

LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

Student Handbook

This handbook sets forth Lamar Institute of Technology policies and procedures relative to student conduct and responsibilities. It is the responsibility of each student to be acquainted with and to comply with all policies, rules, and regulations of Lamar Institute of Technology and The Texas State University System. Students are also expected to comply with federal, state, and local laws.

This handbook is published with the rules and regulations of The Texas State University System. In the event that any conflict appears in this book with these rules and regulations, the TSUS rules and regulations will prevail. Copies of the TSUS rules and regulations may be obtained from the Lamar Institute of Technology, Vice President for Student Services, 121 Beeson Building; other administrative offices; or on the LIT and TSUS web sites.

Policies and regulations of Lamar Institute of Technology are regularly stated in official publications such as the Student Handbook, Institute catalogs, bulletins, and faculty and staff handbooks. As policies, regulations, and personnel change between printings, they are reported in the University Press or official memoranda. This handbook is not a contract, expressed or implied, between the student and Lamar Institute of Technology or The Texas State University System. It is subject to change at any time without notice.

Lamar Institute of Technology is an equal opportunity educational institution and employer. Students, faculty, and staff members are selected without regard to their race, color, creed, sex, age, disability, or national origin, consistent with the Assurance of Compliance with the Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of the regulations may be referred to the director of Human Resources.

Accreditation

Lamar Institute of Technology is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097.) Telephone number: (404-679-4501) to award degrees at the associate level.

IMPORTANT PHONE NUMBERS

880-8321
800 950-6989

STUDENT SERVICES

Admissions/Recruiting	880-8187, Beeson 105
Advisor	839-2007, Beeson 122
Financial Aid	880-2137, Beeson 100
General Information	880-8321, Beeson 121
Student Activities	880-8189, Beeson 105
Special Populations Support Services	880-1737, Beeson 121
Student Government Association	880-8994, Beeson 105
Student Services and Registration	880-8321, Beeson 121

OTHER HELPFUL NUMBERS

Allied Health Department	839-2937, MPC 220
Business Technologies Department	839-2092, T4103A
Cashier's Office	839-2064, Beeson 215
COMPASS® Testing	880-2027, T1 106
General Education and Developmental Studies Department	880-8191, TC 116B
Learning Lab	880-8885, TC 112
Limited English Proficiency (LEP)	839-2094, Beeson 238
Night Coordinator	880-8198, Beeson 105
Public Service and Safety Department	839-2967, TC 116A
Frank Robinson Center, Silsbee	386-0225
Student Government Association	880-8994, Beeson 105
Tech-Prep	839-2094 Beeson 238
Technology Department	880-8206, T1 104
Vice President for Academic Affairs	880-2148, Beeson 230
Vice President for Student Services	839-2066, Beeson 121
Vice President for Workforce Training	839-2979, TC 110
Workforce Training	839-8114, TC 110

SUPPORT SERVICES – (some provided through Lamar University)

Athletic Ticket Office	880-1715, Montagne
Bookstore	880-8342, Setzer Center
Cardinal Village/Housing	880-8550, 4601
Career Center	880-8871, Galloway 102
Dental Hygiene Clinic	880-8860, MPC
Health Center	880-8466, Health Center
Library	880-8118, Library
Parking Office	880-8696, Parker 109
Police	880-8305, Police
Recreational Sports	880-2306, Rec. Sports
Setzer Student Center	880-8722, Setzer Center
Veteran's Affairs	880-8437, Wimberly 101

For more information, please visit our web site at <http://www.lit.edu/>.

Mission Statement

Lamar Institute of Technology offers instruction leading to Associate of Applied Science degrees and certificates. The Institute is committed to serving the people of Texas and primarily the southeast Texas region with exemplary post-secondary vocational and technical educational programs. Educational opportunities are provided to all students through a policy of open access. The institute provides outstanding committed, competent faculty, quality curriculum and instruction and support service programs to develop in the students the attitudes, knowledge, and skills necessary for meaningful employment and positions of responsibility.

The purpose of the Institute of Technology is to help students equip themselves for effective living and for responsible citizenship in our society by offering educational programs and training which will extend their basic knowledge, encourage their continued development and give them marketable skills. In working toward this goal, the Institute encourages students to assume a major share of the responsibility for the development of their potential and use their abilities for their own purposes and for the good of society.

In order to stimulate student to have open minds, emphasis is placed upon the development of creative and scientific thinking for the solution of problems in the social and physical environment of their time. An effort is also made to provide guidance which will encourage the students to reach mature and responsible decisions, whatever the nature of problems they may encounter.

The Institute of Technology recognizes its obligation to make available to the community all the opportunities implicit in its function as a part of The Texas State University System. In an effort to achieve this goal, the specific objectives of the college are as follows:

I. Quality

- IA. To provide professionally competent faculty and staff.
- IB. To demonstrate excellent and effective teaching.
- IC. To provide student-oriented faculty and staff.
- ID. To provide competent graduates.
- IE. To create an environment conducive to academic excellence and growth for all students.
- IF. To provide and maintain safe, healthy physical facilities.
- IG. To provide active student development programs to foster student participation in Institute activities.
- IH. To develop programs to attract regional, state, and national recognition.
- II. To provide guidance services to assist each student in making an appropriate vocational choice.
- IJ. To provide education and training which allow graduates to advance rapidly in their chosen fields.
- IK. To instill in students the desire to learn, which will guide their growth in their professions.
- IL. To provide in-service training to persons currently employed in Southeast Texas.

II. Adaptability

- IIA. To respond to community needs by designing curriculum and instructional

methodologies and to provide the technological equipment relevant to changing society.

IIB. To ensure continued professional competence of faculty and staff in teaching, creative endeavors, and service.

III. Accessibility

IIIA. To provide open access for those who wish to attend.

IIIB. To recruit students for technical and vocational post-secondary programs.

IIIC. To provide services for the community.

IV. Diversity

IIVA. To promote a belief in the dignity, equality and value of every person.

IIVB. To recruit and maintain a diverse student population.

IIVC. To decrease gender-bias stereotyping within traditional vocational/technical programs.

A HISTORY OF LAMAR INSTITUTE OF TECHNOLOGY

Lamar Institute of Technology traces its roots to March 8, 1923, when the South Park School District in Beaumont authorized its superintendent to proceed with plans to open “a junior college of the first class.” On September 17, 1923, South Park Junior College opened with 125 students and a faculty of 14. Located on the third floor of the South Park High School building, the college shared the library and athletic facilities with the high school. In 1932 separate facilities were provided, and the name of the institution was changed to Lamar College, to honor Mirabeau B. Lamar, second president of the Republic of Texas and the “Father of Education” in Texas.

On June 8, 1942, as a result of a public campaign, a new campus was purchased, and classes were held for the first time on the present-day campus in Beaumont. After World War II, the college grew to 1,079, and a bill to make Lamar a state-supported senior college was introduced in the House of Representatives. The legislature approved the Lamar bill (House Bill-52) on June 4, 1949, creating Lamar State College of Technology effective September 1, 1951. Lamar was the first junior college in Texas to become a four-year state-supported college. Uniquely, Lamar retained much of its traditional community college mission, particularly in vocational programs, while continuing to grow with strong programs in engineering, sciences, business and education.

In 1962 a graduate school was established, offering master’s degrees in several fields. The Doctorate in Engineering was established in 1971. In the same year, House Bill 590 became law, changing the institution’s status to university. Lamar State College of Technology, with an enrollment of 10,874, officially became Lamar University on August 23, 1971.

Vocational subjects were among the first courses offered by Lamar and played an important role in the development of Lamar. A Division of Vocations was established in 1946 and became the Lamar School of Vocations in 1955. In 1970 the name was changed to the School of Technical Arts, and in 1972 it became the College of Technical Arts. During 1971 the College began awarding Associate of Applied Science degrees in certain two-year programs.

In 1969 an extension center was opened in Orange, and in 1975 the long-standing private two-year Port Arthur College became Lamar University at Port Arthur. The Lamar University System was established by the 68th Session of the Texas Legislature with the passage of SB-620, which took effect in August 1983. On September 1, 1995, the Lamar University System was abolished, and the components became members of The Texas State University System.

The Texas Higher Education Coordinating Board recommended in 1990 that all two-year programs at Lamar University-Beaumont be combined into Lamar University Institute of

Technology. The programs in the former College of Technical Arts, Allied Health, Office Technology and Restaurant-Institutional Food Management were placed in the new institute.

On September 1, 1995, the Institute of Technology was established as an educational center of Lamar University and a member of The Texas State University System. The Texas Legislature changed the name of the institution to Lamar Institute of Technology in 1999.

On December 4, 2000, the Southern Association of Colleges and Schools granted separate accreditation to Lamar Institute of Technology.

NEW STUDENT ORIENTATION

The orientation program for new students provides an opportunity for students to begin their college careers on the right path. New students are assisted by trained upper-class students. Advisors provide new students with information about their rights and responsibilities, acquaint them with policies and procedures and offer assistance with campus tours, course scheduling and registration. Faculty members are also present to discuss career and course options as well as scheduling.

TSI – TEXAS SUCCESS INITIATIVE

All associate-degree-seeking students, unless otherwise exempt, are required to meet the testing portion of the Texas Success Initiative before enrolling. The test provides information about a student's readiness for collegiate level coursework in the areas of reading, writing and mathematics. For more information on testing, refer to the section below. Students enrolling in a certificate program of less than 42 semester hours designed to be completed in less than one year are TSI-waived, provided that no more than 6 credit hours outside the certificate plan are earned. Students are not required to pass all three skill areas covered in the testing instrument (reading, writing and mathematics) before registering. However, they will be required to enroll in and participate in a developmental course in at least one skill area where a deficiency is shown. Students must successfully complete all requirements before graduation with an associate's degree. For more information about your status, contact Student Services Advisors in Beeson 121, (409) 880-8321 or your departmental advisor.

TESTING SERVICES

LIT offers the COMPASS® test so that students can meet the requirements of the Texas Success Initiative in a convenient manner. The computer adaptive test allows students to get immediate feedback so that they may be placed in the appropriate classes. To register, simply pay for the test in the cashier's office in the Beeson Building and sign up for a convenient time in the ACT Testing Center located in Building T1, Room 106B. The ACT Center also offers national and licensure testing and computer-based, web-based training utilizing an extensive courseware library of more than 1200 courses. For more information on the ACT Center, call 880-2027.

REGISTRATION / RECORDS

Most records/registration activities can be conducted in the Office of Student Services, Beeson 121. Students may register for courses, add, drop or withdraw or complete a change of address card. Students can also complete the paperwork needed to change their major.

The Night Coordinator will be available in Beeson Room 105 until 7 p.m. Monday through Thursday for registration and other assistance. For more information, call (409) 880-8198.

Students are encouraged to take advantage of the technology options for registration. Self Service Banner is available for non-TSI restricted students to register or change their schedules,

access their grades and pay. To register via the Web, enter the Lamar Institute of Technology home page at www.lit.edu. More information can be found in the class schedule.

Instructions for web registration as well as in-person registration are published at the beginning of November for the spring semester and the beginning of April for summer terms and the fall semester.

New students must have completed the admissions process before they can register. Continuing students may follow the instructions for early registration in the "Schedule of Classes" bulletin. Returning students should check in at the Student Services Office located in the Beeson Building Room# 121 for readmission instructions.

The Records Office in Wimberly 112 provides official transcripts for LIT students at a nominal cost. Students can either stop by and complete the needed paperwork or request a transcript by calling 880-8360. Verification of enrollment can also be obtained from this office.

Note for transfer students: Acceptance of transfer course work by LIT does not guarantee credit for specific courses within a particular program of study or admission to all programs. Normally, official transcripts will be evaluated and students will be notified, but at least prior to the end of the first academic term in which they are enrolled.

STUDENT ID

Your student ID card should be taken your first semester of enrollment at LIT in Beeson 121. When registering the first time simply request that an ID be added to your registration. The cost is \$5 and the card can be used for up to 4 years. When paying each semester have your ID validated in the Cashier's office. Your ID serves as your library card as well as your admittance to many activities such as athletics, recreational sports and the Student Health Center.

GRADE POINT ADJUSTMENT

A student registered in a certificate or associate degree program at the Institute of Technology may apply for grade point adjustment for grades of "D's" and "F's." After the course is successfully repeated at the Institute of Technology, the student must file a request for grade point adjustment with the departmental office. Upon request, only the second grade and its associated grade points will be applied toward any certificate or associate degree. Adjusted grade point averages may be disregarded for students who enter another college. Only grades of "D" made during or after the Fall 2001 semester can be adjusted.

GRADUATION

Graduating students have the opportunity to complete the necessary paperwork and purchases at an event known as Final Step held every semester in the Beeson snack bar area. Students should watch for flyers for exact dates and follow the deadlines in the printed schedules.

GRADUATION WITH HONORS

To be designated as honor graduates, members of a Lamar Institute of Technology graduating class must (1) have completed at least 24 semester hours at the Institute, and (2) have a grade point average of at least 3.5 for all course work at the Institute that apply to their program of study. A grade point average of 3.5 to 3.64 qualifies for cum laude (honors), 3.65 to 3.79 for magna cum laude (high honors) and 3.80 to 4.00 for summa cum laude (highest honors).

Grades made the semester of graduation are included in the calculation of grade point averages for honors and recognition of honor graduates. Honors are designated only for the first degree received by a student at LIT.

SPECIAL POPULATIONS

Lamar Institute of Technology offers support services to students who are classified into a group known as Special Populations. Special Population students include single parents, students with disabilities, displaced homemakers, students with majors nontraditional to their gender and students who are economically or academically disadvantaged.

The Institute provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504, and the American Disabilities Act of 1990 to students with a “diagnosed” disability. Students requiring such special assistance should contact the Special Populations coordinator at least four weeks before classes begin for the semester in which they will be enrolled. If accommodations are needed due to a physical or learning disability, an accommodation request form must be completed in the Special Populations office. Appropriate documentation must be submitted before accommodations may be arranged. Services include, but are not limited to, career counseling, interpreter services, note-takers, scribes, specialized test-taking arrangements, registration assistance, mobility/accessibility accommodations and procurement of assistive/adaptive equipment.

For more details, contact the Special Populations coordinator in 121 Beeson or call 880-1737.

LEP – LIMITED ENGLISH PROFICIENCY

If your native language at home is not English, then you may be considered limited English proficient.

Lamar Institute of Technology offers support services to students who are classified as limited English proficient. The LEP coordinator acts as liaison between students, faculty, administration, and outside agencies. Students are not limited to, career counseling/advising, bilingual services, translations, CELSA testing for ESL classes, registration assistance, GED, Compass tutoring, and scholarships.

For more information, contact the LEP Coordinator in the Beeson Building Room 238 or call (409) 839-2094.

BUS PASS ASSISTANCE

Special populations students are eligible for vouchers which can be exchanged for a bus pass that will allow them to ride the bus in the City of Beaumont. Applications are available in the Office of Student Services.

INTERNATIONAL STUDENTS

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

Internationals are encouraged and expected to participate in student activities and organizational programs in order to experience more fully the culture and lifestyles of Southeast Texas. It is the student’s responsibility to integrate into the campus environment. However, the Institute provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

Since the presence of international students also entails responsibility for the Institute in meeting certain distinctive needs, it is imperative that adequate provisions be made for doing so. The Institute recognizes the responsibility by setting, for its non-native English speakers, entrance and

exit standards that take into account the minimum language skills necessary for success in academic work, as well as the minimum standards that a diploma from the Institute represents.

In order for international students to achieve their educational objectives certain academic services are essential, and the Institute provides facilities and staff commensurate with those needs.

Moreover, the Institute recognizes that English language proficiency, and not citizenship or immigration status alone, is a key criterion in determining and meeting the needs of students for whom English is a second language. For assistance, call 880-8356.

VETERANS

A Veterans' Affairs Office is maintained in the Wimberly Student Services Building to assist veterans in obtaining their educational benefits at LIT. It also provides academic assistance and counseling. For additional information about veterans' programs, visit the office in 101 Wimberly or call 880-8437.

VETERANS' EDUCATION

LIT holds a contract for educating veterans under the Vocational Rehabilitation Law, known as Public Law Number 16, and is an approved institution of higher education for veterans under Public Law Number 346 and Public Law Number 550. The vocational training has been especially prepared for those who wish to establish themselves in business and industry in the Sabine-Neches area. Veterans who are interested in continuing their education should secure approval from the Office of Veterans' Affairs, Wimberly Student Affairs Building. Advice on program and training opportunities, academic assistance and advising is available from this office or by writing to Box 10017, Beaumont, TX 77710.

LEARNING LAB

The Learning Lab is located in the Technology Center, room 112. Hours are posted each semester to accommodate both day and evening students. One purpose of the Learning Lab is to provide computer-based assistance for the TSI objectives of reading, writing and mathematics. Personal tutoring is also available for developmental classes, as well as for most of the subjects offered at LIT. The lab also provides computer access to LIT students. Computers are equipped with resume writing software, Internet access, instructional software, and standard commercial software packages.

The Learning Lab offers access through computers to the Mary and John Gray Library. Research may be done on line, and if books or other materials are needed, they may be checked out through the Inter-library loan system.

The Learning Lab may also be used for study. Tables are set up for group or individual study, and tutoring is available. For more information call (409) 880-8885.

GRAY LIBRARY

The Mary and John Gray Library is centrally located on the Lamar University campus. The library collection exceeds 1 million volume equivalents, including microforms and state and federal documents. The library subscribes to almost 2,000 current periodicals and provides access to many full-text databases covering more than 3,000 periodicals.

Students, faculty, and staff of LIT can use PCs to locate electronic books in the online catalog, access indexes and journals electronically, and locate selected information through the Internet. A service-oriented library staff provides assistance in the use of reference materials, documents, special

collections, reserve materials and instructional media. The ID card serves as an individual's library card.

The library provides rooms for group study, and the 5th floor is a designated quiet study floor. Coin-operated copy machines for both print and microforms are available. An open-access PC lab is located on the library's seventh floor in the Media Services department. Assistance in using the PC's and software and the Internet is available from trained staff.

Additionally, students have access to the collections of 51 other publicly-funded colleges and universities through the TexShare program. Library hours are posted on the Library web site at <http://library.lamar.edu> and are available in a recorded message at (409) 880-8117.

PLACEMENT INFORMATION

Each semester LIT Student Services sponsors Project Interview to give students practice in actual interview situations with employers. Electronic resume service is also available for students at <https://www.myinterFase.com/lit/student/>.

CAREER CENTER

The Career Center at Lamar University can be useful for students choosing a major or confirming a current major through the following assessments:

The Strong Interest Inventory

This inventory compares your likes/dislikes with the interests of successful people in more than 100 occupations.

Myers-Briggs type indicator

This inventory helps you understand what work environment you want, how you make decisions, and how you relate to others.

Computerized planning

DISCOVER helps users identify their interests, abilities, and experiences and understand the relationship of these self-variables and the complex world of work and quickly and easily access large databases that contain up-to-date information about occupations and educational opportunities.

These components are available to students at the Career Center located in room 102 Galloway Business Building. Call (409) 880-8878 for more information.

BOOKSTORE

The Lamar Bookstore is located in the Setzer Student Center. The lease-operated facility features new and used textbooks for the current semester, trade books, course materials, school supplies and officially licensed merchandise.

The bookstore is open Monday-Thursday, 7:45 a.m. – 5 p.m., and Friday, 7:45 a.m. to 3 p.m., during fall and spring semesters. Summer semester hours are Monday-Friday, 8 a.m. to 3 p.m. Opened Saturdays during Home football games from 10 a.m. to 4 pm. Extended hours are posted during rush and buy-backs. A special satellite store may be open at the Lamar Institute of Technology during peak registration periods.

CASHIERING

Students must meet their financial obligations. Failure to do so may result in being dropped from classes or the student's name being turned over to a collection agency or to legal counsel. Such problems may be avoided by paying all bills. Generally, payment may be made by personal check, MasterCard, Visa, Discover, AMEX, cash, or financial aid.

Payment may be made in the following ways:

- (1) At the Cashier's office: 106 Beeson Building during regular business hours.
- (2) By mail: Addressed to Cashier's Office, P.O. Box 10043, Beaumont, TX 77710 for checks.

EARLY CHILDHOOD DEVELOPMENT CENTER

Lamar University's Early Childhood Development Center, located at 950 East Florida Avenue, is available to LIT students. The Center is accredited by the National Association for the Education of Young Children and provides a high quality child care and preschool program for children between the ages of 18 months and five years.

The Center is staffed with degreed teachers who create a stimulating environment and provide unlimited opportunities for learning. In addition to providing care for young children, the Center provides a site for college students to observe and work with children as part of their course work and training.

The Early Childhood Development Center accepts children on a part-time or full-time basis with the fees based on the number of hours children are in attendance.

HOUSING/CARDINAL VILLAGE

Cardinal Village is operated by Lamar University, and houses more than 1,000 students. Recreational amenities include a swimming pool, basketball court, sand volleyball court, theater/meeting room, fitness center, and computer lab. The furnished units have microwaves and mini refrigerators, individual telephone lines, cable TV connections and data lines.

To apply, contact Cardinal Village's office at (409) 880-8550 or www.cardinalvillage-lamar.com/.

PARKING

All faculty, staff and students are required to purchase a current parking permit and display it if they park a vehicle on campus. Students may pick up their permits at the time of payment from the cashier's office (Beeson 106). Parking and traffic regulations will be distributed with the permit. This is an important document that should be read thoroughly before parking on campus. Permits are valid for one calendar year (August to August).

The parking rules and regulations are in effect for both LIT and Lamar University campuses, for all students and employees of either campus.

Parking and traffic regulations are in effect 24 hours a day. For more information call (409) 880-8696.

POLICE

The police department is on campus to serve students in the protection of their person, their property, and the Institute's property. The police department is also charged with the enforcement of campus regulations and all state, local and federal laws. Officers are licensed peace officers for the State of Texas.

Engravers are available at the police department should students wish to engrave their valuables to aid in recovery in the case of theft or loss. Emergency phones are located at LIT and Lamar for your safety.

The police department is located at 211 Redbird Lane, in the Post Office building, and is open 24 hours a day, 7 days a week.

Emergency police response: (409) 880-8311 or 911

Police Dispatcher: (409) 880-8307

All other police business: (409) 880-8305.

POST OFFICE

The campus Post Office, a contract facility, is officially designated as Lamar University 77710. The Post Office is located at 211 Redbird Lane in the Services Building. Hours of operation are 8 a.m. to 4:45 p.m. Monday through Friday for all window services.

Postal boxes are rented to students, staff and faculty by semester and/or year. The cost is \$5 a semester, with Summer I/II considered as one full term, or \$15 yearly, which includes spring, fall and summer. Box sharing is prohibited.

Mail is received by United States Postal Services at 6:45 a.m. daily Monday through Friday. Outbound stamped and metered mail is dispatched daily at 5:00 p.m. Express deliveries are accepted from Airborne, DHL, Federal Express, Federal USPS, Mail Express, Pony Express, RPS, and United Parcel Service. It is the student's responsibility to notify the post office of any change of address.

SHUTTLE SERVICE

A shuttle service is provided for students living near the campus area. The boundaries from which the shuttle will pickup and drop off in area are as follows: Cardinal Drive (US 287/69/96) on the south side; Martin Luther King Jr. Parkway on the east side; Highland Avenue on the west side; and E. Elgie Street on the north.

Students desiring to be picked up near their residences must call (409) 880-8307 and give their name and the address where they are to be picked up. The shuttle will stop on the road as near to the residence as possible. The student must board the shuttle bus immediately when it arrives. If a student does not appear within 5 minutes, the shuttle will continue on its rounds.

The pickup point for students departing the campus for their residences is located in front of the Mary and John Gray Library. Below is a list of the departure times from the library. Students will be dropped off as near to their residence as possible.

MARY AND JOHN GRAY LIBRARY

Regular Schedule	Sunday thru Thursday	Friday
5:30 p.m. – 8:00 p.m.	5:30 p.m. – 12:00 a.m.	Closed

The shuttle bus is a white 15 passenger van which has "Lamar University Shuttle Bus" written on the side of the vehicle.

SCHOLARSHIPS

A wide variety of scholarships are offered, each year, to students at Lamar Institute of Technology. Scholarships are funds that cover all or a portion of the student's educational expenses. There are two types of scholarships awarded through The Institute: those administered solely by LIT, and those administered by The Institute at the request of donors, who determine criteria and select recipients themselves. A complete listing of available scholarship funds may be found on our website at www.lit.edu/.

Funds administered by the scholarship committee are awarded on the basis of academic achievement, programs of study, or special skills demonstrated by students. Consideration is given to extra-curricular activities such as leadership positions, career accomplishments, or honors and awards received. Departmental scholarships may also be available based on a student's chosen field of study.

Students applying for scholarships administered by the Institute of Technology should apply to the Office of Student Financial Aid between December 15 and February 15. An academic transcript must be submitted with the scholarship application if a student wishes to be considered for award in the upcoming academic year.

SNACK BAR — MEGA BYTES

Mega Bytes is located in the Beeson Building. Hours of operation are adjusted throughout the semester to meet the student and faculty needs. Items served daily include grilled and fried foods, salads, deli sandwiches, fountain drinks, cappuccino, and coffee, daily specials, as well as grab-and-go items. Catering is also available by calling (409) 880-2105.

STUDENT FINANCIAL AID

Financial assistance in the form of grants, loans, campus employment, and scholarships is available to a number of qualified students. Information regarding programs, policies, rules, regulations, consumer information and eligibility criteria can be obtained from Lamar Institute of Technology, Office of Student Financial Aid, and P.O. Box 10043, Beaumont, TX 77710.

When to Apply

All applications for need-based financial assistance should be submitted by April 1 for the following academic year. Notification of awards will be mailed in late spring and early summer. The Institute will continue to award student aid as long as funds are available. The most desirable types of aid, however, are normally expended early. Students should make every effort to meet the April 1 deadline.

How to Apply

Students wishing to apply for grants, loans and/or work-study programs must file the Free Application for Federal Student Aid (FAFSA) with the Department of Education. This is the first step in the application process — providing a federally determined degree of financial need for each student. Since the processing of this form requires between four and six weeks, those students planning to meet the April 1 deadline should file prior to March 1.

Students are encouraged to submit the FAFSA via the Internet. Applying online can greatly reduce response time for initial results and may simplify the renewal process in subsequent years. The Internet address for FAFSA On the Web is www.fafsa.ed.gov.

The filing of the Free Application for Federal Student Aid (FAFSA) should result in a Student Aid Report being sent in to the student's email address. The school will receive an electronic version

of this report for each student selecting Lamar Institute of Technology as a preferred school. The federal school code for LIT is **036273**.

Lamar Institute of Technology also requires all students applying for assistance to complete some additional paperwork. All financial aid applicants will be required to submit a “general application” to provide some basic information necessary to properly award aid to eligible students. These campus-based forms, along with the results of the FAFSA must be submitted by the April 1 deadline.

Minimum Qualifications

Those applying for need-based grants, loans or work-study programs must have their financial eligibility established by the Free Application for Federal Student Aid (FAFSA). Students must reapply each year to be considered for assistance during a new academic year.

The FAFSA is available at the Institute of Technology in the Office of Student Financial Aid. The general application, as well as other required campus-based forms, are also available and must be on file to accompany the FAFSA by April 1.

Incoming freshman may obtain the FAFSA from their high school counselors, or directly from the Office of Student Financial Aid, Lamar Institute of Technology, P.O. Box 10043, Beaumont, TX 77710.

Federal Assistance

Assistance from federal sources is available to eligible students as provided through federally authorized Title IV funds.

Grant Aid

The Pell Grant, designed for undergraduate students is the foundation source for all other need-based assistance programs. All applicants are required to submit the Student Aid Report (FAFSA results) to determine eligibility for the Pell Grant. A student’s Pell Grant award is directly related to the family’s ability to contribute toward his/her education. The “Expected Family Contribution” is a direct result of the Free Application for Federal Student Aid (FAFSA). No other need-based assistance (grants, loans, work-study) can be awarded until the student’s eligibility for the Pell Grant is determined.

The Federal Supplemental Educational Opportunity Grant (FSEOG) is another federal grant intended for undergraduate students with exceptional levels of financial need, as determined by the FAFSA. Those students with the lowest “Expected Family Contribution,” who will also qualify for Pell Grants, will receive priority in the awarding process.

Self-help Aid

Students interested in qualifying for federal Student Loan Programs may do so after eligibility levels have been determined through submission of the FAFSA results. Students must submit a Loan Worksheet to the Financial Aid Office to indicate interest in a Stafford Loan. These long-term loans, with repayment scheduled after graduation, may be obtained under programs such as the Subsidized Stafford Loan, Unsubsidized Stafford Loan (for independent students) and Parent Loans for Undergraduate Students (PLUS). Those interested in one of these loan programs should contact the LIT Student Financial Aid Office for information and application forms.

Employment opportunities under the Federal Work-Study Program allow students to secure part-time jobs to help defray the educational costs incurred during a student’s college career. Positions are available on campus, and through some federally approved not-for-profit agencies. The work-study program allows students to work around their class schedules and gain valuable on the job experience.

State Assistance

The Texas Public Education Grant (TPEG), is based on state provided funding sources and is available to students attending at least half-time on the LIT campus. Texas residents meeting the April 1 priority deadline will be given priority in the awarding process. Students with exceptional need as determined by the FAFSA may be awarded one of these grants.

The TEXAS Grant is a state appropriated fund designed for Texas residents. Recent high school graduates who have completed all parts of the “Recommended” or “Advanced” high school curriculum may be eligible for these funds. These students must show financial need through the FAFSA and must be enrolled at least three-quarter time. An official transcript with the state seal indicating the type of curriculum completed must be submitted for a student to be considered for TEXAS Grant funds.

TEXAS Grant II may be available to Texas residents enrolled at least half-time in an associate’s degree or certificate program on the LIT campus with no eligibility for the original TEXAS grant.

Satisfactory Academic Progress

Students seeking financial assistance for educational purposes must meet and maintain the satisfactory academic progress standards as established by federal regulations and institutional policy for eligibility at Lamar Institute of Technology. Such progress will be measured at the beginning of each semester for which a student is applying for assistance. Evaluation will be based on cumulative academic performance to determine if a student is eligible to receive Title IV Student Financial Aid.

To comply with the satisfactory academic progress standards and remain academically eligible for assistance, a student must:

- Be enrolled in an approved degree or certificate program. Some certificate programs may not be approved for Title IV Funding. Students uncertain about declared majors should contact the LIT Student Financial Aid Office.
- Enroll in courses that are required for their declared degree or certificate program. Financial aid will not be approved for courses taken outside the approved program of study.
- Complete at least 75 percent of all credit hours attempted during a semester.
(total earned hours divided by total attempted hours)

NOTE: You DO NOT earn credit hours for the following grades: N, W, U, Q, F, NG, or I.

- Maintain a minimum 2.0 cumulative grade point average (GPA). TEXAS Grant recipients must maintain a 2.5 GPA.
- Complete requirements for an associate degree within 100 credit hours.

Failure to achieve satisfactory academic progress will result in loss of eligibility for financial assistance.

Financial Aid Suspension

A student who does not meet **one or all** of the established standards for academic progress will be placed on Financial Aid Suspension. The suspension will continue until satisfactory academic progress has been shown over the course of a long semester by completion of at least six (6) academic hours and a 2.5 minimum semester GPA (students choosing to take additional hours should understand that **all attempted credit hours** will be considered).

Consideration of Mitigating Circumstances:

Students who have been denied financial assistance and believe that there are mitigating circumstances resulting in failure to maintain Satisfactory Academic Progress may submit a written appeal with supportive documentation.

All appeals, and supporting documents must be submitted to the LIT Student Financial Aid office within ten business days of the most recent denial notice.

Student appeals will be considered by reviewing overall academic performance, previous appeal status, and any mitigating circumstances. Failure to provide written documentation to support the basis for an appeal may result in denial of the request.

Financial Aid Probation

If a letter of appeal is approved, the student will be placed on Financial Aid Probation. Specific conditions may be established to assist the student in his/her efforts to achieve appropriate academic standing. The student will be required to acknowledge the conditions of their probation, and must agree to abide by all conditions prior to disbursement of any assistance.

Financial Aid Appeals Process

Students desiring to submit a letter of appeal should do so within ten (10) business days of their most recent denial. Appeal letters and all supporting documentation should be submitted to the Director of Student Financial Aid, Lamar Institute of Technology, P.O. Box 10043, Beaumont, TX 77710. Decisions regarding student eligibility will be made by the Financial Aid Director based on information provided by the student. Students who wish to dispute results of the appeal process may do so by submitting a written statement to the Vice President of Student Services at Lamar Institute of Technology. However, academic progress decisions are made at the school level and may not be appealed to the Department of Education.

Return of Title IV Funds

The Department of Education has changed its policy for students who withdraw from school before the semester has been completed.

Students withdrawing during the first 60 percent of the semester **will owe** grant and/or loan funds to the government and/or Lamar Institute of Technology.

According to federal regulations (34 CFR668.22):

Any student receiving federal funding, who withdraws prior to completing 60 percent of the term, must return the unearned portions of any aid disbursed. The applicable refund(s) will be calculated by the school and returned to the proper source within **30 days** of the withdrawal, and according to the following sequence:

1. Loans (Unsubsidized, subsidized then PLUS)
2. Federal Grants (PELL, then SEOG)
3. State Assistance
4. Student (if any credit has been calculated)

THERE IS NO EXCEPTION TO THIS RULE AND YOU CANNOT APPEAL THIS DECISION TO LAMAR INSTITUTE OF TECHNOLOGY.

Students owing refunds must clear balances to all agencies in order to enroll for future semesters, receive transcripts and/or qualify for any type of financial assistance.

Students withdrawing after the first 60% of the semester at Lamar Institute of Technology will be responsible for 100 percent of their tuition and fees.

Policy Regarding Referrals of Suspected Fraud of Criminal Misconduct

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with application for Title IV, H.E.A. program assistance, the information will be referred to the appropriate college, state and or federal authorities.

These authorities may include, but are not limited to College Discipline Officer, College Police, Municipal Police and the Office of the Inspector General of the U.S. Department of Education.

STUDENT PUBLICATIONS

University Press

The Student Publications Office publishes the University Press, the student newspaper, twice a week during long terms. Copies may be obtained in the bin outside the Student Services office in the Beeson Building. Offices for the University Press are in 200 Setzer Center.

Newsletter

The Office of Public Information publishes a newsletter, LIT Times, twice each long semester.

DENTAL HYGIENE CLINIC

The Dental Hygiene Program operates a dental hygiene clinic which provides learning opportunities for students enrolled in the Dental Hygiene Program. The clinic provides dental hygiene services (dental cleaning, X-rays, dental exams, fluoride treatments, pit & fissure sealants, and nutritional counseling) for students and members of the community. Services are provided by dental hygiene students under the supervision of licensed dentists and dental hygienists. A fee is assessed for treatment provided. The fee schedule is: \$25 for the general public, \$15 for students, \$10 for individuals on fixed income, \$15 for senior citizens and \$10 for X-ray only patients. The Dental Hygiene Clinic is open Monday through Thursday during the fall and spring semesters. Individuals should call (409) 880-8860 to schedule an appointment.

HEALTH CENTER

The Student Health Center offers outpatient medical services for currently enrolled students of Lamar Institute of Technology. A physician and certified nurse practitioners are available during regular hours to treat students for minor illnesses or injuries that do not require constant supervision. No appointment is needed and students are charged only for lab tests, medications, and supplies, not for the office visit. Off-campus referrals are made for x-rays or specialist consultation as needed. Students with chronic and/or serious conditions will require treatment off campus by their own family physician. Most medications prescribed by Health Center practitioners are available in the clinic pharmacy at a reduced cost. All charges incurred are entered on the student account, thus no payment is required at the time of service.

Gynecological services and family planning are provided by a certified women's health nurse practitioner (appointment only). There is a lab charge for most gynecological services. Short term psychological counseling is also available by licensed counselors who offer individual and group therapy, and coordinate workshops on a variety of mental health issues. A full time health educator, in collaboration with student peer educators, provides health education to organizations, residence halls, classes, or individuals on a variety of health related issues pertinent to the college population.

All services are available to students presenting a validated I.D. during regular hours when classes are in session. After hours, on weekends, and when classes are not in session, health care becomes the students' responsibility. Any expenses incurred for ambulance services or off-campus medical needs are also the responsibility of the student. Students are encouraged to maintain some form of health insurance to cover these expenses, as they can be quite costly. Call 880-8466 for more information.

HEALTH INSURANCE

Health and accident insurance is required of all international students, residence hall occupants, and participants in intramural sports. All registered LIT students taking six or more credit hours (three hours for summer sessions) are eligible to participate in the Student Accident and Sickness Insurance Plan. This is a supplemental policy which covers a portion of the costs for inpatient and outpatient medical services not available at the health center. Unless it is an emergency, students are required to seek treatment at the health center first, where an off campus referral will be issued if deemed necessary. Students enrolled in the insurance plan may also insure their dependants. However, non-student dependents are not eligible to use the health center.

Detailed information and enrollment forms are available through the Student Health Center, the offices of Student Affairs or Residence Life, or through the health center's web site <http://dept.lamar.edu/healthcenter/>. Premiums are due at the time of enrollment, and are available per semester or on an annual basis.

GENERAL INFORMATION / ELIGIBILITY

Students are encouraged to participate in co-curricular activities, because taking part in well-developed, organized activities enhances the educational experience. It is hoped that the out-of-class activities and programs lend themselves to the total educational experience. In keeping with this philosophy, members of the faculty, staff and administration serve as advisors and sponsors to the various organizations.

An extracurricular activity is understood to be any activity representing the student body, any student organization, any department or division organization or any general activity representing LIT.

Any student currently registered, not on disciplinary or scholastic probation and who has a GPA of at least 2.0 for both the college work completed at LIT and that of the preceding semester is eligible to participate in extracurricular activities. Individual organizations may establish higher requirements for GPA enrollment status.

For the purpose of establishing eligibility, two six-week summer terms may count as one semester. Transfer students have the same eligibility as freshmen students until completion of one semester.

HONORS

Phi Theta Kappa Honor Society

Phi Theta Kappa Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programs. The American Association of Community Colleges recognizes Phi Theta Kappa as the official honor society for two-year colleges. The complement of services, innovative programs, and membership benefits offered by Phi Theta Kappa today is unequalled among honor societies. The programs focus on the Society's Hallmarks of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and earn a grade point average of 3.5 or higher. Eligible students receive invitations to join by mail in the fall and spring. Students must maintain a high academic standing throughout their enrollment in the two-year college. The LIT chapter, Beta Gamma Phi, recently received Five Star status, the highest level of achievement a chapter can obtain.

President's and Vice President's Lists

At the end of each long semester the names of all full-time students who have earned a grade point average of 4.00 are announced by the president. Likewise, those students who have earned a grade point average of 3.40 to 3.99 are announced by the vice president of instruction. Developmental courses are not included in these honors.

SKILLS USA

Skills USA is the international organization that serves students who are enrolled in training programs in technical, skilled, and service occupations. Skills USA prepares America's high performance workers by providing quality educational experiences for students in leadership, teamwork, citizenship and character development. Participation in Skills USA builds and reinforces self-confidence, work attitudes and communication skills while emphasizing total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. Skills USA programs include local, state, national and international competitions in which students demonstrate occupational and leadership skills.

In every chapter meeting, contest, leadership conference and activity, Skills USA student members are building the skills to become successful. Students have the opportunity to develop a broad range of employability skills, participative skills, academic skills, leadership skills and occupational skills. All students, no matter what their career aspirations, can benefit from membership in Skills USA. Perhaps the most obvious benefit students receive is preparation that allows for a smooth transition from school to career. Upon graduation, Skills USA students not only have academic and technical skills, but also possess the employability skills that Skills USA delivers.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to be an integral part of LIT by acting as the official and representative student organization to receive student questions and suggestions.

The SGA encourages responsible student participation in the overall policy and decision-making processes of LIT, investigates student problems and takes appropriate action, and provides the official voice through which student opinion may be expressed.

Membership of SGA consists of representatives of each of the departmental organizations as well as members at large. Regular meetings are scheduled throughout the semester and are open to all students.

ADDITIONAL STUDENT ORGANIZATIONS

American Dental Hygiene Assoc (ADHA)
American Welding Society (AWS)
Child Care Association
Computer Resource Association
Diagnostic Medical Sonography
Health Information Technology
Lamar Biology Association
Office Technology Association
Operating Process Technology Club (OPT)
Phi Theta Kappa
Process Operating Technology
Pulmonary Care
Radiologic Technology Student Organization (RTSO)

Respiratory Care
Restaurant Food Management
Skills USA
Society of Associate Accountants (SOAA)
Student Government Association (SGA)
Students in Free Enterprise (SIFE)
Student Offered Services (SOS)

For more information about any of these organizations, visit the SGA office in 105 Beeson Building or call (409) 880-8994.

ADDITIONAL ACTIVITIES

The following activities are available to LIT Students through Lamar University or through community organizations:

Intercollegiate Athletics

LIT students are admitted to all Lamar University athletic events FREE with valid ID card, and are invited and encouraged to support all the athletic programs.

Lamar University competes at the NCAA division I level and is currently a member of the Southland Conference, which consists of 11 universities from Texas and Louisiana.

Lamar offers 14 varsity sports split equally with seven men's and seven women's programs. The seven women's sports are: basketball, cross country, golf, indoor and outdoor track and field, tennis and volleyball. The men's sports are: baseball, basketball, cross country, golf, indoor and outdoor track and field, and tennis.

Campus Ministries

Several campus ministries provide fellowship, worship and recreational activities for LIT students. Some ministries sponsor activities, retreats, special programs and community services.

Baptist Student Ministry, 4602 Cheek St. (409) 838-1450.

Catholic Student Center, 1010 E. Virginia. (409) 835-3972.

Church of Christ Bible Chair, 1018 E. Virginia. (409) 832-4498.

Church of Jesus Christ of Latter-day Saints, 4530 University Dr. (409) 838-1622.

Episcopal Center, 796 E. Virginia. (409) 833-5642.

Wesley Foundation (United Methodist), 4602 Cheek St. (409) 880-7252.

FINE ARTS

LIT students are welcomed at Lamar University fine arts exhibits and events. Facilities and events include:

Dishman Art Gallery

This gallery provides one of the finest collegiate exhibition spaces in the state of Texas with two galleries, a preparation area and lecture hall with video and projection facilities. The Dishman annually presents a series of local, regional and national touring exhibitions as well as invitationals for both high school teachers and their students. A variety of public programs including openings, artist lectures and panel discussions are scheduled in conjunction with exhibits throughout the year.

Gallery hours are 8 a.m. to 5 p.m., Monday through Friday. The Eisenstadt Collection is open for viewing by appointment.

Admission is free. The gallery is located on the corner of MLK and East Lavaca. More information can be obtained by calling (409) 880-8141.

Lamar Theatre

Students looking for stage productions need look no farther than the Lamar Theatre, which performs five productions each year, including comedy, drama, and musicals as well as children's theatre and student-directed "brown bag" productions. Lamar's recently renovated 500-seat proscenium theatre and flexible seating "black box" studio theatre play host to the productions. (409) 880-2250.

Music

The Music Division provides a variety of musical opportunities. The Symphonic Band, Concert Band, jazz bands, Cardinal Pep Band, Chamber Orchestra, A Cappella Choir, Grand Chorus, and Cardinal Singers perform on a regular basis on campus and in the community throughout the year. Many of these groups can be heard on the popular Lamarissimo! series, presented in the Julie Rogers Theatre in downtown Beaumont. This series has become one of the premier musical events in the community. (409) 880-8144.

RECREATIONAL SPORTS

The Sheila Umphrey Recreational Sports Center, a 129,550-square-foot building facility encompasses the landmark McDonald Gym, with spectator seating for volleyball and basketball games. The renovated areas and new construction include 13,000 square feet of cardiovascular and free-weight training; a one-tenth-mile walking/jogging track; a 43-foot climbing wall; basketball, volleyball and badminton courts; racquetball, handball and squash courts; a wellness and fitness center; health food café and juice bar; lounge areas with pool tables; an outdoor putting green; and air hockey, foosball, video games and TV.

Lamar joins a growing number of universities where students have financed similar quality of life facilities. The new recreational sports center provides the university with exceptional facilities compared to those at other universities in Texas.

This facility addresses the needs and desires of the student body and is an integral component of the university community as a whole. The availability of quality of life facilities and programs such as aerobics, yoga, martial arts and dance are an important part of a holistic university experience. The new center is a vital addition to LU campus life and a significant demonstration of the university's commitment to its students.

The new recreational sports center enhances the enjoyment of individual recreational activities, intramural sports, club sports, special events, wellness and other organized programs. In addition to these, the new center provides several lounge areas for students to mix and mingle or hold organization and club meetings in a more leisurely environment.

SETZER STUDENT CENTER

The Setzer Student Center (SSC) is the center of campus activities at Lamar. This \$2.8 million structure opened in spring 1971 to serve students and faculty. Housed in the building are several types of facilities, which meet varying needs. Call (409) 880-8727 for more information.

Ballroom: The most-used room in the center, the ballroom is used for dances, films, banquets, speakers and large meetings. First floor.

Game Areas: These areas contain pool tables, electronic games and card tables. First and second floors.

TV Room: A color television enables students to view their favorite programs. Second floor.

Reading Room: A quiet place to relax. Second floor.

Cardinal Nest: The Nest is a short order snack bar where many students have lunch and gather between classes. Pizza Hut Express and Taco Bell Express are also located in the Nest.

Mirabeau's: Food is available during regular operating hours. First floor.

Automatic Teller: Students enjoy the convenience of using any bank card in the automatic teller to take care of banking needs. Available all hours. Outside west side.

Lounges: Various lounges for quiet study, reading and discussions are located in various spots throughout the center. First and second floors.

Meeting Rooms: Several rooms of varying sizes are available for use by recognized campus organizations. First and second floors.

Reservations: This office reserves facilities in the center and accommodates needs of groups having meetings and events in the facility. First floor.

Hours: Setzer Student Center operations vary with academic and holiday schedules and are posted.

LAMAR ALIVE!

Lamar Alive! is the student programming board responsible for providing the campus with a variety of programs and co-curricular activities that enhance the social, educational, and cultural experiences of students. Lamar Alive! is housed in the Setzer Student Center and uses its facilities as well as other campus buildings, lounges, theatres and outdoor arenas for its many programs and activities.

Lamar Alive! seeks dedicated volunteers to plan a wide variety of programs and activities which have included lectures, talent shows, poetry readings, classical and current films, dances, concerts, musical and dance ensembles, holiday parties for children, comedians, coffeehouse entertainment, tours and trips, cultural festivals and celebrations.

If you are interested in becoming part of any exciting campus life, go to 212 Setzer Student Center or visit with one of the student directors by calling (409) 880-8721.

OTHER STUDENT ORGANIZATIONS

There are over 150 different student organizations grouped by the following types: umbrella, departmental/professional, honor, mutual interest, religious, spirit, sports, and social. Students interested in joining one of the presently registered groups or in forming another student organization should seek procedural information from the Office of Student Organization Services in 212 Setzer Student Center, (409) 880-8722.

ADDITIONAL LIT POLICIES & INFORMATION

Absence Due to Illness or Injury

Students may request the Student Services Office to notify faculty members prior to or during an extended absence because of injury or illness. This notification does not constitute an excused absence from class. It does inform instructors why a student is absent.

Absence Due to LIT-Sponsored Activities

Students planning to be absent because of LIT-sponsored activities should present a properly completed excused absence form to their instructors prior to the absence.

Academic Grievances

To provide for the resolution of alleged grievances, LIT has a student-faculty relations committee composed of four faculty members and three students.

The initial step for the aggrieved party is to discuss the issue with the offending party. If the issue is not resolved, the second step is to consult with the department chair. If the department chair cannot resolve this issue, the matter should be referred to the Student Faculty Relations Committee. In the event that any party involved in the alleged grievance should seek to appeal the decision

and/or recommendations of the committee, the written appeal should be addressed to the Vice President of Academic Affairs.

All academic grades and grading methods are subject to review by the appropriate chair when review is requested by a student regarding a specific grade. The department chair and Vice

President of Academic Affairs must approve any change in grade requested by an instructor after final grades are recorded.

AIDS

Institutional policy with regard to students with Acquired Immune Deficiency Syndrome (AIDS) follows the general guidelines of the American College Health Association. Students with HIV infection are encouraged to inform campus health providers so that the institution may provide them the proper medical care, counseling, support services and education. All medical information will be handled in a strictly confidential manner in accordance with applicable federal and state laws protecting student privacy. HIV-positive students will not be discriminated against in the offer of and access to LIT programs and services. Additional information may be obtained by calling (409) 880-1737 or stopping by 121 Cecil Beeson Building.

Anti-Discrimination

Lamar Institute of Technology believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the Institute has a special responsibility to seek cultural diversity, to instill a global perspective in its students and to nurture sensitivity, tolerance and mutual respect.

Discrimination against or harassment of individuals on the basis of race, color, creed, sex, age, handicap or national origin is inconsistent with the purposes of the Institute. Anyone who discriminates against a member of the LIT community is subject to appropriate disciplinary sanctions.

Students who believe they may have been victims of instances of discrimination have the right to, and are encouraged to, report those instances to the Vice President of Student Services, Vice President of Academic Affairs, their department chair, or the Office of Student Services.

Disability Non-Discrimination

Lamar Institute of Technology does not discriminate on the basis of disability in the recruitment and admission of students or the operation of any of its programs and activities. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973 is the Coordinator for Special Populations.

Additional information regarding accommodations for hearing impaired, visually impaired, learning disabled or other disabilities may be obtained by calling (409) 880-1737 or stopping by 121 Cecil Beeson Building.

IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What Are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies so check with your health care provider.
- Vaccination is very safe. Most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at Student Health Center.

How can I find out more information?

- Contact your own health care provider.
- Contact your Student Health Center at 880-8466.

- Contact your local or regional Texas Department of Health office at (409) 832-4000.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

CLASSROOM/LABORATORY CONDUCT

Students are expected to conduct themselves in a professional manner while in Lamar Institute of Technology facilities including classrooms, laboratories, shops, offices, and support areas. Students are to turn off or mute cell telephones and pagers during class. Students should also avoid disruptive behavior and leaving class during lectures. Food and drinks are not allowed in classrooms and laboratories.

COMPLAINT POLICY

Students desiring to file an initial complaint about services, activities, faculty and staff should bring the complaint to the attention of the appropriate department head for resolution. Procedures for specific types of grievances can be found in The Student Handbook. The Office of Student Services (Beeson121, 880-8321) can assist students with referrals and advice if needed. If a student follows the proper procedures and an acceptable resolution is not reached within five working days, the student can then file a formal written complaint on the “Complaint Intake Form” in the Office of Student Services or other administrative offices. The student will need to demonstrate an attempt to resolve the matter through the appropriate channels before filing a formal complaint. After receiving the formal complaint, the form will be referred by the Vice President for Student Services to the appropriate department head and the student will receive a written progress report within ten working days. The complainant as well as the Vice President for Student Services should be notified in writing of the outcome. Each semester, a formal report will be made to the Executive Council about the previous semester’s complaints and resolutions.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Lamar Institute of Technology is committed to providing a healthy and safe learning environment for all students and employees. LIT has established procedures to advise members of the campus community on the consequences of drug/alcohol use, possession and distribution. Additionally, Lamar Institute of Technology is committed to providing important information on available substance abuse counseling, treatment, rehabilitation or re-entry programs.

DRUG POLICY

Lamar Institute of Technology is committed to a healthy, safe and drug-free community (TSUS Rules, Chapter VI, Section 5.7-(20). Students found guilty of possession, use or distribution of any drug, narcotic or controlled substance, whether the infraction is found to have occurred on or off campus shall be suspended for a minimum of the remainder of the semester in which the infraction occurred plus the following long semester.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The following information concerning student records maintained by Lamar Institute of Technology is published in compliance with the Family Education Rights and Privacy Act of 1974. (PL 93-380).

Access to educational records directly related to a student will not be granted unless disclosure of the type of record is authorized to be disclosed under the provisions of the law. The types, locations and names of custodians of educational records maintained by the Institute are available

from the Registrar. Access to records by persons other than the student will be limited to those persons and agencies specified in the statute.

The release of information to the public without the consent of the student will be limited to the categories of information which have been designated by the Institute of Technology as directory information and which will be routinely released. The student may request that any or all of this information be withheld from the public by making written request to the Student Services Office. Forms for submitting the written request to withhold directory information are available in the Office of Student Services. The request must be made by the last official day to register for a given session and applies to that session only. Directory information includes name, current and permanent address, telephone listing, date and place of birth, major and minor, semester hour load, classification, participation in officially recognized activities, dates of attendance, degrees and awards received, with dates, and the last educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Lamar Institute of Technology or the TSUS Administrative Office 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 Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, Lamar Institute of Technology discloses educational records without consent to officials of another school, in which a student seeks or intends to enroll.

A student has the right to challenge records and information directly related to him or her if it is considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. The procedure to be followed in a formal hearing is available in the Office of Student Services.

The right of parental access to student records may be established by either of two methods: first, by the student filing a written consent statement or second, by the parent validating the student's dependency as defined by the Internal Revenue Service.

HAZING

Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar Institute of Technology are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing. Any student who does so will be subject to disciplinary actions and might also expect to be dealt with by civil authority.

SEXUAL HARASSMENT

It is the policy of LIT that no faculty, staff, student or contractor may sexually harass any guest, or visitor to the campus or any member of the Lamar Institute of Technology community, including faculty, staff, and students and candidates for positions, and that such acts will not be tolerated either on campus or at Lamar Institute of Technology programs off campus. Any faculty, staff or student will be subject to discipline for violation of this policy; a contractor may face loss of contract.

Faculty, staff, students and guests of LIT who believe that they have been sexually harassed or are aware of instances of possible sexual harassment have the right and are encouraged to seek resolution through informal or formal procedures supported by Lamar Institute of Technology.

A person who believes in good faith that he or she has been sexually harassed should report the conduct in writing as soon as possible after the incident to any of the following:

- a. the academic or administrative official responsible for the area in which the incident took place;
- b. the immediate supervisor of the alleged harasser or the next higher management level if the person is an employee;
- c. the Vice President for Student Services if the person making the report or the alleged harasser is a student.

For further information, contact Human Resources at (409) 880-8375.

SMOKE-FREE BUILDINGS AND VEHICLES

Lamar Institute of Technology recognizes its commitment to the physical well-being of its students, faculty and staff. Smoking is prohibited at all times in all facilities and vehicles unless otherwise designated.

STUDENT ORGANIZATION FUND-RAISING

All student organizations must be registered through the LIT Student Government Association in order to host a fundraiser.

Solicitation by students or groups for the purpose of selling food, merchandise or services or obtaining contributions on or off campus by registered Institute organizations is subject to written authorization by the Vice President of Student Services. Any items sold with the LIT name or logo must be approved in writing by the Director of Public Information in Beeson 230, 880-2922. The Fund Raising Request Form must be completed **prior** to beginning **any sale** or ordering merchandise, and all flyers must be approved by the Vice President of Student Services or SGA and posted in authorized locations only.

Additional guidelines for food sales: On-campus food sales can be scheduled **every other** week for one day only. No organization will be allowed to schedule more than one week at a time until all student organizations have had the opportunity to schedule an event on campus — priority deadline for fall is October 1 and spring is February 15. The organization must choose only one food item to sell on campus. This can be links, nachos, hot dogs, etc. No other items can be sold, i.e. drinks and chips, or be given away as part of the sale. Completed forms should be turned in to the Office of Student Services for approval. For schedule verification, A “Request for Use of Facilities” (F3.33A) must be completed and signed by the faculty/staff advisor, and on file in the President’s Office prior to the event. An event is not considered confirmed until this form is completed and on file. The Student Organization Fund Raising Form must be attached. Groups must obtain necessary permits from the City of Beaumont. More information and the appropriate forms can be obtained from the Student Government Association office.

STUDENT RIGHT-TO-KNOW / CAMPUS SECURITY ACT

Consistent with the provisions of the Student Right-To-Know/Campus Security Act, Lamar Institute of Technology will, On a yearly basis, make available to students, faculty and staff members, a comprehensive report that contains relevant data on campus safety and security programs and crime statistics.

In compliance with the Department of Education's Student Right-to-Know Act, Lamar Institute of Technology will make available to enrolled or prospective students information regarding graduation rates as well as institutional security policies and crime statistics. Paper copies of the graduation rates may be obtained from the Office of Institutional Research & Planning by calling (409) 880-2207. Paper copies of the security policies and crime statistics may be obtained from the Lamar University Police Department. You will find the information concerning the campus at this link: <http://www.lit.edu/srtk/>.

STUDENT TRAVEL POLICY

1. Policy Statement/Definition

1.1 LIT-sanctioned travel is defined as travel more than twenty-five (25) miles away from campus, which occurs when any of the following applies.

- a. An LIT student organization or sponsored program plans to travel and the travel-related event is representative of LIT;
- b. The travel is required by a student organization registered at LIT;
- c. A faculty or staff member serving in her or his official capacity supervises the travel; or
- d. Institutional, department or organizational resources are used (includes vehicles as well as financial resources).

2. Procedures

The appropriate forms as well as accident and breakdown guidelines are available in the Student Government Association office.

2.1 Students, student organizations and individuals participating in LIT-sponsored travel programs should take the following steps:

- a. Complete the "Student Travel Form".
- b. Complete the "Student Group Travel List".
- c. All travelers must complete the "Trip Release and Indemnity Form".
- d. Obtain photocopies of driver's licenses and proof of liability insurance for all intended drivers and the Travel Checklist.
- e. Complete the Authorization for Medical Treatment Form for any travelers under eighteen (18) years of age.
- f. Complete and submit copies of all forms listed above to the appropriate office should be submitted to the office unless otherwise noted.
 1. Academic (course related) field trips should be forwarded to the appropriate department chair.
 2. Student organization travel should be forwarded to the business office via the Office of Student Services or designee. Student organizations should also maintain copies of each of these forms.
- g. All items listed in above should be placed in the glove compartments of travel vehicles before departure.

3. Driver Requirements & Vehicle Use Guidelines

3.1 Drivers

a. Drivers must be at least eighteen (18) years of age, with a valid driver's license and valid liability insurance or lease policy insurance. If an LIT vehicle is used, all drivers must be LIT-approved drivers (for more information contact the Vice President for Finance and Operations).

b. No driver shall have consumed any alcoholic beverages or ingested any chemical substance (prescriptive or over the counter) that would impair her or his ability to operate a motor vehicle within twelve (12) hours of operating a vehicle.

c. Drivers must carry copies of all pertinent LIT travel documents listed in section 2.1.

3.2 Vehicle Use

a. Smoking is not permitted in any LIT vehicle.

b. Vehicle/Road Hazard Safety kit must be checked out from Student Government office for every vehicle being used for student travel each trip.

c. The transporting or consumption of alcoholic beverages is prohibited during LIT sanctioned travel.

d. No student shall be required to use her or his personal vehicle to perform LIT-related activities.

e. The use of rental or institutional vehicles is encouraged. Contact the Student Government Association for information/guidelines for rentals. If students use their own vehicles to drive themselves or transport other students as passengers to LIT related activities, they should be aware that their personal insurance will be responsible for any liability that may arise from the trip.

3.3 Other Modes of Travel

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

4. Standard Of Conduct During Lamar Institute of Technology Sanctioned Travel

4.1 Any LIT student traveling off-campus to LIT-related functions or activities is expected to be fully acquainted with the guidelines of this LIT “Student Travel Policy and Procedure Statement” as well as The Student Code of Conduct which is available to each student for review online, in The Student Handbook and in departmental offices. LIT will hold each student and organization responsible for complying with these published policies and guidelines. Additionally, students are expected to comply with all federal, state, and local laws as well as LIT policies, in addition to the policies of any agency or organization to which the student travels.

4.2 Any student involved in LIT sanctioned travel who violates the LIT travel policy is subject to disciplinary action notwithstanding any action taken by appropriate authorities because of the violations. This includes conduct, which is likely to have an adverse effect on LIT.

5. Safety Guidelines

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

a. The mode of transportation will be determined by the sponsoring department or student organization taking into consideration a combination of three (3) primary factors:

1. number of participants traveling,
2. distance to be traveled, and
3. time frame of the event.

b. A vehicle should not be loaded beyond its capacity to supply one (1) seat belt for every person in the vehicle. On extended travel trips vehicles should be under loaded. Loading of the vehicle shall be done in accordance with vehicle manufacturer recommendations. Particular

attention should be paid in loading the large 15 passenger (3/4 ton) vans. No more than twelve (12) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a rollover.

c. The majority of driving should be during daylight hours. Night driving from midnight to 6 a.m. is discouraged.

d. If travel time is to exceed twelve (12) hours, two (2) or more persons must share the driving responsibility and rotate time behind the wheel in accordance with section e below. Trips exceeding 14 hours should be completed in two days and have no less than three drivers.

e. Drivers must take a “safety break” after three (3) hours behind the wheel.

f. If inclement weather occurs, travel should be delayed until conditions are more suitable for travel. To check road and weather conditions in the State of Texas call 1(800) 452-9292.

g. Road flares, cellular phones, reflectors and first aid kits, flashlight, water and a state map of Texas should be in every vehicle transporting students for college sanctioned activities.

h. Drivers will comply with all applicable traffic laws and regulations.

i. All occupants must use seat belts and appropriate safety devices when the vehicle is in motion.

j. All occupants must remain seated when the vehicle is in motion.

k. The following activities are prohibited for drivers while driving:

1. Operating a vehicle exceeding the maximum number of occupancy regulations.
2. Driving while under the influence of impairing drugs or alcohol.
3. Using radar/laser detection devices.
4. Use of headphones or earphones.
5. Use of cell phones.
6. Eating, smoking or drinking.

TEXAS STATE UNIVERSITY SYSTEM RULES AND REGULATIONS

The RULES AND REGULATIONS of the Texas State University System constitute the final authority on all matters related to the operation and management of Lamar Institute of Technology and students are subject to the provisions of these RULES AND REGULATIONS as well as the policies adopted by the Lamar Institute of Technology. In the case of any conflict between the RULES AND REGULATIONS and LIT policies, the RULES AND REGULATIONS shall prevail. Copies of the System RULES AND REGULATIONS are on file in the Student Government Association Office and administrative and departmental offices. Chapters VI and VII of these RULES AND REGULATIONS, which pertain most directly to students, are reproduced and modified for Lamar Institute of Technology in this STUDENT HANDBOOK for the convenience of students. Students should refer to the complete Regents’ RULES AND REGULATIONS if they desire additional information.

Chapter VI Student Services and Activities

1. General Provisions

1.1 Application of Policies, Rules, and Regulations. These Rules and Regulations apply to all component institutions of the System and shall be implemented appropriately in the student handbook for each component.

1.2 The “Chief Student Affairs Officer” means the administrator directly responsible for student affairs at each component under authority delegated by the president.

1.3 A student is one who is currently enrolled at any of the components of the System. These Rules and Regulations will also apply to any prospective or former student who has

been accepted for admission or readmission to any component while such individual is on the campus of any component.

1.4 The “campus” is defined as all real property owned and/or controlled by that System component.

2. Admission Standards and Requirements

Student admissions standards, entrance requirements, and degree qualifications shall be determined and prescribed by each component subject to the approval of the Board. Enrollment preference shall be given to residents of the State of Texas. Each component shall implement the American College Testing Program, Scholastic Aptitude Test, and/or the College Entrance Examination Board testing program as appropriate to its mission for entering first-time students after approval of the program by the Board. No otherwise qualified applicant for enrollment shall be denied admission on the basis of sex, religion, race, color, national origin, age, disability, or other criteria prohibited by law.

2. Tuition and Fees

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

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

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

3.3 Additional Voluntary Fees. Additional voluntary student services fees may be established with the approval of the president of the respective component.

3.4 Installment Payments. Each component shall provide optional installment payment plans for tuition and required fees in accordance with Education Code, Section 54.007. A component may also provide an installment method of paying campus housing, food service, or room and board contracts. The Board may authorize assessment and collection of incidental fees for students utilizing this method of payment and/or late fees for students who are delinquent in their payment, provided such fees reasonably reflect the cost to the component of handling these payments.

3.5 Reinstatement Fee. A student, seeking reinstatement to a component within the same semester after having withdrawn or been withdrawn shall pay \$50.00 reinstatement fee, in addition to late payment fees. Students on an installment plan must also pay all past due balances at the time of reinstatement.

3.51 Application of component and all federal or state grants and loans provided to a student must be applied toward the full amounts due to the component for the payment of tuition, fees, and other charges before installment payments are scheduled. This provision does not apply to Guaranteed Student Loan Program (GSLP), Parent Loans for Undergraduate Students (PLUS), Student Loan Supplement (SLS), or other similar funds, which shall be disbursed by the component directly to the student in accordance with federal law and regulations.

3.52 Campus Housing, Food Service, Room and Board. Each component is authorized to charge fees to students utilizing an installment method of paying campus housing, food service, or room and board contracts, with such fees not to exceed the fees charged under Section 3.4 of this chapter to students paying tuition and required fees in installments.

3. Student Grants and Loans

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

4.1 Assessments for Grant and Loan Programs. Each Texas State University System component shall set aside, each academic year, not less than 15 percent nor more than 20 percent out of each resident and 3 percent out of each nonresident student's tuition charge under Education Code, Section 54.051 as provided by the General Appropriations Act for the applicable academic year. Of the funds set aside pursuant to this section, not more than 90 percent shall be used for Texas Public Educational Grants and not more than 10 percent shall be used for emergency loans to students.

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

4.3 Criteria for Awarding Grants.

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

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

4.33 Needs Analysis Procedures. Financial needs of students are to be determined by use of accepted needs analysis procedures, generally in use in other "needs based" financial assistance programs although the component, in its discretion, may consider factors not covered by the "needs based" financial assistance programs. In such case, the component must state in writing the reasons for its decision.

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

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

4.36 Full Use of Funds. At the end of a Fiscal Year, if the total amount of unencumbered funds that have been set aside under this program by a component, together with the total amount of unencumbered funds transferred by the component to the Texas Higher Education Coordinating Board exceeds 150 percent of the amount of funds set aside by the component in the fiscal year, and the component shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.

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

4.4 Criteria for Awarding Loans.

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

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

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

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

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

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

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

4.48 Deferred Repayment. A resident of Texas for tuition purposes, upon a finding that such individual would be deprived of an education due to a lack of financial ability, may defer repayment of the loan as allowed by law and in accordance with guidelines adopted by the Texas Higher Education Coordinating Board. Request for deferred repayment must be made in writing.

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

5. Student Conduct and Discipline

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

5.2 Student Misconduct. Each student is expected to act in a manner consistent with the component's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the component or on the educational process. No person or group of persons acting in concert may willfully violate the following rules. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

(1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.

(2) Violation of any Regents' rule, regulation, or order or component policy, rule, or regulation, including any rule or regulation governing residential living in component-owned facilities or breach of a residential living contract.

(3) Failure to comply with the direction of a component official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a component official within the designated time.

(4) Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding.

(5) Failure to meet financial obligations to the component.

(6) Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on component property.

(7) Conduct that significantly endangers the health or safety of other persons, including members of the component community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from component facilities.

(8) Stealing, destroying, defacing, damaging, or misusing component property (including misuse of fire or life-safety equipment or property) or property belonging to another.

(9) Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.

(10) Possessing and/or using, without authorization according to the component policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.

(11) Gambling in any form on component property.

(12) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.

(13) Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action.

(14) Forgery, alteration, or misuse of component documents, forms, records, or identification cards; or issuance of a check to the component or its contractors without sufficient funds.

(15) Unauthorized possession, ignition, or detonation, on component property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.

(16) Unauthorized entry into or use of component buildings, facilities, equipment, or resources, or possession or use of component keys for unauthorized purposes.

(17) Failure to maintain a current official mailing address in the Registrar's office and/or giving a false or fictitious address to a component office or official.

(18) Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, aircraft, automobile, or other mode of conveyance.

(19) Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

(20) Academic dishonesty (see subparagraph 5.3).

(21) Campus disruptive activities (see subparagraph 5.4) or disorderly conduct on component-owned or controlled property or at a component-sponsored or supervised function that inhibit or interfere with the educational responsibility of the component community or the component's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.

(22) Using authority granted by state law, System rule, or component policy to deprive any person of his or her civil rights.

(23) Violation of component policy relating to electronic network facilities such as local area networks and the Internet.

(24) Any attempt to commit these prohibited acts.

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

5.31 "Cheating" includes, but is not limited to:

(1) Copying from another student's test paper, a laboratory report, other report, or computer files, data listings, and/or programs.

(2) Using, during a test, materials not authorized by the person giving the test.

(3) Collaborating, without authorization, with another person during an examination or in preparing academic work.

(4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.

(5) Substituting for another student; permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.

(6) Bribing another person to obtain an unadministered test or information about an unadministered test.

(7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

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

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

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

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

5.36 Disciplinary Procedures for Academic Dishonesty

(1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the Vice President and, eventually, to the vice president for academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.

(2) Disciplinary Process. In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process under Subsection 5.6 and following except as provided under Subsection 5.15.

(3) Honor Code. If a component has adopted an Honor Code which includes an Honor Council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings which consider disciplinary action must afford the students procedural due process under Subsection 5.6. Appeals of academic decisions rendered by an Honor Council shall be heard by the Vice President for Academic Affairs and appeals of disciplinary decisions rendered by an Honor Council shall be heard by the Chief Student Affairs Officer. In the event of conflicts, these Rules and Regulations shall govern.

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

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

(1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the component;

(2) Seizing control of an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or

(3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the component administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.

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

5.43 Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

5.5 Suspended, Expelled, and Dismissed Student Restriction. No student who has been suspended, expelled, or dismissed for disciplinary reasons from a component of the System shall, during the applicable period of discipline, be eligible to enroll at any other System component. The registrar of a component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record had been cleared.

5.6 Procedure for Administration of Discipline. The chief student affairs officer shall have primary authority and responsibility for the administration of student discipline at the component and for investigating allegations that a student has violated System and/or component rules and regulations, or specific orders and instructions issued by an administrative official of the component.

5.61 The chief student affairs officer or his/her appointee, hereto referred to as officer, will investigate the alleged violations. During the investigation, if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or component policy, the officer will determine (but not assess) an appropriate disciplinary penalty.

(1) The officer will discuss his or her findings and his or her determination of an appropriate penalty with the student if the student is available and will give the student an opportunity either to accept or reject the officer's decision.

(2) If the student accepts the officer's decision, the student will so indicate in writing and waive his or her right to a hearing. The officer may then assess the disciplinary penalty.

(3) If the student does not accept the officer's decision or does not waive his or her right to a hearing, a disciplinary hearing will be scheduled in accordance with Subsections 5.7 and 5.(10).

5.62 If the student does not execute a written waiver of the hearing process, then the officer shall prepare a written statement of charges and of the evidence supporting such charges, including a list of witnesses and a brief summary of the testimony to be given by each, and shall send a notification of such charges and statement to the accused student by certified mail, return receipt requested, addressed to the address

appearing in the Registrar's records, or shall hand deliver said document with the student signing a receipt.

5.7 Student Disciplinary Hearings. In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing officer or hearing committee, selected in accordance with procedures adopted by the component. Except in those cases where immediate interim disciplinary action has been taken under authority of Subsection 5.(14), the accused student shall be given at least five (5) class days written notice by the chief student affairs officer, or a designated appointee, of the date, time, and place for such hearings and the name or names of the hearing officer or hearing committee. Hearings held under Subsection 5.(14) will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

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

5.71 Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel, at a reasonable time prior to the hearing.

5.72 Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the accused student's failure to appear.

5.73 Both the component representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.

5.74 The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy for appeals purposes only.

5.8 Student's Right to Challenge Impartiality. The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the component.

5.9 Determination of Hearing. The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:

(1) Verbal or written warning.

(2) Requirement that the student completes a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.

(3) Cancellation of residence hall or apartment contract.

(4) Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.

- (5) Ineligibility for election to student office for a specified period of time.
- (6) Removal from student or organization office for a specified period of time.
- (7) Prohibition from representing the component in any special honorary role.
- (8) Withholding of official transcript or degree.
- (9) Bar against readmission.
- (10) Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of component, student, or employee property.
- (11) Denial or non-recognition of a degree.
- (12) Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities.
- (13) Withdrawing from a course with a grade of W, F, or WF.
- (14) Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
- (15) Suspension from the component for a specified period of time. During suspension, a student shall not attend classes or participate in any component campus activities.
- (16) Loss of or ineligibility for student grant or loan.
- (17) Expulsion from the component. A student who is expelled from the component is not eligible for readmission to the component.
- (18) Dismissal from the component. A student, who is dismissed, is separated from the component for an indefinite period of time.
- (19) Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The component may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The component shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.

(20) A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system component shall be ineligible to enroll at any other system component during the applicable period of discipline. The registrar of each component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the component and from all other institutions in The Texas State University System.

5.(10) Appeal. Neither party may appeal if the hearing officer or hearing committee determines that the allegations against the accused student are true but the only punishment assessed is verbal or written warning. In those cases, the determination of the hearing officer or hearing committee is final. However, in all other cases, either party may appeal to the chief student affairs officer. If the

hearing officer has been an appointee designated by the chief student affairs officer or if the determination has been made by a hearing committee, the appeal will be made to the chief student affairs officer or designated appointee. If the chief student affairs officer has served as the hearing officer, the appeal will be made to the vice president in charge of student affairs. Written notice of appeal must be received by the appeal officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4) whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the appeal officer, may submit oral or written arguments, to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments, when appropriate, to the appeal officer within five (5) business days after giving notice of appeal. The appeal officer may approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration. The appeal officer shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause.

5.(11) Review of the Vice President in charge of Student Affairs. The vice president may review any disciplinary case and may approve, reject, modify the decision or remand the matter to the original hearing officer or committee for reconsideration.

5.(12) President's Right to Review. The president may review any disciplinary case, and approve, reject, or modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.

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

5.(14) Interim Disciplinary Action. The chief student affairs officer, the vice president in charge of student affairs, or the president of the component may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the component at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the component official involved shall, as soon as possible, notify the President and the Vice Chancellor and General Counsel of such action.

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

6. STUDENT ORGANIZATIONS.

6.1 Definition of Composition and Authority. An organization in which active membership is limited to students (recognizing that faculty and staff may also be members) of a component may become a registered student organization at that component

by complying with the registration procedures established by the component. Neither the organization nor its representatives may suggest that either is acting with authority or as an agent of the component.

6.2 Faculty and Staff Advisors. Each registered student organization shall have a faculty or staff advisor, whose name shall be provided to the component administration as a part of the student

organization registration procedures. The organization shall immediately report in writing any change in its advisor. Advisors to registered student organizations that do not have their accounts and financial records kept by the component shall not have control, of the funds and financial records of the student organization. Such control includes, but is not limited to, receipting of funds, check signing authority, authorization of expenditures, and preparing bank reconciliations. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.

6.3 Disciplinary Action. Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a System and/or of the component rule or regulation or for failing to comply with the direction of a component official acting in the performance of his or her duties.

6.4 Requirements for Organizations. The president of each component of the System may issue regulations governing the eligibility of students to participate in organized activities. He or she shall require and enforce the following:

6.41 As a condition to being a registered student organization or group during an academic year, every registered student organization or group shall furnish, to the appropriate component officer at the beginning of, or prior to each such academic year, a complete list of officers or other members of the organization or group who are authorized to speak for, or represent, the organization or group in its relations with the component and who are authorized to receive for the organization or group official notices, directives, or information from the components. Each such list shall be current and accurately updated throughout the semester by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization or group are authorized to speak for and represent the organization or group in its relations with the component and are authorized to receive for the organization or group official notices, directives, or information from the component.

6.42 Except for national honor societies which require outside members, no registered student organization or group may have any person as an active member who is not either a student or a member of the faculty or staff of the component. Except pursuant to the provisions of Chapter VII, Subsection 3.4, no organization or group, whether registered or not, may use any facility of any component of the System if it has as an active member any person who is not either a student or a member of the faculty or staff of the component.

6.43 Any component funds that are expended on behalf of student organizations will be maintained by the component. Both the advisor of the organization and the designated officer of the organization must authorize any expenditures from the organization's account. All university funds (such as those generated by student service fees) expended for the benefit of student organizations must be expended from budgeted component accounts.

6.44 All component-provided funds of registered student organizations are subject to audit by the component. Failure to maintain adequate records may be considered in determining whether a student organization may maintain its registered status.

6.45 Student organizations, their officers, and sponsors are responsible for assuring that they comply with all applicable TSUS, state, and federal rules and regulations, including tax code compliance.

6.46 Each component may develop applicable policies and procedures to promote fiscal integrity and accountability for student organizations.

7. PARTICIPATION IN STUDENT GOVERNMENT.

7.1 Student Government. The student governments currently authorized at the components of the System are hereby approved. Student government has no existence separate and apart from the component, and student government shall have only such jurisdiction and exercise only such powers as the Board may now, or hereafter, delegate to it through the component president.

7.11 Constitutions and Bylaws Approved. The constitutions and bylaws of the several student governments in force at the date of adoption of these Rules and Regulations are hereby approved to the extent that they are not in conflict with such Rules and Regulations.

7.12 Mode of Amending Constitutions and Bylaws. An amendment to the constitution or bylaws of a student government may be adopted by an association in accordance with its constitution and bylaws, but the change shall not become effective until transmitted to and acted upon by the chief student affairs officer and approved by the component president.

7.13 Amendment or Repeal by the Board of Regents. The Board shall amend or repeal any portion of the constitution and bylaws of a student government when, in the judgment of the Board, the interests of the particular component shall require it.

7.14 Amendment or Repeal by the President. The president shall have the power to amend or repeal any provision in the constitution or bylaws of the student government, when in the president's judgment, the interests of the component require it. The action by the president shall be subject to review Subsection 7.13, above.

7.15 Persons Compensated by Student Government. All persons employed on salary or compensated for personal services in any manner by or under the direct supervision of the student government shall have the approval of the chief student affairs officer and shall be subject to prior approval by the president or a designated appointee both as to salary and as to qualifications. This authority shall not be exercised in a manner that would infringe upon the constitutionally protected rights of students.

7.16 Annual Financial Reports. The chief student affairs officer shall require the officially recognized student government to make available, on an annual basis, a complete financial report to the component business officer, as well as such special reports as may be called for by such business officer. A duplicate copy of each report shall be filed with the chief student affairs officer.

7.2 Rights and Obligations of Student Government. The student government on each campus shall be a recognized forum of student opinion.

7.21 When a student government takes a position on issues directly related to a component and its operations, it shall forward its recommendations to the chief student affairs officer and the president. This Subsection shall not prohibit the student government from free expression of its position.

7.22 When a student government takes a position on non-component issues, it shall make clear the fact that it does not speak for the component.

7.23 A student government may conduct polls, initiate petitions, and/or establish forums for debate or discussion; and, said action shall be regulated only as to time, place, and manner but shall be subject to the provisions of Chapter VII, Subsection 4.1.

7.24 Officers of a student government may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the component or for the student body; and, they shall make it clear they are not speaking for the student government unless the legislative body of that government has authorized the statement in advance.

7.3 Stipends. A component may authorize the student government to grant fair and reasonable stipends to elected student body officers, provided such stipends are paid from student fees and are first authorized by a one time referendum vote of the student body. Thereafter, stipends are subject to approval by authorized student governments. The granting by student governments of such stipends shall not establish an employer/employee relationship with the component, and the subject student officers shall not receive employee benefits from the component. The provisions of Section 7.15 of these Rules and Regulations shall apply to the setting of the compensation of student body officers.

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

8. USE OF THE STUDENT CENTER.

The use of the student center or student union facilities on the campus of each component shall be subject to reasonable and nondiscriminatory regulations as may be promulgated by that center's director or governing board and approved by the chief student affairs officer and the president.

9. STUDENT DEBTS.

9.1 Debts of Students or Organizations. Neither the System nor any component is responsible for debts contracted by individual students or by student organizations. All students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the System nor any component will assume the role of a collection agency except for monies owed to the System or one of its components; nor, will the System or any of its components adjudicate disputes between students and creditors over the existence or the amounts of debts, except with the prior approval of the

president of the components or a designated appointee in those cases where the interests of the component may be a factor.

9.2 Students' Financial Obligations. Students are expected to meet their financial obligations to the component within the designated time allowed. Registration fees are payable at the time of registration, and students are not entitled to enter class or laboratory until their fees and deposits have been paid. Other charges and financial obligations are due at registration or within ten days after a bill is rendered by the component or according to the special payment instructions that may be printed on the bill.

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

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

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

10. CORRECT ADDRESS.

All students are required to have a correct address on file in the Registrar's office, and any changes must be made in that office as soon as they occur. Each student will be held responsible for all communication from the offices sent to the last address given.

11. STUDENT IDENTIFICATION CARDS.

Student I.D. cards are nontransferable. Losses of I.D. cards should be reported immediately to the proper administrative official.

12. STUDENT PARKING AND TRAFFIC.

All students are expected to obey the component's parking and traffic regulations. Any student who receives a citation for violation of a component's parking or traffic regulations shall be entitled to a hearing in front of a component's traffic court or committee if the student makes a timely request. The hearing may consist of a personal appearance, a written statement, or both, as prescribed by the component in its policies.

CHAPTER VII GENERAL PROVISIONS FOR CAMPUS ACTIVITIES

1. SOLICITATION.

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

1.1 The sale or offer for sale through vending machines operated by the component or its subcontractor of: (1) any newspaper, magazine, or other publication in an area designated by the president or his/her designee; (2) food, drink and other items.

1.2 The sale or offer for sale of any component publication, book, or other material used in the academic work of the component by the component or its subcontractor in an area designated by the president or a designee.

1.3 The operation by the component or its subcontractor of: (1) a bookstore, specialty store, laundry, component dining service, or other service maintained for the convenience of the component's students, faculty, or staff; or (2) food, and drinks, souvenirs, and programs at athletic contests or other events sponsored or authorized by the component.

1.4 The advertisement of any activity, item, or product sponsored or authorized by the component and approved by the president or his/her designee; advertisements appearing in any publication or sent through the United States or private postal service.

1.5 The collection of tuition, charges and fees under Section 1.4 of Chapter III.

1.6 The collection by registered student, faculty, or staff organizations: (1) of membership fees or dues; or (2) of fees or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the component or by such organizations.

1.7 Presidential-approved participation in: (1) nondiscriminatory, activities on behalf of charitable organizations; or (2) events sponsored by a registered student, faculty, or staff organization or the component that are authorized and scheduled in accordance with the facilities-use regulations of the component. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The component may require that members of the sponsoring organization solicit directly and may prevent organizations from using nonmembers to fund-raise, or solicit for the organization.

1.8 Activities of agents of companies authorized by the component to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities, or other services to the component or its employees.

1.9 Persons engaged in the activities listed in Sections 1.1-1.8 are responsible for assuring that they maintain the portions of the campus and building they use in a clean, orderly and appealing in appearance and for assuring that their use:

- (1) preserves an academic atmosphere and does not disrupt classes, component programs, or other activities;
- (2) maintains security and safety for persons and property, does not unreasonably expose persons on campus to crime; and avoids unlawful activities;
- (3) protects the privacy of students, faculty, and staff, and protects them from deception, fraud and similar commercial exploitation;
- (4) permits the free flow of pedestrian and vehicular traffic;
- (5) preserves the beauty of the component's campus, buildings, and facilities, and avoids unnecessary wear and tear on buildings, grounds, or facilities;
- (6) protects students, faculty, and staff from deception, fraud, and commercial exploitation; and

1.(10) The president may prohibit persons or organizations from soliciting on campus if they fail to follow these rules. He or she may require that the student government and each registered student organization file a sworn statement disclosing: (1) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (2) the payees, their Personal Identification Numbers (P.I.N.) or

social security numbers, and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the president shall be prohibited from solicitation on the campus until such person organization comes into compliance.

Demonstrations, Publications, Posters, Etc. Reasonable and nondiscriminatory Rules and Regulations as to time, place, and manner may be promulgated by the president of the component to authorize students, faculty, staff, and their registered organizations to petition, distribute publications, post signs, set up booths, and/or peacefully demonstrate on the component campus. Such regulations shall prohibit any activity that would interfere with academic or component programs.

2. USE OF SYSTEM FACILITIES

2.1 By Component Organizations. Registered student, faculty, and/or staff organizations may use the component's buildings and grounds in compliance with reasonable and nondiscriminatory rules and regulations approved by the component president or a designee. Extracurricular use by students, faculty, or staff shall comply with local, state, and federal law, System and component regulations. Such activities shall not disrupt or disturb academic or other component processes nor result in damage to or defacement of property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with non-students without prior written approval of the component president or a designee.

2.2 By Outside Groups. Use of grounds and physical facilities of a System component, especially auditoriums, gymnasiums, and large rooms, by outside individuals, groups, or associations (outside groups) shall be subject to the following rules as well as policies approved by the president or a designee: **2.21** Unrestricted use by outside groups of any component facilities is not permitted. Whenever groups share in the use of component buildings, it must be upon the invitation of the component and under its joint sponsorship, and with the further understanding that all the conditions governing such sponsorship are to be set by the component.

2.22 The component will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating individuals, group, or associations, unless the president or a designee has reviewed the project or program and has determined that such joint sponsorship serves a public purpose and adequate contractual or other controls ensure its realization as required by Article 3, Section 51, of the Texas Constitution.

2.23 The component will not enter into joint sponsorship of any program or activity in which the educational implications or benefits are not self-evident and which does not directly supplement the educational purposes of the System. The component, when entering into joint sponsorship of any program or activity, reserves the right to approve advertising as well as news releases.

2.24 Established as a public body without regard to political affiliation or religious faith, a component cannot be a joint sponsor with any non-campus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the Board in Section 4 of this Chapter.

2.25 The authorization for use of a component's facilities for functions other than the component's own activities shall be at the sole discretion of the president or a designee and subject to the needs and the convenience of the component which are always to have priority in the scheduling of facilities.

2.26 In the case of programs for which the component is a joint sponsor with some other individual, group, or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case, subject to final approval by the component president or a designee and will be specified in the agreement providing for the joint sponsorship.

2.3 Use of Motor-driven Vehicles or Equipment. The president of each component shall promulgate a policy, specifying conditions for operation or use by students of component owned, controlled or leased motor-driven vehicles or motor-driven equipment, and signed liability waivers

in favor of the component, the Board of Regents, the System, and their respective officers, employees, or agents.

3. SPEECH AND ASSEMBLY.

3.1 Definition. Freedom of inquiry and discussion is basic and essential to intellectual development. However, these freedoms must be exercised in a manner that does not illegally derogate the rights of others or interfere with the academic programs and administrative processes of a component.

3.2 Off-Campus Speakers in Component Facilities. The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students, faculty, and staff of the components of The Texas State University System with respect to the opportunity to hear off-campus or outside, speakers.

3.21 If a registered campus organization is sponsoring a campus speaker, it has the responsibility of making clear the fact that the organization, not the component, is extending the invitation to speak and that any views the speaker may express are the speaker's own and not necessarily those of the System or of the component.

3.22 Students, faculty, staff, and registered organizations campaigning for public office on behalf of candidates for public office must abide by the provisions of this section.

3.23 Speakers to be paid from state funds to speak on a component campus shall speak in a facility that is open to the public. This subsection does not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to. The number of students, faculty, staff, and guests may be limited to prevent a hazard to the safety of the audience.

3.24 Off-campus speakers who have not been sponsored or invited by a registered student, faculty, or staff organization or by the component administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus.

3.25 With the prior written approval of the component president, the component may, at its sole discretion, lease or rent space in the student center or other appropriate buildings or grounds for political rallies and meetings provided that space is made available to legitimate political candidates in a nondiscriminatory fashion and the rent for such space is based on a fair market value.

3.3 Time, Place and Manner Restrictions. While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:

3.31 A request to invite an outside speaker will be considered by the component only when made by a registered student, faculty, or staff organization. No invitation shall be issued to an outside speaker without prior written concurrence of the component president or a designee for scheduling of speaker dates and assignment of campus facilities.

3.32 Any speaker request shall be made in writing to the president or a designee by an officer of a registered student, faculty, or staff organization, or by an administrative officer of the component, desiring to sponsor the proposed speaker not later than six (6) business days prior to the date of the proposed speaking engagement. This request shall contain the

name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the component president or a designee within five (5) business days after submission shall be deemed granted.

3.33 A request made by a registered organization may be denied only if the component president, or the authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the component's orderly operation as defined in Subsection 2.5.

3.34 Where the request for an outside speaker is denied, the sponsoring organization may appeal to the president or a authorized designee in writing within three (3) business days of the denial. A hearing within will be held within four (4) business days following the filing of its appeal before an impartial board or administrator appointed by the president for a de novo consideration of the request. Such board or administrator shall make a recommendation to the component president, whose decision shall be final. If the president fails to decide the matter within seven (7) business days following the filing of the appeal, it shall be deemed granted, and the speaker's invitation may be issued by the organization.

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

3.4 Assembly on Component Grounds. Any group or person, whether or not a student or employee, and whether or not invited by a registered student, faculty, or staff organization, may assemble and engage in free speech activities on the grounds of the campus. However, the component president or a designee may adopt reasonable nondiscriminatory rules and regulations as to time, place, and manner of such activities and may prohibit such activities if it is determined, after proper inquiry, that the proposed speech constitutes a clear and present danger as defined in Subsection 4.5 below.

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

3.6 Demonstrations, Publications, Posters. Reasonable and nondiscriminatory Rules and Regulations as to time, place, and manner may be promulgated by the president or a designee of the component to authorize students, faculty, staff, and their registered component organizations to petition, distribute publications, post

signs, set up booths and/or peacefully demonstrate on the component campus. Such regulation shall prohibit any activity that would interfere with academic or component programs.

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

3.62 For the purposes of Subsection 2.21, advocacy means addressing the group for imminent action and steering, bolstering, or bracing it to such action as opposed to the abstract espousal of the moral propriety of a course of action.

3.63 Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions of Education Code, Section 4.30, as cited in Chapter VI, Subsection 3.4, of these Rules and Regulations.

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

4. HEALTH AND SAFETY.

4.1 Alcohol Policy. System components shall not sell, serve or permit the sale, service, or consumption of alcohol on campus, except in “special use” buildings or facilities designated by the president. Students who are 21 years of age or older, who do not reside in alcohol-free living areas may be permitted to have alcohol in their rooms but not in common areas of residence halls. The president may restrict possession or consumption of alcohol (as permitted under this policy) to specified residential areas including apartments. Students who are permitted to have alcohol under this policy may not share or provide alcohol to students or other persons who are under 21. Nothing herein shall be taken as an assumption of risk or responsibility on the part of the Board of Regents of The Texas State University System, or its System components for any injuries or damage, of whatever kind, resulting from a student’s possession or use of alcohol, whether such use is legal or illegal.

4.2 Student Health Programs. Components may establish student health centers and/or pharmacies to provide basic care and assistance only (as opposed to long-term medical facilities or the treatment of “major medical” problems) as well as information, educational programs and counseling through the student life areas of the components on timely topics of interest and concern to the students.

4.21 Each physician providing medical and/or health care to students through a component operated health center shall carry malpractice insurance in the amount of not less than \$100,000 per occurrence or \$300,000 total for bodily injury or death.

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

4.31 Definition “Racial Harassment” is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. No student, faculty, or staff employee to engage in racial harassment of any person on the campuses of the components or in connection with a component-sponsored activity.

4.32 No student, faculty or staff person may use authority granted by state law, by System rule, or by component policy to deprive any person of his or her civil rights on a component campus or in connection with a component sponsored activity.

4.33 If a violation of this policy is committed on campus and/or in connection with a component-sponsored activity because of the race, color, or national origin of any person directly harmed by such violation, the violator’s discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.

4.34 Procedures for Redressing Racial Harassment Complaints of Students, Faculty, Staff or Visitors shall be in accordance with published procedures established by the components. All complaints shall be considered informal until they are filed in writing. Once a disciplinary penalty is imposed, the accused, whether a student or a faculty member or a staff employee, shall have his/her full right to invoke applicable appeal procedures according to existing component policies.

4.4 Sexual Harassment. No employee, student, or contractor of the System or a component may sexually harass another person and will be subject to disciplinary action for a violation of this policy.

4.41 “Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic career; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive employment or academic environment.

4.42 In determining whether alleged conduct constitutes sexual harassment, the System or component shall construe any act or omission within the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. Each determination shall be made from the facts on a case-by-case basis.

4.43 The System and each component may not dismiss a complaint once registered with an appropriate authority until the case has been resolved by the System or component. However, the System and each component may take appropriate disciplinary action for any sexual harassment occurring in the employment or academic environment even in the absence of an individual complaint. Disciplinary action may consist of action up to and including termination of employment or, in the case of students, expulsion from a component or from the System.

4.44 Each component shall adopt policy statements and procedures prohibiting sexual harassment and requiring prompt and appropriate corrective action for a violation of this policy and the relevant federal and State laws on sexual harassment.

4.45 To the fullest extent practicable, the System and components shall keep complaints of sexual harassment and the terms of their resolution confidential.

4.46 If disciplinary action is imposed on an individual for engaging in sexual harassment, the individual may invoke the applicable due process or appeal procedures of the System and components.

The relief provided by the System or component to a complainant does not depend on any resolution of the complaint or disciplinary action against the accused individual.

4.5 Prohibition on Weapons. It is a violation of these Rules and Regulations to possess, carry or otherwise cause a firearm, handgun or other prohibited weapons as defined by the Texas Penal Code – licensed or otherwise, concealed or otherwise – to be brought onto the premises of a System Component.

4.51 “Premises of a System component” as used in this section means a structure and the land, including appurtenances, on which the structure is situated, over which this Board has ownership or control. System component campuses, the System Administration, leased facilities or other facilities where a System or component function, event, or activity takes or is taking place. This prohibition shall not apply to academic programs or to component sponsored or approved events in which the component explicitly authorizes the use of handguns. Nor shall it be a violation of this rule to transport firearms and/or handguns for registration with and storage by the component public safety office. A “firearm” means any device designed, made or adapted to expel substance or any device readily converted to that use (for example, a zip gun).