistical incidents of AIDS among student, faculty or staff populations at TC will be referred to College

## **Substance Abuse Prevention Policy (Annual Notice)**

The policy of Temple College is to provide all students and employees with an environment that is free of substance abuse. The illegal use of controlled substances on college campuses subjects the college, its students, and employees to unacceptable risks of accidents, interferes with the learning and working environments, and is inconsistent with the behavior expected of persons associated with the college.

The College firmly supports remedial assistance and, when necessary, disciplinary action for those individuals who violate conduct expectations, including those related to the use, possession, distribution, or possession for purposes of distribution of any controlled substances or illegal drugs on College property or at College-sponsored activities at off-campus locations. Law enforcement officers are supported by the College to ensure compliance with all laws including those relating to alcohol and to the use, abuse, possession, or distribution of controlled substances or illegal drugs.

### **Health Risks Associated with Substance Abuse**

Alcohol abuse can lead to alcoholism, premature death and complications of the brain, heart, liver, and other body organs. It is a prime contributor to suicide, homicide, motor vehicle death, and other so-called “accidental causes” of deaths. Alcohol interferes with psychological functions, disturbs occupational and educational effectiveness and is involved in most cases of child abuse and interpersonal difficulties.

Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal, seizures, heart problems, infections, liver disease, and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis) see chart of effects on page 72.

### **Student Assistance Program**

In recognition of these increasing problems within contemporary society dealing with alcohol and substance abuse, education has been, and will continue to be, the primary focus of the College’s efforts. Providing honest, factual information through organized programs will assist individuals in making reasoned decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages.

Students who are desirous of confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with a counselor in the campus Advising Center. Although the College does not conduct treatment or rehabilitation programs, College counselors are equipped to facilitate referrals to appropriately qualified providers of treatment programs.

### **Disciplinary and Legal Sanctions**

Students regardless of age, determined to be in violation of College regulations pertaining to controlled substance, including alcohol, are subject to severe disciplinary penalties, including permanent suspension from the College. When such violations also constitute violations of public law, charges will be filed by the College for prosecution by the appropriate law enforcement agency. Convictions under public law are punishable by fines, imprisonment, or both.

Counselors can provide first contact information regarding drug problems, including referral sources for rehabilitation.

### **Anabolic Steroids and Growth Hormones**

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormone in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice. The notice is provided in accordance with the provisions of H.B. 1507, 71st Legislature, State of Texas.

### **Substance Abuse Prevention Policy for Nursing and Allied Health**

Temple College is committed to a policy of prevention of the use of any controlled substance by students while they are engaged in College and College-sponsored activities.

Temple College has informed members of the Central Texas area, the State government, and the Federal government that it is striving to maintain a safe, healthful, and drug free environment. To that end, Temple College has adopted this student substance abuse prevention policy in an effort to decrease the danger of alcohol or drug abuse and the potential for any occurrence which may adversely impact the quality of teaching or learning at the College or in any of the College instructional programs, no matter where the activity occurs.



A policy statement: "Annual Notice of Drug and Alcohol Abuse Prevention," is published annually in the Temple College Student Handbook.

Within the general framework of this policy, substance includes alcohol, legal, illegal, illicit and designer drugs, and any other substance that may be inhaled, injected, or taken by mouth which may result in mental, physical, or functional impairment of the user.

Substance abuse shall mean the use of any substance in such a way that it impairs the individual's academic or clinical performance.

#### Expectations of Student Performance

All students at Temple College are expected to conform to this policy, and to not engage in any substance abuse.

#### Expectations of Nursing and Allied Health Students:

1. All students in any nursing or allied health program are expected to conform to this policy.
2. They are not to use, possess, sell, or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on the campus or while engaged in any College instructional program. Further, they are not to engage in any substance abuse.
2. Because students in nursing and allied health programs are preparing themselves for a career in health care, this student substance abuse prevention policy carries special importance:
  - a. Health care providers are expected to know the major differences between reasonable practices related to personal health care and practices which are detrimental to personal health care;
  - b. Health care providers have an obligation to present themselves at a work site prepared to undertake their respective assignments. As such, they have an obligation to not use any substance prior to arrival at the work site, or while at the work site which may impair their job performance.
3. Given the importance to Temple College that its students in nursing and allied health programs conduct themselves as future health care providers, the College mandates that those students certify, in writing, that they are not engaging in any substance abuse behaviors. Further, their signature will acknowledge that, in "for cause" situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. In addition to signing the form himself or herself, any student under the age of 18 must also submit a second copy of the form signed by his or her parent or guardian. Note: "for cause" means such indicators of impaired behavior as: erratic movement; dilated eyes; slurred speech pattern; loud, abusive, or uncharacteristic speaking; or the presence of an alcohol odor on the person's breath.
4. The refusal of a nursing or allied health student to sign the accompanying acknowledgment will result in the said student being denied enrollment in any of Temple College's nursing or allied health programs. Additionally, refusal to submit to "for cause" drug testing will trigger a review of the student's status by the faculty which will make a recommendation about possible action to the Program Chairman. The Program Chairman will counsel with the student before reaching a decision on the faculty recommendation. Refusal to submit to "for cause" drug testing may lead to disciplinary action up to and including dismissal from the Temple College program. Should the Program Chairman decide to dismiss the student from the program, the student will have access to the College's appeals process. This process is described under the heading "Academic Appeals," in the General Information section of the "Student Handbook and Calendar."
5. In "for cause" situations, testing will be conducted at a state certified drug testing facility, and results will be reported to Temple College's Vice President of Educational Services. Note: any sample taken for the purpose of conducting a drug test will remain the custody of the facility which accepts the responsibility of undertaking the test. Results reported to the Vice President of Educational Services will be discussed with the student. Positive results will be reported to the appropriate department chairman or program director. A student who tests positive may be denied continued access to Temple College educational opportunities. Such action will only be taken after the student is provided an opportunity to appeal the decision. This process is described under the heading "Academic Appeals Disciplinary Proceedings and Grievance Procedures," in the General Information College Policies and Procedures section of the "Student Handbook and Calendar." Should such a student enter a professionally directed rehabilitation program, Temple College will consider reinstatement of student upon receipt of proof that the student successfully completed that program.

#### **Protocol in Cases of Attempted Suicide**

In the event of a student suicide attempt, the College responds out of concern for both the welfare of the student and the welfare of the College community. Ethical, professional and legal standards of conduct also underlie the type of response given. Such situations are handled according to the following guidelines while keeping in mind that each case is unique.

When a student attempts suicide, he or she receives medical care, and the next of kin are immediately notified. The College will recommend an off-campus evaluation by a licensed psychiatrist or psychologist. This professional will be asked to evaluate the advisability of the student's continued academic enrollment.

The College supports the return of the student to campus if this decision is in the best interest of the student and the College community. The recommendations of the attending professional will weigh heavily in this decision. The student will authorize the release of relevant medical information to the Vice President of Educational Services to facilitate a prompt and responsible action.

The return of the student to the College after a suicide attempt will be at the discretion of the Vice President of Educational Services in consultation with the President of the College. In evaluating the situation, the Vice President of Educational Services will consider such factors as the danger of the student to self or others, readiness to perform academic work, and potential to reintegrate with the residential and campus life of the College.



# Effects of Drug Use

Drug Type	Some Common Examples	Medical Uses	Psychological Dependence	Physical Dependence	Tolerance (increasing amounts needed for same effect)	Effects of Average Amounts	Duration of Effects	Possible Effects of Overdose	Possible Effects of Excessive Continued Use	
Depressants	Alcohol	Beer, liquor, wine	High	High	Yes	Relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, sleep	4-12 hours	Slurred speech, stupor, death	Brain and/or liver damage, confusion, irritability, withdrawal sickness, death	
	Barbiturates	Amytal, Butisol, Nembutal, Phenobarbital, Seconal, Luminal	High	Very High	Yes					
	Inhalants	Aerosols, Butyl Nitrite, Correction Fluid, Gasoline, Nitrous Oxide	Unknown	Unknown	Possibly	Relaxation, euphoria, impaired coordination	15-45 minutes	Stupor, death	Hallucinations, liver, kidney, bone marrow and brain damage, death	
	Mild Tranquilizers	Ambien, Librium, Valium	Moderate	Moderate	Yes	Relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, sleep	4-8 hours	Slurred speech, stupor, death	Brain and/or liver damage, confusion, irritability, withdrawal sickness, death	
	Narcotics of Natural Origin	Codeine	High	Moderate	Yes	Relaxation, relief of pain and anxiety, decreased alertness, euphoria	4-6 hours	Stupor, death	Lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, death	
		Heroin	High	High	Yes					
		Morphine	Painkiller	High	High					
		Opium	For diarrhea	High	High					
		OxyContin	Painkiller	High	High	Yes	Constipation, nausea, sedation, dizziness, vomiting, weakness, headache, sweating	12 hours	Toxic overdose and/or death from taking the tablet broken, chewed or crushed	Respiratory depression, dizziness, vomiting, weakness, insomnia, diarrhea, muscle/bone pain, cold flashes
	Narcotics of Synthetic Origin	Demerol	Painkiller	High	High	Yes				
		Dilaudid	Painkiller	High	High	Yes				
		Methadone	Withdrawal from Heroin, painkiller	Moderate	High	Yes	Relaxation, relief of pain and anxiety, decreased alertness, euphoria	4-6 hours	Stupor, death	Lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, death
		Percodan	Painkiller	High	High	Yes				
	Tranquilizers	Special K Rohypnol and GHB (Date Rape Drug)	Pet surgery None	High	High	Yes	Delirium, impaired motor function, suicidal tendencies, amnesia, slowed speech, loss of coordination	1/2-2 hours 8 hours	Fatal respiratory problems, respiratory depression, death	
Psychodelics	Cannabis	For nausea/vomiting in cancer therapy	Moderate	Moderate	Yes	Relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite	1-3 hours	Lethargy, paranoia, psychosis	Psychosis, impaired breathing when smoked	
	Hallucinogens of Natural Origin	Mescaline	Low	None	Yes					
		DMT	Low	None	Yes					
		Psilocybin, Mushrooms	None	Low	Yes	Illusions and hallucinations, poor perception of time and distance	varies	Anxiety, hallucinations, psychosis, exhaustion, tremors, panic, death	Increased delusions and panic, psychosis, death	
Hallucinogens of Synthetic Origin	LSD	None	Low	Yes						
Synthetic Origin	PCP	None for humans	High	Low	Unknown					
Steroids	Juice, roids, gym candy, pumpers, anabolics, armies	Increase testosterone for hormone disorders, treat body wasting in AIDS patients	High	High	Yes	Increased muscle mass/strength, water retention, hyperglycemia, depression, severe mood swings, paranoid jealousy, delusions, extreme irritability, hypertension	Varies	Heart damage, kidney damage, death	Heart damage, liver tumors, kidney disease, impotence, sterility	
Stimulants	Amphetamines	Benzedrine, Dexedrine, Methedrine	High	Low	Yes					
	Caffeine	Coffee, cola, No-Doz, tea	Low	Low	Yes					
	Cocaine	Cocaine, crack	High	Moderate	Yes					
	Methylphenidate	Ritalin	Moderate	Low	Yes	Increased alertness, excitation, euphoria, decreased appetite	Varies	Restlessness, rapid speech, irritability, insomnia, toxic psychosis, death	Restlessness, irritability, insomnia. In the case of cocaine, damage to nasal septum when sniffed. In the case of nicotine, impaired breathing, heart and lung disease, cancer, death	
	Nicotine	Cigarettes, Cigars, Pipes	None	Moderate	Yes					
	Phenmetrazine	Preludin	None	Low	Yes					
	Amphetamine variants	Crystal Methamphetamine (Speed, Crank)	Sleep prevention	Low	High	Yes	Rush of energy, euphoria, increased alertness	Up to 12 hours	Heart attack, stroke and seizures, drowsiness,	Sleep deprivation and violent tendencies, dehydration, hypertension, heart or kidney

M S C D R O S H C M E

## Penalties Under Federal Law

<b>Offense</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Manufacturing, distributing, or dispensing drugs (including marijuana)	A term of imprisonment not more than one year and a minimum fine of \$1,000	A term of life imprisonment (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (for other than individual)
Possession of drugs (including marijuana)	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years nor less than 5 years, a fine of not less than \$5,000 plus cost of investigation, and prosecution
Operation of a common carrier under the influences of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000

## Penalties Under Texas Law

<b>Offense</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year and a fine not to exceed \$10,000	Confinement in TDC for life or for a term of not more than 99 years or less than 20 years and a fine not to exceed \$500,000
Possession of controlled substances	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000
Delivery of marijuana	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000
Possession of marijuana	Confinement in jail for a term of not more than 180 days and a fine not to exceed \$1,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years and a fine not to exceed \$250,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than two years or less than 72 hours and a fine not more than \$2,000 or less than \$100	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDC for a term of not more than 60 days and a fine of not more than \$2,000 or less than \$500
Public intoxication	Fine of not less than \$25 nor more than \$200	A fine not to exceed \$200
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Possession of alcohol by a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both	For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$500
Sale of alcohol to a minor		For a subsequent alcohol offense, a fine of not less than \$100 nor more than \$1,000 or confinement in TDC for not more than 1 year, or both

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